

**COURSE
BROCHURE**

**BSB60120
Advanced
Diploma of
Business**

(CRICOS 106813D)

Business

**Pathways and
Credits to
Higher
Education**

This course is the peak point of the Business stream of courses and prepares the students to have knowledge and skills for paraprofessional/highly skilled and/or further learning at Bachelor or Graduate Diploma level.

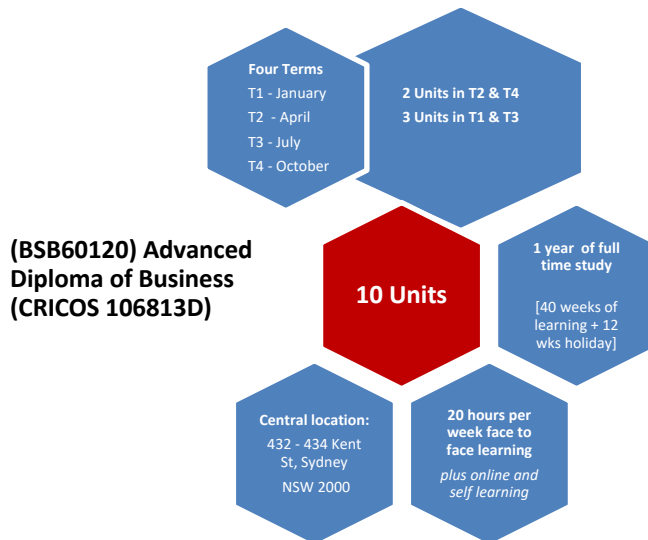
Individuals in these roles carry out a mix of specialist and complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge to autonomously judge and implement decisions within broad parameters to provide specialist advice and apply solutions to an extended range of unpredictable problems. They may provide leadership and guidance to others with some limited responsibility for the output of others.

This qualification is delivered over 52 (40+12) weeks. Teaching is conducted face-to-face, 20 hours per week in a classroom environment. Five hours each week of self-study is recommended during term time.

Teaching sessions are trainer-led in-group sizes of up to 30 participants. The teaching program is undertaken using a planned schedule in accordance with national standards



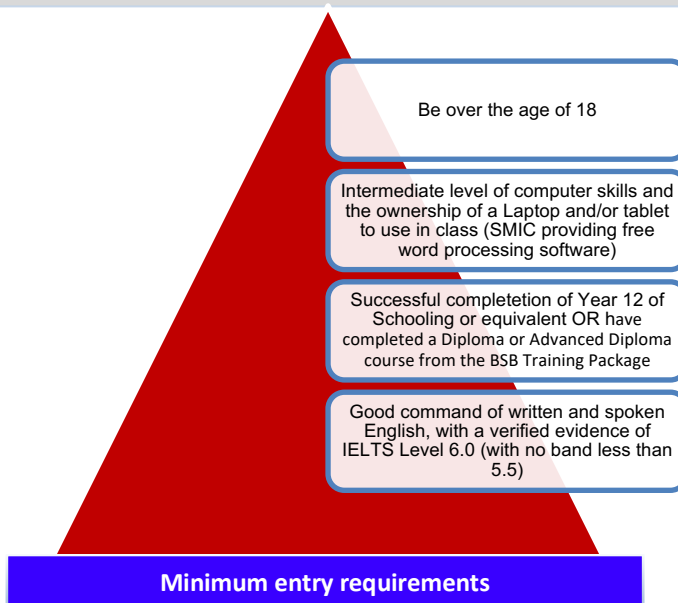
Course Details



Units of Competency







Minimum Entry Requirements







Academic Calendar





Year 2024

 Term 1	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 15 Jan 2024• Teaching Date: 15 Jan - 22 Mar• Break 25 Mar - 5 Apr	 Term 2	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 8 Apr 2024• Teaching Date: 8 Apr - 14 Jun• Break 17 Jun - 28 Jul	 Term 3	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 1 Jul 2024• Teaching Date: 1 Jul - 6 Sep• Break 9 - 20 Sep	 Term 4	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 23 Sep 2024• Teaching Date: 23 Sep - 29 Nov• Break 2 Dec - 10 Jan
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Year 2025

 Term 1	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 13 Jan 2025• Teaching Date: 13 Jan - 21 Mar• Break 24 Mar - 4 Apr	 Term 2	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 7 Apr 2025• Teaching Date: 7 Apr - 13 Jun• Break 16 Jun - 27 Jun	 Term 3	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 30 Jun 2025• Teaching Date: 30 Jun - 5 Sep• Break 8 - 19 Sep	 Term 4	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 22 Sep 2025• Teaching Date: 22 Sep - 28 Nov• Break 1 Dec - 9 Jan
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Year 2026

 Term 1	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 12 Jan 2026• Teaching Date: 12 Jan - 20 Mar• Break 23 Mar - 3 Apr	 Term 2	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 6 Apr 2026• Teaching Date: 6 Apr - 12 Jun• Break 15 Jun - 26 Jun	 Term 3	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 29 Jun 2026• Teaching Date: 29 Jun - 4 Sep• Break 7 - 18 Sep	 Term 4	<ul style="list-style-type: none">• Enrolment/ Orientation Day: 21 Sep 2026• Teaching Date: 21 Sept - 27 Nov• Break 30 Nov - 8 Jan
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Course Fees and Charges

