



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1202
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

General English

Course Code: 031670E

Course Aim: Each course aims to improve overseas students' general English level. Once the course has finished, students should be ready to enter the next class. The general English classes also form a basis for students to move on to more specialized areas such as IELTS Test Preparation.

Duration: 4- 72 weeks, depending on the level

Assessment: Students are assessed through monthly tests, assignments and participation in class.

Teaching Methods: Temporary Zoom virtual classes delivery. Students will develop their English language skills through a range of tasks designed to develop their skills in reading, writing, speaking and listening as well as improving their pronunciation and knowledge of grammar.

Levels: Beginner English
Elementary English
Pre-Intermediate English
Intermediate English
Upper Intermediate English
Advanced English

Further study: Students who complete our general English courses at an intermediate level will be able to undertake educational or vocational courses. Students wishing to take IELTS preparation should have finished an intermediate level course.

English for Academic Purposes

Course Code: 031671D

Course Aim: Program designed to improve English language skills and academic study techniques of students. The language and skills will help students to achieve goals to enter university, TAFE or other colleges in future.

Teaching Methods: Face-to-face delivery. Temporary Zoom Virtual Classes EAP course designed to focus on preparing students for study in an English-speaking country, including: listening and note taking; seminar presentation and discussion skills; speed reading; academic writing; library and internet use; university level vocabulary; preparation for English proficiency examination; academic culture

of Australian universities; research techniques; critical thinking; essay writing.

Duration: 12 weeks

Entry Requirements: IELTS 5.5, Cambridge FCE, TOEFL 235, ALTE Level 4, CEF B1, completion of English course at Upper Intermediate level

Completion: Students receive a statement of attainment upon successful completion of the course.

IELTS Preparation Course

Course Code: 065462K

Course Aim: The IELTS preparation course aims to:

- Familiarise students with all elements of the IELTS test.
- Provide test taking strategies to maximize student band scores.
- Assist students to achieve the band score they need.

Duration: 10 weeks, depending on the level

Entry Requirements: IELTS 5.0-5.5, Cambridge FCE, TOEFL 235, ALTE Level 4, CEF B1, completion of English course at Intermediate level

Assessment: Students are assessed through IELTS practice tests and tasks.

Teaching Methods: Face-to-face delivery. Through a series of tasks related to topics such as the environment, architecture and the Internet, students learn the reading, writing, speaking and listening skills required for the IELTS test.

Modules: IELTS Preparation - General Module
IELTS Preparation – Academic Module

Completion: On completion of their IELTS preparation course our students are awarded a certificate, which grades their language level in the four key language skills.



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Preparation for the Cambridge First Certificate in English Course

Course Code: 052688K

Course Aim: The program is designed to improve English language skills and familiarise students with all elements of the Cambridge First Certificate in English test.

Teaching Methods: Face-to-face delivery.

Course Outline: *You will learn:*

- *To converse fluently in English with correct sentence structure.*
- *Common topics covering a larger vocabulary.*
- *How to write better essays, reports etc.*
- *Exam tips to help students with the exam.*

Duration: 12 weeks

Entry Requirements: **Has achieved** Intermediate English or above

Completion: On completion of their Cambridge First Certificate in English course our students are awarded a certificate, which grades their language level in the four key language skills. The grades relate to detailed descriptors explaining the student's capabilities and learning needs.

Location & Course Delivery

Please note that delivery location for English Courses is Level 1 499 Kent Street, Sydney NSW 2000 and Level1, 499 Kent St Sydney NSW 2000 and delivery location for VET courses is Level 2, 499 Kent Street, Sydney.

Intakes, Orientation & Placement Test

Please note that orientation and a placement test for all General English and IELTS Preparation students are held on Mondays at 9am and 2pm (except public holidays). Please contact Admission Centre: admin@lloydscollege.nsw.edu.au for EAP Intake Dates.



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College Price List – English Programs

PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS)

CRICOS CODE	Course Details	Duration	Enrolment Fee	Tuition Fee**
English Programs				
031670E	General English	4 -72 weeks	\$200	\$320/week
065462K	IELTS Preparation Course	10 weeks	\$200	\$384/week
031671D	English for Academic Purposes (EAP)	12 weeks	\$200	\$320/week
052688K	Preparation for the Cambridge First Certificate in English Course	12 weeks	\$200	\$320/week
Other Services & Fees (arranged on request only)				
Service Provided		Price		
Airport pickup fee		\$160-\$180		
Accommodation placement fee		\$220-\$240		
Reinstatement of enrolment after cancellation		\$200		
Copy/Printing		\$0.20/page		
Replacement ID card		\$10		
Printing of ELICOS course certificate or academic transcript (Older than 6 months from completion)		\$50		
Change of Course		\$10		
Change of Class Shift		\$10 Admin fee + Any difference in shift price		
Holiday request (after commencement)		\$10		
Cancellation fee charged if after commencement		\$500		
If fees are overdue, students may be reported to Immigration (Department of Home Affairs) for non-payment of fees		\$100 Late payment fee + \$50/week there after		
Text book/Material fee (General English course)		\$10/week (max. \$400)		
Material/Resource fee (IELTS/FCE/EAP course)		\$100 flat fee/course		
Administration fee for additional CoE per course (more than 3) i.e. 4 th 5 th etc.		\$100		
ENROLMENT FEE		\$200		
INTAKE DATES – English Programs				
English Programs (General English, IELTS Preparation, EAP)		Every Monday, except Public Holidays		
Preparation for the Cambridge First Certificate in English Course (FCE)		2022 : TBA *Recommended Intake Dates		

TIMETABLE		
<i>Morning timetable</i>	<i>Afternoon timetable</i>	<i>Evening timetable</i>
8:15am – 12:30pm Mon-Fri	12:45pm – 5:00pm Mon-Fri Currently not available	5:15pm – 9:30pm Mon-Fri

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your marketing representative.



