



Bridge

Business College

Course Guide 2018-2019

Welcome to Bridge Business College

Message from the Principal



Bridge Business College believes in helping you find your way. Bridge is different to many other educational institutions. We understand that every student is different and that each of our students has their own needs, wants, ambitions, dreams and desires.

At Bridge we see our key purpose as helping you find your way. International education means many different things to different people. At Bridge we believe that your international education experience means you are a wayfarer – on your personal career and professional journey.

We are a bridge – we help you overcome the obstacles on your way.

Kiaran Green
Principal



Operating
Since 1991



17 Vocational
Qualifications



Over 2000 students
currently studying



Students from
over 70 Countries

Our Campus

Our College is in Sydney's best location. Minutes from the Opera House, Harbour Bridge, premier shopping areas and the beautiful harbour. We are also above Sydney's central transport hub.

Our modern, spacious campus with hi-speed wifi has 5 levels of classrooms, open learning environments, computer labs, discussion nooks and video rooms to provide you with an outstanding learning experience.



Prime Location,
Centre of CBD



Free Wi-Fi



Open Space
Classrooms



Fully-equipped
Classrooms



Student Kitchens



Computer Labs
& Laptop Hot
Desks

Why Study at Bridge



PRACTICAL CLASSES & USEFUL SKILLS

Learn relevant skills that will launch your career to a new level.



FLEXIBLE INTAKES, TIMETABLES & PAYMENT

Our intake dates are every six weeks, you can attend morning, afternoon or evening classes and pay by instalments.



AUTHENTIC WORKPLACE LEARNING

Our courses simulate and reflect real-life work environments and tasks.



TRADITION, QUALITY & RELIABILITY

One of Sydney's largest, longest running and most successful private international education providers. ISO 9000 quality certified.



OUTSTANDING LOCATION & FACILITIES

We have one of Sydney's largest and best equipped training premises stretching over five floors in the heart of the city.



CAREER & UNIVERSITY PATHWAYS

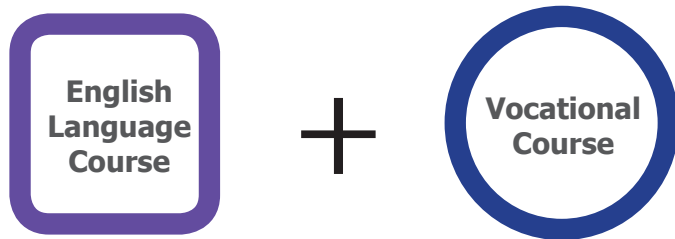
Once finishing your studies at Bridge you can pursue your career or continue studying at university.

“ Enter and exit at the level that matches your goals

For International Students

English Course + Vocational Course Package Program

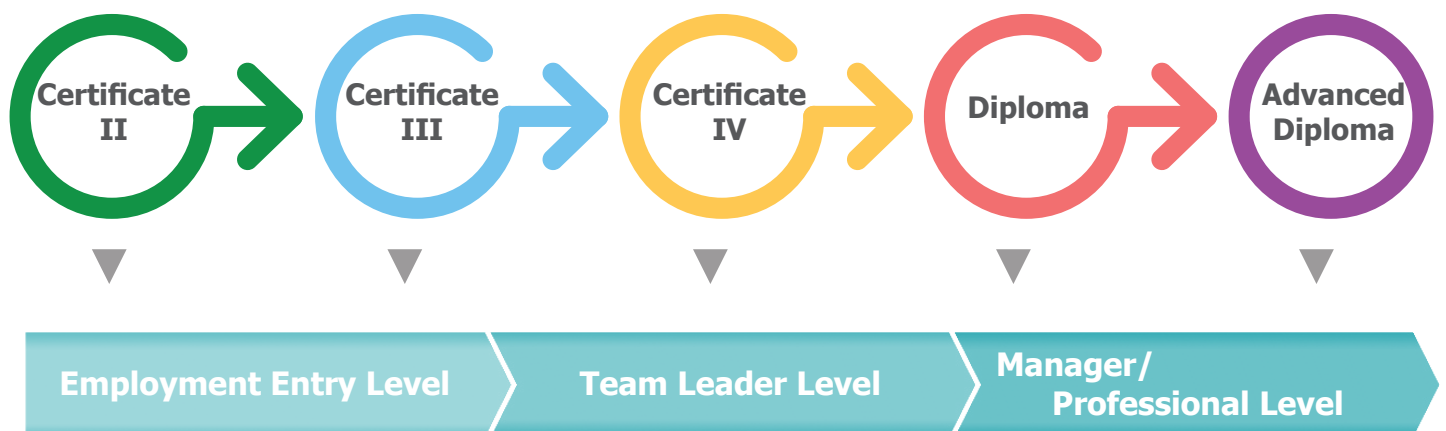
You can combine English Language Courses with Vocational Courses.



For Domestic and International Students

Vocational Course Package Program

You can select and study more than one Vocational course to develop and upgrade your skills and obtain multiple qualifications.



Class Delivery

Core Skills [Lectures and Seminar]

Core skills are the central component of your VET program. Training is delivered “face to face” by qualified and industry-experienced trainers.

Project Classes

Project classes allow students complete formative and summative assessment work using Bridge’s online Learning Management System (LMS) while receiving support from their trainer.

Enterprise Skills

Enterprise Skills also cover many technical and knowledge skills including most workplace IT packages, sales techniques, finance and productivity enhancement. You are guided by your training team to select from a suite of over 100 online and blended courses.

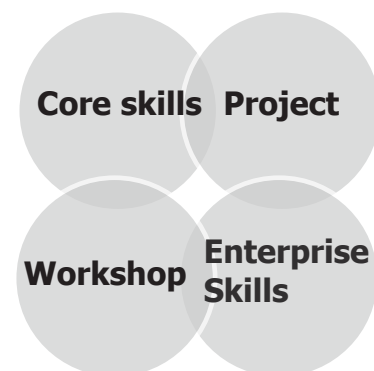
Workshops

Bridge Business College workshops provide you with hands-on practice and feedback to deepen your skills in specific areas. Workshops also assist students in accessing opportunities such as business mentoring, extra-curricular activities, career support, internships and volunteering.



Schedule Your Study

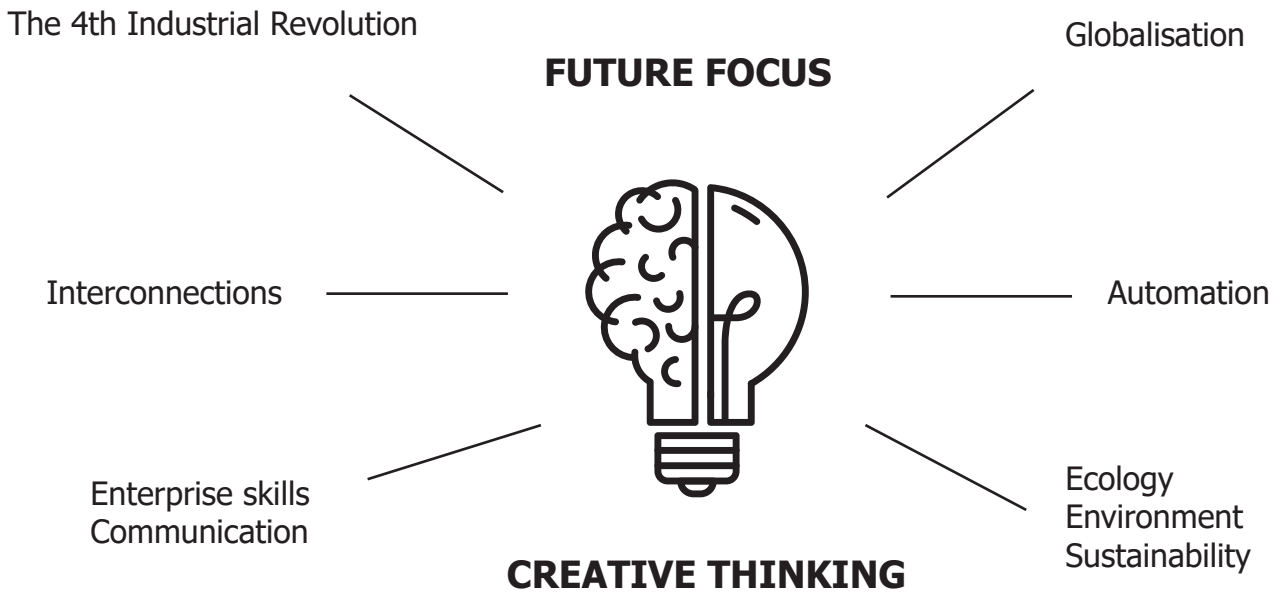
In all of our vocational programs, you create your personal 20 hours per week schedule in consultation with your course advisor. Your program includes the following components: Core Skills, Project, Enterprise Skills and Workshops



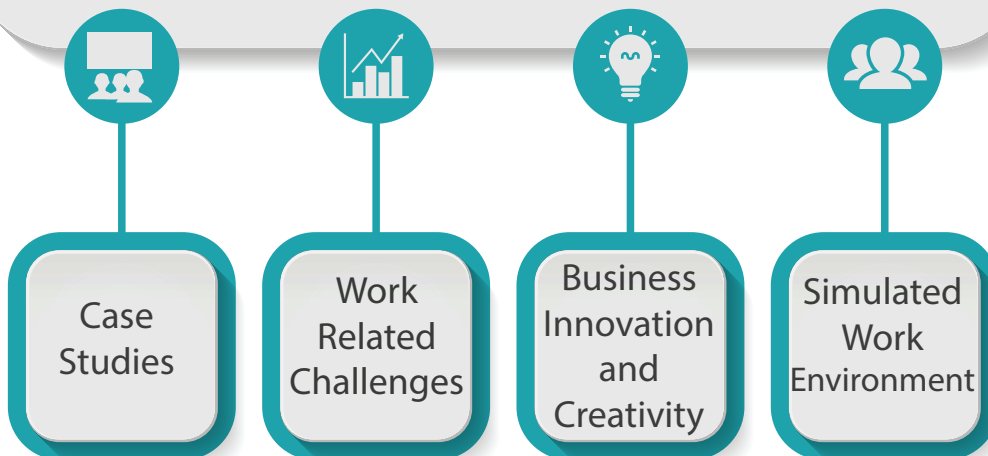
Bridge has well organised online services I can register subjects, manage my timetable and apply holiday so easily through online.

