

# **2017 GEM COLLEGE OF INTERNATIONAL BUSINESS**

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## **Prospectus**



*Global resources - Local focus*



**This is the 2017 Semester 1 and 2 Prospectus of GEM College of International Business, registered under the Australian Skills and Quality Authority (National Code 0366). This document outlines details of the organisation, courses on our scope of registration, and those we are licensed to deliver.**

**Trading as:**





## From the Corporate Leader

CONGRATULATIONS for choosing to undertake nationally accredited training with GEM College of International Business. You will significantly improve your knowledge and skills, and will gain new understandings and attitudes whilst undertaking training specifically relevant to the high demands of commerce and industry generally, as well as your specific workplace.

Competency based training has revolutionised training and development across Australia, USA and Europe. We, at GEM College of International Business, are proud to offer and enable you to participate in competency based training and education programs specific to your academic and career needs and those of industry.

Nationally recognised training ensures that your Statements of Attainment, Certificates, Diplomas or higher qualifications will gain recognition across industry sectors, within academic institutions, throughout the country, and also internationally.

Whether you are an Online Campus learner, an overseas learner or a learner studying at a local GEM College Campus, or any other “bricks and mortar GEM campus”, you are in for a great time.

Whichever campus of GEM College of International Business you attend, you will find we are committed and dedicated to meeting all of your needs in competency based training, education, personal, professional and career development.

Your Education Services Officer and Course Co-ordinator will be more than willing to help you throughout the program and if further assistance is required, your Principal is also available.



Luceille Outhred  
Corporate Leader  
GEM College of International  
Business (Global)

## GEM College of International Business – An Introduction

The GEM College of International Business has been formed through an alliance between: -

- GEM College of International Business (trading as Workright Australia)
- Australian Food Processors Institute Pty Ltd (trading as Food Processors)
- GEM College of International Business [Global]
- Other Registered Training Organisations, including Norgrove Training and other International Training Providers

We anticipate other quality education and training providers offshore and potential investors will join the GEM Global network.

GEM College of International Business (Australia) is a nationally Registered Training Organisation (National Code 0366) you can find us at [www.gem-college.com](http://www.gem-college.com) or [www.workright.com.au](http://www.workright.com.au)). We are registered to deliver training in all States and Territories of Australia, and offshore, under the Australian Skills Qualifications Authority (ASQA). GEM College also holds the distinction of being an Approved Delegate of the Australian Skills Quality Authority.

GEM College of International Business has been serving individual and corporate clients with vocational education and training throughout Australia for 23 years, under the brand Workright Australia.

The GEM College of International Business [Global] which manages GEM Online Campus was formerly known as the Workright Global Pty Ltd, and was part of the Workright Group which commenced in 1992. We are one of the first privately registered training organizations recognized by State and Federal Governments immediately prior to the deregulation of the Vocation Education and Training sector, and were recognized for providing quality industry training, specialist ESL training and personal and professional development.

The company developed a sound record of educational management by a highly-qualified

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Board and Management Team which already had over 20 years experience in education at post compulsory levels.

From 1994 – 2014 GEM College’s materials were presented to the marketplace under the Workright Australia brand. Throughout that time Workright Global’s key role was to expand the Workright brand overseas, including trademarks (Workright, Workright Centre for Entrepreneurship, WRATMIS) logos.

Discussions amongst leading educators in South Australia in 2002 – 2003, led to the development of a unique educational concept, and after a decade of shaping and trialling, we emerged to be known as the GEM College of International Business.

“GEM College of International Business” is fast becoming a national and international education and training brand, delivering across all major Vocational Education and Training domains, on shore, off-shore, face-to-face and e-learning.

GEM branding represents:-

The intrinsic value and complexity of the diverse peoples of the world – each individual as different and as beautiful as the variety of gemstones on our planet.

**GEM** - Each person is unique, and valued as a “gem” with hidden qualities, strengths and beauty which can only be revealed through careful faceting and polishing at hands of skilful professional crafts persons

**GEM** - God’s Eternal Mandate to humankind – “Be fruitful, increase in number, fill the earth, care for the earth, subdue it and exercise dominion”. This covers the belief systems of Jewish, Christian, Muslim religions, which represent over 80% of the world’s population

**GEM** – **Gender Empowerment Measure** (An international ranking of all nation's about the extent to which their women are empowered, including Indicators such as seats in parliament, women managers, income and education). Men and women are created equal. They have equal rights to all spheres, domains and levels of society

**GEM** – **Global Emerging Markets** – the 21st century is the most dynamic the world has

ever known, with emerging markets, emerging economies, emerging nations. A network of GEM Colleges facilitate our business networks.

