



Bedford College

Skills for Life!



Business

- > Administration
- > Event Management
- > Human Resources
- > Legal Services
- > Management
- > Marketing
- > Executive Secretarial/PA



Established in 1944, Bedford College is a well-respected Registered Training Organisation with a long-standing reputation for training excellence in a caring, friendly environment. The College places importance on attitude, respect, acceptance, tolerance, honesty and a belief that every person can achieve their personal best if they are provided with the right opportunities.

Did you know that business is the largest cross-industry sector in the world today? In Australia alone, the number of workers employed in business exceeds 1.3 million which is approximately 16% of the entire workforce.

Business is perhaps one of areas of employment where demand for workers exceeds supply. In other words, there are more jobs available for business workers than there are people to fill them.

Employment opportunities for business workers include:

- | | |
|--------------------------------|------------------------------------|
| > Advertising Executive | > Retail |
| > Administration Assistant | > Sales/Marketing Exec |
| > Accounting/Financial Officer | > Small Business Manager/
Owner |
| > Banking officer | > Television/Media |
| > Communications | > Travel |
| > Entertainment Industry | > And many others |
| > Events Manager/Coordinator | |

Bedford Offers the following Business Courses:

- | | |
|---|----------|
| > Diploma of Business (BSB50207)
(Articulates into University) | 40 weeks |
| > Cert IV in Business (BSB40207) | 30 weeks |
| > Cert III in Business (BSB30107) | 20 weeks |

Enrolment

- Satisfactory completion of the School Certificate (Year 10)
- No UAI score is required
- Enrolment numbers are limited to 120 students per year and places are offered on a 'First Come First Served' basis

Small Class Sizes

The College is committed to training in small groups and class sizes are therefore limited in numbers – this allows teachers to provide individualised attention to every student.

Free Optional Study Period

For students who need a little extra tuition or revision, we offer an optional 1 hour Study Period from 3.00pm-4.00pm each day. Teaching staff are available to work with students during these times and the extra periods can provide up to 4 hours of private tuition every week.

Award Winning College

Over the years, Bedford College has won many national awards and in 2007 became a finalist in the Department of Education's NSW Small Training Provider of the year awards.

Technology

Our three computer laboratories house the most up-to-date computers and resources available today. Each student has their own 'roaming profile' on the network and each has his/her own college email address.

Course Structure and Hours

Business Students attend College from Monday to Thursday from 9.00am to 3.00pm and an additional one day each week (or equivalent) is spent in the Bedford Online Classroom.

We believe that this course structure is the most beneficial for our students as it provides a more relaxed and flexible learning option.

Bedford Online

Today's student is much more computer savvy than previous generations and Online Learning has become commonplace in many training organisations.

Bedford College first implemented Bedford Online Classrooms several years ago; and over the years it has been developed to become a highly successful and very popular supplement to our training practices. Using Bedford Online, students can access classes outside normal college hours where they may revise work, chat and email trainers and other students, collect and lodge assignments, check diary dates, participate in forums, download notes, link to websites, etc. etc.

Business Diploma and Certificate Courses

Teaching Staff

The Teaching Staff at Bedford are the backbone of the College and we are proud of our ability to recruit and retain high-calibre teachers who are industry trained professionals dedicated to assisting students to achieve their personal best results.

Employment Options

All the training in the world is of little use unless graduates are able to put that training into practice in the workplace. Obviously, no college can absolutely guarantee that every graduate will get a job however; virtually 100% of Bedford Graduates have obtained satisfying, well-paid employment on completion of their college course (some are employed even before their course is completed). And many of these employment positions have come directly through the College.

Did you know that statistics show that 70% of jobs are never advertised? How then do job seekers hear about available jobs? At Bedford, our graduates enjoy the benefits of graduating from a well-established, reputable training college with strong industry links.

Many organisations - both large and small - contact the College when an employment position becomes available. It's then the job of our Work Placement Officer to liaise with the organisation, assess their needs and coordinate interviews between the employer and suitable Bedford candidates.

Work Placement

Bedford Business Diploma students undertake 35 hours of work placement during week 30 of the course. This is the time that students can show off their skills and demonstrate their capabilities to a prospective employer. Many past students have obtained a job offer on completion of this work placement period.

University Pathways

On completion of their course, many Bedford Graduates choose to further their studies at higher education level. We are pleased to be able to provide pathways whereby graduates articulate into a degree program (with considerable credit points) at a number of leading universities. Many university programs are flexible and can be undertaken full-time on campus or part-time whilst working. It's true to say that there are Bedford Graduates currently studying in almost every university in New South Wales.