Klara from Czech Republic

Our Focus



Practical, Engaging, Useful and Achievable



The qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Duration: 4 terms (24 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 086773K



Entry Requirements:

Academic (Preferred):

- Certificate I in Business or other relevant qualification
- Completed Year 10 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Administration Assistant
- Clerical worker
- Data entry operator
- Information desk clerk
- Office junior
- Receptionist



Program

Workplace Safety Procedures **C**

Contribute to health and safety of self and others (BSBWHS201)

In this module, students will learn all aspects of workplace safety including: the difference between hazards and risks and the process of hazard identification and risk reduction. Students will then be able to explain emergency procedures for fires be able to define the meaning of commonly used hazard signs and safety symbols as well as duty holder responsibilities.

Work Experience **E**

Work effectively with others (BSBWOR203)

Organise and complete daily work activities (BSBWOR202)

Process and maintain workplace information (BSBINM201)

Work effectively in a business environment (BSBIND201)

In this module students will learn about working in the Australian business environment by understanding employee and employer rights and responsibilities. Students will also be introduced to basic Human Resources by understanding the organisational chart and roles and responsibilities of staff.

Technology, Design and Sustainability **E**

Build simple websites using commercial programs (ICTWEB302)

Use business technology (BSBWOR204)

Identify and use basic current industry specific technologies (ICTICT211)

Participate in environmentally sustainable work practices (BSBSUS201)

In this module students will design a website for a business using web authoring tools to create, modify and test simple web pages. Students will create a site map, drop down menus as well as linking their website to other social media applications. When finished, students will have a ready to use website fit for small and medium size business. This module also covers the efficient use of resources including reducing the negative environmental impact of work practices.

Innovation and Social Media **E**

Contribute to workplace innovation (BSBINN201)

Use social media tools for collaboration and engagement (ICTWEB201)

Manage personal stress in the workplace (BSBWOR201)

Communicate in the workplace (BSBCMM201)

In this module you will learn to set up and use Facebook for a business as well as designing advertisements and messages using graphics software. Students will have fun initiating social networking interaction. In the second part of this module students will look at recognising the symptoms of stress in the workplace and learn methods of stress management.

Career Skills and Business Software **E**

Plan skills development (BSBLED101)

Produce simple word processed documents (BSBITU201)

Create and use spreadsheets (BSBITU202)

Communicate electronically (BSBITU203)

In this module students will develop the skills and knowledge of career planning and skills development in preparation for working in a range of jobs, this module also covers the resume writing, cover letter writing using word processing applications as well as interview techniques in preparation for your important career job interviews. The second part of this module students will learn how to use spreadsheets and managing email.

Note: A Compulsory module and a further 3 Elective modules must be selected from the modules listed above.

The qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 086810K



Entry Requirements:

Academic (preferred):

- Certificate II in Business or other relevant qualification
- Completed Year 10 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Customer Service Adviser
- Data Entry Operator
- Word Processing Operator
- Payroll Officer
- Typist



Program

C Compulsory Module **E** Elective Module

Customer Experience

Process Customer Complaints (BSBCMM301)

Deliver and monitor a service to customers (BSBCUS301)

In this module students will practice the communication skills used to establish rapport and build relationships with customers. Students will also learn how to handle formal and informal negative feedback and complaints from customers.

Workplace Information

Organise workplace information (BSBINM301)

Organise personal work priorities and development (BSBWOR301)

In this module students will learn to manage and maintain the organisation's knowledge management and document management systems. This involves the management of work processes and digital data and documents.

Small Business Startup

Identify suitability for micro business (BSBSMB201)

Recommend products and services (BSBPRO301)

In this module students will develop their own small business ideas. Students will learn how to conduct a competitor analysis, identify gaps in the market and complete a basic business plan and budget. Students will then consider how to describe, sell and distribute their product or service.

Professional Document Design

Design and produce business documents (BSBITU306)

Produce desktop published documents (BSBITU309)

Designing and producing documents is a highly sought after skill essential in many job roles. In this module, students will be introduced to the basic principles of design and document layout to then produce a range of business documents.

Workplace Learning

Contribute to team effectiveness (BSBFLM312)

Support a workplace learning environment (BSBFLM311)

Students working in teams, develop a presentation on the benefits of workplace learning to the individual to develop their own skill set and the flow on effect to the organisation. Students will also assess each other roles during the course of the modules and use peer feedback to develop their own learning plan.

Intellectual Property and Management Systems

Utilise a knowledge management system (BSBINM302)

Comply with organisational requirements for protections and use of intellectual property (BSBIPR301)

Knowledge is power. This module covers two important areas of business governance, the protection and lawful use of Intellectual Property for your organisation and the strategies, methods and techniques used by to collect, organise, store and retrieve organisational information.

Diversity in Australia

Research and share general information on Australian Indigenous cultures (SITTGDE007)

Work effectively with diversity (BSBDIV301)

This unit recognizes diversity in the Australia Workplace in relation to gender, culture and other personal characteristics, this module also covers how we should recognize and respond to individual difference. The second part of the unit looks specifically at Australia's indigenous Culture and includes a field trip.

Creative Thinking

Develop and extend critical and creative thinking skills (BSBCRT301)

Create electronic presentations (BSBITU302)

Think outside the square....In this module, students will develop the habit of thinking in a more creative way by looking at things differently, musing, testing, experimenting and challenging existing thought patterns. Students will then learn how to present their ideas using presentation software.

WHS Legislation

Apply knowledge of WHS legislation in the workplace (BSBWHS302)

In this module students will learn the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Note: A Compulsory module and a further 6 Elective modules must be selected from the modules listed above.

The qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Duration: 4 terms (24 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 086887M

**Entry Requirements:****Academic (preferred):**

- Certificate III in Business or other relevant qualification
- Completed Year 11 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Administrator
- Project Officer



WHS Policies and Procedures

Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401)

This module describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies and programs. Students will learn the 'hierarchy of hazard' control as a system used in industry to minimise or eliminate exposure to hazards.

Digital Solutions

Make a presentation (BSBCMM401)

Write complex documents (BSBWRT401)

Apply digital solutions to work processes (BSBMGT407)

Going digital...This module describes the skills and knowledge required to introduce and integrate digital technologies into common management practice. Using a business scenario, the student as business consultant undertakes a review of business needs, makes recommendations by selecting the appropriate social or digital technologies.

Business Development

Organise meetings (BSBADM405)

Develop Product Knowledge (BSBPRO401)

Design a digital action plan for small business (BSBSMB413)

This module describes the skills and knowledge required to develop a plan to install digital technologies to develop business goals. Using a step by step approach students identify target market needs, assess competitors online strengths to finally identify potential opportunities. Students then use digital tools to develop these new opportunities. This is a module ideal for small or medium size business.

Innovation

Promote innovation in a team environment (BSBINN301)

Develop teams and individuals (BSBLE401)

Establish networks (BSBREL401)

In this module, students will use innovative work place scenarios to practice the skills and knowledge required to be an active member of an innovative ideas team. Students will also learn to develop and maintain effective work relationships and networks through communication and negotiation skills.

Introduction to Marketing

Undertake marketing activities (BSBMKG414)

Promote products and services (BSBMKG413)

Profile the market (BSBMKG401)

This module describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. Students will also learn how to profile a target market or market segments and to develop market positioning strategies.

Note: A Compulsory module and a further 3 Elective modules must be selected from the modules listed above.



My studies gave me a keen interest in business. I especially liked the regular workshops that BBC offered to all students for free. They gave us valuable insights and skills and made sure we kept up to date with cutting edge trends.

Kazu from Japan, Certificate IV in Business

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 087151K



Entry Requirements:

Academic (preferred):

- Certificate IV in Business or other relevant qualification
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Executive Officer
- Program Consultant
- Program Coordinator



I use what I learn in the class in my current job as a visual merchandiser. The teacher also helped me prepare for interviews and the Australian workforce. Studying at BBC was awesome, you really feel like you are part of a family.

