2014 International Course Prospectus
DID YOU KNOW?

“Almost 55 per cent of students living and studying in Melbourne city are international students.”

City of Melbourne, 2010
INTRODUCTION

Melbourne City Institute of Education (MCIE) is located in Melbourne, Victoria, Australia. MCIE is a leading Registered Training Organisation that provides vocational education services to students from Australia & Overseas with an effort to empower students with the skills and confidence to be contributing members of the business community and society in general. Our aim is to train, build & prepare each student to occupy key positions within the industry.

The MCIE Difference
MCIE develops courses and delivery strategies to engage you and ensure you have a competitive edge. The Institute provides educational services to numerous students from diverse backgrounds and walks of life.

Our centrally located college has all the advantages of a new generation, multi disciplinary school, with accredited courses and quality assurance.

Studying at MCIE is an investment in your future

• Comfortable transition to studying and living in Australia
• Accredited, nationally recognised programs, delivered in accordance with Commonwealth Education Services for Overseas Students ACT 2000
• Personalised teaching
• Capital city location
• Career focused training

Training Location
The main campus is located at Level 2, 52-58 Chetwynd Street, West Melbourne, Victoria, 3003.

Our central location lends itself to shopping, dining, touring, recreational activities and all the lifestyle options this wonderful city has to offer.

Qualifications
MCIE offers the following accredited and nationally recognised qualifications to international students:

- BSB51107 Diploma of Management
- BSB40407 Certificate IV in Small Business Management

Main Campus
Level 2, 52-58 Chetwynd St, West Melbourne, Victoria, 3003

Contact MCIE

Ph: +61 3 9329 8005
Freecall: 1300 737 004
Fax: +61 3 9329 0052
Email: info@mcie.edu.au

If you would like to obtain more information about the course and/or make an appointment for an interview, CONTACT MCIE
BSB40407 CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT

COURSE DESCRIPTION

National Code   BSB40407
Course Duration  26 weeks
Tuition Fee   A$4,250
Enrolment fee   $200
Resources fee   $350
CRICOS Code   073297G
Contact hours   20 hours per week

Certificate IV in Small Business Management reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. Students will gain the skills required for enriching their business management knowledge that may assist in furthering a career in Business Management.

PRE-REQUISITIES/ENTRY REQUIREMENTS

• 18 years or older
• IELTS 5.5 or equivalent
• Completed secondary studies in the student’s home country equivalent to an Australian Year 12 qualification from an English speaking country, or relevant and sufficient work experience
• International students must hold valid Australian visa to study this course

If an applicant cannot produce evidence of a satisfactory IELTS score, and there are doubts their English language skills being sufficient to cope in an academic environment, the applicant will be required to sit an IELTS test or to enrol in an English (ELICOS) course for an appropriate duration until the applicant achieves the required IELTS score.

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and is recognised throughout Australia.

ASSESSMENT

Assessment is through participation through classroom delivery as well as completing assessment activities and tasks like:
• Questions and Answers
• Case Studies
• Observations/Demonstration
• Role-plays
• Research Assignments
• Workplace Projects

Qualification recognition/ Recognition of Prior Learning (RPL)
Participants can apply for RPL.

EMPLOYABILITY SKILLS

Communication
• Being appropriately assertive when marketing the business
• Negotiating effectively
• Persuading effectively with clients, suppliers, financial backers and other business stakeholders
• Reading, interpreting and questioning legal, financial, marketing and other business documentation

Teamwork
• Identifying and utilising the strengths of other team members
• Providing coaching, mentoring and feedback to members of the team

Problem solving
• Applying a range of problem solving strategies
• Seeking information from various sources to determine the cause of the problem using numeracy skills to calculate costs, prices and cashflow projections
**Initiative and enterprise**
- Being creative and entrepreneurial in translating small business ideas into action
- Developing innovative solutions to small business challenges
- Identifying small business opportunities not obvious to others

**Planning and organising**
- Developing a business plan
- Developing operational procedures for the small business
- Identifying performance measures for the small business
- Planning for contingencies

**Self management**
- Having personal goals and a vision for the small business
- Taking personal responsibility for the business

**Learning**
- Contributing to the learning of team members
- Seeking assistance and expert advice on financial, legal and/or technical aspects of the business
- Seeking out and learning new ideas, skills and techniques

**Technology**
- Applying business technology for communication, planning, financial management, marketing and operating the business
- Comparing and purchasing new business technology

**COURSE OUTLINE**

**Core Units**
- BSBSMB401A Establish legal and risk management requirements of small business
- BSBSMB402A Plan small business finances
- BSBSMB403A Market the small business
- BSBSMB404A Undertake small business planning

**Elective Units**
- BSBCUS401B Coordinate implementation of customer service strategies
- BSBCUS402B Address customer needs
- BSBINN301A Promote innovation in a team environment
- BSBMKG414B Undertake marketing activities
- BSBRSP0401A Analyse and present research information
- BSBSMB405B Monitor and manage small business operations
BSB51107 DIPLOMA OF MANAGEMENT

COURSE DESCRIPTION

National Code: BSB51107  
Course Duration: 26 weeks  
Tuition Fee: A$4,250  
Enrolment fee: $200  
Resources fee: $350  
CRICOS Code: 073298F  
Contact hours: 20 hours per week

The Diploma of Management is ideal for participants who would like to advance their career prospects and participants who are already working in Business Management and wish to gain a formal qualification for their profession.

In order to achieve the BSB51107 - Diploma of Management qualification, participants must complete a total of 8 units, 5 core and 3 electives. This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and an informed perspective of the specific work requirements with their managerial approaches.

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- Observations/Demonstration
- Role-plays
- Research Assignments
- Workplace projects

EMPLOYABILITY SKILLS

Communication

- Communicating with business contacts to promote goals and objectives of the business
- Obtaining feedback from colleagues and clients

Teamwork

- Leading, planning and supervising the performance of team members to develop cohesion and to foster innovative work practices

Problem solving

- Accessing and assessing information for accuracy and relevance
- Developing strategies for minimising risks
Initiative and enterprise
- Identifying networking opportunities and operational strategies to ensure the viability of the business
- Instigating new or different work practices to improve productivity or service delivery

Planning and organising
- Allocating work to meet time and budget constraints
- Developing plans and schedules

Self management
- Prioritising tasks

Learning
- Participating in professional networks and associations to obtain and maintain personal knowledge and skills
- Systematically identifying learning and development needs

Technology
- Using business technology to access, organise and monitor information

COURSE OUTLINE

Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
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<tr>
<td>BSBWHS501A</td>
<td>Ensure a safe workplace</td>
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<tr>
<td>BSBMGT516C</td>
<td>Facilitate continuous improvement</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>BSBSUS501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
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We welcome you to your College, Melbourne City Institute of Education!

visit us online www.mcie.edu.au