

Centre for Customs & Excise Studies

Knowledge Beyond Borders



Vocational Course Guide

Develop International Skills for Your Future



**NATIONALLY RECOGNISED
TRAINING**

VET Provider No. 40853

Endorsed by:



www.customscentre.com



Advanced Diploma of International Business Management

VET52736WA

Course Overview

The Advanced Diploma of International Business Management is designed to provide education and training in the field of international business administration and management. The structure provides an articulated learning pathway that ensures that students gain practical skills and knowledge of procedures associated with international business. Generalist skills in the management of both internal and external relationships, which underpins all practice in international business, are also studied.

In the final unit students are required to demonstrate their capacity to integrate the knowledge and skills gained by the preparation and completion of an international market entry plan. The course has been designed and developed by Australian professionals in their field. It is recognised as an advanced qualification within the industry and endorsed by the Australian Institute of Export (AIEEX).

Course Structure

The course has a unit structure that allows for flexible entry, progress and exit. This nested program structure allows the student to develop the necessary knowledge and skills to function as a senior manager in an international business. The Advanced Diploma of International Business Management can be completed in 12 months of full time study or two years of part time study via e-learning.

“It is the only vocational course of its type in Australia and comes with the full endorsement of the Export Council of Australia – the peak body representing exporters in Australia.”

CODE	UNIT	HOURS	PRE-REQUISITES
ADIBM601	Manage International Trade Documentation Procedures	80	Entry Requirements
ADIBM602	Apply Management Principles to International Business	80	Entry Requirements
ADIBM603	Evaluate International Trade Economics	80	Entry Requirements
ADIBM604	Apply International Trade Law Legislation	80	Entry Requirements
ADIBM605	Evaluate International Trade Financial Risk	80	Entry Requirements
ADIBM606	Apply Market Research Techniques to International Marketing	80	Entry Requirements
ADIBM607	Evaluate International Business Strategy Concepts	80	Entry Requirements
ADIBM608	Develop an International Market Entry Plan	80	Entry Requirements
	TOTAL HOURS for Advanced Diploma	640	

Core Units

ADIBM601 Manage International Trade Documentation Procedures

This unit describes the skills and knowledge required to manage the preparation of international trade documentation. The purpose of this unit is to provide individuals who are responsible for managing international trade documentation procedures in an organisation with skills and knowledge in the following:

- identify and use INCOTERMS correctly in documentation of imports and exports,
- calculate all costs associated with international commercial transaction,
- identify the flow and main features of documentation used in international trade, and
- prepare the most commonly used documentation associated with international trade.

ADIBM603 Evaluate International Trade Economies

This unit describes the skills and knowledge required for evaluating international trade economics. It aims to provide individuals who are responsible for evaluating international trade economics with the skills and knowledge in the following:

- analytical frameworks for examining international trade economic issues,
- assessing government trade policy options and their impact on a firm's international trade, and
- understanding the fundamentals of the international monetary system.

ADIBM605 Evaluate International Trade Finance Risk

This unit describes the skills and knowledge required for evaluating international trade risk. The purpose of the unit is to provide individuals who are responsible for evaluating international trade risk in an organisation with skills and knowledge in the following:

- Evaluate foreign exchange risk in international business transactions
- Identify short term options in the financing of international trade,
- Appraise foreign investment opportunities, and
- Identify and evaluate country and political risk.

ADIBM607 Evaluate International Business Strategy Concepts

This unit describes the skills and knowledge required for evaluating international business management strategy concepts. The purpose of the unit is to provide individuals who are responsible for evaluating international business management strategy concepts with the skills and knowledge in the following:

- The benefits for a business in developing an international management strategy
- the impact on a business's resources and capabilities when developing an international business strategy
- the value of the implementation and control process.

Successful completion of the Advanced Diploma of International Business Management will provide credit towards the proposed Export Council of Australia Certified Trade Professional (CTP).