Susana from Spain, Diploma of Business



Recruitment and Workforce Planning

Manage recruitment, selection and induction processes (BSBHRM506)

Manage workforce planning (BSBHRM513)

In this module, students will describe the skills and knowledge required to determine the future human resource needs of the organisation. By reviewing data on staff behaviour and characteristics as well as other factors that might affect workforce supply, students will develop strategies to retain and train staff, as well as strategies to recruit, select and induct staff.

Marketing Mix

Establish and adjust the marketing mix (BSBMKG502)

In this module students will learn the skills and knowledge required to determine the best marketing mix for a business through analysis of interrelated marketing components such as product pricing, promotion, distribution strategies, customer service and much more. This is a fundamental marketing subject and very important for all students with an interest in marketing.

Market Research Project

Plan market research (BSBMKG506)

Undertake project work (BSBPMG522)

Making the right decision means having all the facts and this means doing your research. In this module, students learn how to plan market research. By identifying research needs, developing objectives and identifying data gathering approaches, students will develop a market research plan. Students will then learn how to develop a project plan, administer and monitor project progress through to finalization.

Marketing Opportunities

Identify and evaluate marketing opportunities (BSBMKG501)

This module describes the skills and knowledge required to identify, evaluate and take advantage of new and exciting marketing opportunities. Students analyse market trends and characteristics and assess the commercial viability of the new opportunities. Students also assess how the current business operation would be effected by the change.

Customer Service Strategies

Coordinate implementation of customer service strategies (BSBCUS401)

This module describes the process required to identify the needs and priorities of the organisation in delivering a quality service to customers. It includes service delivery, providing advice as well as dealing with customer feedback and complaints and monitoring client satisfaction levels.

Pay and Perks

Manage remuneration and employee benefits (BSBHRM505)

This module describes the skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates salary packaging, salary benchmarking, market rate reviews, bonuses and the legislative aspects of remuneration and employee benefits. Students will also gain knowledge of the Australian Awards system.

Manage Risk

Manage risk (BSBRISK501)

Managing risk is critical for businesses to effectively cope with unforeseen disasters. In this module, students will learn the key elements of current risk management standards. These elements include possible risks that may occur, what risk mitigation strategies can be used and the various stakeholders who will be involved.

Manage Employee Relations

Manage employee relations (BSBWRK510)

This module describes the skills and knowledge required to manage employee and industrial relations matters within an organisation. It involves assessing possible employee relations risks and the development of policies, plans and objectives. This module also covers conflict resolution and negotiation.

Note: 2 Compulsory module and a further 4 Elective modules must be selected from the modules listed above.

This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they like to develop in order to create further educational or employment opportunities.

Duration: 12 terms (72 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 087462F



Entry Requirements:

Academic :

- Diploma of Business or other relevant qualification
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Senior Executive
- Senior Administrator

Program

HR Strategic Planning

Manage human resources strategic planning (BSBHRM602)

In advanced economies the delivery of services is overtaking the role of manufacturing and primary industry activities. The management of talented people is key. In this module students will learn the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources, ensuring that the organisation has the structure and staff to meet current and future business objectives.

Organisational Change

Lead and manage organisational change (BSBINN601)

The world is constantly changing, organisations must develop the skills to be aware of the changing world and how they affect business operations. In this module students will learn the skills and knowledge required to understand change requirements and opportunities; and to develop, implement and evaluate change management strategies.

Organisation Development

Contribute to organisation development (BSBMGT615)

Organisations must continue to develop to remain viable. Students will learn the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals. Students will also learn theories of organisational behaviour and aspects of organisation culture.

Manage the Marketing Process

Manage the marketing process (BSBMKG603)

Students will learn to strategically manage the marketing process and marketing personnel within an organisation. This includes integration of marketing, promotional and sales activities as well as monitoring results against marketing objectives. Students will also learn about allocating roles, responsibilities and accountabilities of staff and contractors involved in the marketing effort.

Develop and Implement a Business Plan

Develop and implement a business plan (BSBMGT617)

A plan is like a map and without a plan you may get lost. This module describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan. Students will develop their understanding of the business vision, mission, values, objectives, goals, competitors, financial targets, management arrangements, marketing approaches and strategic, business and operational plans.

Develop a Marketing Plan

Develop a marketing plan (BSBMKG609)

Students will learn to research, develop and present a marketing plan for an organisation. Students will also develop the strategies that underpin the plan as well as the detailed tactics to implement each marketing strategy in terms of scheduling, costing, accountabilities and persons responsible.

Manage Market Research

Manage market research (BSBMKG607)

This module describes the skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation. This module includes the principles of market research, starting with the development of a hypothesis, collecting data using qualitative and quantitative methods, data processing, data analysis and finally presenting a report on research findings.

Organisational Leadership

Provide leadership across the organisation (BSBMGT605)

Students will learn the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this module. Students will debate and discuss a leader's role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.

Execute an Advertising Campaign

Execute an advertising campaign (BSBADV604)

This module describes the skills and knowledge required to coordinate and monitor an advertising campaign, including developing an implementing strategy, negotiating media contracts and monitoring the campaign. Students will analyse the creative brief, confirm the media plan, and finally execute the plan.

Develop an Advertising Campaign

Develop an advertising campaign (BSBADV602)

This module describes the skills and knowledge required to develop an advertising campaign in response to an advertising brief, including clarifying and defining campaign objectives, preparing the advertising budget, and scheduling. Students will also learn the principles of effective advertising.

Evaluate Campaign Effectiveness

Evaluate campaign effectiveness (BSBADV605)

This module describes the skills and knowledge required to develop and implement a campaign evaluation strategy to determine whether advertising objectives have been achieved. The evaluation will include all elements of the advertising campaign such as copy content, creative execution and effectiveness of the finished advertisement.

Manage Advertising Production

Manage advertising production (BSBADV603)

This module describes the skills and knowledge required to manage the advertising production of electronic and print advertising. It includes planning and directing the advertising production process, evaluating and selecting suppliers, and evaluating the final production of the advertisement according to the creative brief.

Note: Minimum 8 modules must be selected from the modules listed above.



The College gave me the opportunity to mould myself to be a competitive individual for my future goals in life as a businessman, equipping me with the best fundamentals the college has to offer.

Dan Constantine, Diploma of Business

This qualification reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units of business areas focused on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

Duration: 5 terms (30 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 087055K

**Entry Requirements:****Academic (preferred):**

- Certificate III in Business or other relevant qualification
- Completed Year 11 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- HR Assistant
- HR Coordinator
- HR Administrator
- Executive Personal Assistant



Program

HR Functions

Review human resources functions (BSBHRM404)

Write complex documents (BSBWRT401)

Students will undertake research that supports work across a range of human resource functional areas. The functional areas under research will include recruitment, orientation, employee relations and training and development. Students will then draft a report and present their conclusions.

WHS Policies and Procedures

Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401)

This module describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs. Students will learn the 'Hierarchy of Hazard' control as a system used in industry to minimise or eliminate exposure to hazards.

Workplace Relations

Support employee and industrial relations procedures (BSBWRK411)

Lead effective workplace relationships (BSBLDR402)

This module describes the skills and knowledge required to communicate and implement industrial relations policies and procedures to effectively represent organisations and employers. This module also covers strategies to facilitate feedback from stakeholders and strengthen relationships. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

People Performance

Support performance-management processes (BSBHRM403)

Develop teams and Individuals (BSBLED401)

This module describes the implementation of a performance management system and to facilitate employee performance. Students will learn the principles of the performance management system and their contribution to organisational objectives. Students will also learn how to determine individual and team development needs.

Recruitment

Support the recruitment, selection and induction of staff (BSBHRM405)

Manage the recruitment process for client organisations (BSBEMS404)

Develop and implement strategies to source and access candidates (BSBEMS402)

This module describes the skills and knowledge required to conduct recruitment and selection practices to fit with other human resources functions. Students will learn how to undertake a job analysis, provide advice on salary, conditions and other legislative requirements, write position descriptions, source candidates, conduct interviews, make the final selection and advise all candidates of the outcome of their interview.



I have chosen Bridge because they offer a variety of workshops, it gives me an opportunity to gain more practical skills. I am very happy with my college and am excited for my time with Bridge.

Valeria from Estonia, Diploma of Human Resources

Human Resources

BSB50615

Diploma of Human Resources Management

This qualification reflects the role of individuals working in a variety of roles within human resources sector, which have a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 087316E



Entry Requirements:

Academic (preferred):

- Certificate IV in Human Resources or other relevant qualification
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- HR Adviser
- HR and Change manager
- HR Consultant
- Executive Personal Assistant
- HR Manager
- Senior HR officer



Program

Recruitment and Workforce Planning

Manage recruitment, selection and induction processes (BSBHRM506)

Manage workforce planning (BSBHRM513)

In this module, students will describe the skills and knowledge required to determine the future human resource needs of the organisation. By reviewing data on the characteristics of staff behaviour as well as other factors that might affect workforce supply, students will develop strategies to retain and train staff, as well as strategies to recruit, select and induct staff.