**GEM** - **Global Educational Management** – education is one of the largest industries in the world, and the Vocational Education Training sector is the fastest growing sector, with on-line (distance) learning as the most rapidly growing mode of delivery. Excellence in education will occur through a holistic, quality controlled, systemic approach to educational management.

GEM College of International Business is establishing franchised and licensed campuses interstate and overseas.



*(EOTAS Foundation– is an NGO and Strategic Alliance Partner with GEM College. The Dodoma School for the Deaf is in Tanzania, and was built by older students while gaining vocational and entrepreneurial skills. Headed by Robin Donkersgoed.*



*(GEM College - Opal Campus, Adelaide)*

**Our Vision** is “to produce business leaders with recognised integrity, sound theoretical knowledge and practical skills for modern global business, developed through an experiential learning environment, with relevance and innovation in subject matter, workplace application and learning methods.”

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**Our Mission** is “to assist individuals and corporations towards achieving their highest potential, and to help make the world a safer place to work”.

**Our Maxims:** Our two mottoes encapsulate our strengths, our ideals and our passions. They are:

**1. Global Resources – Local Focus**

By using our global resources we achieve economies of scale and provide a strong educational management platform from which our licensed campuses, educational facilitators, trainers and assessors and business coaches can deliver high quality service. Our local focus ensures that what we deliver is relevant to each individual learner in his/her personal situation, workplace or community.

**2. Each One Trains One**

For every GEM Learner in an advanced economy GEM College provides an education scholarship to a GEM Learner living in poverty. Education and entrepreneurship go hand in hand to solve most of the world’s problems. Education and entrepreneurship provide the economic lift, bringing individuals and communities out of poverty, subservience and subjugation.

The relative costs of delivering education and training to people living in advanced economies is significantly different from delivering those same services in a developing economy. This is because salaries, accommodation, and other operational expenses are so much lower in developing nations. Thus, every GEM Learner in an advanced economy provides a scholarship for a GEM Learner in a developing nation.

**Achieving our Mission**

We achieve our Vision and our Mission through the provision of nationally recognised, competency based training programs, skilled educational managers, trainers and assessors, and experienced Business Coaches.



*(GEM College – Dodoma, Tanzania)*

We have over 750 Soft Skills and Information Technology “Open Cut Learning” short courses, and over 350 training programs that lead to competency based vocational qualifications, many of which will gain credit status with universities and institutes of higher learning.

Each of the competency based training programs offered has been granted credit status towards nationally and internationally recognised qualifications.

These allow the individual learner to specialise in one or more of the following sought after areas:

1. Business Management
2. Communication
3. Human Resources
4. Entrepreneurship
5. Equity and Workplace Relationships
6. Governance
7. Information Technology
8. International Trade
9. Learning/Educational Management
10. Leadership and Management
11. Occupational Health Safety and Welfare (Workplace Health and Safety)
12. Project Management
13. Recordkeeping
14. STEM (Science Technology Engineering and Mathematics)
15. Strategic Leadership
16. Training and Assessing
17. Specialty Training in:
  - Assessment Design and Practice
  - E-Learning
  - English as a Second Language
  - Literacy/Numeracy
  - STEM Curriculum Design, STEM Delivery and STEM Educational Management
  - Training of Isolated/Distance Workers
18. Training and Instructional Design



*GEM College Transitional Campus (Philippines) Safe Haven Entrepreneurs and their Livelihood Project “Great Aussie Bites”*

## Courses and Specialty Areas Offered by GEM College of International Business



The following table summarises the courses and specialty areas that are offered by GEM College of International Business. Our post graduate qualifications focus on Strategic Leadership, Learning Management, STEM Educational Management and International Education Management. Advanced Diplomas provide those in management, and those aspiring to management with specialist skills for their chosen career path. We also offer Diplomas courses equipping people to integrate technical and theoretical concepts in their paraprofessional work and in their discrete workplace context. Both the Diploma and Certificate courses provide a pathway for further learning and career advancement.

In addition, we are currently finalising submission for “accreditation” two Graduate Diplomas, two Graduate Certificates and a Diploma designed in conjunction with a Registered Psychologist to equip entrepreneurs who are wanting to establish Mentor Systems Management within their organisation, and for individuals wanting to become Business Mentors, Business Coaches, Life Coaches and/or trainers in recently released Leadership and Management qualifications.

