



COMPLIANCE

DIPLOMA OF BUSINESS (COMPLIANCE)

BSB50120

About Us

Be a Leader in two of the World's Largest and Fastest Growing Industries – Education and Aged Care. Gain familiarity with Online Learning practices. Find a new professional direction. This internationally recognised qualification will open new career opportunities for you.

Our Best Service



Blended Delivery

Complement your library, with comprehensive Learning Resources; Supplement your practice with face to face workshops; Peer-to-peer mentoring; Well equipped Prac Lab; Nothing generic; absolutely customised; all assessment tasks relate to YOU in YOUR role and YOUR industry.



GEM Online Campus

Personal Orientation to Online Campus; Online Twilight Intensives Learner Guides, Assessment Guides and Interactive OnScreen Guides;



Qualification

Diploma of Business (Compliance) **BSB50120**

Why Choose Us?

Course designed by Dr Luceille Outhred, co-founder of GEM College, educational innovator, and experienced entrepreneur, 3 times Telstra Business Woman of the Year Finalist; first female to lead an ASX listed technology company. Contextualised for industry by renowned professional Monique McCloskey, co-founder of Silver Service Care.



Time Commitment

1,200-2,400 hours includes online activities, workshop attendance, personal research, assessment and gathering evidence from your day to day on-the-job application. We know your time is valuable. We don't waste it with theoretical case studies.



GEM
COLLEGE OF
INTERNATIONAL BUSINESS
RTO 0366



SilverService
CARE



08 8342 3316;
0411 694 717;
0416 817 743



3 James Congdon Dr,
Mile End SA 5031



<https://gemcollege.edu.au/>



COURSE OVERVIEW

Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles, including those with frontline management accountabilities. Individuals in these roles carry out moderately complex tasks in the specialist field of people Compliance expertise that requires business operations skills. They may already possess substantial experience in a range of settings, but seek to further develop their people management skills

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Career Opportunities/Vocational Outcomes

This qualification may apply to people who are working in a business environment, or those who aspire to. Learn how to give and get the best from people from the Boost Business Results Entrepreneur's Toolkit (\$1,500)



PATHWAYS

Entry Requirements/Pathways

Entry to this qualification is limited to those who either:

There are no prerequisite requirements for entry into the Diploma of Business Compliance

Learners will need:

- Communication skills at a requisite level to complete the course
- Computer skills such as:
 - Knowledge of common computing terms and word processing;
 - Familiar with web browser software;
 - Able to send/receive e-mail, including e-mail with attachments; and
 - Proficient in navigating the Internet

Computer hardware and software requirements

- Operating System: Windows 7 or higher; MAC OS X 10.6 or higher (recommended);
- CPU: Min. of 2 GB of RAM, Min. of 2 GB of spare disk space is recommended;
- Processor: 2.0 GHz processor or higher (32-bit or 64-bit);
- Monitor with at least 1024x768 screen resolution;
- Internet access: Minimum ADSL1 with a speed of at least 1.5Mbps;
- Valid personal email address;
- Speakers and microphone/headset;
- Adobe Reader;
- Word processing and presentation software e.g. – Microsoft Office, PowerPoint, etc; and
- In date web browser – e.g. Google Chrome, Mozilla Firefox, etc.

Articulation Pathways from the Qualification

On completion of this qualification, you may undertake Advanced Diploma of Leadership and Management, or specialise with Advanced Diploma of Human Resource Management, or Advanced Diploma of Work Health and Safety.

Gaining University Entrance

A Certificate IV or Diploma may gain 6-12 months advanced standing in a university degree. Some Advanced Diplomas may be eligible for even more credit. Choosing a GEM College of International Business to University Pathway is a great way to get practical 'job ready' skills and then gain entry to a university at an advanced stage.

A Graduate Certificate/Diploma from GEM College of International Business, coupled with relevant industry experience, may gain entrance to post graduate qualifications.





