“Learn to love your career”

DIPLOMA OF BUSINESS
BSB50207

DIPLOMA OF MANAGEMENT
BSB51107

DOUBLE DIPLOMA
BSB50207 & BSB51107

Ivy Institute Pty Limited trading as Ivy College (RTO Code 40718) proudly delivering on behalf of Study Group Australia Pty Limited (RTO Code 5806), an approved VET FEE-HELP provider.
EMPLEYMENT OPPORTUNITIES FOR PROFESSIONALS IN BUSINESS GREW 16.4% IN THE LAST 5 YEARS.
– Dept. of Employment “Australian Jobs 2013 – Publication”

College of Business & Management

“If you want to be the next big thing you need to know the theories & strategies to succeed… “

Ivy College offers flexible courses in Business & Management - designed to give you the skills, knowledge and confidence to take the lead in life.
Why Choose IVY?

- **STUDY ONLINE WITH A QUALITY PROVIDER**
  Studying online is easy and convenient using myIVY, the College’s purpose-built learning management system. We’ll even provide a personal tuition session once you’ve enrolled.

- **SUPPORT WORKSHOPS**
  For added support, you have the option of attending our regular workshops – where you can meet face to face with your trainer and study peers to discuss course work and share challenges.

- **STUDY NOW & PAY LATER**
  With the Australian Government student loan scheme, VET FEE-HELP*, eligible students can defer all tuition fees. You’re not required to pay for your course until you reach the repayment threshold which is $53,345 for the 2014-15 income year. Repayments are then made via the taxation system. VET FEE-HELP is available on all courses delivered by Ivy College on behalf of Study Group Australia.

- **NATIONALLY RECOGNISED**
  Courses delivered by Ivy College are all nationally recognised, the same as TAFE courses.

- **START ANYTIME**
  Apply online and begin your course today.

- **STUDY ANYTIME**
  As an online student you can study anywhere! There are no timetables, no semesters and no deadlines. Courses are designed to meet your needs; not the needs of the College.

- **RECEIVE A "STUDY COACH FOR LIFE"**
  Our “Study Coach for life” policy means a single academic point of contact is allocated to you for the life of your enrolment. You can ask questions and receive a quick response from the one person throughout your study.

- **CAREER SUPPORT**
  Our job is to help you achieve the career you want; not just the course you need to qualify. Our career services can be tailored to include professional Résumé building, one-on-one career coaching sessions, personal career plan development and LinkedIn profile updates.

- **“FREEZE” YOUR STUDY**
  We know you have busy periods that prevent you from studying. At Ivy you can freeze your enrolment for up to 3 months, just like you would with your gym membership. If you advise us on or before the relevant census date, no fees will apply.

- **NO ADMINISTRATION OR ADMISSION FEES**
  Another reason to choose Ivy.

- **APPLY ONLINE AND START IMMEDIATELY**
  Provided you meet the minimum entry criteria, you can apply entirely online – no paperwork - and begin your course immediately.

* To find out more information, visit: www.ivy.edu.au/get-started/vet-fee-help/

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Business & Management Courses

1. DIPLOMA OF BUSINESS
   BSB50207

2. DIPLOMA OF MANAGEMENT
   BSB51107

3. DOUBLE DIPLOMA
   BSB50207 & BSB51107
**DIPLOMA OF BUSINESS**
**BSB50207**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Diploma of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationally Recognised</td>
<td>Yes</td>
</tr>
<tr>
<td>National Code</td>
<td>BSB50207</td>
</tr>
<tr>
<td>Course Fee</td>
<td>$14,992^</td>
</tr>
<tr>
<td>VET FEE-HELP available?</td>
<td>Yes, if you are an Australian citizen &amp; meet the eligibility requirements, you can apply for VET FEE-HELP funding. Study now, pay later. VET FEE-HELP is available on all courses delivered by Ivy College on behalf of Study Group Australia.</td>
</tr>
<tr>
<td>Course duration</td>
<td>6 months - Fast-track (18.5 study hours/week on average)</td>
</tr>
<tr>
<td></td>
<td>12 months - Part-time (9 study hours/week on average)</td>
</tr>
<tr>
<td>Number of Subjects</td>
<td>8</td>
</tr>
</tbody>
</table>

Show the world that you mean business, with this nationally recognised qualification that provides all the key fundamentals of business.

The Diploma of Business is ideal for anyone looking for a comprehensive qualification that covers a broad range of business functions. It’s the ideal springboard to a more challenging career.

**Delivery Mode**
Online, with a difference. Study online + access to optional, support workshops in CBD locations. It's the best of both worlds!

**Assessment**
A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays & projects. There are no formal written exams.

**Start dates**
Start anytime

**Qualification awarded by**
Study Group Australia Pty Limited
RTO Code 5806

*^Effective 1 January 2015. Prices subject to change. Visit ivy.edu.au for latest Schedule of Fees.*
## Diploma of Management
### BSB51107

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Diploma of Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationally Recognised</td>
<td>Yes</td>
</tr>
<tr>
<td>National Code</td>
<td>BSB51107</td>
</tr>
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</tbody>
</table>

### Prove you are management material with this nationally recognised qualification and gain the knowledge and skills to become a leader and manager in any workplace.

The Diploma of Management is ideal for anyone wanting to take the next step in a career that requires management of people, budgets, marketing, operations or projects.

### Delivery Mode
Online, with a difference. Study online + access to optional, support workshops in CBD locations. It's the best of both worlds!

