

SOUTH WEST REGIONAL COLLEGE OF TAFE

*Focus on your future...
anytime*



External Studies

Term 1 2010

External studies enable you to study at your convenience through distance learning, workshops or, in some cases, on line.

Through external study you are still able to realise your academic and career aspirations working at your own pace with the support of lecturing staff who are available to assist and guide you.

EXTERNAL STUDIES



ACCOUNTING AND FINANCIAL SERVICES

CERTIFICATE III IN FINANCIAL SERVICES

FNS30304

This qualification will provide you with the practical skills and knowledge to record and create summaries of the financial transactions of a business or other organisation. You will learn skills that enable you to process journal entries, payroll and bank receipts, prepare, process and maintain financial records, prepare financial reports and use business equipment.

CERTIFICATE IV IN FINANCIAL SERVICES

FNS40604

This qualification will provide you with the practical skills and knowledge to record and create summaries of the financial transactions of a business or other organisation for management purposes. Subjects covered include those in Certificate III in Financial Services (Accounts Clerical), and you will learn both manual and computerised accounting to undertake duties such as completing a business activity statement and other office taxes, operational reporting, preparation of budgets, classifying, recording and reporting duties.

DIPLOMA OF ACCOUNTING FNS50204

This qualification will provide you with the practical skills and knowledge to record and create manual and computerised summaries of the financial transactions of a business or other organisation. Subjects covered include those in Certificate IV in Financial Services (Accounting), plus you will learn skills to produce and analyse financial reports and prepare tax returns. You will also learn skills to manage a small team and develop business plans.

ADVANCED DIPLOMA OF ACCOUNTING

FNS60204

This qualification will further develop your practical skills and knowledge in accounting. Subjects covered include those in the Diploma of Accounting, plus you will learn skills in complex tax returns and lodgements, complex corporate financial reports, and corporate governance activities. You will also learn to develop and use complex spreadsheets and conduct internal audits. You may also learn skills to develop an operational business plan or implement tax plans and evaluate tax compliance.

For further information on any of the Accounting courses listed above kindly contact us on (08) 97807360 or email CommerceStudents@swrc.wa.edu.au and your enquiry will be forwarded to the appropriate lecturer.

BUSINESS ADMINISTRATION

CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30407

This qualification will further develop your practical skills and knowledge to undertake a range of tasks in an office environment. You will learn skills to develop a broad range of competencies in varied office tasks, including customer service, recordkeeping, manual or computerised accounts and payroll processes. You will also learn to produce business documents and develop databases and spreadsheets.

CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40507

This qualification will provide you with the practical skills and knowledge required of supervisors, team leaders and middle managers in a wide variety of contexts. You will learn how to provide solutions to a defined range of problems, and analyse and evaluate information from a variety of sources.

For further information on any of the Business Administration courses listed above kindly contact us on email CommerceStudents@swrc.wa.edu.au or (08) 97807360 and your enquiry will be forwarded to the appropriate lecturer.

OCCUPATIONAL HEALTH AND SAFETY

CERTIFICATE IV IN OCCUPATIONAL HEALTH & SAFETY BSB41407

This qualification will provide you with the practical skills and knowledge to apply to a wide variety of OHS contexts. You will learn how to contribute to the implementation of OHS processes in the workplace. You will be able to identify hazards and assess OHS risks, assist with compliance with OHS and other relevant laws, use equipment to conduct workplace monitoring and contribute to the implementation of emergency procedures.

DIPLOMA OF OCCUPATIONAL HEALTH & SAFETY BSB51307

This qualification will provide you with the practical skills and knowledge to work within the field of occupational health and safety as a supervisor/manager. You will develop skills to coordinate and maintain the OHS program within an organisation. You will develop a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate your own work and the work of others with safety responsibilities.

For further information on the Occupational Health and Safety courses listed above please contact us on 9780 7262 or email els@swrc.wa.edu.au and we will forward your enquiry to the relevant lecturer.

INFORMATION TECHNOLOGY

CERTIFICATE I IN INFORMATION TECHNOLOGY ICA10105

This qualification will provide you with the practical skills and knowledge to operate a computer at a basic level. You will learn skills required to create a document using a word processing application, use email and other Internet services, and perform other simple computer operations.

CERTIFICATE II IN INFORMATION TECHNOLOGY ICA20105

This qualification will provide you with the practical skills and knowledge to operate the essential functions of software applications of a computer. You will learn skills that enable you to operate a computer and use software applications which could include packages for word processing, spreadsheets, databases, presentation packages, internet, email and basic web page construction.