Student fees (AUD) for International and Domestic Students

Application fee (non-refundable)	\$200
Tuition fee	\$12,000 (\$3,000 per Term)
Materials fee	\$300
Total	\$12,500

Other fees and charges (AUD) as applicable

Airport pick-up fee	\$150 (optional)
Accommodation placement fee	\$250 (optional)
Re-issuing a testamur or statement of attainment	\$50 (Inclusive GST)
Re-Assessment/Missed assessment fee	\$300 (need basis)
RPL per unit of competency	\$250 (need basis)
Replacement of learner workbook – per unit	\$30 (need basis)
Late payment fee	10% (need basis)
Bank transfer fee	\$25 (need basis)

Payment Schedule

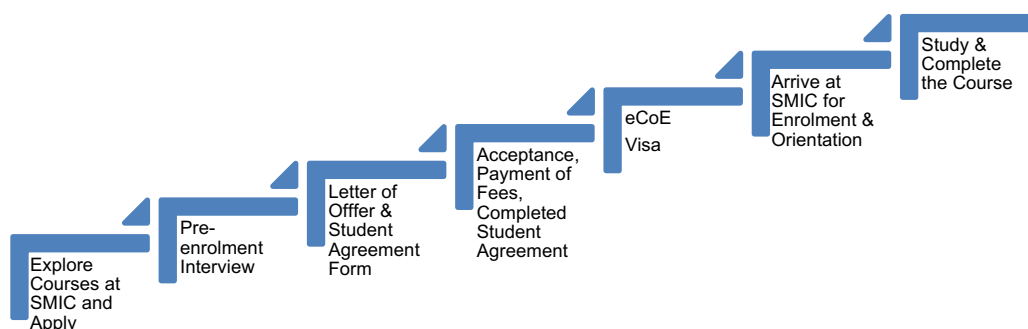
International Students (Offshore)	On-shore International & Domestic Students
One-off payment of the whole course fees \$12,000 , plus any other fees	1 st Payment - \$3,500 (including application & material fees)
	2 nd Payment - \$3,000
	3 rd Payment – \$3,000
	4 th Payment – \$3,000

The Sydney Metropolitan International College requires **offshore international students pay their first year's fees in full and in advance so as to assess their Genuine Student (GS)** requirement proof for financial capacity to pay for the course. Following years' fees can be paid by instalments.

The Sydney Metropolitan International College provides the option for onshore international students and Australian domestic students to pay their fees in instalments. All term payments must be paid in full and in advance of the term commencing in order to maintain a valid enrolment.

Application Process

To enrol into a course as an overseas student at Sydney Metropolitan International College, applicants must complete an International Student Enrolment Form available from the website. The form should be completed in full and submitted by email to: info@smic.edu.au . A simplified application and study process is illustrated below:



The application for enrolment must be accompanied by:

- Evidence of IELTS proficiency (General Score of 6.0 with no band less than 5.5)
- Evidence of a High School Certificate (the Australian year 12) or equivalent secondary schooling outcome
- Current Passport that has more than 3 years duration
- Current student visa for international students

When we receive your application, our Admissions Officer will review it for completeness. When the application is complete, the officer will organise a pre-enrolment interview with the student via phone, skype or other means. If the officer is satisfied with the applicant's documentation and interview, you will be issued a Letter of Offer, sometimes with condition, with an invoice for initial payment of fees and a Student Agreement form. This Offer is valid for 2 weeks. Within this period, you need to accept the offer by paying the fees and returning the completed Written Student Agreement, with any other documents stated in the conditions, such as IELTS score and education your proof.

Upon receipt of your acceptance and approval of your application, an electronic confirmation of enrollment (eCoE) will be generated and forwarded to the Department of Home Affairs and yourself at the address provided on your application with an official receipt for the fees paid.

International students can then proceed with the application for an Australia visa. It is the applicant's responsibility to apply for and obtain a student visa.

Visa Related Information for Students

Making a Student Visa Application

Complete the online form through the DHA's ImmiAccount and pay the application fee.
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Include evidence of your intended course of study. This can be a Confirmation of Enrolment (CoE) or, for applicants already inside Australia, a Letter of Offer from your education institution.

Successful Student Visa

If your student visa application is approved, you should contact Sydney Metropolitan International College and provide evidence of approval. Sydney Metropolitan International College will contact you to confirm your timetable, start date and all other arrangements for your study with us.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must advise Sydney Metropolitan International College and apply in writing for a refund of student fees, in accordance with our Fee Refund Policy.

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, consumer guarantees, to a statutory cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following site for more information: [Australian Consumer Law](#).

Further Information for International Students

International students are encouraged to visit <http://www.smic.edu.au>. This site gives more information about the study environment, course fees and refund policy, support services, and schooling obligations for dependent children. Also, see the International Student Handbook for further details. The website covers the remaining general information relevant to all International Students and is required by the legislation. It also has links to other Sydney Metropolitan International College pages with specific details.

For further information, please contact Sydney Metropolitan International College Admissions Office at: admissions@smic.edu.au Phone: +61 2 9744 1356.

