



APPLICATION PACKAGE



Diploma of Business 2018



2018 Diploma of Business Application

Application cut-off date:

9.00am – Friday, 9th June 2017 (week 8)



OVERVIEW

This course requires an immense amount of work from students, along with an extremely high level of commitment. **The course workload far exceeds most other courses offered in schools.** Students must go through the application process to be considered for the Diploma of Business course. It is a level five nationally recognised qualification, which is normally delivered in TAFE's or Universities. Other subjects available in our department at Benowa SHS which would complement this qualification include Business Management, Accounting and Economics. To be successful in this course, **each student must have a laptop**. The class activities and assessment are completed using online resources from Prestige Service Training, through their intranet.

COSTS AND OTHER VITAL INFORMATION

The Diploma of Business is delivered by Prestige Service Training using the Benowa State High School classrooms. They use qualified trainers to deliver to and assess the students.

The total cost for the course is \$1,990.00 fully GST inclusive.

Payment options:

1. Upfront whole payment; or
2. Payment plan organised with Prestige Service Training.

*NOTE: There is no VET-Fee Help option available for this course.

ADMISSION into this course requires a review on the student's:

- **Written application;**
- **Year 10 academic performance;**
- **3 x referee reports from Maths (1), English (1) and Elective (1) teachers** (*NOTE: *elective subjects are non-core area subjects e.g. Business Studies, Law & Justice Studies etc.*); AND
- **Behaviour history**

As there are limited spaces, the students with the best overall applications will be made an offer to be part of the course. Unfortunately, there will be some students that miss out.

The PROCESS:

1. Students complete and submit the application package to Benowa SHS
2. Benowa SHS and Prestige Service Training assess the applications choosing the successful and unsuccessful candidates
3. All candidates are notified whether successful or unsuccessful
4. Successful candidates will choose the Diploma of Business course during the SETP process

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THINGS TO BE SUBMITTED for initial application

- The **application package completed in full** (Only parts which require completing. Information parts can be kept by parents and students)
- **3 x referee reports from Maths (1), English (1) and Elective (1) teachers** you currently have in Year 10 (**NOTE: elective subjects are non-core area subjects e.g. Business Studies, Law & Justice Studies etc.*)
- **Course entrance agreement form**
- **NOTE:** We will provide a copy of your child's semester 1 report card for the application

HOW TO SUBMIT

- **Hard copy applications** can be submitted in person to the Benowa SHS Administration with 'Attention: Justin Hinton, HOD Business' on the envelope; or
- **Digital copy applications** can be submitted via email to jhint20@eq.edu.au with 'Application for Diploma of Business – your child's name' as the subject line

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In early term 3, successful applicants and their parents will be invited to an information/enrolment session. Paperwork and financial information will be completed during this time.

Outcomes:

Upon successful completion of the Diploma of Business qualification:

- 8 QCE points
- Rank of 82 (based on the 2016 QTAC guide) (OP9 equivalent) – this can vary every year
- Nationally recognised qualification

If you have any further queries, you can contact Justin Hinton, Head of Business and IT Infrastructure directly on the details below.

Justin Hinton
Benowa State High School
P (07) 5582 7343
E jhint20@eq.edu.au

Good luck!

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STUDENT DETAILS

Surname		Given name/s	
Email address		Date of birth	

PARENT DETAILS

Surname		Given name/s	
Postal address			
Suburb		Post code	
Mobile no.		Home phone no.	
Email address			

Student signature	
Parent signature	
Date	

Q1. Why do you want to study the Diploma of Business?

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Q2. Explain and justify why you should be accepted into the Diploma of Business course.

Q3. Explain what you intend to do once you have finished school?

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COURSE ENTRANCE AGREEMENT

If I, _____ (student name) am successful in my application and become part of the Diploma of Business course for 2018, then I agree to the following conditions:

- I will demonstrate exemplary behaviour in every lesson, as I understand that every student in the class, including myself, deserves the best opportunity possible to gain their Diploma qualification;
- I will complete all assessment to the best of my ability in order to meet competency;
- If I fail to meet competency in an assessment, I will get feedback from my trainer/assessor and make the necessary changes to be deemed competent;
- I will discuss any future absences with my trainer/assessor to ensure open lines of communication are kept in order;
- I understand that if I continue to fall behind in the class due to lack of work ethic or participation, then I run the risk of being removed from the course;
- I will complete all class tasks to the best of my ability in every lesson; and
- I will follow the instructions of my trainer/assessor at all times.