Fully Accredited Courses

Bedford College is a Registered Training Organisation (RTO) registered through VETAB in NSW. All our courses are fully accredited and recognised by industry and other education institutions throughout Australia. This means that the qualification you receive at Bedford is portable should you wish to advance your studies later.

VET FEE-HELP

What is VET FEE-HELP?

VET FEE-HELP is an income contingent loan scheme for the vocational education and training (VET) sector that is part of the Higher Education Loan Program (HELP). Offered by the Australian Government - and previously only available to students in the higher education/university sector - the loan assists eligible, full-fee-paying students to pay for all or part of their tuition fees.

Students may only access VET FEE-HELP from approved VET providers such as Bedford College; the courses must be nationally recognised and accredited and have significant credit transfer arrangements to a Bachelor degree with a higher education (HEP) provider. The Diploma programs at Bedford College fulfil these criteria.

How does it work?

The Australian Government pays the full amount of the tuition fees for the course directly to Bedford College, and you repay the loan through the tax system via compulsory and/or voluntary contributions once you are working.

For more information on VET FEE-HELP, follow this link on the Bedford Website or go to www.deewr.gov.au/vetfeehelp.

Flexible Payment Plans

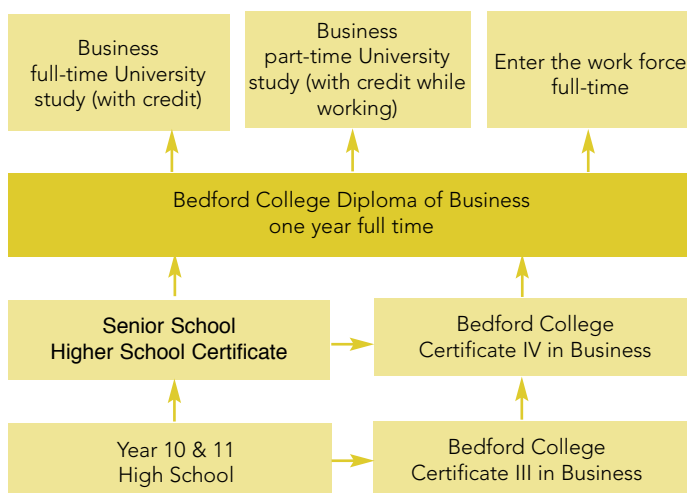
The College offers a series of payment options for students unable to pay the cost of the course in full. A Direct Debit facility is available for those who prefer to pay the college fees by installments.

Commonwealth Benefits are Available

Austudy/Abstudy Benefits are available to eligible applicants, more information is available through Centrelink on 13 2490.

Accommodation

We are able to provide accommodation advice to country students or those living away from home during the period of your study. *(Please contact the College for details).*





"Leaving school before completing my HSC was probably the hardest decision I have ever made. The first day I arrived at Bedford, I was really impressed by the friendly atmosphere and the impressive surroundings and when I decided to attend, I felt confident that I had made the right decision.

The year I spent at Bedford was a new and challenging experience for me. The skills and knowledge I received helped me to get into university afterwards and I am now on my way to a university degree. Not only is Bedford theory based, but it's practical as well which enabled me to learn a lot about the workplace and its environment.

The thing I liked most about Bedford was the fact that the classes were small which helped me to understand and learn quicker. The teachers were very supportive and encouraging and they are genuinely passionate about what they do. The way they teach the students really does ensure we achieve our best and to gain our qualification. It also helped that I undertook my course with some of the most enthusiastic, friendly and outgoing people.

2007 was one of the most exciting years in my life. You might think right now, it would be really stressful to gain all the knowledge and skills within one year. Well, you're wrong. I would recommend anyone to attend Bedford College. Just Remember – have fun, gain friendship and enjoy your studies."

Ming Fan (Business Graduate)



"After completing my HSC I was unsure in what I wanted to accomplish for the next few years in my life and what type of career I wanted to pursue as I was very hesitant in studying for a long period of time. This is how Bedford College stood out to me from the rest.

Bedford gave me an effortless transition from high school to college life. I loved how it was a one year course that provided me with firm training and has allowed me to develop skills within the workforce. I also appreciated how the teachers were willing to help out every step of the way that encouraged me to strive to the best of my ability.

Bedford offered me a vast variety of opportunities that have opened many doors for me. It has given me the best opportunity as I am now working as a secretary to a partner and a lawyer at Sparke Helmore Lawyers, one of Australia's top tier law firms.

I completed my Diploma of Business on a very high note, meeting wonderful life-long friends that I will have for many years to come. All up, when I think about my year at Bedford College, I am sad to see it gone, but pleased with what it has given me today!"

Jessica Ralevski (Business Graduate)

Bedford College

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