Award	Speciality Areas				
	Training and Assessment Educational Management Learning Management	Training Assessing Educational Management	Literacy/ Numeracy and ESL	Distance/e -Learning	Leadership and Management
Certificate IV in Training and Assessment (TAE40110) currently validating towards TAE40116	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Diploma of Vocational Education and Training (TAE50111) currently validating towards TAE50116	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Diploma of International Education Services (TAE50310)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diploma of Training Design and Development (TAE50216)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Graduate Certificate in International Education Services (TAE70311)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business General	Administ-ration	Literacy/ ESL	Communi-cation	Quality and/or Management	Info Tech
Certificate III in Recordkeeping (BSB30815)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate IV in Business (BSB40215)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate IV in Business Administration (BSB40515)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate IV in Recordkeeping (BSB41715)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Entrepreneurship - Business Management	Entrepreneur-ship	Administ-ration	Communi-cation	Quality and/or Management	Info Tech
Certificate IV in International Trade (BSB41115)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate IV Small Business Management (BSB40415)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate IV in Leadership and Management (BSB42015)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate IV in Governance (BSB40915)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Entrepreneurship - Business Management</b>	<b>Entrepreneurship</b>	<b>Administration</b>	<b>Communication</b>	<b>Quality and/or Management</b>	<b>Info Tech</b>
Diploma of Business ( <b>BSB50215</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diploma of Business Administration ( <b>BSB50415</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diploma of Human Resources Management ( <b>BSB50615</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diploma of Leadership and Management ( <b>BSB51915</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced Diploma of Business ( <b>BSB60215</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced Diploma of Leadership and Management ( <b>BSB61015</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced Diploma of Management (Human Resources) ( <b>BSB60915</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graduate Certificate in Management (Learning) ( <b>BSB80515</b> )	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graduate Diploma of Management (Learning) ( <b>BSB80615</b> )		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Graduate Diploma of Strategic Leadership ( <b>BSB80215</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Occupational Health Safety and Welfare (Workplace Health and Safety)</b>	<b>Administration</b>	<b>Communication</b>	<b>Management</b>	<b>Quality</b>	<b>Info Tech</b>
Certificate IV in WHS ( <b>BSB41415</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Diploma of Work Health and Safety ( <b>BSB51315</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Advanced Diploma of Work Health and Safety ( <b>BSB60615</b> )		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operating Under Auspices of Norgrove Training (Registered Training Organisation 40128)</b>					
	<b>Administration</b>	<b>Literacy/ESL</b>	<b>Communication</b>	<b>Numeracy</b>	<b>Info Tech</b>
Certificate II in Skills for Work and Vocational Pathways ( <b>FSK20113</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Business General</b>	<b>Administration</b>	<b>Literacy/ESL</b>	<b>Communication</b>	<b>Quality</b>	<b>Info Tech</b>
Certificate II in Business ( <b>BSB20115</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Business Call Centres</b>	<b>Administration</b>	<b>Literacy/ESL</b>	<b>Communication</b>	<b>Quality</b>	<b>Info Tech</b>
Certificate II in Customer Engagement ( <b>BSB20215</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Certificate III in Customer Engagement ( <b>BSB30215</b> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Occupational Health Safety and Welfare (Workplace Health and Safety)</b>	<b>Administration</b>	<b>Communication</b>	<b>Management</b>	<b>Quality</b>	<b>Info Tech</b>
Certificate III in Work Health and Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(BSB30715)					
Aged Care	Administ- ration	Commun- ication	Aged Care	Health Support	Info Tech
Certificate III in Individual Support (CHC33015)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide cardiopulmonary resuscitation (HLTAID001)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Provide first aid (HLTAID003)					
Administer and monitor medications (HLTHPS007)					

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## Registration and Scope of Registration

GEM College of International Business is an Approved Delegate of the Australian Skills Quality Authority (ASQA). Such delegated authority is provided by ASQA to high-performing RTOs (such as GEM College of International Business). This inter alia enables us to manage our own scope of registration. For further detail regarding the ASQA Delegations Policy, see the following link to Approved Delegate page on their website: [ASQA Approved Delegates](#).

