



Established in 1944, Bedford Business College is a small, non-denominational, Christian college with a long-standing reputation for 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.

Bedford Business College offers Certificate and Diploma courses in:

BUSINESS (Administration, Finance, Legal Services, Management, Marketing, Executive Secretarial, Human Resources, e-Business) *and* **CHILD CARE**

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 to 20 students – this allows teachers to provide individualised attention to every student.

Free Optional Study Period

The College offers a 30 minute Study Period from 3.30pm - 4.00pm each day (optional). Teaching staff are available during this period which can provide students with up to 2.5 hours of private tuition every week.

Scholarships

The College offers a number of scholarships each year which cover either the full cost or part cost of the tuition fees. The assessment is made up of a General Knowledge Test, a Language, Literacy and Numeracy test, and a short essay. The total time allocated is approx 80 minutes. Scholarships are awarded on academic merit with the top ten achievers being interviewed for final selection.

Award Winning College

Bedford business students undertake external examinations carried out by the Commercial Education Society of Australia (CESA). This allows us to assess the ability of our students against students from other colleges. Bedford Students are presented year after year with many CESA Awards at the annual CESA Awards Evening.

Technology

Our three computer laboratories house the most up-to-date computers and resources available today. All students have their own 'roaming profile' on the network and all are provided with an email address for their own use at College.

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.

Interview Preparation

Bedford Graduates are well prepared for the interview process having completed extensive training in employment/interview techniques including role playing, video training and teacher and peer feedback.

This means that they undertake the interview process with confidence; knowing what questions to ask, how to respond to interview questions, wearing the correct attire, presenting the right attitude, and carrying a professional résumé.

Work Experience

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 show a prospective employer just what they can do. Many past students have obtained a job offer on completion of this work placement period.

Child Care students will undertake work experience one day per week.

University Pathways

Many students choose to undertake further study on completion of their Bedford course, and we are pleased to be able to offer our graduates this opportunity. Bedford Business College has a formal articulation agreement with the University Of New England (UNE) which provides Business Diploma Graduates with automatic entry (with credit) into a B.Com degree. The degree may be undertaken either:

- Full-time on campus or
- Part-time online – whilst working full-time.

Entry into other degrees and/or other universities is also possible on a case-by-case basis.

Child Care Diploma Graduates may also choose to undertake further study and may do so by applying to those universities offering degrees in Early Childhood.

Fully Accredited Courses

Bedford Business 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.

Student Deferred Loan (SDL)

For students who cannot initially afford the cost of a training course, a Student Deferred Loan may be the answer. Bedford Business College and the National Australia Bank have an arrangement that makes available a loan specifically tailored for full-time students.

Study Now Pay Later

The Student Deferred Loan is different from other bank loans because it allows you to borrow the money now, when you need it most, and pay it back later when you have completed your course and are working.

If you wish you can save interest by making repayments before completing the course, or you may prefer to extend the repayments up to a period of five years.

An Investment in Your Future

You might say that this is the best investment that you will ever make and it could be described as *An Investment in Your Future*. The Student Deferred Loan can help provide the peace of mind you need to concentrate on your studies.

Eligibility

- You must be at least 18 years of age
- You must be an Australian Citizen or Permanent Resident
- You will need someone to guarantee the loan (e.g. a parent or guardian)
- You will need a Confirmation of Enrolment letter from Bedford Business College.

For further details or to obtain an Application Form for Student Deferred Loan, please contact the College.

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 instalments.

Commonwealth Benefits are Available

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

Accommodation

For those students who are unable to live at home whilst studying, we are able to assist with accommodation advice, costs, etc.