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College Price List – VET Programs

PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS)

CRICOS CODE	Course Details	Duration*	Enrolment Fee	Number of Instalments	Tuition Fee**
Vocational Programs					
108142M	BSB20120 Certificate II in Workplace Skills	52 weeks	\$200	4	\$9,000
104930D	BSB30120 Certificate III in Business	52 weeks	\$200	4	\$9,000
104931C	BSB40120 Certificate IV in Business	52 weeks	\$200	4	\$12,500
104141M	BSB50420 Diploma of Leadership and Management	52 weeks	\$200	4	\$12,500
104932B	BSB60420 Advanced Diploma of Leadership & Management	78 weeks	\$200	6	\$18,900
104719G	BSB40820 Certificate IV in Marketing and Communication	52 weeks	\$200	4	\$9,000
104721B	BSB50620 Diploma of Marketing and Communication	52 weeks	\$200	4	\$12,600
104720C	BSB60520 Advanced Diploma of Marketing and Communication	78 weeks	\$200	6	\$18,000
Other Services & Fees (arranged on request only)					
Service Provided		Price			
Student's Material – vocational program		\$60/term (waived during Covid)			
Course Cancellation Admin fee		\$500			
Late fee (second installments)		\$100 per late instalment payment			
Additional COE fee (4 th , 5 th , etc)		\$100 per additional COE			
Reinstatement of enrolment after cancellation		\$200			
Change of Course		\$10			
Change of Class Shift		\$10 Admin fee + Any difference in shift price			
If fees are overdue, students may be reported to Immigration (Department of Home Affairs) for non-payment of fees		\$100 Late payment fee + \$50/week there after			
RPL Assessment (only available prior to the start date)		\$250			
Penalty fee for late assessment submission (after due date)		\$100/unit			
Replacement Diploma /Certificate / Statement of Attainment		\$115 for within 5 years			
Replacement Diploma /Certificate / Statement of Attainment		\$250 for 5 to 15 years			
Replacement Diploma /Certificate / Statement of Attainment		\$500 for 15 to 30 years			



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INTAKE DATES		
Business Intake Dates	2022	7/01, 11/02, 18/03, 8/04, 13/05, 17/06, 8/07, 12/08, 16/09, 7/10, 11/11
	2023	6/01, 10/02, 17/03, 6/04, 12/05, 16/06, 7/07, 11/08, 15/09, 6/10, 10/11
	2024	5/01, 9/02, 15/03, 5/04, 10/05, 14/06, 5/07, 9/08, 13/09, 4/10, 8/11
TIMETABLE – VET Courses (Cert II, Cert III, Cert IV, Diploma and Advanced Diploma)		
Morning Classes Option A Monday – Tuesday: 8.30am – 5pm (temporary Zoom Virtual Classes)	Morning Classes Option B Wednesday – Thursday: 8:30am – 5pm (temporary Zoom Virtual Classes) Currently not available	Evening Classes Option C Monday – Wednesday: 5pm – 10pm (temporary Zoom Virtual Classes)

* DURATION INCLUDES TERM BREAKS

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your marketing representative. On your first day at the college or thereafter (VET students only) you need to buy your text book by unit from the college.



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Vocational Training Program- Workplace Skills/Business/Leadership and Management

BSB20120 Certificate II in Workplace Skills

CRICOS Course Code: 108142M

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 16 weeks holidays) -15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification reflects the role of individuals in a variety of entry-level Business Serv

This qualification also reflects the role of individuals who have not yet entered the workforce, and necessary skills in preparation for work.



These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They 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.

Job Opportunities: Customer Service Clerk, Data entry Operator and/or Word processing Operator, General Clerk and/or Clerical Worker, Payroll Clerk, Typist and/or Receptionist, Administration Assistant, Information Desk Clerk and/or Office Junior

Entry Requirements: Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.0 or equivalent or an English proficiency of intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate II in Workplace Skills (BSB20120). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate II in Workplace Skills (BSB20120).

Units: To gain Certificate II in Workplace Skills (BSB20120) you must successfully complete all the following:

Unit Codes	Unit Name	Type	Delivery Method
BSBCMM211	Apply communication skills	Core	Temporary Zoom Virtual Classes
BSBOPS201	Work effectively in business environments	Core	Temporary Zoom Virtual Classes
BSBPEF202	Plan and apply time management	Core	Temporary Zoom Virtual Classes
BSBSUS211	Participate in sustainable work practices	Core	Temporary Zoom Virtual Classes
BSBWHS211	Contribute to the health and safety of self and others	Core	Temporary Zoom Virtual Classes
BSBPEF201	Support personal wellbeing in the workplace	elective	Temporary Zoom Virtual Classes
BSBTEC101	Operate digital devices	elective	Temporary Zoom Virtual Classes
BSBTWK201	Work effectively with others	elective	Temporary Zoom Virtual Classes
BSBWRT311	Write simple documents	elective	Online
BSBPEF301	Organise personal work priorities	elective	Online



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BSB20120 Certificate II in Workplace Skills

Delivery Methods: The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities may include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include demonstration, questioning/tests, written assessment, projects and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Pathways: On completing this qualification students can choose various pathways. Graduates may undertake further study by taking the Certificate III in Business BSB30120.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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BSB30120 Certificate III in Business

CRICOS Course Code: 104930D

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 16 weeks holidays) -15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.



