

SMART AND SKILLED



Australian National Institute of Management & Technology

(This Training is Subsidized by the NSW Government)

BSB50215 Diploma of Business

RTO Code: 41128

WELCOME MESSAGE



I would like to take this opportunity in extending you my warmest welcome to Australian National Institute of Management and Technology (ANIMT).

We are proud and excited to be able to deliver quality education under Smart & Skilled that will equip our students with required knowledge and skill set to embark into the current workforce.

ANIMT is committed to providing professional adult education in a relaxed, informal and supportive environment as we prepare students to embrace the challenges of globalisation and a globalised workforce. We provide educational programs and pathways that develop the skills needed for the domestic marketplace by developing high quality, industry ready graduates and workforce professionals.

This information booklet is designed to provide you with information about the services provided by ANIMT and our approach to provide you a safe, fair and supportive learning environment.

We wish you every success in your future endeavours!

Yours faithfully,

A handwritten signature in black ink that reads "Joan Stone".

Joan Stone
Chief Executive Officer
Australian National Institute of Management and
Technology

About ANIMT

Training Organisation NSW Pty Ltd trading as Australian National Institute of Management and Technology (ANIMT), is an Australian Registered Training Organisation (RTO) operating under the National Vocational Education and Training (VET) Quality Framework. This is a regulated framework which is administered by the Australian Skills Quality Authority (ASQA). Our registration details can be located on the National Register for VET.

Training Organisation NSW Pty Ltd was first registered to provide educational services in 2015 and is extending its educational services to domestic students at Parramatta, Sydney.

We deliver Australian Qualifications Framework (AQF) qualification which are drawn from Australian National Training Packages and recognised within Australia and internationally. National training Package qualification are developed by Australian Industry Skills Committee in consultation with industry bodies, regulators, training providers and other stakeholders.

ANIMT specialises in business and management training and maintain close professional links to industry within Australia to ensure our training is at the leading edge of industry developments.

ANIMT provides training and assessment services related to BSB50215 - Diploma of Business.

We are located in a strategic place in Sydney, surrounded by take away shops, cafes, restaurants and public transports.

Our qualified staff have many years of experience and recognised qualifications in their relevant areas of study. They provide students with a friendly and supportive learning environment.