I understand that if I do not meet any of the conditions above, Prestige Service Training and Benowa State High School have the right and responsibility to remove me from the course at any stage during the two year period.

I understand that I have been given an excellent opportunity by being in this course and will do everything I can to be successful and gain my Diploma of Business.

Student signature: _____ Parent signature: _____

Date: _____

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REFEREE REPORT FROM MATHS TEACHER

Teacher name: _____ Student name: _____

Teacher signature: _____ Subject taught: _____

	Please tick ✓ the relevant box below for each category				
	Major development needed	Some development needed	Satisfactory	Good	Excellent
Work ethic in the classroom					
Work ethic towards assessment					
Behaviour in class					
Attitude in class					
Engagement in class					
Ability to bring required materials to class					
Completing homework					

Please feel free to place any other comments about this student below.

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REFEREE REPORT FROM ENGLISH TEACHER

Teacher name: _____ Student name: _____

Teacher signature: _____ Subject taught: _____

	Please tick ✓ the relevant box below for each category				
	Major development needed	Some development needed	Satisfactory	Good	Excellent
Work ethic in the classroom					
Work ethic towards assessment					
Behaviour in class					
Attitude in class					
Engagement in class					
Ability to bring required materials to class					
Completing homework					

Please feel free to place any other comments about this student below.

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REFEREE REPORT FROM ELECTIVE TEACHER

Teacher name: _____ Student name: _____

Teacher signature: _____ Subject taught: _____

	Please tick ✓ the relevant box below for each category				
	Major development needed	Some development needed	Satisfactory	Good	Excellent
Work ethic in the classroom					
Work ethic towards assessment					
Behaviour in class					
Attitude in class					
Engagement in class					
Ability to bring required materials to class					
Completing homework					

Please feel free to place any other comments about this student below.

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FAST-START YOUR CAREER with a Diploma of Business

FAST FACTS...



Diploma of Business –
Nationally Recognised
Qualification



12-18 month course (2 classes
per week at your school)



Contribute to your rank



Qualified Industry Trainer
+ tutorial support available



All for \$1990
(payment plans available)

REGARDLESS OF YOUR CAREER PATHWAY, THIS IS FOR YOU!

Want to graduate school with real-world skills? Managing finances, marketing & recruitment processes. Are you looking for a pathway to university and a contribution to your rank?

The 'Prestige-ous' Diploma of Business opens the door to endless career opportunities. It is a highly regarded, nationally recognised qualification that will increase your skills, knowledge and employability – All before you finish school!

Our qualified trainers, all with current industry experience, will mentor you through your journey with face to face lessons every week, and extra tutorial support if and when required.

We will help you achieve your career goals and guide you towards success!

RTG LD 31981

WHAT ARE YOU WAITING FOR?

Call Prestige Service Training today on (07) 5667 7224
Email: learnmore@pst.edu.au Visit: www.pst.edu.au



**PRESTIGE
SERVICE TRAINING**

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UNITS OF COMPETENCY:

- BSBWOR501** Manage work priorities & professional development
- BSBADM502** Manage meetings
- BSBMK9501** Identify & evaluate marketing opportunities
- BSBMGT316** Facilitate continuous improvement
- BSBHRM506** Manage recruitment, selection & induction process
- BSBFIM501** Manage budgets & financial plans
- BSBADM506** Manage business document design & development
- BSBPM5522** Undertake project work

ELIGIBILITY & FEES:

The Diploma of Business runs over an 18 month period with a total cost of only \$1880. Payment plans are available, and special pricing applies for past PST students. Students must be aged 15 yrs or above, currently studying at an Australian school and an Australian or NZ Citizen.

YOUR TRAINING INCLUDES:

- 2x weekly sessions at your school (2 hrs approx) over a period of 18 months
- Fast track / 1-year options available
- Face to face classroom delivery with a qualified trainer who has current industry experience
- Extra tutorial support is available
- PST will work with school schedules
- Contribution towards your rank (Qld)
- Possible university credits
- Graduation with a Diploma of Business – A nationally recognised qualification
- Increased employability, skills and knowledge
- A new pathway to a successful career

TO FIND OUT MORE, TALK TO ONE OF OUR EXPERTS TODAY.

Call Prestige Service Training today on (07) 5667 7224
 Email: learnmore@pst.edu.au Visit: www.pst.edu.au



**PRESTIGE
 SERVICE TRAINING**