Job Opportunities: Medical Receptionist, Records Clerk, Administrative Assistant, Customer Service Representative, Medical Secretary

Entry Requirements: Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.0 or equivalent or an English proficiency of intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate III in Business (BSB30120). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate III in Business (BSB30120)

Units: To gain Certificate III in Business (BSB30120) you must successfully complete all the following:

Unit Codes	Unit Name	Type	Delivery Method
BSBCRT311	Apply critical thinking skills in a team environment	Core	Temporary Zoom Virtual Classes
BSBPEF201	Support personal wellbeing in the workplace	Core	Temporary Zoom Virtual Classes
BSBSUS211	Participate in sustainable work practices	Core	Online
BSBTWK301	Use inclusive work practices	Core	Temporary Zoom Virtual Classes
BSBWHS311	Assist with maintaining workplace safety	Core	Temporary Zoom Virtual Classes
BSBXCM301	Engage in workplace communication	Core	Temporary Zoom Virtual Classes
BSBTEC302	Design & produce spreadsheets	elective	Online
BSBWRT311	Write simple documents	elective	Online
BSBPEF301	Organise personal work priorities	elective	Temporary Zoom Virtual Classes
BSBOPS305	Process customer complaints	elective	Temporary Zoom Virtual Classes
BSBPEF401	Manage personal health and wellbeing	elective	Temporary Zoom Virtual Classes
BSBCMM411	Make Presentations	elective	Temporary Zoom Virtual Classes
BSBPEF402	Develop personal work priorities	elective	Online



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BSB30120 Certificate III in Business

Delivery Methods: The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities may include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include demonstration, questioning/tests, written assessment, projects and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Pathways: On completing this qualification students can choose various pathways. Graduates may undertake further study by taking the Certificate IV in Business BSB40120 or Diploma of Leadership and Management BSB50420 or they might try and look for a job in these areas - Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator, Administration Assistant, Clerical Worker, Information Desk Clerk, Office Junior, and Receptionist.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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BSB40120 Certificate IV in Business

CRICOS Course Code: 104931C

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 16 weeks holidays) -15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.



Job Opportunities: Personal Assistant, Office Administrator, Sustainability Manager, Sales Assistant, Trade Coordinator, Exporter, Importer

Entry Requirements:

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB30120 Certificate III in Business or other relevant qualification/s OR
- With vocational experience, but without holding a formal supervisory or management qualification AND
- Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.0 or equivalent or an English proficiency of intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate IV in Business (BSB40120). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate IV in Business (BSB40120)

Units: To gain Certificate IV in Business (BSB40120) you must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBCRT411	Apply critical thinking to work practices	Core	Temporary Zoom Virtual Classes
BSBTEC404	Use digital technologies to collaborate in a work	Core	Online
BSBTWK401	Build and maintain business relationships	Core	Temporary Zoom Virtual Classes
BSBWHS411	Implement and monitor WHS policies, procedures and	Core	Temporary Zoom Virtual Classes
BSBWRT411	Write complex documents	Core	Online
BSBXCM401	Apply communication strategies in the workplace	Core	Temporary Zoom Virtual Classes
BSBPEF401	Manage personal health and wellbeing	elective	Temporary Zoom Virtual Classes
BSBPEF402	Develop personal work priorities	elective	Online
BSBCMM411	Make presentations	elective	Temporary Zoom Virtual Classes
BSBPEF501	Manage personal and professional development	elective	Online
BSBCRT511	Develop critical thinking in others	elective	Temporary Zoom Virtual Classes
BSBLDR411	Demonstrate leadership in the workplace	elective	Temporary Zoom Virtual Classes



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BSB40120 Certificate IV in Business

Delivery Methods:

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Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the units, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include demonstration, written assessment, project, presentation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Pathways: On completing this qualification students can choose various pathways. Graduates may undertake further study by taking the Diploma of Leadership and Management BSB50420 or they might try and look for a job in these areas – Administrator, Project Officer.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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BSB50420 Diploma of Leadership and Management

CRICOS Course Code:104141M

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 16 weeks holiday) -15 hours/week
– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification provides skills and knowledge required to perform effectively as a manager, team leader or supervisor managing a workplace. It will develop skill base and knowledge and awareness of management practice. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

Graduates of the Diploma of Leadership and Management will develop an understanding of the dynamics and principles underlying effective functioning of work groups, as well as the necessary skills to competently function within small and/or large organisations.

Job Opportunities: Corporate manager managing a workplace.

Entry Requirements: Preferred pathways for candidates considering this qualification include:

- After achieving the BSB40120 Certificate IV in Business or other relevant qualification/s OR
- With vocational experience, but without holding a formal supervisory or management qualification AND
- Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.5 or equivalent or an English proficiency of Upper-Intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Diploma of Leadership and Management (BSB50420). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma of Leadership and Management (BSB50420).

Units: To gain Diploma of Leadership and Management (BSB50420) you must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBCMM511	Communicate with influence	Core	Temporary Zoom Virtual Classes
BSBCRT511	Develop critical thinking in others	Core	Temporary Zoom Virtual Classes
BSBLDR523	Lead and manage effective workplace relationships	Core	Temporary Zoom Virtual Classes
BSBOPS502	Manage business operational plans	Core	Temporary Zoom Virtual Classes
BSBPEF502	Develop and use emotional intelligence	Core	Temporary Zoom Virtual Classes
BSBTWK502	Manage team effectiveness	Core	Temporary Zoom Virtual Classes
BSBPEF501	Manage personal and professional development	elective	Online
BSBXCM501	Lead communication in the workplace	elective	Online
BSBTWK503	Manage meetings	elective	Online
BSBLDR522	Manage people performance	elective	Temporary Zoom Virtual Classes
BSBOPS601	Develop and implement business plans	elective	Temporary Zoom Virtual Classes
BSBLDR601	Lead and manage organisational change	elective	Online





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BSB50420 Diploma of Leadership and Management

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the modules, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include questioning/tests, written reports, projects Examination and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Pathways: Graduates may undertake a range of the Advanced Diploma qualifications at other Australian institutions, continue their studied in Undergraduate Programs or they might try and look for a job in these areas - Corporate or middle manager managing a workplace, supervisor in both business and government sectors, team leader etc.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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BSB60420 Advanced Diploma of Leadership and Management

CRICOS Course Code: 104932B

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates & prices.