Why Study at ANIMT

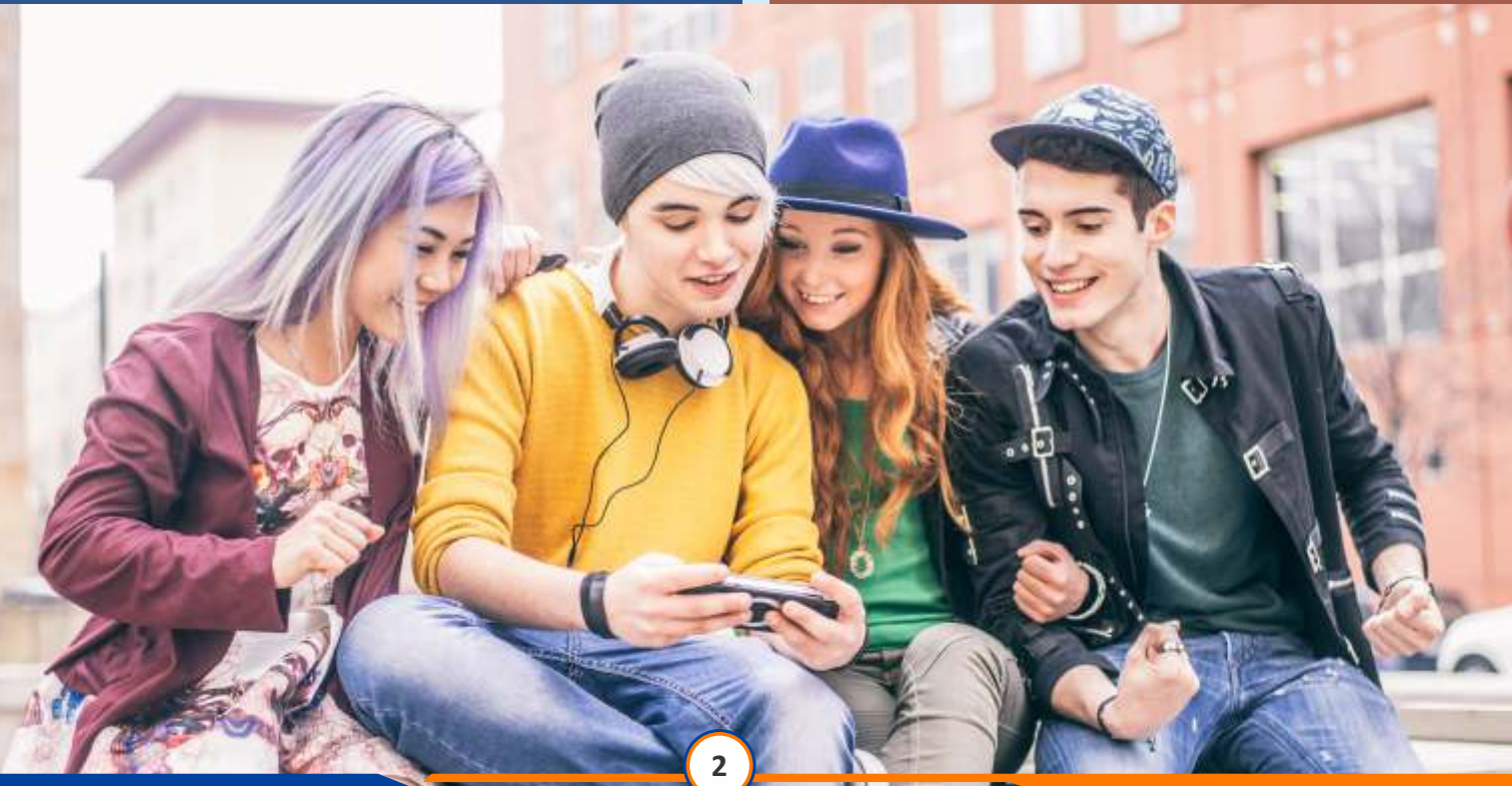
With ANIMT you will receive quality education to fulfil your required skill set. We support our students on the path to achieve their goals and aspirations by developing practical and academic skills, knowledge and capability.

At ANIMT, we believe that the key to success is to:

- Empower our students through education and training
- Provide progressive and innovative qualifications to enable our students to strive for excellence
- Help our students achieve their personal best in gaining a Business Education
- Ensure small class numbers so as to give students individual attention
- Provide students with qualified, experienced and committed trainers who have the knowledge and expertise in their field

Smart and Skilled Program

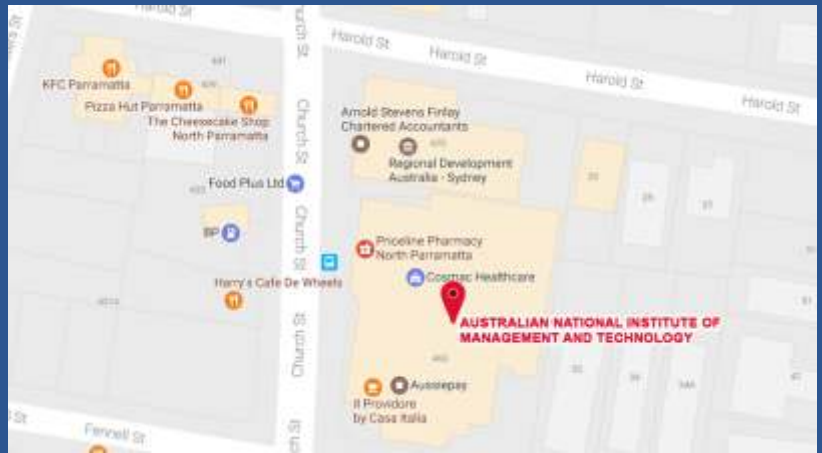
Smart and Skilled is an educational training program financed by New South Wales State Government for NSW residents. State Govt bears the lion share of the tuition fee and individual student has to pay a smaller portion of the fee. It is not a loan and students will not have any future financial obligation.



