DIPLOMA OF COMMERCE

DEVELOPED IN CONSULTATION WITH THE UNIVERSITY OF WESTERN AUSTRALIA

Your pathway to a Bachelor of Commerce at UWA

2014

AUSTRALIAN STUDENT PROSPECTUS
taylorscollege.edu.au
Welcome

A very warm welcome to Taylors College Perth; a vibrant community on a beautiful garden campus offering an ideal combination of experienced academic staff, high quality education courses, modern facilities and resources and an entertaining suite of social and sporting activities.

Within these pages I invite you to explore our Diploma of Commerce course which leads directly to second year studies within The University of Western Australia Business School.

My challenge to you is to embrace the opportunity presented by this pathway. Study well and reap the rewards. I look forward to seeing you at our campus.

David Berry
Campus Director, Taylors College Perth
A MEMBER OF AUSTRALIA’S ‘GROUP OF EIGHT’ LEADING UNIVERSITIES.

BY CHOOSING TO STUDY THE DIPLOMA OF COMMERCE YOU ARE TAKING THE FIRST STEP TOWARDS ENTRY INTO UWA, FROM WHICH YOU WILL GRADUATE WITH AN INTERNATIONALLY-RECOGNISED QUALIFICATION THAT WILL BE WELL REGARDED BY EMPLOYERS ACROSS THE WORLD.

A GREAT REPUTATION
UWA is Western Australia’s premier university, making it the place for you to study in Perth.

UWA GRADUATES GET GREAT JOBS
UWA graduates have consistently enjoyed stronger employment rates when compared to graduates from other West Australian universities and, in nearly all fields, they also fare better than similar graduates from other Australian universities.*

You can be confident that your UWA degree will be an investment in your future — both financially and intellectually.

DYNAMIC AND FUN ENVIRONMENT
With over 24,000 students enrolled at UWA from Australia and around the world, it is a vibrant and exciting place to be.

PRACTICAL EXPERIENCE
UWA offers many practical learning experiences both within and outside the classroom, enhancing your skills and giving you essential knowledge of your planned industry.

For example, The Business Practicum (which can be taken at Level 3) allows students to earn credit towards their degree while working on a supervised project in a workplace of their choice.

UWA STUDENTS GET RESULTS
The success of UWA’s student population is recognised worldwide as is their commitment to making the world a better place.

In 2012, for example, the Enactus UWA team were national winners and competed in Washington DC at the Enactus World Cup for their entrepreneurship projects that encourage empowerment of people in need both locally and overseas. These students use the skills that they learn in the classroom to identify a need in society and come up with an innovative and sustainable solution to the problem, changing lives along the way.

HELP AND SUPPORT
The University offers you the help and support you need to ensure that you complete your studies successfully through programs such as UniMentor. Here first-year students are linked with a more experienced student to help them get the most from their studies and life at university.

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* Based on results from the Graduate Destinations Survey careers.uwa.edu.au/staff/survey/findings
Why study the Diploma of Commerce?

The Diploma of Commerce offers you a number of key advantages that will ensure a smooth transition into UWA.

Guaranteed entry into the UWA Bachelor of Commerce

Once you have successfully completed the Diploma and met all the necessary entry requirements, you are guaranteed a place in the second year of a UWA Bachelor of Commerce.

Here you can choose a maximum of two subject majors from the list below:
- Accounting
- Business Law
- Economics
- Finance
- Human Resource Management
- Marketing
- Management.

This will allow you to specialise in your chosen field and go on to have the career you have always wanted.

Choice of either eight or 12 month study options

The Diploma is available in either an eight or 12 month format, so you can choose the option that best suits you.

Dynamic learning environment

Tutorial class sizes are kept to a maximum of 20 to 25 students which maximises your contact with the teaching staff. Interactive whiteboards are fitted in most classrooms to provide you with an enhanced learning experience.

Access to UWA facilities

As a Diploma of Commerce student, you will be able to access the Reid Library and Student Guild at the main UWA campus.