Duration: 78 weeks full time (includes 24 weeks holiday) – 15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes



Purpose: This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Job Opportunities: Managing Director, Manager, Department Manager, Chief Executive Officer, Business Analyst, Business Development Director

Entry Requirements: Entry to this qualification is limited to those who:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

Or

Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

• Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.5 or equivalent or an English proficiency of Upper-Intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Advanced Diploma of Leadership and Management (BSB60420). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of an Advanced Diploma of Leadership and Management (BSB60420). Units: To gain Advanced Diploma of Leadership and Management (BSB60420) you must successfully complete all the following

Units: To gain Advanced Diploma of Leadership and Management (BSB60420) you must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBCRT611	Apply critical thinking for complex problem solving	Core	Temporary Zoom Virtual Classes
BSBLDR601	Lead and manage organisational change	Core	Online
BSBLDR602	Provide leadership across the organisation	Core	Temporary Zoom Virtual Classes
BSBOPS601	Develop and implement business plans	Core	Temporary Zoom Virtual Classes
BSBSTR601	Manage innovation and continuous improvement	Core	Temporary Zoom Virtual Classes
BSBCMM511	Communicate with influence	elective	Temporary Zoom Virtual Classes
BSBCRT511	Develop critical thinking in others	elective	Temporary Zoom Virtual Classes
BSBPEF501	Manage personal and professional development	elective	Online
BSBSTR602	Develop Organisational strategies	elective	Temporary Zoom Virtual Classes
BSBXCM501	Lead communication in the workplace	elective	Temporary Zoom Virtual Classes
BSBCRT611	Apply critical thinking for complex problem solving	Core	Temporary Zoom Virtual Classes
BSBLDR601	Lead and manage organisational change	Core	Temporary Zoom Virtual Classes



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BSB60420 Advanced Diploma of Leadership and Management

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the modules, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include questioning/tests, written reports, projects Examination and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Pathways: Graduates may undertake a range of the Advanced Diploma qualifications at other Australian institutions, continue their studied in Undergraduate Programs or they might try and look for a job in these areas - Corporate or middle manager managing a workplace, supervisor in both business and government sectors, team leader etc.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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Vocational Training Program- Marketing and Communication

BSB40820 - Certificate IV in Marketing and Communication

CRICOS Course Code: 104719G

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 16 weeks holidays) -15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Job Opportunities: Media Planner, Community Relations Team Leader (Local Government), Direct Marketing Officer, Public Relations Officer, Marketing Officer, Market Research Assistant, Analyst, Marketing Coordinator, Promotions Assistant Manager, Media Assistant

Entry Requirements: Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.0 or equivalent or an English proficiency of intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate IV in Marketing and Communication (BSB40820). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate IV in Marketing and Communication (BSB40820).

Units: To gain Certificate IV in Marketing and Communication (BSB40820) you must successfully complete all the following:

Unit Codes	Unit Name	Type	Delivery Method
BSBCMM411	Make presentations	core	Temporary Zoom Virtual Classes
BSBCRT412	Articulate, present and debate ideas	core	Temporary Zoom Virtual Classes
BSBMKG433	Undertake marketing activities	core	Temporary Zoom Virtual Classes
BSBMKG435	Analyse consumer behaviour	core	Online
BSBMKG439	Develop and apply knowledge of communications industry	core	Temporary Zoom Virtual Classes
BSBWRT411	Write complex documents	core	Online
BSBMKG431	Assess marketing Opportunities	elective	Online
BSBCRT411	Apply critical thinking to work practices	elective	Temporary Zoom Virtual Classes
BSBPEF402	Develop personal work priorities	elective	Online
BSBXCM401	Apply communication strategies in the workplace	elective	Temporary Zoom Virtual Classes
BSBLDR411	Demonstrate leadership in the workplace	elective	Temporary Zoom Virtual Classes
BSBMKG434	Promote products and services	elective	Temporary Zoom Virtual Classes





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BSB40820 - Certificate IV in Marketing and Communication

Delivery Methods: The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities may include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include demonstration, questioning/tests, written assessment, projects and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Pathways: On completing this qualification students can choose various pathways. Graduates may undertake further study by taking the Certificate IV in Business BSB40120 or Diploma of Leadership and Management BSB50420 or they might try and look for a job in these areas - Media Planner, Community Relations Team Leader (Local Government), Direct Marketing Officer, Public Relations Officer, Marketing Officer, Market Research Assistant, Analyst, Marketing Coordinator, Promotions Assistant Manager, Media Assistant

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB50620 Diploma of Marketing and Communication

CRICOS Course Code: 104721B

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 16 weeks holiday) -15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and who demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. Typically, the individuals would have responsibility for the work of other staff and lead teams.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Job Opportunities: Sales Manager, Product Manager, Public Relations, Manager, Marketing Manager, Campaign Manager, Marketing Coordinator, Marketing Team Leader

Entry Requirements: Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

- BSBCMM411 Make presentations
- BSBCRT412 Articulate, present and debate ideas
- BSBMKG433 Undertake marketing activities
- BSBMKG435 Analyse consumer behaviour
- BSBMKG439 Develop and apply knowledge of communications industry
- BSBWRT411 Write complex documents.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent., or have completed BSB42415 or

Have two years equivalent full-time relevant work experience.

• Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.5 or equivalent or an English proficiency of Upper-Intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Diploma of Marketing and Communication (BSB50620). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma of Marketing and Communication (BSB50620).