ADIBM602 Apply Management Principles to International Business

This unit describes the skills and knowledge required to manage an international business. The purpose of this unit is to provide individuals who are responsible for managing an international business with skills and knowledge in the following:

- managing an international business in a cross-cultural context,
- analysing human resource management factors and their impact upon productivity,
- identify the features of organisational structures which facilitate international trade.

ADIBM604 Apply International Trade Law Legislation

This unit describes the skills and knowledge required for applying international trade law legislation. It aims to provide individuals who are responsible for applying international trade law legislation in an organisation with skills and knowledge in the following:

- identifying trade legislation and the key features that are relevant to international business transactions;
- the key elements in disputes; and
- techniques for dispute resolution.

ADIBM606 Apply Market Research Techniques to International Marketing

This unit describes the skills and knowledge required for applying market research techniques to international marketing. The purpose of the Unit is to provide individuals who are responsible for applying market research techniques to international marketing with the skills and knowledge in the following:

- Analysing the impact of the International Environment on the market research process
- Identifying the preliminary stages of the international marketing process
- Demonstrating the value of international marketing research design.

ADIBM608 Develop International Market Entry Plan

This unit describes the skills and knowledge required for developing an international market entry plan. The purpose of the unit is to provide individuals who are responsible for developing an international market entry plan with the skills and knowledge in identifying the key factors influencing a firm to enter international markets.



Frequently Asked Questions

What are the entry requirements?

No entry prerequisites; however a Year 12 (HSC) or Certificate IV level in Business is preferred.

Who should enroll?

- Anyone with a keen desire to excel in an international business career
- Anyone needing practical, technical and professional training and qualifications
- Anyone wishing to gain or enhance international managerial skills, knowledge and capabilities
- Anyone aiming to broaden their cultural horizons and strategic thinking

How do I enroll?

Contact by telephone, 02 6272 6300, or e-mail: customs@csu.edu.au

Complete an application form and return it to the email address above with a copy of photo identification.

How is this course beneficial to me?

The critical competencies and approaches to solving real-world concerns in international business are emphasised and fostered, providing you with the applications, experience, knowledge and confidence to be successful in the extremely competitive international business environment.

The course has been specifically designed for people seeking or pursuing an exciting career in international business.

The course has been developed by Australian professionals in their field to provide necessary information regarding international business management.

It is recognised as an advanced qualification within the industry. The Advanced Diploma forms part of a qualification recognised by the Export Council of Australia for Certified Trade Professional (CTP) requirements.

When can I start?

You can start the course at any time.

Are there articulation pathways?

There are articulated learning pathways to selected universities which grant advance standing in their business degrees. For example Charles Sturt University is committed to providing as much credit as possible for prior vocational study, enabling graduates to fast-track completing a university degree. For example, students completing the Advanced Diploma can receive up to 50% credit towards their Bachelor Degree (3 yr).

More details can be found at: <http://www.csu.edu.au/for/tafe-students/credit/credit>

What are the course costs?

Per Unit (GST FREE) \$800.00*

*Course unit fees are payable on the commencement of each unit. Multiple unit payments at one time cannot be accepted.

What are the assessments?

Students are expected to complete quizzes, assignments, projects, essays and reports.

Delivery mode

The delivery mode for the course is via e-learning. Students will have access to an online system which they will be required to log into via the internet. A modern computer with cable internet or other high speed internet is required. Communication with trainers and assessors is via email through the online course system.

The course is delivered on a unit basis, each unit taking approximately 10 weeks to complete. It is anticipated that to complete the weekly workload for each unit participants should spend at a minimum the following time:

Reading the Study Guide, Online Postings, Notes and Text: 4 hours per week per unit
Online and Library Research: 2 Hours per week per unit
Assignments: 3 hours per week per unit.

How is the qualification obtained & how long is the course?

- Full-time students undertake two units per 10 week period and finish the Advanced Diploma in 12 months.
- Part-time students undertake one unit per 10 week period and complete the Advanced Diploma in a two year span. Students must meet the required standards of the course, and must submit all required work within the course timeframe.

What is the Australian Qualification Framework level?

