



STERLING BUSINESS COLLEGE

First Class Vocational Training



Accredited and Registered by Australian
and Western Australian Authorities

Welcome to Sterling Business College



Sterling Business College is a medium sized college located in the heart of Perth, the lively multi-cultural capital city of Australia's largest state, Western Australia. Perth is famous for its magnificent white sand beaches and easygoing outdoor lifestyle.

It is the perfect place to combine study and leisure.

Our courses range in duration from nine weeks up to two years. By completing any of our programs, students gain valuable industry training which will broaden their career opportunities. Graduates of our Diploma programs receive up to one year's advanced standing at most Australian universities.

We offer instruction by fully qualified lecturers with extensive industry experience as operators and trainers. They will provide the tuition and guidance that you need to attain the competencies required, to be awarded a Nationally Recognised qualification.

We have an exciting nationality mix with students from all over the world, including Australian students.

Student welfare is our top priority. We believe that a good study environment and interesting activities are essential ingredients of a memorable, enjoyable and satisfying experience in Perth.

A handwritten signature in black ink, appearing to read 'Janelle Dawson'. The signature is fluid and cursive, with a large initial 'J' and 'D'.

Janelle Dawson

MBus, GradDipEdAdmin, BMusEd, Cert IV TAA,
AMusA, AFAIM, FAICD

Principal

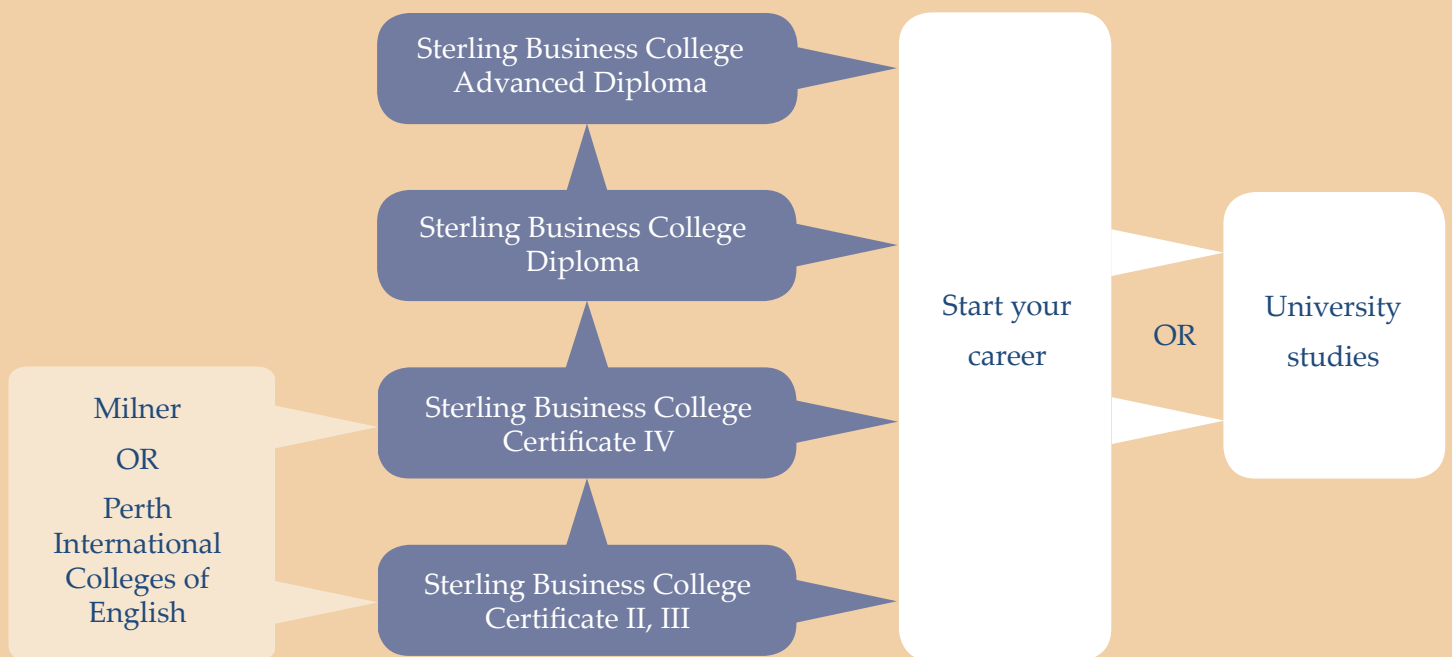
Perth – clean, safe and friendly

Students can get active and enjoy the sunshine, natural parklands and beach lifestyle of Perth, one of the country's most beautiful cities and the capital of Western Australia. The weather is fantastic, the beaches are clean and uncrowded. Perth boasts more sunny days per year than any other Australian capital city. The warm sun and temperate climate is conducive to the outdoor lifestyle.

Image supplied courtesy Tourism Western Australia



Pathways



Course Accreditation

Sterling Business College is a Registered Training Organisation offering Nationally Recognised Training. The qualifications issued by Sterling Business College are accepted throughout Australia.