COURSE STRUCTURE

The Course Structure consists of **11 Units** – **5 Core Units, 6 Elective Units** have been chosen specifically for this course, because they are specifically relevant to the work environment that you are engaged in. This ensures the integrity of the AQF alignment and will contribute to a valid, industry-supported vocational outcome.

Study Units

Core units:

- **BSBCRT511** Develop critical thinking in others
- **BSBSUS511** Develop workplace policies and procedures for sustainability
- **BSBXCM501** Lead communication in the workplace
- **BSBFIN501** Manage budgets and financial plans
- **BSBOPS501** Manage business resources

Electives and Specialist Units

- **BSBOPS504** Manage business risk
- **BSBTWK503** Manage meetings
- **BSBLEG522** Apply legal principles in contract law matters
- **BSBAUD515** Evaluate and review compliance
- **BSBAUD514** Interpret compliance requirements
- **BSBAUD411** Participate in quality audits





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COURSE FEES

Deposit:

GEM College will accept a **Deposit of \$1,000** with balance payable over 12 equal monthly instalments payable on 1st of the month.

Tuition Fees include:

Your tuition fee includes:

- Access to GEM Online Campus – and interactive Onscreen Guides
- Learner Guide for each Unit (pdf)
- Assessment Guide for each Unit (pdf)
- All essential reference materials.
- Additional Reference materials may be requested to further enhance your learning. These might attract an additional charge.

Contact our Administration Centre on (08) 8342 3316 for more information and payment options.

Fees, charges and course offerings are subject to change. Fees can be paid using EFTPOS, Visa, MasterCard, cheque, money order or purchase order.

Note: GEM College may not accept upfront payments in excess of **\$1,500** from individuals, prior to a pre-enrolment discussion with a course advisor.

Scholarships A limited number of Partial Scholarships are offered within Australia annually.

Course Fees: \$3,999



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GRIEVANCES AND APPEALS

GEM College of International Business is committed to ongoing improvements that will enhance the service that is provided to you, the client. Should you have any grievance with the way in which GEM College has conducted business with you, we will be pleased to listen to what you have to say. By doing so, hopefully, we will improve our service which, will in turn, benefit everyone accessing training through us.

In the first instance, any grievance should be discussed with the relevant Administrative person, Tutor or Facilitator. If they cannot resolve the problem to your satisfaction, it will then be referred to the Campus Manager. If the Campus Manager was your first point of contact or if the issue is still not resolved to your satisfaction, then the National Manager shall endeavour to resolve the matter. If the National Manager does not resolve the matter to your satisfaction, the Director-International Business or the Corporate Leader will be pleased to make an appointment and listen to your grievance. Further detail regarding our grievance and appeals policy is contained in our "Customer Service Charter and Grievance Policy" which is located at <https://www.gemcollege.edu.au/studentpolicies/>

If you do not agree with the result given for an assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your Tutor or Facilitator. If you are not satisfied with the outcome of that discussion, you can access the appeal process through the Campus Manager. More information on Learner's rights and responsibilities can be found at <https://www.gemcollege.edu.au/student-policies/>

GEM College of International Business hereby gives an assurance that no discrimination shall be made against an individual or organisation lodging a grievance. We view all criticism and suggested improvements as ways that will allow us to improve our service to you.



ASSESSMENT

There are assessments tasks for every Performance Criteria built into every Unit of Competency. You will not be assessed until you indicate that you are prepared for assessment. Your Tutor or Facilitator will give you at least one-week notice of any assessment being organised by the Assessor. You will be required to have submitted your portfolio of evidence prior to the actual assessment date, or to bring it with you to the assessment. If face to face assessment is being undertaken you must attend. If you are sick, a phone call is required to advise of your absence. For more information on assessment, refer to your 'Course Information Guide' for this Unit, and/or for additional information, which is available on the GEM website.