Pay and Perks

Manage remuneration and employee benefits (BSBHRM505)

This module describes the skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates salary packaging, salary benchmarking, market rate reviews, bonuses and the legislative aspects of remuneration and employee benefits. Students will also gain knowledge of the Australian Awards system.

Performance Management

Develop and manage performance-management processes (BSBHRM512)

Manage people performance (BSBMGT502)

This module describes the skills and knowledge required to develop an effective performance management process within the organisation. Students will also learn how to measure performance and how to provide staff development options including individual or group learning strategies to manage performance issues and how to lawfully manage poor staff performance.

Manage Risk

Manage risk (BSBRISK501)

Managing risk is critical for businesses to effectively cope with potential disasters. In this module, students acquire the skills and knowledge to identify risks, analyse those risks and then select and implement treatments for the risks. Students will then be able to manage risks across an organisation or for a specific business module.

WHS Policies and Procedures

Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401)

In this module students will learn the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Manage Employee Relations

Manage employee relations (BSBWRK510)

This module describes the skills and knowledge required to manage employee and industrial relations matters within an organisation. It involves assessing possible employee relations risks and the development of policies, plans and objectives. This module also covers conflict resolution and negotiation.

Human Resource Services

Manage human resources services (BSBHRM501)

This module describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services either internally or through an external service provider. Students will familiarize themselves with basic contract management and service level agreements.



Back home I used to work in Human Resources department and with this course in BBC has helped to improve my knowledge. Also, I am so glad that experience I have had in BBC doing my internship where I had the opportunity to develop a Linked-In workshop. I really recommend Bridge Business College for who are looking to develop and learn new skills.

Veronica from Brazil, Diploma of HR Management

This qualification reflects the role of individuals working as human resources directors, strategists and national regional or global human resources managers. They provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the human resources field. These individuals are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

Duration: 12 terms (72 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 087602K



Entry Requirements:

Academic :

- Diploma in Human Resources or other relevant qualification
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career outcomes

- Human Resources Director
- Human Resources Strategist

Program

C Compulsory Module **E** Elective Module

Diversity Policy **C**

Develop and implement diversity policy (BSBDIV601)

In this module students will learn the skills and knowledge required to understand diversity and its importance to organisational activity. Students will also learn to draft, plan and implement a diversity policy. Students will debate and discuss issues around different cultures, ethnicity or religions, multiple generations (boomers, X, Y...) and other forms of diversity in the workforce.

HR Strategic Planning **C**

Manage human resources strategic planning (BSBHRM602)

In advanced economies the delivery of services is overtaking the role of manufacturing and primary industry activities. The management of talented people is key. In this module students will learn the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources, ensuring that the organisation has the structure and staff to meet current and future business objectives.

Organisational Change **C**

Lead and manage organisational change (BSBINN601)

The world is constantly changing, organisations must develop the skills to be aware of the changing world and how they affect business operations. In this module students will learn the skills and knowledge required to understand change requirements and opportunities; and to develop, implement and evaluate change management strategies.

Organisational Leadership **C**

Provide leadership across the organisation (BSBMGT605)

Students will learn the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this module. Students will debate and discuss a leader's role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.

Organisation Development **C**

Contribute to organisation development (BSBMGT615)

Organisations must continue to develop to remain viable. Students will learn the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals. Students will also learn theories of organisational behaviour and aspects of organisation culture.

Strategic Plans **C**

Develop and implement strategic plans (BSBMGT616)

This module describes the skills and knowledge required to establish the strategic direction of the organisation, this subject also explains how to sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of commercial markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies.

Develop and Implement a Business Plan **E**

Develop and implement a business plan (BSBMGT617)

A plan is like a map and without a plan you may get lost. This module describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan. Students will develop their understanding of the business vision, mission, values, objectives, goals, competitors, financial targets, management arrangements, marketing approaches and strategic, business and operational plans.

Manage Market Research **E**

Manage market research (BSBMKG607)

This module describes the skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation. This module includes the principles of market research, starting with the development of a hypothesis, collecting data using qualitative and quantitative methods, data processing, data analysis and finally presenting a report on research findings.

Develop an Advertising Campaign **E**

Develop an advertising campaign (BSBADV602)

This module describes the skills and knowledge required to develop an advertising campaign in response to an advertising brief, including clarifying and defining campaign objectives, preparing the advertising budget, and scheduling. Students will also learn the principles of effective advertising.

Evaluate Campaign Effectiveness **E**

Evaluate campaign effectiveness (BSBADV605)

This module describes the skills and knowledge required to develop and implement a campaign evaluation strategy to determine whether advertising objectives have been achieved. The evaluation will include all elements of the advertising campaign such as copy content, creative execution and effectiveness of the finished advertisement.

Develop a Marketing Plan **E**

Develop a marketing plan (BSBMKG609)

Students will learn to research, develop and present a marketing plan for an organisation. Students will also develop the strategies that underpin the plan as well as the detailed tactics to implement each marketing strategy in terms of scheduling, costing, accountabilities and persons responsible.

Manage Advertising Production **E**

Manage advertising production (BSBADV603)

This module describes the skills and knowledge required to manage the advertising production of electronic and print advertising. It includes planning and directing the advertising production process, evaluating and selecting suppliers, and evaluating the final production of the advertisement according to the creative brief.

Note: 6 Compulsory module and a further 2 Elective modules must be selected from the modules listed above.

Marketing and Communication

BSB42415

Certificate IV in Marketing and Communication

The Certificate IV in Marketing and Communications will introduce students to the world of digital marketing. This program will equip enterprising entrepreneurs with the skills required to set up and run a successful online business. Students looking for a career in the corporate sector will receive a solid foundation to successfully apply for entry level positions in the digital marketing and communications industry.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 094138D



Entry Requirements:

- Completed Year 11 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Direct Marketing Officer
- Market Research Assistant
- Marketing Coordinator
- Marketing Officer
- Public Relations Officer



Back in the UK I am a professional hairstylist with a dream of opening my own salon. I believe the certificate IV in Marketing will help develop my skills and business knowledge to enable me to do so!

Charlie from UK, Certificate IV in Marketing and Communication

Introduction to the Marketing and Communication **C**

Develop and apply knowledge of marketing communication industry (BSBMKG418)

Apply marketing communication across a convergent industry (BSBMKG417)

Marketing and Communications has changed dramatically, enabled by technology and social media tools, the Advertising, Public Relations and Marketing industries have ceased being separate and have come together (converged) to become the Marketing and Communications industry. This module looks at the industry and the employment opportunities and future trends.

Brainstorm and Create Ideas **C**

Articulate, present and debate ideas (BSBCRT401)

Make a presentation (BSBMM401)

Apply digital solutions to work processes (BSBMGT407)

In this module students are provided with a scenario where they must provide a digital solution to a workplace problem. After applying some brainstorming methods, students present a workplace proposition. In this module students will also use graphical software to create digital files for storage.

Product Knowledge **E**

Develop product knowledge (BSBPRO401)

Write complex documents (BSBWRT401)

This module will provide students with the knowledge to start their own e-business. Students search the internet for marketing opportunities to buy and sell in an e-business environment such as Amazon or Gumtree. While searching, students identify product purpose, key features, strengths and weaknesses. Students will also consider their market and their buyer profile.

Public Relations **E**

Develop public relations campaigns (BSBPUB402)

Develop public relations documents (BSBPUB403)

This module will provide students with the skills and knowledge required to develop and conduct a public relations campaign and be aware of the methods used to evaluate its effectiveness. Students will identify and agree upon communication objectives and messages and even design and write communication documents.

Customer Service Strategies **E**

Coordinate implementation of customer service strategies (BSBCUS401)

Students will be required to advise, carry out and evaluate customer service strategies. Students will learn how to assess customer needs, identify potential obstacles to service delivery and develop options for improved service. Students will also learn how to implement these strategies within the workplace.

Media Buying **E**

Review advertising media options (BSBADV408)

Schedule advertisements (BSBADV404)

Students undertake research into the various advertising media options available and critique the strengths and weaknesses of each. Students will then prepare a media schedule, a budget, book advertising time and space, and lodge advertisements. The schedule will include the distribution the number, size/length and placement/timing of all advertising collateral.

Promotional Activities **E**

Promote products and services (BSBMKG413)

Undertake marketing activities (BSBMKG414)

In this module students will learn basic marketing and promotional activities. It is a foundation module covering general and basic marketing and promotional activities. Students will engage in activities where they are required to profile a target market or market segments, analyse consumer behaviour in accordance with a marketing plan and to develop market positioning strategies.

Workplace Relationships **E**

Lead effective workplace relationships (BSBLDR402)

This is a lesson in leadership, this module defines the skills knowledge and outcomes required to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. Students are made aware of social and ethical business standards and their use in building and maintaining effective relationships.

Note: 2 Compulsory module and a further 4 Elective modules* must be selected from the modules listed above.
* At least 7 units of competency

Marketing and Communication

BSB52415

Diploma of Marketing and Communication

This qualification reflects the role of individuals working in a variety of marketing roles across different industry sectors which possess a sound theoretical knowledge base and demonstrate a range of managerial skills. Typically they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 094141J



Entry Requirements:

Academic :

- Have completed all core units in Certificate IV in Marketing and Communication (BSB42415)
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Marketing Manager
- Marketing Team Leader
- Product Manager
- Public Relations Manager



Program

Market Research Project

Plan market research (BSBMKG506)

Undertake project work (BSBPMG522)

In this module, students will learn the skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan. Students then apply these techniques into developing a project using project management methodology.