Equivalent to first year at university

The Diploma of Commerce is accredited as being equivalent to the first year of an undergraduate degree at an Australian university.

World-class education

Teaching at Taylors College is of the highest standard and our qualifications are recognised internationally.

We have over 90 years’ experience in the education industry and have achieved enormous success in preparing students for their university study.
Our Campus  

Taylors College – Perth

Taylors College in Perth is located at UWA’s Claremont site, just three kilometres from the University’s Crawley campus, allowing easy access to the academic and social facilities offered by UWA.

You will benefit greatly by studying at Claremont with its mix of heritage buildings, excellent facilities and spacious grounds. With such a friendly, secure and stimulating study environment, you will be motivated and self-assured in your journey towards a degree from UWA.

The extensive grounds feature sports fields and recreation equipment for you to enjoy with your fellow students.

With the main university grounds close by, you can benefit from regular visits there, where you can use the library and join the Student Guild and sports clubs.

FACILITIES

Our Perth campus includes the following facilities:

1. The historic Claremont Teacher’s College building
2. Modern, well-equipped classrooms complete with interactive whiteboards
3. Computer laboratories, including Media
4. Science laboratories
5. Reference and borrowing library with a 13,000-volume collection including books, journals, newspapers and DVDs
6. Student support and reception area
7. Student common room
8. Sports oval
9. Student café
10. Large open courtyards
11. Bookshop
12. First Aid room
13. Open use prayer room
14. The Hub

“I definitely had a great time studying at Taylors College. The teachers were very supportive and very helpful. I always felt encouraged to do better.”

Millie  
Taylors College student
Diploma of Commerce – Structure

DURATION
- 8 months: 4 units per term
- 12 months: 2-3 units per term
- Each term covers 13 weeks
- Each unit is worth 6 credit points for a total of 48 credit points

CLASS SIZE
- 25 - 30 students

ASSESSMENT
- A combination of coursework assessment and final examinations
To transfer credit to UWA, students must achieve a minimum pass level of 50% in each Diploma of Commerce unit.

COURSE CONTENT
GENERAL UNITS
- Effective Communication
- Introductory Mathematics

SPECIALISATIONS
- Microeconomics
- Macroeconomics or Introduction to Finance
- Business Statistics
- Principles of Management
- Introductory Marketing
- Principles of Accounting

INTAKE DATES

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<tr>
<th>INTAKE</th>
<th>DURATION</th>
<th>TRIMESTER 1</th>
<th>TRIMESTER 2</th>
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<td>MARCH 2014</td>
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<td>OCTOBER 2014</td>
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<td>27/10 – 06/02/15</td>
<td>23/02 – 05/06/15</td>
<td>22/06 – 18/09/15</td>
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UWA BACHELOR OF COMMERCE
The UWA Bachelor of Commerce focuses on the factors that drive economic behaviour at both an individual and organisational level. The course will equip students with the analytical, communication and problem-solving skills to effectively identify issues, source information and find efficient and practical solutions. The course has been tailored in consultation with representatives from leading organisations, ensuring students graduate with an industry-relevant degree. Under UWA’s undergraduate degree structure, students complete at least one major, as well as a number of units designed to broaden their educational experience. A major is an area of specialisation within a degree; the area that a student chooses to focus on for the bulk of their undergraduate studies.

There are seven majors to choose from within the Bachelor of Commerce. Students may also choose a second major from this list. Alternatively a second major or broadening electives, can be selected from the Bachelor of Arts, Bachelor of Design or Bachelor of Science degrees.

Majors in the Bachelor of Commerce degree are:
- Accounting
- Business Law’
- Economics
- Finance
- Human Resource Management
- Management
- Marketing

Students who successfully complete the Diploma of Commerce will receive eight (8) units of credit into a major in the Bachelor of Commerce degree.

*Students will be required to study Introduction to Law (LAWS1104) once they transfer to UWA.
Support

The Diploma of Commerce is the ideal program if you require more individual support and attention in your academic studies. Our aim is for you to graduate from the Diploma and enter UWA as a confident, capable and independent thinker who is prepared for the challenges ahead.