All of the courses listed above are recognised under the Australian Skills Qualifications Authority, and have been approved by the Federal Government. GEM College of International Business currently delivers nationally recognised training under its own registration and under the auspices of Norgrove Training, an affiliated RTO.

GEM College of International Business has recently expanded its scope of registration across a range of specialist qualifications (up to Graduate Diploma level) and is preparing a submission for further higher level qualifications. GEM College of International Business is currently seeking affiliates who may wish to become part of the GEM Global Network.

GEM College of International Business is licensing campuses to suitable quality organisations.

## University Credit Transfers – and Course Approval

Different Universities have different policies with regard to granting credit status for Vocational Education and Training qualifications, and it is recommended that you research the University/ies of your choice, to ascertain what credit status, towards what University course, may be gained from your chosen GEM program.

### GEM College of International Business - Objectives

We endeavour to ensure our teaching and training is:

1. **Equitable:** Based on the truth that every person is unique, and thus the aspirations, abilities and needs of each person need to be considered in the preparation, delivery, evaluation and assessment of all we do.
2. **Current:** Based on current legislation, both State and Federal, and on up to the moment business practices and academic qualifications.
3. **Practical:** Able to be applied equally to the home, to the workplace, and to the community
4. **Academically Sound:** The standards of the vocational programs we offer are constantly undergoing review, evaluation, upgrading and assessment by the

Quality Control Unit of GEM College of International Business. All Units are nationally recognised under ASQA, and all trainers have professional, academic qualifications. All trainers also have a minimum of 5 years industry experience in their field.

5. **Encouraging:** Recognising that everyone has times when they need an additional boost of encouragement, our trainers are selected on the basis of their personal qualities as well as their academic qualifications and practical abilities.

6. **Cost Effective** – GEM College of International Business ensures that people and organisations are not excluded from training because of financial constraints. Our prices are competitive and flexible payment arrangements can be put in place to ensure anyone may access the training they require for their professional development.

7. **Flexible**– we recognise the ever-changing needs of individuals and organisations, and have designed our training and education delivery to provide maximum flexibility. Courses may be undertaken on a Unit basis, as part of a full qualification, by face-to-face, intensive, on-line, print based distance or hybrid delivery methods. Likewise, if an individual's life circumstances change they can stop and start their qualification to work around their changing circumstances. GEM College of International's flexible approach to human needs means that ill health, long service leave, parenting leave and annual leave no longer need interrupt professional development or training.



*Safe Haven – is an NGO and Strategic Alliance Partner with GEM College. Several Livelihood Projects, including “Aussie Bites” enable women practise operational and entrepreneurial skills and generate income. Headed by Australian Founders Dave and Cherie Snellgrove*



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## **GEM College of International Business Programs**

The GEM College of International Business [Opal Campus] has been established in Adelaide, and was the first licensee established for the specific purpose of capturing a market share of the growth industry of Post Compulsory Education, Vocational Education and Training Education and the teaching of English Language to the level required for University Entrance in the Asia Pacific Region.

GEM College of International Business offers a wide range of interesting and instructive Units that address Units of Competence from a number of Training Packages.

Courses can be studied on a full-time or part-time basis, or may be taken on a Unit-by-Unit basis.

Courses are also available on-line (synchronous and asynchronous training) and through External Studies, these are managed by the GEM Online Campus.

### **Course Duration**

The following table sets out the minimal hours required in gaining the various qualifications. These minimal hours represent all time spent in gaining the qualification, and include time spent in class room, on-line, conducting research, independent reading, and on the job transferring of the competencies.

Self-paced study may shorten or lengthen the program depending on commitments and aptitude of each learner.

The GEM Online Campus puts full control in the hands of the Learner. Programs are tailored to suit the requirements of each individual Learner.

The Units may range from half-day sessions face to face and on the job application to transfer competence, or up to three-year full time courses. They range from entry level programs up to Graduate Diploma level.

Some study programs will meet specific job needs for an individual, while others will prepare learners for specific careers, or for higher learning at University.

Intensive seminars, twilight forums and workshops are available enabling participants to complete specific Units in a shortened timeframe.