Marketing Trends

Interpret market trends and development (BSBMKG507)

This module describes the skills and knowledge required to conduct an analysis of market data in order to interpret future market trends and developments to prepare business forecasts. The information assists in developing an organisation's marketing plan and to determine the current or potential future success of marketing strategies.

Plan Marketing Communication and Media

Design and develop an integrated marketing communication plan (BSBMKG523)

Develop a media plan (BSBADV507)

This module describes the skills and knowledge required to evaluate a range of marketing and media communication options for a media plan. Students compile a marketing communication brief according to their client needs and then design an integrated marketing communication plan.

E-marketing Campaigns

Plan direct marketing activities (BSBMKG508)

Plan e-marketing communications (BSBMKG510)

This module describes the skills and knowledge required to research, prepare and evaluate an organisational e-marketing plan that integrates electronic communications and website marketing to support direct marketing objectives. Students will develop an action plan, a schedule, costings, a monitoring strategy and evaluation methods.

Create an Advertising Campaign

Develop an advertising campaign (BSBADV602)

Create mass print media advertisements (BSBADV509)

Create mass electronic media advertisements (BSBADV510)

This module describes the skills and knowledge required to develop an advertising campaign. Based on the advertising brief, students define the campaign objectives, prepare the advertising budget and schedule the media plan. Students prepare artwork for print media advertisements as well as radio, TV, cinema, internet and other e-marketing options....get your creative on.

Effective Social Media Strategy

Plan social media engagement (BSBMKG527)

Plan measurement of marketing effectiveness (BSBMKG522)

This module describes the skills and knowledge required to engage your target audience on social media. Students will analyse the characteristics and online habits of the target audience which includes the types of devices and platforms they use. From this analyse students then develop media content and a strategy by selecting the most suitable media platforms to engage their audience. Students also develop their understanding of media metrics to measure the effectiveness of the marketing activities undertaken.



After graduating with a major in Marketing and Communications I have enrolled at Bridge Business College to refresh my knowledge. After my course I am looking to continue my career in Public Relations.

Twinnny from Hong Kong, Certificate IV in Marketing

Marketing and Communication

BSB61315

Advanced Diploma of Marketing and Communication

This qualification reflects the role of individuals working as marketing directors, marketing strategists and national, regional or global marketing managers. Individuals in these positions provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute judgments using wide-ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.

Duration: 12 terms (72 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 094139C



Entry Requirements:

Academic :

- Completed all core units in Diploma of Marketing and Communication (BSB52415)
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Marketing Director
- Marketing Strategist
- National, Regional or Global Marketing Manager

Program

C Compulsory Module **E** Elective Module

Diversity Policy **E**

Develop and implement diversity policy (BSBDIV601)

In this module students will learn the skills and knowledge required to understand diversity and its importance to organisational activity. Students will also learn to draft, plan and implement a diversity policy. Students will debate and discuss issues around different cultures, ethnicity or religions, multiple generations (boomers, X, Y..) and other forms of diversity in the workforce.

HR Strategic Planning **E**

Manage human resources strategic planning (BSBHRM602)

In advanced economies the delivery of services is overtaking the role of manufacturing and primary industry activities. The management of talented people is key. In this module students will learn the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources, ensuring that the organisation has the structure and staff to meet current and future business objectives.

Organisational Change **E**

Lead and manage organisational change (BSBINN601)

The world is constantly changing, organisations must develop the skills to be aware of the changing world and how they affect business operations. In this module students will learn the skills and knowledge required to understand change requirements and opportunities; and to develop, implement and evaluate change management strategies.

Organisational Leadership **E**

Provide leadership across the organisation (BSBMGT605)

Students will learn the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this module. Students will debate and discuss a leader's role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.

Organisation Development **E**

Contribute to organisation development (BSBMGT615)

Organisations must continue to develop to remain viable. Students will learn the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals. Students will also learn theories of organisational behaviour and aspects of organisation culture.

Strategic Plans **C**

Develop and implement strategic plans (BSBMGT616)

This module describes the skills and knowledge required to establish the strategic direction of the organisation, this subject also explains how to sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of commercial markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies.

Develop and Implement a Business Plan **E**

Develop and implement a business plan (BSBMGT617)

A plan is like a map and without a plan you may get lost. This module describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan. Students will develop their understanding of the business vision, mission, values, objectives, goals, competitors, financial targets, management arrangements, marketing approaches and strategic, business and operational plans.

Manage Market Research **E**

Manage market research (BSBMKG607)

This module describes the skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation. This module includes the principles of market research, starting with the development of a hypothesis, collecting data using qualitative and quantitative methods, data processing, data analysis and finally presenting a report on research findings.

Develop an Advertising Campaign **C**

Develop an advertising campaign (BSBADV602)

This module describes the skills and knowledge required to develop an advertising campaign in response to an advertising brief, including clarifying and defining campaign objectives, preparing the advertising budget, and scheduling. Students will also learn the principles of effective advertising.

Evaluate Campaign Effectiveness **E**

Evaluate campaign effectiveness (BSBADV605)

This module describes the skills and knowledge required to develop and implement a campaign evaluation strategy to determine whether advertising objectives have been achieved. The evaluation will include all elements of the advertising campaign such as copy content, creative execution and effectiveness of the finished advertisement.

Develop a Marketing Plan **C**

Develop a marketing plan (BSBMKG609)

Students will learn to research, develop and present a marketing plan for an organisation. Students will also develop the strategies that underpin the plan as well as the detailed tactics to implement each marketing strategy in terms of scheduling, costing, accountabilities and persons responsible.

Manage Advertising Production **E**

Manage advertising production (BSBADV603)

This module describes the skills and knowledge required to manage the advertising production of electronic and print advertising. It includes planning and directing the advertising production process, evaluating and selecting suppliers, and evaluating the final production of the advertisement according to the creative brief.

Manage the Marketing Process **E**

Manage the marketing process (BSBMKG603)

Students will learn to strategically manage the marketing process and marketing personnel within an organisation. This includes integration of marketing, promotional and sales activities as well as monitoring results against marketing objectives. Students will also learn about allocating roles, responsibilities and accountabilities of staff and contractors involved in the marketing effort.

Execute an Advertising Campaign **E**

Execute an advertising campaign (BSBADV604)

This module describes the skills and knowledge required to coordinate and monitor an advertising campaign, including developing an implementing strategy, negotiating media contracts and monitoring the campaign. Students will analyse the creative brief, confirm the media plan, and finally execute the plan.

Originate and Develop Concepts **E**

Originate and develop concepts (BSBCRT501)

This module requires that you use your imagination to originate and develop concepts for products, programs, processes or services to an operational level. Students use a range of creative thinking techniques to generate innovative and creative concepts to address client needs. Students work with other students to further refine and critique each other ideas.

Note: 3 Compulsory module and a further 9 Elective modules must be selected from the modules listed above.

This qualification is intended to meet the financial literacy and basic financial skill needs of Australian Businesses or new entrants wishing to build potential pathways into the industry, particularly through VET programs.

Duration: 4 terms (24 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 086413A



Entry Requirements:

Academic (preferred):

- Vocational experience assisting in a range of work settings without a formal qualification
- Completed Year 10 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career outcomes

- Customer Service Trainee
- Sales Clerk



Program

Micro Business and Savings

Develop and use a savings plan (FNSFLT202)

Identify suitability for micro business (BSBSMB201)

In this module students will develop a small business idea. Students will learn how to conduct a competitor analysis, identify gaps in the market and complete a basic business plan and budget. Students will also conduct a self-assessment to determine what skills they will have to learn to run a successful business.

Financial Services Industry

Work effectively in the financial services industry (FNSINC301)

Work effectively with others (BSBWOR203)

Use business technology (BSBWOR204)

In this module students will learn the key features of the financial services industry, the way it operates and the various industry codes of practice. Students will also learn valuable communication techniques, business technology and how to work effectively in a team environment.

Financial Systems and Taxation

Develop knowledge of the Australian financial system and markets (FNSFLT205)

Develop knowledge of taxation (FNSFLT206)

In this module students will learn the role of taxation in the Australian economy, including why and how tax is levied and collected, types of taxes paid by business and individuals and its impact on investment choices. This module also describes the financial systems and markets operating in Australia, including identifying the main participants in financial markets, key factors that influence the Australian economy and the role of financial regulators.

Workplace Health and Safety

Contribute to health and safety of self and others (BSBWHS201)

In this module, students will learn all aspects of workplace safety including: the difference between hazards and risks and the process of hazard identification and risk reduction. Students will then be able to explain emergency procedures for fires, be able to define the meaning of commonly used hazard signs and safety symbols as well as duty holder responsibilities.



BBC never fails to bring out the fun to every classroom. A definitely exciting school which offers superb services to keep their students on the track.