We do this through:
• Tertiary advisors: Our advisors monitor your progress carefully, and you will receive a report at the end of each term to ensure you are on track to achieve your academic goals.
• Orientation program: In week one you will take part in our orientation program where you will receive more information on the Diploma and also get the opportunity to meet our teaching staff.
• Dedicated support staff: Your welfare will always be our highest priority. Our support staff provide care for all our students and will assist you with career counselling, accommodation options and on-campus health care.

The teachers at Taylors are always professional, providing an environment within the classrooms that allow students to feel comfortable learning and studying.”

David
Taylors College Student
TAYLORS DIPLOMA OF COMMERCE STUDENTS CAN HAVE ACCESS TO FEE-HELP, A GOVERNMENT FINANCIAL ASSISTANCE SCHEME THAT ALLOWS STUDENTS TO DEFER TUITION FEES. ELIGIBILITY CRITERIA APPLY FOR ACCESS TO FEE-HELP.

On transfer to University students may be eligible to enrol in a HECS-HELP place at the University, however this is not guaranteed and students should confirm their eligibility with the University directly.
Accommodation

THE NEW AND IMPROVED UNIVERSITY HALL (FORMERLY CURRIE HALL) OFFERS A UNIQUE, INDEPENDENT AND SUPERVISED COLLEGE LIFESTYLE ON THE UNIVERSITY OF WESTERN AUSTRALIA’S DOORSTEP.

UNIVERSITY HALL*

University Hall is UWA’s own residential college, located directly opposite the main UWA campus.

The Hall offers single, non-ensuite rooms with internet and telephone connections. Meals are provided daily with all dietary needs catered for, including halal and vegetarian.

For University Hall prices and to apply online, visit unihall.uwa.edu.au.

* Previously Currie Hall, renamed University Hall from 2013.
Terms and Conditions

We will ask you to agree to these Terms and Conditions when you accept an offer for admission.

I (which expression includes the parent/guardian who has agreed thereby to apply to enrol in the course, or the student who is commencing at the campus indicated on the Application for Admission). I agree to abide by the following terms and conditions of enrolment:

1. I agree that it is a condition of my enrolment that I achieve the academic requirements for the course selected at a rate that will enable me to complete the course in the nominated duration.

2. I agree that I am required to use my best endeavours to meet the requirements of the course selected and to comply with the rules and regulations of the College. I understand that if I breach any of the College’s rules or my behaviour is deemed unacceptable by the College, my subsequent receipt and return of the Application for Admission form (‘the Application’) and my subsequent receipt and return of the Contract of Enrolment (‘the Contract’) and further I agree to abide by the terms and conditions of enrolment.

3. I agree that all lessons and any related material supplied by the College are copyright, remain the property of the College and must be returned to the College on completion of the course. I understand that any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).

4. I agree that I am responsible for my own books, equipment and personal items. I hereby release, indemnify and hold harmless the College against all liability for any loss or damage to such items, however caused except where liability is expressly imposed by law.

5. I agree to be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course.

6. I agree that the College is hereby authorised to obtain medical treatment for myself should such action be deemed necessary by the College or a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatever nature howsoever occasioned as a result of authorising and arranging such emergency medical treatment.

7. Course fee does not include the cost of textbooks; I agree to be responsible for fees required by the College.

8. I agree to advise the College of any change of my address and/or contact details while I am enrolled in any course.

9. Taylors College maintains a Privacy and Personal Information Policy which can be viewed at taylorscollege.edu.au. This policy explains to students how their personal information, as well as parents/guardians, agents and others will be collected, used and disclosed by the College (including academic progress and attendance information concerning my performance at the College). The College agrees to refund within 4 weeks of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), the tuition fees paid in excess of the amounts to be retained as agreed and as detailed below:

   a) If written notice is received 4 weeks or more before the start date of the course, then a non-refundable amount equivalent to 30% of the tuition fee of the course or first course within a package of courses shall be applicable.

   b) If written notice is received less than 4 weeks before the start date of the course, then a non-refundable amount equivalent to 50% of the tuition fee of the course or first course within a package of courses shall be applicable.

   c) If written notice is received on or after the start date of the course, then any monies paid in relation to other courses within that package that have not yet been commenced will be refunded subject to Clause 6a or 6b above.