Academic Requirements

Certificate II and III Level

Students must have completed 10 years of schooling or equivalent.

Certificate IV, Diploma and Advanced Diploma Level

Students must have completed 12 years of schooling or have a Certificate III qualification, or equivalent.

Assessment Methods

A variety of assessment methods are used, which include on or off the job assessment, practical demonstrations, case study analysis and projects.

Progression to University

Graduates of all Sterling Business College Diploma programs will receive up to one year's advanced standing at most Australian universities.

English preparation

(For students with English as a second language)

Milner and Perth International Colleges of English link with Sterling Business College to ensure international students move with ease from English Language study into vocational courses.

- Industry focused and well qualified lecturers
- Spacious and well resourced classrooms
- Free access to the internet

"I have been studying at Sterling Business College for more than a year and I have completed the Diploma of Business (Marketing) course.

This qualification helped me to find a good job in Australia as a Retail Manager and at the moment I'm applying for a long stay business visa to be able to live and work in Australia.

I have developed a big interest and passion in Marketing thanks to the qualified staff at Sterling Business College."

Ivana from Slovak Republic

Course Descriptions



Image supplied courtesy Tourism Western Australia

Business and Management

The business and management industry continuously changes with the introduction of new theories and management techniques to improve a business and staff performance.

Our many business courses give students a great start to a career in the business field. Students will be provided with a range of administrative, recruiting, business communication and marketing skills. Students will have a firm grasp of business essentials and the confidence to undertake a variety of entry level roles in a range of industries.

Sterling Business College Management qualifications reflect the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically, people in these roles will have considerable experience in their respective industries or vocational areas, and couple an informed perspective of the specific work requirements with their managerial approaches.

Marketing

Sterling Business College Marketing courses promote a thorough understanding of the key components of the marketing mix (pricing, promotion, product, people and place) in both the services and commercial product areas. Students will learn to understand and manage the important interface with customers. Marketing is applicable to firms of any size in the manufacturing and service sectors, and to government agencies and non-profit organisations.

Graphic Design

Graphic Design is a creative process that combines art and technology to communicate ideas. Through a combination of design theory, free-hand and computerised design skills, students will develop key graphics and desktop publishing skills.

At Sterling Business College, graphic design students work with drawn, painted, photographed, or computer-generated images, and they also design with various typefaces as seen in movie credits, TV ads, books, magazines, menus and even on computer screens. For those who love to be creative and follow their dream, this is a perfect choice.

Travel & Tourism

Students learn about the world's best travel destinations, how to get there, where to stay, different currencies, the sights and places not to be missed. They learn about cultures, foods, transportation – everything needed to help clients make the right destination choice. An understanding of Agency operations and general office and computing skills, will equip students with the fundamental knowledge and skills for working in any office environment. Students learn how to construct fares manually, as well as how to access and use Sabre, an online Computerised Reservation System, for ticketing, car hire, accommodation and tours throughout the world.

"I use the skills I learned at the College every day at work, especially those in 'Customer Service' and 'Teaching Skills' classes. I thank you all for that because I really can see the benefit of the classes I took on a daily basis and these will certainly help me with my career."

Sonia from Switzerland

"I'm definitely staying in Graphic Design field. I am employed in a Graphic Agency and am very happy. I am also thinking about opening my own studio! I often remember how wonderful it was to study at your college. They were happy times."

Lucas from Poland

Course Descriptions

Childcare

Students learn everything they need to know about child development to be able to provide quality, professional care to children aged 0 – 12 years. Students learn to adapt to the ever-changing needs of individuals and families in a culturally sensitive way. Skills are acquired to provide a positive nurturing environment, offering programs that challenge children to develop their intellectual, physical and social skills.

Students are able to supplement the theory provided by the trainers with an ongoing practical work placement.

Education Support

Students are trained in the practical skills and knowledge to assist the teaching staff in schools and provide care and supervision for children from 3 – 15 years. While on placement in an educational environment, students learn how to assist with planned education programs, as well as contribute to the safety and health of students and support students with additional needs. Students will also learn how to work with children and young people at risk of harm, working effectively within the culturally diverse environment.

Please note that this program is only available to applicants with demonstrated superior English skills.

Community Services

Community Services is an interesting industry with a range of different services that help to meet the social needs of the community. It is based on the tradition of social welfare, which integrates and applies knowledge from a range of related discipline areas such as sociology, applied psychology, social work and counselling.

Students gain specialist communication, and client support and interventions skills, needed to work as a case worker, community support worker, and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

Office Administration

Office Administration students study the essential skills required in every office environment.

Keyboarding speed and accuracy, a variety of software packages, including word processing, database, spreadsheets and electronic presentations is covered.

A knowledge of general office techniques, reception and telephone handling skills and customer service, give the students the skills required to undertake entry level positions in reception and front desk, and with experience, to proceed to positions as personal assistants and office managers.

Office administration staff are a vital part of any business.