For further information on any of the Information Technology courses listed above kindly contact us on email CommerceStudents@swrc.wa.edu.au or (08) 97807360 and your enquiry will be forwarded to the appropriate lecturer.

MANAGEMENT

CERTIFICATE IV IN BUSINESS BSB40207

This qualification will provide you with the practical skills and knowledge required of supervisors, team leaders and middle managers in a wide variety of contexts. You have a choice from 9 elective units including e-business, customer service, marketing, IT use, IT support, innovation, project management. You will learn how to provide solutions to a defined range of problems, and analyse and evaluate information from a variety of sources.

CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT BSB40407

This qualification will provide you with the practical skills and knowledge to plan, establish, promote and operate a small business (20 employees or less). You will learn to undertake small business planning, plan small business finances and market the small business. You will also learn to establish the legal and risk management requirements of small business in a wide variety of small business contexts.

For further information on any of the courses listed above kindly contact us on (08) 97807360 or email CommerceStudents@swrc.wa.edu.au and your enquiry will be forwarded to the appropriate lecturer.

EXTERNAL STUDIES



CERTIFICATE IV IN FRONTLINE MANAGEMENT BSB40807

This qualification will provide you with the practical skills and knowledge to undertake the role of first line of management in a wide range of organisational and industry contexts. You may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. You will learn management strategies including how to implement an operational plan, show leadership in the workplace and promote team effectiveness

Self paced external study is the designated mode of delivery for the following units:

Develop work priorities	\$385-00
Develop teams and individuals	\$385-00
Establish effective workplace relationships	\$385-00
Show leadership in the workplace	\$385-00
Promote team effectiveness	\$385-00
Monitor a safe workplace	\$385-00
Implement operational plan	\$385-00
Implement continuous improvement	\$385-00
Identify risk and apply risk management process	\$385-00
Organise meetings	\$385-00
Coordinate business resources	\$385-00
Report on financial activity	\$385-00
Implement customer service standards	\$385-00
Coordinate implementation of customer service strategies	\$385-00

DIPLOMA OF MANAGEMENT BSB51107

This qualification will provide you with the practical skills and knowledge to manage operational areas of an organisation or to add value to, or review, management practices. You will have considerable experience in your respective industry or vocational area. You will be able to select units from a broad range of management options including customer service, financial management, information management, project management, risk management and human resource management.

Self paced external study is the designated mode of delivery for the following units:

Manage personal work priorities and professional development	\$350-00
Ensure team effectiveness	\$350-00
Develop a workplace learning environment	\$350-00
Ensure a safe workplace	\$350-00
Manage people performance	\$350-00
Manage operational plan	\$350-00
Facilitate continuous improvement	\$350-00
Manage risk	\$420-00
Manage projects	\$420-00
Manage quality customer service	\$350-00
Manage budgets and financial plans	\$420-00
Recruit, select and induct staff	\$420-00
Manage meetings	\$420-00

TRAINING AND ASSESSMENT

CERTIFICATE IV IN TRAINING AND ASSESSMENT TAA40104

This qualification will provide you with the skills and knowledge required to facilitate learning and maintain and enhance professional practice through competency-based assessment in a range of settings. You will learn how to design and develop learning programs and resources to support delivery. You will also learn how to plan and organise assessment, design and develop assessment tools and assess competency in a vocational, training and education environment.

Self paced external study is the designated mode of delivery for the following units:

Cluster 1	} \$735-00
Work effectively in vocational education and training	
Use training packages to meet client needs	
Design and develop learning programs	
Cluster 2	} \$735-00
Plan and organise group based delivery	
Facilitate group based learning	
Provide training through instruction and demonstration of work skills	
Cluster 3	} \$735-00
Facilitate individual learning	
Facilitate work-based learning	
Plan and organise assessment	
Cluster 4	} \$735-00
Assess competence	
Develop assessment tools	
Participate in assessment validation	
Cluster 5	} \$525-00
Foster and promote an inclusive learning culture	
Ensure a healthy and safe learning environment	

For further information on any of the courses listed on this page kindly contact Liz Renfree on (08) 97807153 or Raina Hawley on (08) 97807147.



FOR HELP WITH OTHER COURSES

If you require any assistance with course selection, applications for full time study or want to know more about our other qualifications visit the College or call us on (08) 97807070 or freecall 1800 621 445.

Visit our website www.swrc.wa.edu.au