Campus Location

ANIMT campus is a hub of learning, diversity and community spirit. Our campus location place our students at the heart of bustling commerce precincts. Our campus location support not only our students' studies but also their lives off-campus.

ANIMT campus is in Parramatta, Central-Western Sydney, 23 kilometres west of the Sydney central business district on the banks of the Parramatta River. Parramatta is a major business and commercial centre, and the second largest CBD in the State of New South Wales.



Level 6, 460 Church Street, Parramatta, NSW 2150

Public Transport

Parramatta railway station is located on the Main Western line, serving the Sydney suburb of Parramatta. It is served by Sydney Trains T1 Western Line and T5 Cumberland Line services and NSW TrainLink Blue Mountains Line, Central West XPT and Outback Xplorer services.

Parramatta is also serviced by a major bus interchange located on the south eastern side of the railway station. The interchange is served by buses utilising the North West T-Way to Rouse Hill and the Liverpool-Parramatta T-way to Liverpool. Parramatta is also serviced by five high-frequency Metrobus services:

M52 – Parramatta to City via Victoria Road (Sydney Buses)

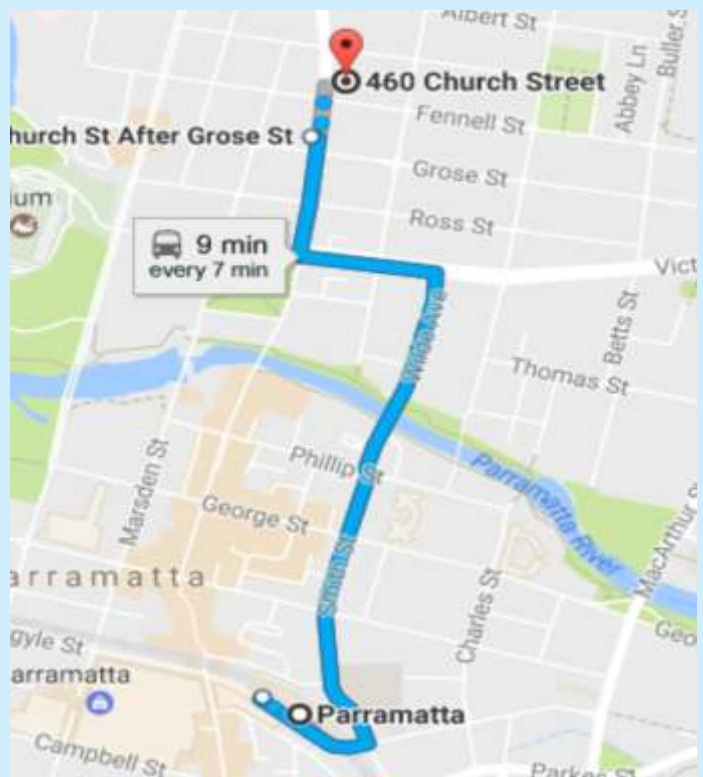
M54 – Parramatta to Macquarie Park via Carlingford and Epping (Sydney Buses)

M60 – Parramatta to Hornsby via Baulkham Hills, Castle Hill, Cherrybrook, Pennant Hills, Thornleigh and Normanhurst (Hillsbus)

M91 – Parramatta to Hurstville via Granville, Bankstown and Peakhurst (Transdev)

M92 – Parramatta to Sutherland via Lidcombe, Bankstown and Padstow (Transdev)

A free bus Route 900 is operated by Parramatta City Council in conjunction with the state government. Route 900 circles Parramatta CBD, which can be used to reach the college on reaching Parramatta railway station or bus station.



Lunch Options

If you are looking to buy lunch whilst you are at our premises we have a large number of eateries around Civic. We are located very centrally and are surrounded by take away shops, cafes and restaurants, plenty to choose from.

Parramatta is home to Westfield Parramatta, which is the ninth largest shopping centre in Australia by gross leasable area.

Parking

Whilst you are attending our site by vehicle, you will have to park in the side streets that are adjacent to our premises.