Whether you're training face to face in Adelaide or Arad, undertaking entrepreneurship training in a livelihood

project in Dodoma or Manila or learning through the GEM Online Campus in Pakistan or Vancouver, you can gain knowledge, skills and attitudes that lead to your competency being demonstrated against the same nationally and internationally recognised Competency Standards, and qualifications



*The Maris Business Centre, Arad, Romania is a Strategic Alliance Partner of GEM College, providing education, entrepreneurship training and mentoring to aspirational people in Romania.*

*Headed by Mirel Talpes.*

Course	Duration
<b>Training and Assessment</b>	
Certificate IV in Training and Assessment ( <a href="#">TAE40110</a> )	6-24 months
Diploma of International Education Services ( <a href="#">TAE50310</a> )	12-24 months
Diploma of Training Design and Development ( <a href="#">TAE50216</a> )	12-24 months
Diploma of Vocational Education and Training ( <a href="#">TAE50111</a> )	12-24 months
Graduate Certificate in International Education Services ( <a href="#">TAE70311</a> )	12-24 months
<b>Customer Contact (Call Centre Operations)</b>	
Certificate II in Customer Engagement ( <a href="#">BSB20215</a> )	6 -12months
Certificate III in Customer Engagement ( <a href="#">BSB30215</a> )	12-18 months
<b>Business</b>	
Certificate II in Business ( <a href="#">BSB20115</a> )	6-12 months
Certificate III in Recordkeeping ( <a href="#">BSB30815</a> )	12-24 months
Certificate IV in Business ( <a href="#">BSB40215</a> )	12-24 months
Certificate IV in International Trade ( <a href="#">BSB41115</a> )	12-24 months
Certificate IV Small Business Management ( <a href="#">BSB40415</a> )	12-24 months
Certificate IV in Business Administration ( <a href="#">BSB40515</a> )	12-24 months
Certificate IV in Recordkeeping ( <a href="#">BSB41715</a> )	12-24 months
Certificate IV in Governance ( <a href="#">BSB40915</a> )	12-24 months
Certificate IV in Leadership and Management ( <a href="#">BSB42015</a> )	12-24 months
Diploma of Business ( <a href="#">BSB50215</a> )	12-24 months
Diploma of Business Administration ( <a href="#">BSB50415</a> )	12-24 months
Diploma of Human Resources Management ( <a href="#">BSB50615</a> )	12-24 months
Diploma of Leadership and Management ( <a href="#">BSB51915</a> )	12-24 months
Advanced Diploma of Business ( <a href="#">BSB60215</a> )	12-24 months
Advanced Diploma of Leadership and Management ( <a href="#">BSB61015</a> )	18-24 months
Advanced Diploma of Management (Human Resources) ( <a href="#">BSB60915</a> )	12-24 months
Graduate Certificate in Management (Learning) ( <a href="#">BSB80515</a> )	6-12 months

<b>Business</b>	
Graduate Diploma of Management (Learning) (BSB80615)	12-24 months
Graduate Diploma of Strategic Leadership (BSB80215)	12-24 months
<b>WHS/OHSW</b>	
Certificate III in Work Health and Safety (BSB30715)	12-24 months
Certificate IV in WHS (BSB41415)	6-24 months
Diploma of Work Health and Safety (BSB51315)	12-24 months
Advanced Diploma of Work Health and Safety (BSB60615)	18-24 months
<b>Aged Care and Health Support</b>	
Certificate III in Aged Care (CHC30212)	6 months
Provide cardiopulmonary resuscitation (HLTAID001)	2 days
Administer and monitor medications (HLTHPS007)	2 days
Provide first aid (HLTAID003)	2 days
Certificate II in Skills for Work and Vocational Pathways (FSK20113)	6 months

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## Study Schedule – Semester 1, 2017

GEM College of International Business delivers training to industry on a Unit by Unit basis as well as delivering full certificate training programs. For this reason, we do not normally divide the year into terms or semesters, as many other Colleges or Higher Education institutions do.

We do, however, recognise that learners may prefer term or semester breaks - and these are outlined in the training calendar. For learners who prefer to shorten their study time, where practical they may attend the training programs offered to industry groups and keep their study program moving. Thus, we operate on a “rolling schedule” to fit into the mobile and transient lifestyles of today’s learner/workers.

### Examinations

There are no examinations in any of the vocational training programs offered by GEM College of International Business. Built on competency based training, all assessment includes:

- (1) Knowledge;
- (2) Skills; and
- (3) Attitude;

and is assessed against the essential criteria stated within the curriculum document. Assessment includes on- and off-the-job components. There are no surprises and no need for last minute cramming. Intensive blocks of training may be held during some term breaks or weekends.

### Academic Levels

Each of the courses has been designed to comply with Australian Skills Qualifications Authority Levels 1, 2, 3, 4, 5 and 6. Learners will be advised as soon new qualification names and designations are finalised.