Jed from Philippines, Diploma of Accounting

Certificate III in Accounts Administration

This qualification reflects the job roles of employees with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions and producing reports. They apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 086420B



Entry Requirements:

Academic (preferred):

- Certificate II in Accounting or Other relevant qualification
- Completed Year 10 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Bank Customer Service Assistant
- Collections Clerk
- Insurance Broking Clerk
- Insurance Claims Officer
- Insurance Clerk
- Mercantile Agents Officer (Repossession)
- Payroll and Accounts Clerk
- Personal Injury Claims Assistant
- Process Server
- Superannuation Assistant



Program

Introduction to Accounting 1

Write simple documents (BSBWRT301)

This module provides students with the foundations needed to become competent book keepers. Fundamentals such as identifying source documents, chart of accounts, the basic formula $A+E=L+C+R$ will be applied to some routine transactions. Student will also write simple letters to potential and existing clients in a simulated work environment.

Introduction to Accounting 2

Process financial transactions and extract Interim Reports (FNSACC301)

Perform financial calculations (FNSACC303)

Students will learn to prepare and process routine financial documents, prepare journal entries, post journals to ledgers and extract a trial balance and interim reports. Students will also learn routine financial calculations and transactions such as GST, simple interest, compound interest, basic loan calculations and depreciation schedules.

Process Payroll

Process Payroll (BSBFIA302)

This unit describes the skills and knowledge required to process payroll using computerised payroll systems (MYOB). Students will enter employee data taking into consideration any deductions, entitlements or allowances then calculate payment due. Students then check and save records and respond to any inquiries.

Subsidiary Accounts

Administer subsidiary accounts and ledgers (FNSACC302)

Design and produce business documents (BSBITU306)

This module describes the skills and knowledge required to reconcile and monitor financial account receivable systems, identify bad and doubtful debts, and remit payments to sundry creditors. Students will also learn the skills and knowledge to design and produce business documents using a range of functions.

Complex Spreadsheets

Develop and use complex spreadsheets (BSBITU402)

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents. Students will be introduced to such functions as linking spreadsheets, macros, calculations, inserting graphs and finally view and save.

Module - Business Planning

Undertake Small Business Planning (BSBSMB404)

Organise personal work priorities and development (BSBWOR301)

Students will learn to develop an integrated business plan to achieve business goals and objectives, students will provide for finance, marketing and provision of products or services to achieve all business goals and objectives. During the process of constructing a business plan students will reflect on those area of personnel development that need addressing.

WHS Policies and Procedures

Contribute to health and safety of self and others (BSBWHS201)

This module describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies and programs. Students will learn the 'hierarchy of hazard' control as a system used in industry to minimise or eliminate exposure to hazards.

Financial Services Industry

Work effectively in the financial services industry (FNSINC301)

In this module students will learn the key features of the financial services industry, the way it operates and the various industry codes of practice.

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions such as completing Business Activity Statements (BAS) and other office taxes, operational reporting, producing non-complex management reports, compiling data for job costing reports, supervising the operation of computer-based financial systems, classifying, recording and reporting accounting information, managing a small office and ensuring relevant legal requirements are adhered to.

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 089614A



Entry Requirements:

Academic (preferred):

- Certificate III in Accounting or Other relevant qualification
- Completed Year 11 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career outcomes

- Accounting Support Officer
- Assistant Financial Broker
- Banking Sales Consultant
- Bookkeeper
- Credit Manager
- Credit Officer
- Financial Markets Administrative Officer
- Financial Planner's Assistant
- Injury Claims Team Leader
- Insurance Officer
- Lending Officer
- Life Insurance Broking Officer
- Life Insurance Officer
- Mobile Banking Consultant
- Personal Injury Underwriter
- Return to Work Team Leader
- Superannuation Fund Administrator
- Trustee and Estate Administrator

Program

Accounting Analysis and Reporting

Prepare financial reports (BSBFIA401)

Prepare financial statements for non-reporting entities (FNSACC404)

In this module, students will learn to maintain an asset register, and calculate a depreciation register. Students will also record general journal entries for balance day adjustments and prepare final general ledger accounts and end of period financial reports. Finally students will produce the balance sheet to reflect the financial position of the business.

MYOB

Set up and operate a computerised accounting system (FNSACC406)

Students will learn the skills and knowledge required to operate an integrated computerised accounting system (MYOB). Students will set up an organisation's chart of accounts, process transactions and generate reports. Students will also be required to reconcile subsidiary ledger with the general ledger as well as the bank account with the bank statements.

Professional Practice

Apply principles of professional practice to work in the financial services industry (FNSINC401)

Make decisions in a legal context (FNSACC403)

This unit describes the skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements, and to model and meet expectations of these in all aspects of work. Students are also required to make decisions, particularly relating to compliance issues, in a legal context.

Operational Budgets

Prepare Operational Budgets (FNSACC402)

This unit describes the skills and knowledge required to prepare and document operational budgets for a variety of organisations. In preparing a budget students will need to confirm objectives, define cash, expenditure and revenue items. Students will also consider milestones and performance indicators as well as accurately recording and preparing budget reports.

BAS

Carry out business activity and installment activity statement tasks (FNSBKG404)

Report on financial activity (BSBFIA402)

This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), installment activity statements (IAS) and other required reports. Students will also be required to reconcile figures completed on the BAS form with other journal entries.

Payroll systems

Establish and maintain a payroll system (FNSBKG405)

This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries and process accurate payroll data for manual and computerised systems. Students will need calculate and input data for payments and then produce payroll reports for verification and approval.

Introduction to Accounting 2

Process financial transactions and extract Interim Report (FNSACC301)

This unit describes the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts and extracting a reconciling financial receipts, and extracting a trial balance and interim reports.

Process Payroll

Process Payroll (BSBFIA302)

This unit describes the skills and knowledge required to process payroll using computerised payroll systems (MYOB). Students will enter employee data taking into consideration any deductions, entitlements or allowances then calculate payment due. Students then check and save records and respond to any inquiries.

Subsidiary Accounts

Administer subsidiary accounts and ledgers (FNSACC302)

Design and produce business documents (BSBITU306)

This unit describes the skills and knowledge required to process payroll using computerised payroll systems (MYOB). Students will enter employee data taking into consideration any deductions, entitlements or allowances then calculate payment due. Students then check and save records and respond to any inquiries.

This qualification reflects professional accounting job roles in financial services and other industries, such as Registered Accountants (i.e. Tax Agents) and Specialised Accountants (i.e. Management Accountants).

Duration: 8 terms (48 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 089615M



Entry Requirements:

Academic :

- Certificate IV in Accounting or Other relevant qualification
- Prerequisite units: BSBFIA401 Prepare financial reports and FNSACC301 Process financial transactions and extract interim reports
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career outcomes

- Assistant Accountant
- Banking Services Manager
- Case Manager
- Case Manager (Injury Management)
- Case Manager (Personal Injury Management)
- Client Adviser (Financial Markets)
- Credit Manager
- Disability Insurance Manager
- Financial Planner
- Financial Services (Loss Adjusting)
- General Insurance Supervisor
- Insurance Broking Team Leader
- Life Insurance Team Leader
- Personal Trustee
- Risk Management Coordinator
- Personal Injury Underwriter
- Risk Management Coordinator
- Superannuation Adviser and Manager
- Workplace Insurance Claims Manager



Program

Accounting Analysis and Reporting

Prepare financial reports (BSBFIA401)

In this module, students will learn to maintain an asset register, and calculate a depreciation register. Students will also record general journal entries for balance day adjustments and prepare final general ledger accounts and end of period financial reports. Finally students will produce the balance sheet to reflect the financial position of the business.

Professional Practice

Make decisions in a legal context (FNSACC403)

This unit describes the skills and knowledge required to make decisions, particularly relating to compliance issues, in a legal context. It is intended to satisfy the requirement for a course of study in commercial law at an introductory or foundation level, covering Australian legal systems and processes.

Corporate Accounting

Prepare financial reports for corporate entities (FNSACC504)

(Prerequisite units BSBFIA401 and FNSACC301)

This unit describes the skills and knowledge required to prepare financial reports for a reporting entity that encompasses compiling and analysing data and meeting statutory reporting requirements. Students may be required to use charts or diagrams to ensure that reports are clear and conform to statutory requirements.

Management Accounting

Provide management accounting information (FNSACC507)

This unit describes the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports and review costing systems integrity to calculate and record the costs of products and services. Student will then produce reports and analyse results against budget projections.

Business Performance and Law

Provide financial and business performance information (FNSACC501)

Apply legal principles in contract and consumer law (FNSTPB503)

This module sees the student as business adviser providing advice to a client, this subject requires students to assess client needs, analyse and report on a broad range of financial and business performance information as well as analysing data and preparing advice. Students will also provide advice to clients on contract and consumer law issues.

Manage Budgets

Manage budgets and forecasts (FNSACC503)

This module describes the skills and knowledge required to prepare, document and manage budgets and forecasts this includes monitoring budgeted outcomes. Students will also discuss the key purpose and objective of budgets and forecasts, including relevance of milestones and key performance indicators.

Tax returns

Prepare tax documentation for Individuals (FNSACC502)

This unit describes the skills and knowledge required to prepare non-complex income tax returns for individuals in accordance with statutory requirements, this also encompasses gathering and verifying data, calculating taxable income and reviewing compliance. Students are then able to provide tax advice to clients.