Reasonable adjustment

If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately discuss this with your Tutor or Facilitator, about a 'reasonable adjustment'. This is the adjustment of the way in which you are to be assessed to take into account your condition. This may include providing additional time, or a support person. While assessment tasks may be changed to suit your condition, the actual performance criteria cannot be altered.

Recognition of Prior Learning and Current Competency

GEM College of International Business recognises skills gained through previous studies, the workplace and life experience which may allow you to complete your qualification more quickly than the nominated minimal hours. You may be entitled to recognition that will exempt you from one or more Units of Competency. Where you can provide evidence of competency in all Units in a given qualification, you will be required to complete a major project, to demonstrate your ability to provide current application of those competencies across a range of sectors, or with regards to a range of contingencies. If you are granted RPL the target unit will be reported on your Academic Transcript advanced standing. No gradings are provided for Units granted under RPL arrangements. You must enrol in all Units of Competency and apply for an exemption by completing a form. Attendance at class, or Online is necessary until any relevant exemption is granted. For further information please contact the Quality Control Officer via stephen.short@gemcollege.edu.au or visit the GEM College website.



STUDENT JOURNEY

At GEM College of International Business, we are committed to aligning our policies, processes and the information that we share with the unique needs of each student. Thus, we tailor each phase of the 'Student Journey' according to this. A generic overview of the 'Student Journey' appears in the illustration below. An inter-active version can be found at our website by clicking [here](#).



Important GEM College Policies, Processes and Student Information

GEM College of International Business is acknowledged by its industry partners and former students as upholding the highest standards of ethical conduct and professional excellence. We strive to inculcate these same standards in our learners and to produce business leaders with recognised integrity. Thus, our (benchmarked for best practice) policies and processes support this and protect both the College and its learners.

The policies and processes of the College are transparent; we therefore discuss these with our learners during an Orientation Session at the commencement of each course. You will be required to acknowledge that you have read, understand, accept and are willing to ascribe these policies and processes during the Orientation Session.

The college website (<https://www.gemcollege.edu.au/student-policies/>) includes various policy and processes that are considered essential pre-reading.

Other important student information can be found at <https://www.gemcollege.edu.au/students/>.



ADDITIONAL INFORMATION

Additional Details

Contact Details GEM College of International Business

Address: GEM College of International Business, 52 Prospect Road, Prospect, SA 5082

Phone: 08 8342 3316

Mobile: 0411 694 717 **OR** 0416 817 743

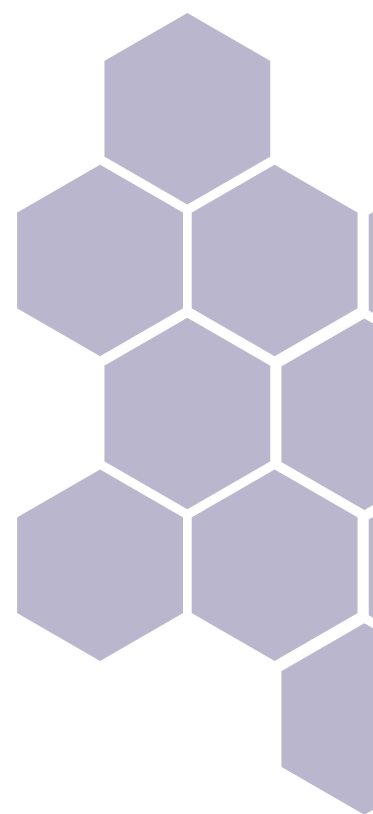
Email: admin@gemcollege.edu.au

Web: <https://www.gemcollege.edu.au/>

Course Commencement Dates Rolling enrolments are offered as an option for those preferring this. This means that a course commences when you indicate that you are ready to start.

Registration of Expression of Interest <https://www.gemcollege.edu.au/expression-of-interest/>

Orientation Sessions will occur on GEM Campus, or via Zoom or GEM Constant Learning. Dates to be advised.



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