### Literacy Levels

Certificate I and II programs have been designed to address the needs of learners with literacy problems, or English language difficulties, or minimal work experience. Courses at all levels address Language, Literacy and Numeracy competencies. These programs will be offered in-country by GEM Global, or the local GEM Campus.

## English as a Second Language

Certificate I, II and III qualifications have been specifically designed to address the needs of national learners who do not have English as their first language, and who may experience language difficulties. However, all qualifications address language development. No in-country learner will be rejected because of inadequate language skill levels up to Certificate III.

### Applications for Admission

Applications for admission and registrations for study may be made at any time. Applicants are advised to apply as early as possible and at least fourteen days before the commencement of their course. Late fees may be charged after this time.

Prior to acceptance, each applicant will be interviewed by the Course Co-ordinator or Studies Co-ordinator.

Learner progress will be monitored carefully. Admission to a course is considered provisional Preparatory Studies

Some learners may need preparatory work in English as a Second Language or Literacy before commencing the course. Up to 64 hours of training in ESL or Literacy delivered by GEM College of International Business may be undertaken.

Alternatively, a learner may wish to enrol in the Certificate IV in Foundation Studies to gain a thorough grasp of the English language and western cultural difference. Any competence demonstrated will gain credit status towards the award being undertaken.

The Units Safety and English as a Second Language, Safety and Literacy, English as a Second Language and Literacy, must be taken in country, where the Course Co-ordinator recommends that procedure.

### Availability

While most courses and Units will be available at all venues, it is important that prospective learners check with their Course Co-ordinator, or the Studies Co-ordinator. Some Units will be offered several times a year. GEM College reserves the right to cancel any Unit or

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Qualification for which there are insufficient enrolments.

If you are an Australian citizen, you may be eligible for a range of government funding or loans.

## Student Loans

The Australian Government will provide VET Student Loans to Australian citizens that are deemed eligible for a loan, who are training through an approved VET Student Loan provider. GEM College of International Business has not applied for this status at this time. However, we can provide student loans for applicants that meet the GEM Loan criteria.



Initial enquiries should be made through your local campus. Alternatively, if there is not a GEM Campus near you, you should apply to GEM College of International Business (Global).

## Overseas Learners

Learners studying offshore, who meet the eligibility requirements, may gain a GEM Scholarship. GEM Scholarships may be partial or full.

Initial enquiries should be made through your local campus. Alternatively, if there is not a GEM Campus near you, you should apply to GEM College of International Business (Global).

## Online Campus and Distance Education

All Units from the GEM<sup>®</sup> Training System and all qualifications will be available through the GEM Online Campus, or by Distance Education. If this appeals to you, ask for details.

## Work Experience

Learners may elect to complete selected Units of Competence without completing the full course. Such learners will not qualify for an accredited award, but will receive a Statement of Attainment for each Unit in which they successfully complete the prescribed work.

## Training Methods

Learners will learn through face-to-face training, interactive teaching, reading, seminars, group sessions, research, work experience, preparation of assignments, oral presentations, practical work, group work and simulations. Units may be taken via the GEM Online Campus, or if internet is not accessible through print based through Distance Mode.

## Work Experience

Learners will be required to participate in practical Assessment Tasks and workplace based assignments carried out in an employer organisation, or within a work experience organisation. Learners should organise their contact organisation and arrange for various practicum's to be carried out throughout the course of their study program.

Appropriate insurances must be in place between the GEM College of International Business campus, the learner and the work experience organisation.

Learners should provide written approval for their practical assignments and work experience to be carried out at the named organisation/s.

Where a learner has difficulty finding an organisation for the completion of practical assignments and work experience, the Management of GEM College of International Business may be able to liaise with industry on their behalf.

This, however, is the exception rather than the rule, and learners will have to provide sufficient evidence to prove they have contacted at least 5 organisations without success.

## Distance Training

Units may be undertaken through the Distance Education Department, GEM College of International Business (Global), via a GEM College of International Business campus, or as a hybrid program.

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## Recognition of Current Competency and Recognition of Prior Learning

Some people have skills and knowledge that enable them to gain a qualification without completing the full course. A learner possessing skills and/or knowledge taught in the course may be eligible for RCC or RPL. RCC and RPL recognise prior knowledge and experience and GEM measures your current competency against the course in which you are enrolled.