"While I was job hunting, I experienced many interviews with different companies and everyone was interested in my studies at your College. It definitely made my CV look better and more professional. I know my studies helped me to find the job I really wanted."

Michala from Slovakia

"I am so happy to be studying here."

Ceren from Turkey

"Friendly staff, good location."

Gui from Brazil

"I made a good choice coming to this college – I have learnt a lot and had a good time."

Gemma from England

Support Services

Accommodation and Airport Pickup

Provided prior arrangement has been made, international students can be picked up from the airport by a representative of Sterling Business College. We understand the importance of students from overseas having comfortable and secure living arrangements within easy reach of the campus, and can provide advice on the following accommodation alternatives:

- Homestay, where students live with a local family
- Rented accommodation, such as apartments or houses
- Temporary short-term accommodation in hostels, dormitories and apartments

Counselling

Sterling Business College provides counselling and pastoral care to students in the following areas:

- Personal, emotional and cultural issues
- Study skills
- Education information
- Applications for further study
- Information on student visas, student health cover and international students' obligations with respect to immigration requirements

Cost of Living

Students should budget around \$300 per week to live in Perth. This budget does not include tuition fees, running a car, or travel. Families would need considerably more per week if school fees and childcare costs are required.

Overseas Student Health Cover

As a condition of obtaining a student visa to study in Australia, international students are required to pay a health insurance fee known as Overseas Student Health Cover (OSHC). Assistance is provided to ensure that students meet membership requirements. OSHC does not, however, cover such items as ambulance services, dental, optometrist or other specialist services, which may be insured separately, at the discretion of the student.

Orientation

A comprehensive orientation program is held for international students before the commencement of their course. Assistance is provided in areas such as:

- Familiarisation with the College policies and procedures, and student facilities
- Meeting staff
- Transport information
- Overseas Student Health Cover
- Any other assistance as required to enable students to settle into Perth and their study

Transport

Sterling's central location makes it easily accessible by bus and train. In addition, Sterling Business College is located in the Free Transit Zone. Passengers can travel within the city boundaries on any bus or train for free, as often as they want.

Activities

Cultural activities, guest speakers and study excursions are all part of the Sterling Business College experience.

Student Recreation Area

Our student recreation area is a place for students to relax during study breaks. Vending machines and basic kitchen facilities are provided. There are cafés nearby to provide for a variety of tastes and budgets.

There is also free internet access for students in the student recreation area.

Dependants

International students are required to pay full fees at a government or non-government school for any school-aged dependants they bring to Australia.

Image supplied courtesy Tourism Western Australia



"Everyone is friendly, including teachers and class mates."

Kumiko from Japan

Support Services

Course Progression Policy

Students are required to attend all lessons, classes, tests and assessments during the course and abide by the rules and regulations of the College.

International students studying at Sterling Business College are required to achieve satisfactory course progress and maintain satisfactory class participation, in order to successfully complete their program within the expected duration of study.

The National Code 2007, Standard 10, requires Sterling Business College to monitor, record and assess the course progress of international students for the duration of their enrolment.

Accordingly, Sterling Business College has chosen to implement the DEEWR-DIAC Course Progress Policy and Procedure to monitor academic progress.

Sterling Business College will monitor the academic progress of international students throughout their study period, based on the successful completion of assessment items and/or required class participation. If an international student is identified as 'at risk' of not achieving satisfactory course progress, Sterling Business College will implement an Intervention Strategy to provide the student with academic support and assistance.

An Intervention Strategy is an individual plan developed by the Principal in consultation with the international student. The primary purpose of an Intervention Strategy is to provide specific assistance and/or advice to address the issues preventing the student from achieving competency.

Employment

Under student visa regulations, international students can work for up to 20 hours per week in part-time or casual employment, and full-time during gazetted vacation periods. A part-time job must not interfere with the study course, as study is the number one priority. Employment is not designed to subsidise the course or living costs. Students should also check the immigration website for information on the work rights of any dependants, ie spouse and children.

English Language Proficiency

International students are required to provide evidence of their English Language Proficiency. An IELTS score of 5.5 or equivalent is the minimum entry level.

Refund Policy

Sterling has a refund policy that is fair and equitable and in accordance with Government requirements. This policy is shown on the Student Application Form.

Academic Year

Sterling Business College has four principle intakes a year; in February, April/May, July and October.

Conditions of Enrolment

Sterling Business College may vary such conditions of enrolment as may be necessary to comply with Commonwealth and State legislation.

Study Contract

The study contract between the student and Sterling Business College is governed by Commonwealth and State legislation.



Image supplied courtesy Tourism Western Australia

"With this letter I would like to thank you and all the staff for creating in the college a friendly and caring environment. What I found was a sensitive team of people, aware of the difficulties international students have when they arrive to Australia and willing to help in resolving even the most delicate issues. My belief is that your major quality is the humanity that you transfer in all the college activities, something very difficult to find. Thank you."

Sandra from Italy

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NATIONAL PROVIDER CODE: 2417



*Proud member of the Western Australian
Private Education and Training Industry Association
(WAPETIA)*

Representative