### Assessment
A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays & projects. There are no formal written exams.

### Start dates
Start anytime

### Qualification awarded by
Study Group Australia Pty Limited
RTO Code 5806

^Effective 1 January 2015. Prices subject to change. Visit ivy.edu.au for latest Schedule of Fees.
### DOUBLE DIPLOMA - BUSINESS & MANAGEMENT
**BSB50207 & BSB51107**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Diploma of Business &amp; Diploma of Management</th>
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<tbody>
<tr>
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<tr>
<td>National Codes</td>
<td>BSB50207 &amp; BSB51107</td>
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<tr>
<td>Course Fee</td>
<td>$22,488^</td>
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<tr>
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PERSONAL SUPPORT

OPTIONAL ATTENDANCE

CONVENIENT CBD LOCATIONS

Support Workshops

Just because you’re learning online doesn’t mean you’re on your own. You have the opportunity to attend regular workshops at one of our training locations in Sydney, Brisbane, Melbourne, Perth and Adelaide.

These workshops are designed for those students who want additional support. While not a compulsory part of the course, it’s reassuring to know that you can meet up with trainers and peers on a regular basis, if necessary.

Whether or not you decide to attend the workshops, our “Study Coach for Life” policy ensures each student has a single academic point of contact for the full term of their course. You may contact your trainer by logging into myIVY, email, Live Chat, video conference or telephone appointment.

Workshop dates and locations are subject to change and minimum numbers. Latest schedule is published online at www.ivy.edu.au.
The table below outlines the subjects comprising each business and management qualification delivered by Ivy College.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ALIGNMENT WITH TRAINING PACKAGE COMPETENCY</th>
<th>DIPLOMA OF BUSINESS</th>
<th>DIPLOMA OF MANAGEMENT</th>
<th>DOUBLE DIPLOMA OF BUSINESS &amp; MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Evaluation</td>
<td>Identify and evaluate marketing opportunities (BSBMKG501B)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Project Management</td>
<td>Undertake project work (BSBPMG522A)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Business Communication Skills</td>
<td>Write persuasive copy (BSBWRT501A)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>HR Policy</td>
<td>Manage recruitment selection and induction processes (BSBHRM506A)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Marketing Essentials</td>
<td>Establish and adjust the marketing mix (BSBMKG502B)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Market Trend</td>
<td>Interpret market trends &amp; developments (BSBMKG507A)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Managing Budgets</td>
<td>Manage budgets and financial plans (BSBFIM501A)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manage Change</td>
<td>Manage organisational change (BSBINN601B)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Workplace Safety</td>
<td>Ensure a safe workplace (BSBWHS501A)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>People Management</td>
<td>Manage people performance (BSBMGT502B)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Operational Management</td>
<td>Manage operational plan (BSBMGT515A)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Organisational Leadership</td>
<td>Provide leadership across the organisation (BSBMGT605B)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Follow these 5 easy steps to launch your new career in business or management.

1. Eligible applicants may apply online and commence study immediately. Study now and pay later with VET FEE-HELP.

2. Complete subjects at your own pace and at a time you choose, within the course duration. Receive support from your dedicated trainer, including outside of business hours. If life gets too busy, “freeze” your study for up to 3 months, at no cost (provided you advise us on or before the relevant census date).

3. Interact with other students via online discussion forums. Submit assessments as you go and receive feedback within 72 hours.

4. For personal support choose to attend regular workshops.

5. Before you graduate receive career support to help land your dream job, including career-coaching, Résumé review and LinkedIn profile update.
Entry Requirements

To enrol in any of Ivy's Diploma-level courses you will need to have one of the following:

- Australian Year 12 or equivalent; or
- a Certificate IV; or
- during the enrolment process be able to demonstrate that you have the skills and capability to succeed in the course.

Technology Requirements

Once enrolled you will gain access to myIVY, your purpose-built learning management system, in order to complete your coursework and assessment tasks. To do this you will need access to a computer satisfying the following minimum systems requirements:

**Operating system**: Windows, Mac OS X, Linux

**Software**: Adobe Acrobat Reader (latest versions available for free download at Adobe website)

**Internet**: Supported browsers include Firefox 3+, Google Chrome 4+, Microsoft Internet Explorer 7 and 8, Opera 9+, Safari 3+ (download latest browser software for free online). You will need a reliable Internet connection, preferably Broadband (64 Kbit/sec or faster)

Access to a printer and digital camera/recording device is also required.

RPL & Mutual Recognition

Recognition of Prior Learning (RPL) is the formal acknowledgment of your existing skills and knowledge, gained from work and life experience. It’s based on the premise that you do not need to undertake training for skills you already possess.

The RPL application process requires you to provide evidence of, or demonstrate, your current ability to competently perform the requirements of a unit(s) of competency within your course.

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised by Ivy College via our Mutual Recognition process. You will be asked if you would like to apply for RPL or Mutual Recognition on the enrolment form.

Additional Fees

- Recognition of Prior Learning (RPL): 30% of each unit fee - refer to [ivy.edu.au](http://ivy.edu.au) for detail
- Mutual Recognition: No Charge
- Incidental Fees: Refer to [ivy.edu.au](http://ivy.edu.au)
If you're ready to take the step towards a more satisfying career, there's nothing stopping you.

Our courses have no semester intakes so you can literally begin whenever you like, and if eligible you can defer payment by applying for VET FEE-HELP.

Enrol online today by visiting ivy.edu.au or call 1300 659 157

So, what are you waiting for?

Contact Ivy

1300 659 157

Lifestyle Working Building, Suite 1-5, 117 Old Pittwater Road, Brookvale 2100

Email info@ivy.edu.au

ivy.edu.au