RPL is the acknowledgment of skills and knowledge obtained through:

- Formal training or study, including courses at school, college, adult education and training programs at work
- Work experience, including paid and volunteer work
- Life experience, including skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL has many benefits:

- Learners can finish their courses earlier
- Study loads and costs are reduced

The learner can take on additional study leading to a second qualification

These skills and knowledge – that would have otherwise been developed through undertaking a nationally recognised or accredited course – may have been gained through some other form of study, formal training, self-tuition, work experience or life experience.

As a Registered Training Organisation, GEM College of International Business can formally recognise a learner's existing level of skill and knowledge in two ways:

- Recognition of prior learning (RPL)
- Credit transfer

By identifying an individual's current competencies, RPL can effectively target training requirements.

The learner needs to provide their GEM College of International Business campus with evidence of their prior learning if they wish to have their knowledge and skills recognised under RPL.

GEM College of International Business will take previous experience and study into account, whether it was achieved in Australia or overseas.



## Credit Transfer

Credit transfer allows learners to count relevant, successfully completed studies – achieved at TAFE colleges, Registered Training Organisations, professional organisations or enterprises and universities – towards their current course or qualifications.

Credit transfer works in two ways:

- Learners receive credit for units or modules they have previously completed and are exempt from retaking them, therefore reducing the study load.
- Learners are exempt from certain introductory units but are still required to complete the total credit points or hours for the course.

Credit transfer may also be referred to as “advanced standing”.



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## Youth Allowance, Austudy and Abstudy

Australian citizens attending GEM College of International Business may apply for Austudy and Abstudy payments from Centrelink, or for traineeships or apprenticeships, where the trainees themselves are eligible.

Eligibility for payments by Centrelink is ascertained by the Australian Government.

To be eligible for Centrelink payments, nationally accredited courses of 6 and 12 months require 20 hours of contact time per week, and a 24-month course requires a minimum contact time of 12 hours per week.

Thus, Youth Allowance, Austudy and/or Abstudy eligibility is not an issue, with GEM College of International Business, provided the trainee is eligible.

## Why Competency Based Training?

Competency based training provides an objective standard by which to assess a worker's skills, and it means that a learner/worker may gain recognition for skills acquired outside formal education channels.

Nationally Recognised Competency Based Training has many benefits for employees and employers alike.

Benefits to learner/workers may include:

- Safer work environment
- Recognition of previous learning and experiences
- Recognition of existing skills and knowledge
- Personal satisfaction through achievement
- Relevant vocational knowledge
- Increased bargaining power
- Career opportunities are enhanced
- Career change and mobility

- Statements of Attainment for individual Units are recognised throughout Australia
- Qualifications are recognised throughout Australia
- Australian qualifications are recognised throughout the world

Some of the benefits an employer may experience are:

- Increased safety
- Decreased Work Cover levies
- Decrease in down-time and inefficiency
- Increased profitability
- Improved quality
- Increased competitive power
- Increased bargaining power
- More satisfied workforce





### Enquiry Form

To enquire about admission to a course of study with GEM College of International Business, please complete this form and send/submit it to:

Admissions  
 GEM College of International Business  
 Post Office Box 20  
 North Adelaide  
 SA 5006  
 Or via email to: [administraton@gem-college.com](mailto:administraton@gem-college.com)  
 or enrol on line, at [www.gem-college.com](http://www.gem-college.com)

Surname (Mr/Mrs/Ms):		
Given Names:		
Address:		
State	P/code:	Home Phone:
Date of Birth		Email:
Unique Student Identifier: (see <a href="http://www.usi.gov.au">www.usi.gov.au</a> )		
Which Campus (or location) are you applying to:		
Desired Course/Unit/Program		
Do you plan to apply for Youth Allowance, Austudy or Abstudy?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Designate which _____		
Is English your main language?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you think you will need to undertake studies in English as a Second Language as part of your study program?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you think you will need to undertake studies in Literacy as part of your study program?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a permanent resident of Australia? If NO, state country of residence:		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any disabilities which could affect your studies? If YES, please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you wish to take advantage of Credit Transfer or Cross Accreditation from a previous course of study? If YES, you will need to provide, with this application, evidence of relevant, successfully completed studies – achieved at a TAFE college, university, accredited private provider, professional organization or enterprise.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you wish to have your knowledge and skills assessed for Recognition of Prior Learning (gained either in Australia or overseas)? If YES, you will need to provide suitable evidence along with this application.		<input type="checkbox"/> YES <input type="checkbox"/> NO