10. In the unlikely event that Taylors College is unable to deliver your course in full, you will be offered a refund of the unused portion of prepaid tuition fees. The refund will be paid to you within fourteen days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course or program at no extra cost. You have the right to choose whether you would prefer a refund of the unused portion of prepaid tuition fees, or to accept a place in another course. If you choose placement in another course, you will be asked to sign a document to indicate acceptance the placement. If the College is unable to provide a refund or place you in a suitable alternative course, the Australian Students’ Tuition Assurance Scheme (ASTAS) will assist you to find a suitable alternative course at no extra cost.

11. CANCELLATION AND REFUND POLICY – STUDENTS IN NON-FEE-HELP ELIGIBLE COURSES

   a. I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge that I agree to ensure that tuition fees may fault from time to time. I understand that a late payment of AU$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment. I also understand that if my tuition fees may result in my enrolment being cancelled.

   b. I understand that if after commencing the course, I discontinue my program before completion, I may remain liable to pay the full course tuition fees and any other costs, expenses or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors’ costs.

   c. All notifications of withdrawal from a course or requests for refunds must be made in writing to the Campus Director of Studies.

   d. Enrolment fees are non-refundable.

   e. Where a student’s course of study is terminated for a serious breach of the College rules there will be no refund of any monies paid.

   f. The College agrees to refund within 4 weeks of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), the tuition fees paid in excess of the amounts to be retained as agreed and as detailed below:

      a) If written notice is received 4 weeks or more before the start date of the course, then a non-refundable amount equivalent to 30% of the tuition fee of the course or first course within a package of courses shall be applicable.

      b) If written notice is received less than 4 weeks before the start date of the course, then a non-refundable amount equivalent to 50% of the tuition fee of the course or first course within a package of courses shall be applicable.

      c) If written notice is received on or after the start date of the course, then any monies paid in relation to other courses within that package that have not yet been commenced will be refunded subject to Clauses 6a or 6b above.

12. I understand that a Code of Conduct, Attendance and Discipline Services are in place to facilitate the resolution of the dispute. All full details are published on the website taylorscollege.edu.au/college-policies.aspx.

A summary of the internal grievance procedures

1. Code of Conduct, Attendance and Discipline

   a. Students are expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of the College. Disiplinary procedures will be applied in the event of a breach of these rules. All members of staff are expected to apply these rules uniformly and rules fairly and without favour, but if a student considers that this has not been done the student may refer the matter to the Grievance Counsellor. If the student is dissatisfied with the Grievance Counsellor’s decision, he/she may lodge a formal appeal. The appeal will be considered by the following with the College (including academic progress and attendance information) to any person who may lawfully require that information, including parents/guardians and potential employers. If I do not agree, I must advise the College in writing.

13. Complaints and Appeals procedure

   a. Matters relating to the interpretation of the Contract, or the payment or refund of monies, are stated clearly within this document. Any queries relating to course fees and/or any other charges payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Campus Student Services Manager.

2. Student Grievance Policy – All students

   a. In the event of a dispute between an individual student and the College, procedures are in place to facilitate the resolution of the dispute. If the student remains dissatisfied with the outcome, they may seek an independent review through the Australian Council for Private Education and Training (ACPET).

   b. A student may apply to the Administrative Appeals Tribunal (AAT) for a review of a decision in relation to the FEE-HELP balance. He/she may have to pay an application fee, it depends on the circumstances. The application cannot proceed until the application fee has either been paid or waived. (The application fee is refunded when the review is completed if the student is entitled to it.) Further information about the Administrative Appeals Tribunal, including the required application forms and current fees, can be obtained from their website at aat.gov.au.