Internal Control

Implement and maintain internal control procedures (FNSACC506)

Lead effective workplace relationships (BSBLDR402)

This module describes the skills and knowledge required to review corporate governance requirements, implement operating procedures and monitor policy as well as understanding the financial delegations of authority and accountabilities. Students will also discuss corporate governance requirements.

Operational Budgets

Prepare Operational Budgets (FNSACC402)

This unit describes the skills and knowledge required to prepare and document operational budgets for a variety of organisations. In preparing a budget students will need to confirm objectives, define cash, expenditure and revenue items. Students will also consider milestones and performance indicators as well as accurately recording and preparing budget reports.

This qualification reflects the role of individuals who use a range of well-developed retail travel or outbound wholesale sales and operational skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision and may provide operational advice and support to team members. Individuals with this qualification are able to work in the retail travel sector, covering all types of retailers, including those that cover or specialise in leisure, corporate, domestic and international sales. At this level, retail travel personnel can operate in domestic or international sales and this qualification allows for both.

Duration: 10 terms (60 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 090945E

**Entry Requirements:**

- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Call Centre Sales Agent
- Corporate Consultant



Program

Working in the Tourism Industry A and B

- Access and Interpret product Information (SITTSL002)
- Provide advice on international destinations (SITTSL003)
 - Source and use information on the tourism and travel industry (SITTIND001)
- Provide advice on Australian destinations (SITTSL004)

Working in the Tourism Industry Part A and Part B provides an overview of the tourism Industry highlighting all the exciting areas students may wish to work in. This subject includes industry structures, the interrelationships of the different sectors as well as the technology, laws and ethical issues specifically relevant to a career in travel and tourism. Students will integrate this knowledge to work effectively in the industry.

Students will also conduct research in order to develop a general destination knowledge database on local Australian or International tourist locations for use in the selling process. Students will then develop the skills and knowledge to provide customer information and advice on tourist attractions and products available in their customers chosen destination. The subject will also cover the health and safety requirements of overseas travel.

Travel Sales 1, 2 and 3

- Travel Sales 1
 - Provide service to customers (SITXCCS006)
- Travel Sales 2
 - Sell tourism products and services (SITTSL005)
 - Prepare quotations (SITTSL006)
- Travel Sales 3
 - Book supplier products and services (SITTSL008)
 - Process travel-related documentation (SITTSL009)
 - Enhance customer service experiences (SITXCCS007)
 - Show social and cultural sensitivity (SITXCOM002)

Travel Agency Sales I, II and III provide the skills and knowledge required to sell travel and tourism products to customers in a travel agency. It requires the ability to identify specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information, provide a quotation and close the sale.

Travel Agency Sales II and III follows on from Travel Agency Sales I, where students are required to make and administer customer bookings for products and services with suppliers. It requires the ability to identify customer booking requirements from previous quotations or offers issued and then reconfirm them with suppliers. The sale must be recorded by raising invoices and receipts and then issuing documents to customers such as airline tickets or accommodation vouchers. Travel Sales III also covers dealing with diversity issues that may arise when dealing with a broad array of customers and their special needs or characteristics.

Airfares

- Construct promotional international airfares (SITTSL013)
- Construct normal international airfares (SITTSL012)

In this module students will learn what is required to create a customer's flight itinerary when calculating and constructing normal or special promotion airfares that may be available for international or domestic airfares. This module requires the ability to interpret flight information and conditions that apply to specific fares and to construct these airfares according to International Air Transport Association (IATA) regulations.

Galileo

- Use a computerised reservations or operations system (SITTSL010)

Students will learn to use 'Galileo', a computerised reservations system used to create, administer and maintain airline bookings. In addition to airline reservations, the Galileo CRS is also used to book train travel, cruises, car rental, and hotel rooms.

Tour Guiding

- Work as a Guide (SITGDE002)

This module describes the performance outcomes, skills and knowledge required to work as a Tour Guide. Tourism has been identified as a growth area for employment and opportunities over the 2015-2018 period. Tour Guiding offers a wonderful small business opportunity for foreign students to develop markets amongst their own country people in Australia, or to guide foreigners in their home countries, either way there are great opportunities by learning this subject. This subject also covers key legal, ethical, safety, environmental and professional development issues that Guides must consider in their day-to-day work.....enjoy!

Introduction to Spreadsheets

- Create and use spreadsheets (BSBITU202)

In this module student will develop the skills and knowledge required to correctly create and use spreadsheets and charts using spreadsheet software. The unit will include formatting a spreadsheet, develop and test formula, create chart and text, save and send.

Participate in Safe Work Practices

- Participate in safe work practices (SITXWHS001)

This module covers the skills and knowledge required to incorporate safe work practices into your own workplace activities. It requires the ability to follow health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices. Students will learn how to recognize hazards and potential emergency situations and then report WHS issues as they arise.

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate tourism and travel operations or marketing and product development activities. They operate independently, have responsibility for others and make a range of operational business decisions. Individuals with this qualification are able to work in any sector of the tourism industry as a senior departmental manager or owner-operator of any style of small tourism business. Some managers at this level will specialise in certain fields; in the tourism industry personnel tend to specialise in operational functions or marketing and product development roles.

Duration: 12 terms (72 weeks)

Nationally recognised, Australian Qualifications Framework standards, CRICOS 094140K



Entry Requirements:

- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent
- OR
- an English proficiency of Upper-Intermediate Level or above from any NEAS accredited ELICOS provider

Career Outcomes

- Inbound Groups Manager
- Inbound sales
- Incentives manager
- Tourism Manager

Program

Working in the Tourism Industry A

Access and Interpret product Information (SITTTSL002)

Provide advice on international destinations (SITTTSL003)

Working in the Tourism Industry Part A and Part B provides an overview of the tourism Industry highlighting all the exciting areas students may wish to work in. This subject includes industry structures, the interrelationships of the different sectors as well as the technology, laws and ethical issues specifically relevant to a career in travel and tourism. Students will integrate this knowledge to work effectively in the industry.

Working in the Tourism Industry B

Source and use information on the tourism and travel industry (SITTTIND001)

Provide advice on Australian destinations (SITTTSL004)

Students will also conduct research in order to develop a general destination knowledge database on local Australian or International tourist locations for use in the selling process. Students will then develop the skills and knowledge to provide customer information and advice on tourist attractions and products available in their customers chosen destination. The subject will also cover the health and safety requirements of overseas travel.

Travel Sales 2

Sell tourism products and services (SITTTSL005)

Prepare quotations (SITTTSL006)

Travel Agency Sales II and III provide the skills and knowledge required to sell travel and tourism products to customers in a travel agency. It requires the ability to identify specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information, provide a quotation and close the sale.

Travel Sales 3

- Book supplier products and services (SITTTSL008)
- Process travel-related documentation (SITTTSL009)
- Enhance customer service experiences (SITXCCS007)
- Show social and cultural sensitivity (SITXCOM002)

Travel Agency Sales II and III follows on from Travel Agency Sales I, where students are required to make and administer customer bookings for products and services with suppliers. It requires the ability to identify customer booking requirements from previous quotations or offers issued and then reconfirm them with suppliers. The sale must be recorded by raising invoices and receipts and then issuing documents to customers such as airline tickets or accommodation vouchers. Travel Sales III also covers dealing with diversity issues that may arise when dealing with a broad array of customers and their special needs or characteristics.

Business Operations

- Monitor work operations (SITXMGT001)
- Establish and conduct business relationships (SITXMGT002)
- Implement and monitor work health and safety practices (SITXWHS003)

Being a manager requires a range of skills all of which can be learned and practiced. This module provides students with valuable insights into the manager's role of monitoring the operation to ensure all business targets are met and building a sustainable long term business. The role starts by understanding the internal day-to-day work activities to be done then how to lead and support team members, plan and organise operational functions and solve problems. It also covers the requirements to use high-level communication and relationship building skills to conduct formal negotiations and make commercially significant business-to-business agreements.

Financial Management

- Interpret financial information (SITXFIN002)
- Manage finances within a budget (SITXFIN003)
- Prepare and monitor budgets (SITXFIN004)

Much of a business's success will come down to how the money is managed. Budgeting is a key activity to determine how much money is expected to come in and how much is expected to be spent. When preparing a budget, managers will look at their competitors, the way the market is moving and projected sales forecasts. In this module students will learn how to prepare a budget and how to maintain and monitor the budget against budget forecasts. Students will also learn how to interpret reports and financial information.

Quality Customer Service

- Develop and manage quality customer service practices (SITXCCS008)
- Manage conflict (SITXCOM005)

This module provides guidance on how a manager develops, monitors and adjusts customer service practices to maintain customer satisfaction. It requires the ability to consult with colleagues and customers and to resolve complex or escalated complaints and disputes. Students will also develop policies and procedures for quality service provision by front line staff and manage the delivery of customer service.

Human Resources

- Lead and manage people (SITXHRM003)
- Recruit, select and induct staff (SITXHRM004)
- Manage diversity in the workplace (BSBDIV501)

More and more, modern business understands the importance and value of the right staff to drive the business mission. In this module, students will learn to manage all aspects of the recruitment selection and induction process. This module also covers the role of leaders to communicate the mission, manage and reward staff as well as provide opportunities for staff development.