The AQF level for the Advanced Diploma is level 6.

What are the options for obtaining course notes and information in online distance learning?

- Students may access all course notes and assignments directly online.
- Students may download PDF files of all course notes and assignments to their computers.
- It is recommended that a good internet connection is available for all required research and correspondence with the trainer.

RPL terms & conditions

Recognition of Prior Learning (RPL) acknowledges skills and knowledge obtained through:

- Formal training, conducted by industry or educational institutions either in Australia or overseas,
- Units and qualifications, that may have been completed at other institutions (e.g. Mutual Recognition),
- Work Experience, where it can be related directly to the learning outcomes or competencies specified within a unit

Students applying for RPL are required to gather evidence of competence against a unit's learning outcomes either by presenting a portfolio of work or by providing an academic transcript of a course or unit completed with another training provider or educational institution. These will need to be attached to an application form which can be obtained by contacting

The Director Vocational Studies Centre for Customs & Excise Studies (CCES),
10-12 Brisbane Avenue, Barton ACT 2601

Applications forms must be forwarded along with all supporting documentation prior to the commencement of the unit of study. A \$500 fee will apply for every unit recognised.

Grievance policy

Grievances can be dealt with immediately by the trainer/assessor. If the grievance is more serious, notification must be made in writing to:

The Director Vocational Studies Centre for Customs & Excise Studies (CCES)
10-12 Brisbane Avenue, Barton ACT 2601

Email: customs@csu.edu.au

All grievances will be treated with confidentiality and will in no way be detrimental to the student initiating the grievance.

Appeals procedure

Students may request a 'not yet competent' assessment result to be reviewed within seven working days of receipt of the result. Requests for review must be made in writing to:

The Director Vocational Studies Centre for Customs & Excise Studies (CCES)
10-12 Brisbane Avenue, Barton ACT 2601

Email: customs@csu.edu.au

Terms and conditions

Cancellation policy

1. If a student withdraws within 14 days of enrolling in a unit, a \$300 AUD cancellation fee will be deducted from the refund amount. All logins and passwords to online material will be deleted.
2. No refunds will be given to those students who withdraw after 14 days of enrolling in a course.

Deferment policy

1. Cases of illness, personal problems or relocation are the usual reasons for deferment.
2. Students needing to defer during their studies of a unit, will have their payments placed on hold until they recommence their studies.
3. In the event of an increase in fees, students who defer will be required to pay the difference on recommencing their studies. This amount will be a GST free amount.
4. One deferment only is available per course.
5. A deferment fee of \$250 will be charged on recommencement of studies.

Students rights and responsibilities

The Centre for Customs and Excise Studies aims to provide students with the opportunity to study learn and develop skills in a supportive educational environment. As a student you have rights and responsibilities.

All vocational programs taught at the Centre are subject to a number of legislative and regulatory requirements, including those prescribed by the :

- Copyright Act
- Disability Discrimination Act
- Human Rights and Equal Opportunity Commissions Act
- Occupational Health and Safety
- Privacy Act
- Racial Discrimination Act
- Sex Discrimination Act
- National Vocational Education and Training Regulator Act
- Australian Qualifications Framework

In accordance with these regulations, it is against the law to discriminate against any student on the grounds of:

- Sex (including sexual harassment or pregnancy)
- Homosexuality, Gender Identification
- Age
- Marital Status
- Drug Addiction
- Disability (includes past, present or possible future disability)
- Race, colour, ethnic or ethno-religious background, descent or nationality

If you feel you have been discriminated against, you should contact:

The Director Vocational Studies Centre for Customs & Excise Studies (CCES), 10-12 Brisbane Avenue, Barton ACT 2601 immediately. An arrangement will be made for an interview with CCES Management. If your complaint is not resolved you can seek advice from:

ACT Human Rights Commission
Level 4, 12 Moore St
Canberra City ACT 2601
Telephone: (02) 6205 2222
Facsimile: (02) 6205 1666
Website: <http://www.hrc.act.gov.au/>



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