Units: To gain Diploma of Marketing and Communication (BSB50620) you must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBMKG541	Identify and evaluate marketing opportunities	core	Temporary Zoom Virtual Classes
BSBMKG542	Establish and monitor the marketing mix	core	Online
BSBMKG552	Design and develop marketing communication plans	core	Temporary Zoom Virtual Classes
BSBMKG555	Write persuasive copy	core	Temporary Zoom Virtual Classes
BSBPMG430	Undertake project work	core	Online
BSBMKG546	Develop Social Media engagement Plans	elective	Temporary Zoom Virtual Classes
BSBMKG545	Conduct Marketing Audits	elective	Online
BSBMKG551	Create multiplatform advertisements for mass media	elective	Temporary Zoom Virtual Classes
BSBCMM511	Communicate with influence	elective	Temporary Zoom Virtual Classes
BSBPEF501	Manage personal and professional development	elective	Online
BSBOPS601	Develop & implement business plans	elective	Temporary Zoom Virtual Classes
BSBCRT611	Apply critical thinking for complex problem solving	elective	Temporary Zoom Virtual Classes





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BSB50620 Diploma of Marketing and communication

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the modules, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include questioning/tests, written reports, projects Examination and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Pathways: Graduates may undertake a range of the Advanced Diploma qualifications at other Australian institutions, continue their studied in Undergraduate Programs or they might try and look for a job in these areas - ales Manager, Product Manager, Public Relations, Manager, Marketing Manager, Campaign Manager, Marketing Coordinator, Marketing Team Leader etc.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



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BSB60520 Advanced Diploma of Marketing and communication

CRICOS Course Code: 104720C

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price List for Orientation dates & prices.

Duration: 78 weeks full time (includes 24 weeks holiday) -15 hours/week

– Due to Covid-19 outbreak, all courses are temporarily delivered via zoom virtual classes

Purpose: This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Job Opportunities: Client Services Executive, Marketing Director, Advertising Account Director, Client Services Director, Marketing Strategist, Advertising Account Planning Manager, Marketing Manager

Entry Requirements: Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

- BSBMKG541 Identify and evaluate marketing opportunities
- BSBMKG542 Establish and monitor the marketing mix
- BSBMKG552 Design and develop marketing communication plans
- BSBMKG555 Write persuasive copy
- BSBPMG430 Undertake project work

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

Or have completed BSB52415 or

Have four years equivalent full-time relevant work experience.

-Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.5 or equivalent or an English proficiency of Upper-Intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course, you will receive a nationally recognised Advanced Diploma of Leadership and Management (BSB60420). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of an Advanced Diploma of Marketing and Communication (BSB60520). Units: To gain Advanced Diploma of Leadership and Management (BSB60420) you must successfully complete all the following

Units: To gain Advanced Diploma of Marketing and Communication (BSB60520). You must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBMKG621	Develop organisational marketing strategy	Core	Online
BSBMKG622	Manage organisational marketing processes	Core	Temporary Zoom Virtual Classes
BSBMKG623	Develop marketing plans	Core	Temporary Zoom Virtual Classes
BSBTWK601	Develop and maintain strategic business networks	Core	Temporary Zoom Virtual Classes
BSBMKG624	Manage market research	elective	Temporary Zoom Virtual Classes
BSBMKG626	Develop advertising campaigns	elective	Online
BSBCRT611	Apply critical thinking for complex problem solving	elective	Temporary Zoom Virtual Classes
BSBLDR601	Lead and manage organizational change	elective	Online
BSBOPS601	Develop and implement business plans	elective	Temporary Zoom Virtual Classes
BSBSTR601	Manage innovation and continuous improvement	elective	Temporary Zoom Virtual Classes
BSBTWK502	Manage Team Effectiveness	elective	Temporary Zoom Virtual Classes
BSBTWK503	Manage Meetings	elective	Online





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BSB60520 Advanced Diploma of Marketing and communication

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the modules, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include questioning/tests, written reports, projects Examination and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

All qualifications, we are required to check that competence is current, by verifying for authenticity by the issuing provider.

Pathways: Graduates may undertake a range of the Advanced Diploma qualifications at other Australian institutions, continue their studied in Undergraduate Programs or they might try and look for a job in these areas - Corporate or middle manager managing a workplace, supervisor in both business and government sectors, team leader etc.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



Lloyds International College

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Pre-Enrolment Information for Overseas Students

Orientation

On the first day at the College, you will attend an orientation session (10am or 3pm). The orientation presentation contains detailed information covering all aspects of your course and living in Sydney. Remember that at the College, we have a Student Services Officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us. The presentation also introduces you to our counseling service.

Accommodation and leaving expenses

An international single student living in Sydney requires approximately AU\$20,292 to AU\$21,041 for living expenses each year (Australian Education International) Note: This figure does not include tuition fees.

Remember that your cost of living in Sydney will vary according to your lifestyle. For example, eating out at restaurants all the time will increase your living costs a lot, as will driving a car (you will have to pay for petrol, registration, maintenance and insurance, as well as the car itself).

Suggested weekly budget

- Accommodation \$90 to \$440 (for a room in hostel to rental)
- Food A\$50 to A\$120
- Public transport A\$30 to A\$50

Accommodation options for students:

1. **Homestay** – Homestay services provide an opportunity to stay with an Australian family and experience the Australian culture and lifestyle. If you need a homestay, you need at least 4 weeks before the arrival date to arrange it. Minimum Stay is 4 weeks; for homestay fees please refer to the pricelist, fees includes meals, laundry, your own room and student desk are provided.
2. **Student House** – Student accommodation is located on the outskirts of the Sydney central business district in quiet and leafy suburban streets, only minutes from public transport and local shopping facilities and for about 20-30 minutes average travel time from the heart of the city. All houses are completely furnished with quality inclusions, and equipped with everything that one would need to feel safe and comfortable in a share accommodation, such as:
 - Fully equipped kitchen including fridges, a microwave, a toaster, plates, cups, cutlery and cookware,
 - High speed Internet connection with shared computer for free use and also with wireless option,
 - TV, DVD player and HI-FI system,
 - Washing machine.Twin share rooms with free bed linen, clock-radio and bedside lamp in all rooms. To book student house you need at least 2 weeks before arrival date. Minimum Stay is 4 weeks; for fees please refer to the pricelist.
3. **Hostel accommodation** is a popular option for international students, especially in the first months of their arrival. A small, furnished room is provided with access to a shared bathroom, laundry, lounge and recreational activities. Some hostels also provide computer access. It is recommended that students considering Hostel accommodation options look at two or three properties prior to making a decision. Many hostels are privately run and as such come under the Rooming House Act. Please note, if the student signs a lease, they are covered by the Residential Tenancies Act.
4. **Apartment/flat rental** varies greatly in cost and conditions. For long term arrangements, it is strongly advised that the student is familiar with the suburb or area. For purposes of bond payment and moving arrangements the student must be available to sign agreements. For this reason international students are advised to secure short term accommodation upon arrival so that flat and apartment hunting may be started after they have settled in and begun to seek out areas they would like to live in.

