Course Information Guide- International Students

Pet 1: General Information

Qualification Name	Certificate IV in Human Resources
VET national CODE	BSB41015 Release 4 (21/2/2019)
Course CRICOS Code	087064J
Qualification Statues	Current
Provider Contact Details	Jasmine Education Group Pty Ltd t/as Queen Anne Business College RTO# 40458 CRICOS# 03240D
Course overview	• Human Resources is one of the fastest growing areas within business and management in Australia. This qualification has been designed to equip you with the necessary skills required to successfully work within human resources. You will learn vital skills relating to performance management, human resources functions, recruitment, selection and induction of staff, WHS and effective workplace relationships. • This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers. Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.
Target Group	International Students who re: • Seeking to pursue a career in Human Resources. • Seeking to enter a new industry sector • Seeking a pathway to higher education qualifications.
Course Duration	52 weeks (40 weeks of teaching +12 weeks of holidays)
Contact Weeks and delivery mode	• 40 weeks (20 hours per week x 40 weeks = 800 hours), including part blended learning, (F2F + Distance Learning) • No more than 1/3 of the qualification can be delivered by distance learning per week (distance learning monitored). • More details will be given during orientation
Delivery Location	**Bankstown Location:** 1/49 Raymond street, Bankstown NSW 2200 **Sydney CBC Location**: 4/225 Clarence street, Sydney NSW 2000
Enrolment Process	• Student is advised to read all the course related information. As well as other information about studying and living in Sydney. Information is available on our website www.qaec.nsw.edu.au. If you still have any questions, please contact us as below

	Email: admin@qaec.nsw.edu.au **Phone**: 02 9704 4840 **Enrolment process** 1. Application Download enrolment application form from our website www.qaec.nsw.edu.au Or Email us asking for copy to emails to you. 2. Fill in the application and attached all the required documents the email it back to us. Make sure you attache all the required documents including passport, qualifications, etc. as per the document checklist in the application form 3. Once received, QABC will assess your application and determine your eligibility for enrolment. 4. If application is not complete or rejected, you will receive an email explaining reason for rejections or explaining the missing documents. 5. If your application is accepted, you will receive and offer letter along with international student agreement. Bothe together called, student contract. The contract will detail the major and important information about your course. The full information is available in our website. Example of information in your contract will include: • Course name and code including CRICOS code • Course duration • Curse start and end. • Course delivery location and mood • Course units and any prerequisite • Required attendance and total hours allocated • Information about refund • Information about privacy • Information about attendance and course progress • Information about your vis conditions. • fees (tuition and non-tuition fees) • Any admission conditions • Summary of any other important related 6. Read your offer letter carefully, ask any question you may have then, sign and send it back to the college 7. Once you sign you contract, you can make the payment as indicated in your offer. 8. QABC will issue your e -Coe and send it to you.
Qualification pathways	The BSB41015 (Certificate IV in Human Recourses) is suitable for anyone looking for further their career education in the business and human resources industry and seeking to gain knowledge of human resources producers.
Potential Career Outcomes	• Human resources assistant • Human resources coordinator • Human resources administrator

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Human resources officer
Payroll officer

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<tr><td>Further Education pathways</td><td>Students can seek further studies either into:

Vocational education: Diploma/Advanced Diploma of Management (Human Resources), Diploma/Advance Diploma of Leadership and Management or Diploma/Advanced Diploma of Business related qualifications (some qualification may require a specific prerequisite and/or entry requirements) so please contact your prospective provider.
Higher education qualification

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<tr><td>Course Costs</td><td>
<table>
<tr><td>Fees Type</td><td>Refundable</td><td>Amount</td></tr>
<tr><td>Application (enrolment fees)</td><td>NO</td><td>AUD$250.00</td></tr>
<tr><td>Course Tuition Fees</td><td>See refund policy.</td><td>AUD$14,750.00</td></tr>
<tr><td>Estimated other Course Non-Tuition fees.</td><td colspan="2">Pleas see you contract as well as student handbook.</td></tr>
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A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement (the contract) which is provided to the student on acceptance into the course.
Course fees do not include computer software or textbooks which are to be purchased at the student’s own cost.
Non-payment of course fees may result in cancellation of enrolment.
International students are also required to take out Overseas Health Insurance Cover before arriving in Australia.
Details of OSHC provider in the International Student Handbook.
Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting

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Specific Course Information

Entry requirements	There are no formal entry requirements in relation to prior education and experience for this qualification. However, you must meet the QABC entry requirements criteria as mentioned in this document.
QABC Entry requirements	The College has the following entry requirements: International students must:

	• Be at least 18 years of age and must have completed at least the equivalent of Year 12.
	• Have an IELTS score of 5.5 or equivalent (test results must be no more than 3 years old). Details of acceptable IELTS equivalency are available here: https://secure.vec.bc.ca/toefl-equivalency-table.cfm
	• Complete an LLN assessment to demonstrate that they have the required level of LLN skills required by the course. The college will administer a LLN assessment.
	• Have a suitable level of digital literacy skills as demonstrated through undertaking an online test at http://www.digitalliteracy.eu/ - a minimum score of 60% is required
	• Please note that International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:
	  ◦ the student was educated for 5 years in an English-speaking country.
	  ◦ the student has successfully completed at least 6 months of another Certificate IV level course in an Australian RTO and passed at least 50% of the units as evidenced by a Statement of Attainment.
	  ◦ the student has successfully completed a foundation course in Australia
	  ◦ the student has successfully completed an English Placement Test administered by the college with a result of at least Intermediate.
	  ◦ the student has successfully completed their High School in English Language.
	  ◦ If you are not able to provide proof of the above, you must complete a language, literacy and numeracy test managed by the college. Therefore, your letter of offer will conditional on those tests results.
	  ◦ The learning materials and assessment within this qualification are in a written online or workbook format. Therefore, to successfully complete this course, you must have the ability to read and comprehend learning.