BSB50215 Diploma of Business

Qualification Award	: Diploma of Business
Study Mode	: Face to Face (Full Time)
Study Area	: Business
Duration	: 68 Weeks
Commitment of Time	: Every week – Wednesday 9 am to 5 pm, Thursday 9 am to 5 pm and Friday 9 am to 4 pm

Course Overview

This qualification is suitable for individuals wishing to gain a variety of business roles such as executive officers, program consultants and program coordinators.

Individuals may already possess substantial experience in a business role, but may be seeking to further develop their skills across a wide range of business functions.

Conversely, it may also be suitable to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop to create further educational and employment opportunities.

Pathway Information

Pathways INTO the qualification

There is no applicable pathway into this qualification.

Candidates may enter the qualification through a number of entry points including:

- BSB40215 Certificate IV in Business
- BSB40515 Certificate IV in Business Administration
- or other relevant qualification

OR with vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways FROM the qualification

After achieving this qualification, students may progress to higher level qualifications within and/or across the business sector including:

- BSB60215 Advanced Diploma of Business
- Other Advanced Diploma qualifications.

Entry Requirements

All domestic students applying to enter a course with ANIMT must:

- Must be 18 years or above
- Successfully complete Language, Literacy and Numeracy (LLN) test with minimum LLN score of Exit Level 3 or above
- Exceed minimum pass level in all three sections of Course Entry Requirement Test (CERT) - For details consult Student Handbook
- Y-12 Certificate or proof of other qualifications, however not mandatory
- For smart and skilled specific documentation, consult Student Handbook

Course Structure

The course consists of 8 elective units, all of which are relevant to the business work environment and the qualification, align with the AQF and contribute to a valid, industry-supported vocational outcome.



Units of Competency

Term ONE	BSBHRM506	Manage recruitment, selection and induction processes	7 Weeks
	BSBADM502	Manage meetings	8 weeks
2 Weeks of Term Break			
Term TWO	BSBADM504	Plan and implement administrative systems	8 weeks
	BSBWHS501	Ensure a safe workplace	7 Week
2 Weeks of Term Break			
Term THREE	BSBWOR501	Manage personal work priorities and professional development	7 weeks
	BSBHRM501	Manage human resources services	8 weeks
2 Weeks of Term Break			
Term FOUR	BSBR501	Manage risk	7 weeks
	BSBADM506	Manage business document design and development	8 weeks
2 Weeks of Term Break			
Total Duration: 68 Weeks			

Course Fee and Payment method

Smart & Skilled Fee for Diploma of Business Fee is \$5690. Major portion will be born by NSW State Govt. Student needs to pay any amount between \$0 to \$1000 depending on students category. For example, Refugees and Asylum Seekers may avail this program at zero cost. Student is requested to communicate ANIMT to know the portion of the fee payable by the student. Students can pay their portion of fees in small instalments to ANIMT.

ANIMT accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to ANIMT)
- Payment in cash is discouraged

Legibility to avail Smart & Skilled Program

A person who is eligible to receive subsidised training under smart and skilled program

(a) Either

- (i) lives in or works in NSW (determined by Post Code of the usual place of residence or work) or
- (ii) lives in a defined interstate area and is an Australian Aboriginal & Torres Straits islander [list of defined interstate area will be found https://smartandskilled.nsw.gov.au/__data/assets/pdf_file/0016/105172/operating-guidelines-2017.pdf]

AND

(b) Is

- (i) an Australian citizen, or (ii) a permanent Australian Resident, or (iii) a humanitarian visa holder or (iv) a New Zealand citizen

AND

(c) Is aged 15 years or older

AND

(d) Is no longer in secondary education

Please see Student Handbook for Enrolment Procedure, Refund process, Complaints and Appeals, Smart & Skilled Eligibility Criteria, Recognition of Prior Learning, Deferral, Withdrawal process, Transfer between Provider process, Support Services, Training & Assessment mechanism, Regulatory framework and all relevant issues. You will find Student Handbook in our website too www.animt.edu.au





**Australian National Institute of
Management and Technology**

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RTO# 41128, CRICOS# 03609J