Student Visa Requirements

All students should be aware of the following student visa requirements:

- you must be enrolled as a full-time student at all times (for 20 hours per week)
- you must leave Australia when your studies are complete and/or when their visa expires
- you must make satisfactory academic progress and meet attendance requirements (of 80%).
- you must meet the costs of Overseas Student Health Cover for the period of their enrolment. You can arrange this with the College, who can provide you a list of health care providers to choose from.
- you must provide the College with your address in Australia and a local telephone number on which you are able to be contacted.
- you cannot transfer to another institution within the first six (6) months of your arrival in Australia, or if your program is of less than six months duration, you must remain at the College for the duration of their program. The College may approve in exceptional circumstances a transfer which does not meet this rule.
- you must ensure that any school-aged dependants accompanying you to Australia attend school. Students will be required to pay full school fees for dependants enrolled in either a government or non-government school. Visit www.det.nsw.edu.au for more information.
- For more information about visa conditions visit www.immi.gov.au or www.studyinaustralia.gov.au



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- During study period students can work 20 hours a week and during scheduled holidays students can work 40 hours a week. For more information and working conditions, please go to www.fairwork.gov.au.

Education of accompanying dependents

If you come to Australia as an overseas student on a student visa, you should be aware that you will be required to pay full fees for any of your school-aged dependants who accompany you and who are enrolled in either a government or non-government school in Australia. Information about the enrolment and fees for temporary visa holders and dependants of overseas students may be obtained from:

NSW Department of Education and Training
Level 6, 770 George Street, Sydney NSW 2001
Phone: (61) 1300 300 229 (local call)
Website: http://www.schools.nsw.edu.au/gotoschool/intnl_students/index.php

The following publications are available at the above website:

- Enrolment of Permanent Residents and Temporary Visa Holders in New South Wales Government Schools: Guidelines for Schools (July 2001)
- Enrolment of Temporary Visa Holders in New South Wales Government Schools: Information and Application Package (July 2001)
- Enrolment of Temporary Visa Holders in NSW Government Schools (brochure)

For lodgement of applications and all correspondence post to:

Temporary Visa Holders Unit
NSW Department of Education and Training
Locked Bag 4, Wollongong NSW 2520
Phone (61) 1300 300 229 (local call)

For information on enrolment and fees for full fee paying overseas students contact:

International Business Unit
NSW Department of Education and Training
Level 2, 770 George Street Sydney NSW 2000
Phone: (612) 9217 4801

Overseas Student Health Cover

All international visitors to Australia under a student visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

- On enrolment all international students must pay a fee for health insurance in accordance with the length of their course.
- You can arrange the Overseas Student Health Cover yourself, or the college can assist you with various health providers.

ESOS Framework

The following is from information provided by Australian Education International (AEI) (www.aei.gov.au)

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.

Read the ESOS Framework about international students fact sheet or see link;

<https://www.dese.gov.au/esos-framework/resources/international-students-factsheet>

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

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- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is for overseas students
- if you can apply for RPL (Recognition of Prior Learning) and or Course Credit
- when your enrolment can be deferred, suspended or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- if attendance will be monitored for your course, and a complaints and appeals process.
- One of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.
- If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details

For information about	Who to contact	How
Policies and procedures that affect you	Student Services Officer	English Students: Level 1, 499 Kent Street, Sydney Phone: (02) 8263 1255 Email: studentservices1@lloydscollege.nsw.edu.au Business Students: Level 2, 499 Kent Street, Sydney Ph: (02) 8263 1265 Email: studentservices@lloydscollege.nsw.edu.au Web: www.lloydscollege.nsw.edu.au
Your ESOS rights and responsibilities	Department of home affairs	ESOS Helpline: 1300 615 262 Website: www.homeaffairs.gov.au/
Your Visa matters	Department of home affairs	Website: www.homeaffairs.gov.au/ Phone 131 881 in Australia
Orientation session on the first day	Student Services Officer (Monday 9am, 2pm ELICOS) (Friday 11am VET)	ELICOS Students: Level 1, 499 Kent Street, Sydney Phone: (02) 8263 1255 VET Students: Level 2, 499 Kent Street, Sydney Ph: (02) 8263 1265 Web: www.lloydscollege.nsw.edu.au

Campus Location and Contact Details

Address:

Business campus: Level 2, 499 Kent St Sydney NSW 2000
 ELT campus: Level 1, 499 Kent St Sydney NSW 2000

Telephone (main): +61 2 8263 1202
 Website: www.lloydscollege.nsw.edu.au
 E-mail: info@lloydscollege.nsw.edu.au
 After Hours Contact/emergency: +61 4 38 878 423

Complaints and Appeals

All students are advised to view the Complaints & Appeal policy which can be found in the College Student Handbook link located on the website under enrolment tab. There is free service to students for external complaints and appeals please see www.ombudsman.gov.au



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Deferral, Suspension or Cancellation of Enrolment Policy

Under certain limited circumstances, a student's enrolment may be deferred, suspended or cancelled. A student's enrolment can be deferred, suspended or cancelled by the College, or by the student. Deferral means to delay the commencement of a course. Suspension means the temporary postponement of enrolment during a course. Cancellation means termination of enrolment in a course.