Training Resources	To support you in your studies, the college will provide some of the below to support your training journey with us: • Online Course Materials and Resources (hardcopy available for an additional fee) • Multimedia and Simulated Learning Resources

	• Ongoing Trainer Support via Phone and email support as well as scheduled academic support classes. • Sample Workplace Policies, Procedures, Templates and other Documentation • Access to Relevant Acts, Regulations and Standards.
Resource Requirements:	Students will be provided with training material either online or in a workbook, a learner guide to supplement the training material and assessment activities for all units of competence. Students **must** have access to the following resources: • Internet • Email • Printer • Scanner • Software such as MS WORD, Excel and Power point • Computer • Latest Adobe flash player/Adobe reader.
Prerequisite	There is not prerequisite for this qualification.
Training Arrangement	• Training consists of 20 hours per week which include around 15 hours of classroom training per week and students must complete minimum of 5 hours of distance learning., which includes research, case studies business articles and other readings. • Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be simulated and used to conduct skills-based assessments in accordance with unit requirements. • **Facilities and Equipment:** The facilitates and equipment which will be used for this course are: • General business and office equipment such as telephones, scanners and printers. • Desktop and lap top computers • Wi-Fi/Internet Access • Data projectors • Microsoft Office • Whiteboards • Note that students must bring their own lap tops to class and a USB to class. These must have Microsoft Office or similar installed and be fully charged.
Licensing/Regulatory Information	No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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<tr><td>Qualification Structure</td><td>To obtain the Certificate IV in Human resources you must competently complete 10 units of competency as follows:
<table>
<tr><th>Core</th><th>Elective</th></tr>
<tr><td>6 units</td><td>4 units</td></tr>
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The course structure is as follows:
<table>
<tr><th>Unit Name</th><th>Unit Code</th><th>Core (C) Elective (E)</th></tr>
<tr><td>BSBHRM403</td><td>Support performance-management processes</td><td>C</td></tr>
<tr><td>CBSBHRM404</td><td>Review human resources functions</td><td>C</td></tr>
<tr><td>BSBHRM405</td><td>Support the recruitment, selection and induction of staff</td><td>C</td></tr>
<tr><td>BSBLDR402</td><td>Lead effective workplace relationships</td><td>C</td></tr>
<tr><td>BSBWHS401</td><td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td><td>C</td></tr>
<tr><td>BSBWRK411</td><td>Support employee and industrial relations procedures</td><td>C</td></tr>
<tr><td>BSBCMM401</td><td>Make a presentation</td><td>E</td></tr>
<tr><td>BSBCUS402</td><td>Address customer needs</td><td>E</td></tr>
<tr><td>BSBRES401</td><td>Analyse and present research information</td><td>E</td></tr>
<tr><td>BSBRSK401</td><td>Identify risk and apply risk management processes</td><td>E</td></tr>
</table></td></tr>
<tr><td>Prerequisite</td><td>NIL</td></tr>
<tr><td>Orientation</td><td>Students are provided with an orientation and induction into the course and the Australian way of life. Orientation will include information about the college and living in Australia, accessing support services and outline the importance visa conditions for international students.</td></tr>
<tr><td>Course attendance and progress</td><td>As an international student “satisfactory course progress” and “attendance” is required to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students.
Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at www.qaec.nsw.edu.au.
Attendance is highly recommended to progress academically.
Student is advised to maintain satisfactory level of attendance and maintain course progress on orientation day and along the course.
The college will monitor attendance and course progress and will intervene where low attendance/progress is noted.</td></tr>
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	The college is offering academic support to students to ensure they can complete within the enrolment duration. Example of academic support include: • Extra Classes and academic support classes, where a trainer is available in specific times to offer academic support to students. • Distance support by Email • Online discussion board
Assessment	Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including: • Projects • Presentations • Report writing • Observations • Questioning (oral or written) At the beginning of each unit, trainers will outline the assessment tasks that must be completed.
Student Support	Students are supported by their industry experienced trainer via phone and email. All students will be provided with a range of learning support options and resources to help them achieve competency. This includes: • Mentoring from trainers. • Additional classes, tutorials and workshops. • Language support • Academic skills support as well as study skills tutorials. • Computer and technology support. • Referral to external support services.
Course credits/RPL	Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook. For international students, the granting of course credit may affect your course fees as well as the duration of your course. The result of your application for credit and any changes to fees or course duration will be advised to you in writing. If course credit is granted following issuance of your Confirmation of Enrolment, you will receive a new Confirmation of Enrolment showing a reduced duration. For any questions about course credit, contact us at the details shown below.
Other related Policies	Please see student handbook for details on all policies and procedures. Student handbook is available on your website www.qaec.nsw.edu.au