CREDIT CARD PAYMENTS

Visa, MasterCard and American Express will attract a 2% surcharge.

PUBLICITY

Students and their parents or guardians agree that the student’s photograph, video footage, details and achievements may be used for promotional purposes without written consent or notification. If you do not agree, please advise the College in writing.

CHANGES TO ARRANGEMENTS

After course commencement, the College reserves the right to charge an Adjustment Fee of AU$150 each time course details for a non-FEE-HELP eligible course are changed after a place has been confirmed. This fee will not apply to changes for extended courses or to single subject courses.

SERVICES

The College reserves the right to change the particulars of services, including changes to prices, courses, facilities, dates and locations of programs where circumstances beyond the College’s control necessitate such changes or where the level of enrolments does not meet the minimum numbers required to operate a course viable.

2. Service and Academic Programs

   a. In the event of a student’s non-compliance concerning the quality of the service or teaching provided by the College, the student will report the matter to a person in a position of authority within the College. The complaint may either be dealt with by that person, or referred to the Grievance Counsellor where the Complaints and Appeals procedure will be followed.

3. Contractual and Financial Issues

   a. Matters relating to the interpretation of the Contract, or the payment or refund of monies, are stated clearly within this document. Any queries relating to course fees and/or any other charges payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Campus Student Services Manager.
How to apply

Entry requirements

**ACADEMIC ENTRY REQUIREMENTS**
- Year 12 – ATAR – 70 pass in relevant academic subjects
- Satisfactory completion of a Tertiary Preparation Program (Certificate IV or above)
- Successful completion of a TAFE or other nationally recognised Certificate IV qualification in any discipline
- Mature age entry (21) with minimum 12 months relevant employment experience

The grades listed above are a guide to the entry level required. Every application is carefully considered and the academic assessment is based on our many years of experience in assisting students.

**RECOGNITION OF PRIOR LEARNING (RPL)**

The college recognises relevant prior learning in the form of post-secondary study at diploma level or above and in the form of practical/professional work experience.

RPL submissions may be considered as part of – and at the same time as – the larger college application process. In the case of undergraduate award courses, to qualify a student must normally complete a minimum of (the equivalent of) 50% of the award course at the college.

For further arrangements about RPL and credit arrangements, please refer to the Academic Board Coursework Rules, available in the Policies and Procedures.

**MATURE AGE ENTRY**

To meet mature age entry requirements applicants must be at least 21 years old. Past academic or work experience may be considered.

Applicants seeking entry to the program based on work experience must submit a CV showing past work experience. Applicants should have at least two years of relevant work experience and provide at least two business referees to verify employment and the tasks undertaken.
Quality education worldwide
Taylors College is part of Study Group, a quality global education provider that invests in students’ futures and enhances their prospects by focusing as much on the way they learn as the qualifications they achieve.

Study Group provides:
• Higher Education
• Career Education
• English Language

Visit studygroup.com

Corporate Social Responsibility
As a global education provider Study Group seeks to make a difference by funding the construction of schools in disadvantaged communities. Through our charity Building Futures, Study Group works to identify those communities where the building of a school will contribute to the preservation of the social structure for future generations.

Study Group also recognises its responsibility towards protection of the environment and fosters among its staff, suppliers, customers, shareholders and local communities an understanding of environmental issues in the context of its business. Our collective task is to ensure that we continually improve the environmental impact of our global activities.

CONTACT
Admissions Centre
Level 8, 97-99 Bathurst Street
Sydney NSW 2000, Australia
T 02 8263 1888
F 02 9267 0531
E taylorsadmissions@studygroup.com

Perth Campus
UWA Claremont
Cnr Goldsworthy & Princess Roads
Perth WA 6010, Australia
T 08 6462 1300
F 08 6462 1301
E taylonsadmissions@studygroup.com

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All information contained in this brochure current as at August 2013.