Deferral, suspension or cancellation by a student

Note: Special circumstances during the pandemic being taken into consideration

Students who wish to defer, suspend or cancel enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or there are compassionate or compelling circumstances. Compassionate or compelling circumstances are usually beyond the control of the student and have an impact on the student's course progress or the student's well-being. Compassionate or compelling circumstances include:

- serious injury or illness, supported by a medical certificate which states that the student was or will be unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country, requiring emergency travel which has had an impact on the student's studies
- traumatic experiences such as the being a victim of, being involved in, or witnessing, a serious crime
- unexpected severe illness or death of a family member (supported by medical certificate which states the student was unable to attend classes)
- the student is involved in custody proceedings for their child (statutory declaration witnessed by a Justice of the Peace required)
- the student or accompanying family member has an acute medical condition requiring treatment (supporting documentation required)
- the student has been involved in legal proceedings where the timing is beyond the student's control (supporting documentation required)
- the student is pregnant (supported by relevant documentation)
- other (attach supporting documentation)

The following would not be considered compelling or compassionate circumstances or critical incident:

- difficulties in adjusting to Australia or academic life
- weddings
- relationship problems
- financial difficulties
- generally feeling "depressed" about circumstances where the depression is not clinically diagnosed by a qualified professional (if diagnosed it would have been considered by the college under compelling or compassionate circumstances)
- inability to begin studying on the course commencement date due to not organising travel in sufficient time.

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances. When determining whether compassionate or compelling circumstances exist, the college will consider documentary evidence provided to support the claim, and will keep copies of these documents in the student's file.

Supporting Documents

Supporting documents must be provided by a student to support an application for deferment, suspension or cancellation. Supporting documents include medical certificates, death certificates, police reports, psychologists reports and any other relevant documents.

Student application for deferment prior to commencement

A request by a student for a deferment prior to course commencement must be made in writing. The request must be addressed to the Academic Manager and be accompanied by supporting documents. When the request is processed, and if a deferment is granted, the student will receive a revised offer of enrolment and a revised Confirmation of Enrolment (CoE). An applicant for deferment prior to commencement will have written notification of the result of the application available within 10 working days of lodgement of the request. The student will be notified in writing by the Academic Manager.

Student application for suspension

A request for suspension of enrolment must be made using the leave of absence form. The application must be accompanied by supporting documents. An application must be submitted at least 10 working days before the date of the requested suspension. A student may request a suspension of up to three months. Overseas students studying on a student visa who require an absence of more than 3 months must withdraw from the course. An applicant for a suspension of enrolment will have written notification of the result of the application available within 10 working days of lodgement of the application. The student will be notified in writing. If an extension for which a student is applying would cause the duration of a course to be longer than that specified on the CoE, the CoE will be revised by the Academic



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Manager. The student will be charged an administration fee for issuing a new CoE (extension). The student will be charged additional tuition fees for the extended study period. The student will be advised to check with the nearest Immigration office for information about the impact of the extension of the course duration on the student's visa.

Student application for cancellation

A request for cancellation of enrolment must be made using the early leave from study form. The form must be accompanied by supporting documents. An applicant for a cancellation of enrolment will have written notification of the result of the application available within 10 working days of the lodgement of the application. Student will be charged \$500 cancellation admin fee.

Effect of deferral, suspension or cancellation of enrolment on a student's visa

Deferral, suspension or cancellation of an enrolment is likely to have an effect on a student's visa. Students should contact the nearest Australian Immigration office or refer to www.immi.gov.au for further information. All deferrals, suspensions and cancellations of enrolment are notified to Australian Immigration Office via the PRISMS system and all documentation about the deferral, suspension or cancellation of a student is filed in the student's file.

Register of applications to defer, suspend or cancel enrolment

Details of applications for suspension or cancellation are recorded in the registers. These registers are maintained by the Academic Manager. The register records the student name and number, the course in which the student is enrolled, the reasons for the application, and the outcomes of the application (accepted or rejected). These registers are considered by the Academic Manager as part of the continuous improvement process.

The following documents will be kept in the file of a student who has applied to defer, suspend or cancel enrolment:

- the request for deferment, suspension or cancellation
- copies of all documents tendered in support of the application
- the outcomes of the request for deferment, suspension or cancellation.

Deferrals, suspensions or cancellations by the College

Deferral

The College may defer the commencement of a course if the course is not offered.

Suspension – grounds for suspension by the College

The College may temporarily suspend a student's enrolment if the student's behavior is assessed as unacceptable for an educational setting. College's Academic Manager is responsible for making this assessment. This is referred to as suspension of enrolment due to misbehavior.

The College may suspend the enrolment of a student due to misbehavior if the student:

- has been in breach of the College Student Code of Conduct
- is assessed by the Academic Manager as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct

If the suspension of a student's enrolment will result in the student being unable to complete the course within the course duration as specified on the COE, the student must apply for a course extension in writing at the reception. The student will be advised to check with the nearest Immigration office for information about the impact of the extension of the course on the student's visa.

Cancellation – grounds for cancellation by the College

The College may cancel the enrolment of a student if the student:

- is in breach of a condition of ongoing enrolment
- has been in breach of the College Student Code of Conduct
- is assessed by the Academic Manager as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct
- fails to meet the requirements of the attendance policy
- fails to pay tuition fees

Notice of intention to defer, suspend or cancel enrolment

Where a suspension is initiated by the College, the student will receive a notice of intention to suspend enrolment. In each case, the notice will clearly identify that the student will be given 20 working days to access the College's internal complaints and appeals process. If an appeal is lodged, the College will maintain the student's enrolment until the internal appeals process is complete.