<b>2017 Learner Fees</b>	
Application Fee (once only and non-refundable – must be included with this application)	\$200
<p><b>Tuition Fee</b> (if paying on a per unit basis)            Different courses are of different duration, have different requirements on staff and learners. Please contact your local campus, or the GEM Online Campus administrator, <a href="mailto:administrator@gem-college.com">administrator@gem-college.com</a> to discuss the course you are interested in, course fees and any pre-requisites.</p>	
<p><b>Course Overview</b>            Before your enrolment is accepted you will be provided with a Course Overview which sets out all the details relating to the qualification you are interested in, including requirements, those Units that are Core and Electives you may choose from. The Course Overview also provides information on Time Commitment, how Assessment occurs, Course Fees, Scholarships, VET Fee Help and various Policies and Processes. These are also all available on the GEM website <a href="http://www.gem-college.com">www.gem-college.com</a></p>	
<p><b>Course Information Guide</b>            A Course Information Guide is available for each qualification. This sets out all the information you need to know, including pre-requisites, course content (core and elective Units), Recognition of Prior Learning opportunities, policies and procedures and course fees.</p>	
<p><b>Learner Guides</b>            Every Unit of Competence has a high quality, comprehensive Learner Guide which will assist the Learner by providing all the essential content required, to understand and apply the elements of competency addressed in each Unit. Assessment Tasks are similarly woven throughout the Learner Guide, to facilitate the Learner in the application of knowledge and skills.</p>	
<p><b>Assessment Guides</b>            Every Unit of Competence has a well laid out Assessment Guide that is sequential, and simple to follow. The Australian Government has approved each Unit of Competency, and each Element of Competency contained is further broken down into Performance Criteria. GEM College has designed specific Assessment Tasks for the Learner to complete. When each of those Assessment Tasks has been satisfactorily completed, and the Assessor has undertaken the formal assessment, the Learner will be acknowledged as being “competent”. The Learner can contact the Assessor at any time, and see clarification on any Assessment Task.</p>	
<p><b>Amenities Fee</b> (a compulsory fee set by each venue for the use of morning tea facilities, reference materials, etc.)            Your local campus will advise you.</p>	
<b>Enclosures required</b>	
<p>Please enclose a 100-word statement on your life experiences and the reason for applying to study with GEM College of International Business in your chosen study program. This will assist us with determining if you could be eligible for Recognition of Prior Learning opportunities.</p>	
<p>The \$200 Application Fee should accompany your application.</p>	
<b>Provisional Enrolment</b>	
<p>Admission to a course of study is considered provisional until a learner demonstrates his/her ability to cope with the course. Each learner’s academic progress and behaviour are considered.</p>	
<b>Declaration by Applicant</b>	
<p>If I am accepted as a learner of GEM College of International Business, I agree to abide by the regulations of the study program, the Occupational Health and Safety Policy and issues of Equity.</p>	
Signature	Date
<b>Registration and Payment</b>	
<p>Registration Forms should reach GEM College of International Business at least one month before the term commencement. If insufficient enrolments are received, GEM College of International Business reserves the right to cancel any Course/Unit and will refund in full any monies paid for that Unit/Course. Fees paid in full before the first day of the course will attract a 5% discount. Fees may also be paid quarterly or monthly, in advance.</p>	

Australian Skills and Quality Authority - Standards	
<p><b>Standard 5.3</b> Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment of the commencement of training and assessment, whichever comes first, specifying: all relevant fee information including: fees that must be paid to the RTO, and payment terms and conditions including deposits and refunds. The learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies; the learner's right to obtain a refund for services not provided by the RTO in the event the: arrangement is terminated early, or the RTO fails to provide the agreed services.</p>	
<p><b>Standard 7.3</b> Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6.</p>	
Please indicate your method of payment	
<input type="checkbox"/> Full payment enclosed of \$	<input type="checkbox"/> Part payment enclosed of \$

PLEASE PHOTOCOPY THIS FORM IF YOU NEED TO MAKE MORE THAN ONE APPLICATION

**For further information, write to:**

The Registrar  
GEM College of International Business  
PO Box 20  
North Adelaide  
SA 5006  
Australia

Email: [administration@gem-college.com](mailto:administration@gem-college.com)

Phone: 61 8 8342 3316

Fax: 61 8 8342 2848