Tourism Promotion

- Create a promotional display or stand (SITXMPR002)
- Coordinate production of brochures and marketing materials (SITXMPR001)

One of the most effective ways to promote your business is by participating in industry events or seminars with a visually appealing stand often with a special deal or a promotion. Even your shop front will require an attractive display to promote the sale of your service. This module explains the skills and knowledge required to develop brochures and other marketing materials. Students will identify the objectives of the promotion, determine who the audience will be, develop content, select all display components and finally assemble the display or stand.

Free Workshops

In addition to your courses you will have the opportunity to join a variety of extra-curricular English and business related classes delivered face-to-face or online. Business workshops cover topics that enable you to improve your practical and professional English language skills including resume writing, interview techniques and developing your personal brand.



IELTS PREPARATION

This is a practical workshop for students who are preparing to take the IELTS test. It runs once a week and covers all 4 macro skills: reading, writing, listening and speaking. IELTS prep workshops are voluntary and can be accessed at no extra charge for students from our language or VET programs. Small class sizes ensure your experience is first rate.



JOB HUNT WORKSHOP

This is a practical workshop where your teacher provides valuable insights into getting work, role plays as well as becoming aware of current interview question and response techniques. If you want your resume to be read then you need to come to this class. Students also develop verbal and body language skills through job interview role plays and becoming aware of modern day interview question techniques.



BUSINESS START-UP WORKSHOP

There are several workshops on how to start your own business delivered by our entrepreneurial and business advisory centre. Students are free to join and get first-hand advice and guidance before starting out on their own business ventures. The entrepreneurial program covers business planning and finance for all entrepreneurs and for those wanting an Amazon experience we can show you how to set up and manage an on-line retail web site. All workshops are hosted by trainers with extensive industry experience and are the first step to a hugely successful career.



ON-LINE ENTERPRISE SKILLS

Our enterprise skills program comprises a suite of over 100 short online courses from the 'must know' to the 'good to know' through to the 'just looks really interesting'. You can learn more about the principles of business communication, team work, marketing, project management, and negotiation tactics as well as stress releasing techniques like mindfulness and personal happiness. With 24/7 access, our learning management portal is a convenient way to learn on or off campus.



I like BBC because it is very well located, staffs are friendly and the teachers have an unique way of teaching which is really helpful.

Rafael from Brazil

Activities and Support

Bridge Business College provides staff and services to ensure that you can make the most of your learning experience as well as your time in Sydney. Our multilingual staff speak over 20 languages and are always ready to help you meet the challenges of living and studying in a new country. Ask our staff or view our social media pages to find more about:

Fun Activities

The College organises a wide range of fun activities for students including the famous Sydney City2Surf fun run, Thredbo Snow Trip, Surf Camp, Port Stephens Dolphin Watching, Blue Mountains and International Culture Day. Our students are eligible for free entry to Sydney's famous Taronga Zoo.

Student Services

Our Student Services team is located on Level 9 and is available from 9.00am to 5.00pm. Our friendly staff are ready to help make your stay at College an enjoyable one. Come and see Student Services team for:

- Help with your Enrolment
- Help with organising your Study Timetable
- Making payments
- More Information on College and Student activities



How to Enrol



www.bridgebc.edu.au

Get started by completing an enrolment form on Bridge Business College (BBC) website and provide us with the necessary documents. This first step will reserve your place in our College.

Step 1: Submit your application

If you have chosen your course, proceed to the enrolment section:
<https://coms.bridgebc.edu.au/EnrolApplication.aspx>

Start your application by filling in all required fields.

Upload your documents – depending whether you are in Australia or overseas, you will need to upload the following documents along with your application:

For domestic students:

- A copy of your passport or other official proof of identity
- Previous education certificates and transcripts (if applicable)

For international students:

- A copy of your passport
- A copy of your visa
- English proficiency documents e.g. IELTS Test certificate or equivalent (For VET course entry)
- Previous education certificates and transcripts (if applicable)
- BBC Document check list (if applicable)
- Genuine Temporary Entrant Statement (if applicable)
- Release confirmation (if applicable)
- Current CoE/s (if applicable)
- OSHC (if applicable)

✓ Please note

- All supporting documents must be certified and translated into English.
- Further documentation/s may be requested by BBC Admin team.
- Please note that these documents must be certified by a Bridge Business College representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia.

Enrolment is simple:

- APPLICATION
- OFFER LETTER and WRITTEN AGREEMENT
- PAYMENT
- CoE (Confirmation of Enrolment)

Step 2: Offer letter and Written agreement

1. You will receive an ID and password in your email, which will allow you to login to the student portal and check on the progress of your application (go to www.bridgebc.edu.au and click 'LOG IN')

2. We will issue an Offer Letter within 2-3 working days.
Please note that an Offer Letter does not secure a place in the College, until your payment has been processed and a Confirmation of Enrolment is issued.
Should any information or documents be missing, we will issue a Conditional Offer Letter.

From the student portal, please download the Conditional Offer Letter from the 'Notification' window. Upload any missing support documents using the 'Upload a document' function in Documents>General Documents section.

A full Offer Letter will be issued when all outstanding information and documents are provided.

3. Download the 'Written Agreement' and read the Written Agreement carefully, checking that all the details are correct. Please click 'Accept' if you are happy with all the details.

Step 3: Payment

Once you have accepted the Offer Letter and Written Agreement please make a payment. The available payment methods can be chosen from the options below:

Option 1. Credit Card

You can pay by Visa or MasterCard at the college's payments desk or complete a Credit Card Authorisation Form.

Option 2. Telegraphic Transfer

Bridge Business College Bank Details:

Bank Name: St George
Bank Address: 4-16 Montgomery Street, Kogarah,
NSW 2217
Account Name: Bridge Business College
Account Number: 467587175
BSB Number: 112 879
Swift Code: SGBLAU2S

Option 3. Western Union (If you are outside Australia)

You can transfer your payment to the College's bank account via Western Union. To make an off shore payment free of bank charges, please go to Western Union <http://www.geoforeducation.com/BBC> and complete the online payment application.

Step 4: Confirmation

After you have made your payment, please scan and upload a receipt of your payment/ remittance advice to your 'Upload Documents' function in your Document Library > Payment documents

For International Students

Applying for an Australian Student Visa

To study in Australia, you'll need to apply for both admission to Bridge Business College and also for a student visa from the Australian Government.

A Student Visa in Australia is a temporary visa issued to non-Australian residents and is granted to students who are enrolled in a CRICOS registered, full time course in Australia. As international students student visa can be issued with a multiple entry visa for the duration of their study in Australia. You can travel to and from Australia within the visa period.

*More details about Student Visa requirement please refer to the Department of Home Affairs website.

<https://www.homeaffairs.gov.au/Trav/Visa-1/500->



There are a number of steps you must go through including:

- Deciding on your preferred course
- Submitting your application to Bridge Business College
- Receiving and accepting a Letter of Offer/Written Agreement
- Receiving your Confirmation of Enrolment (CoE)
- Applying for your student visa

There are entry requirements that you will need to meet both for Bridge Business College application and your visa application. This can include:

- Academic requirements
- English language requirements
- GTE requirements
- Overseas Student Health Cover

Your CoE/s will be issued and uploaded to your Documents > CoEs in the student portal within 2-3 working days from receiving your payment confirmation.

The Written agreement is a legal contract which must be accepted by the student. Students are then aware of our terms and conditions. All Colleges are required by law to keep these agreements on file.

(National Code of Practice for Providers of Education and Training to Overseas Students 2018.)

Accommodation Options

There are several ways to find accommodation in Sydney. Rent is normally paid weekly at a cost of \$200 or a little more. Location plays an important role as well: housing prices depend on how far you are willing to travel every day to school and work.

Homestay

Homestay accommodation provides opportunities to experience life in an Australian home and to improve your English language skills. Bridge Business College refers you to our selected homestay agencies to provide you with a safe and welcoming home environment.

Standard Homestay Program includes:

- A single room, where your host will provide a bed with appropriate linen, blankets and towels. Your room will be furnished with a bed, desk, chair, lamp and a place to store your clothes. You have the option of sharing accommodation in the same Homestay.
- Two meals provided every day (breakfast and dinner).
- Light lunches on the weekend, if you are at home.
- Access to a shared bathroom (you provide your own toiletries).
- Access to laundry facilities (the host provides washing detergent, you do your own washing and ironing).

Fees: Please contact us for more information.

Student Accommodation

Students have a wide range of options to rent a furnished property - from single rooms to larger shared apartments in convenient locations across Sydney and close to transport and the college.

Please contact us for more information.

Private Accommodation

If you would like to have an independent unit or house, you can look for accommodation with the help of many real-estate agencies. Please note that you will most likely need a reference and a steady income, which is sometimes hard if you haven't rented before or started working yet. You can look at the rental market on:

www.domain.com.au

www.realestate.com.au/rent



BBC surprised me with the warm environment and lovely staff who are always helpful.

Fernanda from Brazil



Contact Information

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CRICOS Code 01107C RTO Code 90451 ABN 98 054 574 819