Notice of deferment, suspension or cancellation

If an appeal against a decision by the college to defer, suspend or cancel a student's enrolment is lodged and it is unsuccessful, or the appeal is withdrawn, the college will issue a notice of deferment, suspension or cancellation. The notice of deferment, suspension or cancellation will indicate that the deferment, suspension or cancellation is to be initiated. The notice of intention to defer, suspend or cancel enrolment must be attached to the notice of deferment, suspension or cancellation of enrolment and provided to the Academic Manager. The Academic Manager will then authorise the necessary changes to the student's enrolment details in database and PRISMS.



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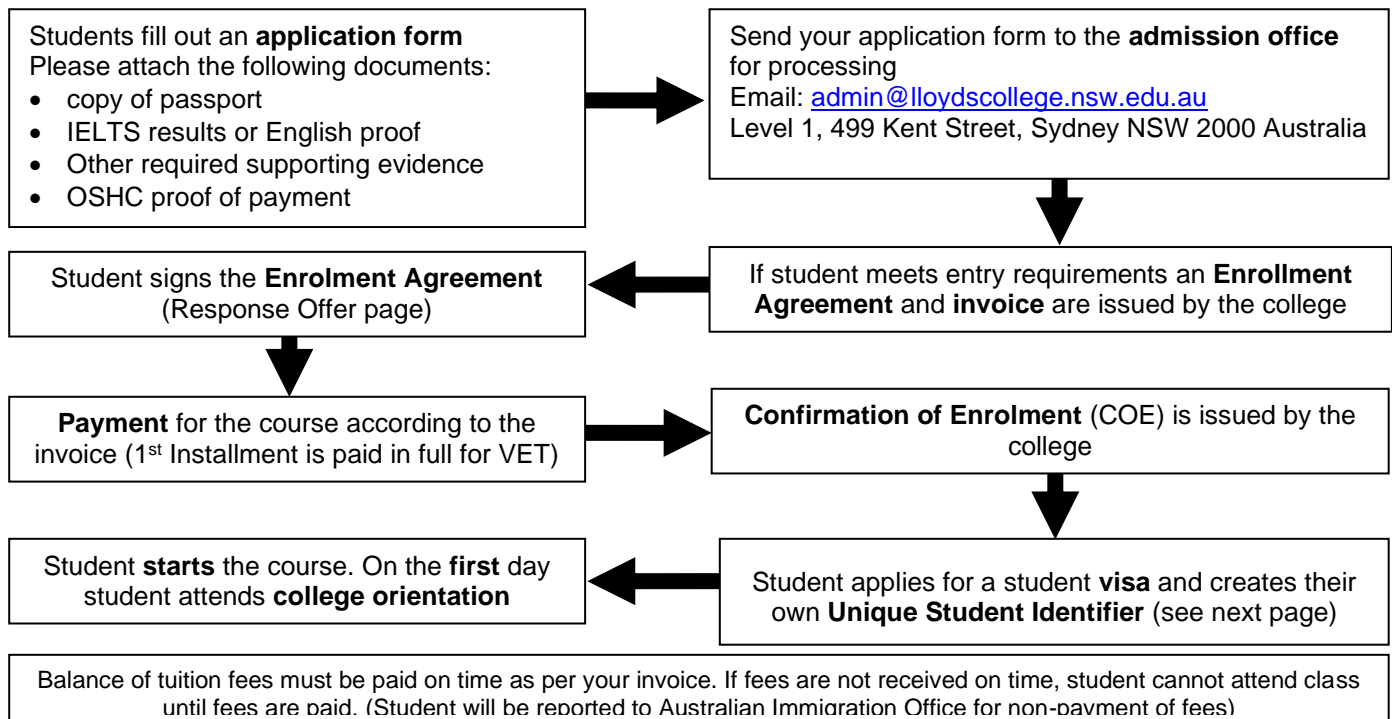
Student Services

On the first day at the College, you will attend an orientation session. The session contains detailed information covering all aspects of your course and living in Sydney. Remember that at the College, we have a Student Services officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.

We provide the following help for students:

- Orientation Sessions (for English Courses every Monday at 10am; for Business Courses every Intake Date at 11 am)
- Work Permission (once you have work permission you are allowed to work maximum of 20 hours per week)
- Any documents and correspondence needed i.e. Confirmation of Enrolment Letters, Attendance letters, Certificates, Student tuition fees invoices, etc
- Student ID cards
- Overseas Student Health Cover (OSHC) in Australia information at enrolment
- Assist students to apply for Tax File Number
- Help with accommodation and general enquiries
- Coordinate Group Study Tours
- Students event program

Enrolment Process



Note: Prior to enrolment, student should receive the following information via the website:

- Colour College Brochure
- Pre enrolment information pack
- Student Handbook

USI – UNIQUE STUDENT IDENTIFIER



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From January 2015 all students undertaking nationally recognized training delivered by a registered training organization will need to have a Unique Student Identifier (USI). This is a requirement imposed by the Australian Government.

Please go to USI website www.usi.gov.au to create your unique number. **It is important that you create your USI number before your commence your VET course so you can bring your USI with you on the orientation day (this does not apply to English students)**

College Facilities

At the College courses are designed to provide intensive training for career success in a professional learning environment that is both challenging and motivating with the goal of employment and/or further study. The Diploma course provides an alternative pathway to university entrance. The course is available to Australian students full time and to international students full time on a student visa aged 18 years and older.

The College is a Registered Training Organisation (RTO). The qualifications are recognised nationally in post-compulsory education and training within Australia under the Australian Government's Australian Qualifications Framework (AQF).

Facilities

Our classrooms are modern, well lit and insulated against outside noise or interference from other classes, air-conditioned and have windows. They are fitted with sufficient power points, teacher and student furniture.

General facilities for students include:

- Language Assistance
- Computer Labs
- Care and Counseling
- Social Programs
- Accommodation Options
- Free Internet
- Student Lounge and Lunch Area

Counselling

Counselling provided by our qualified student counsellor is available to those studying at the College, on matters ranging from private concerns to living or academic issues.