GLENCOE Education

Student

PROSPECTUS

Glencoe Institute of Higher Education

Get Started →



Website Address: www.glencoeinstitute.com.au

TEQSA Provider ID: TBA | CRICOS Provider Code: TBA

GLENCOE Education

Acknowledgement OF COUNTRY

Glencoe Institute of Higher Education respectfully acknowledges the Traditional Custodians of the land on which our campus stands in Perth, Western Australia, the Whadjuk Noongar people. We recognise and honour their enduring cultural, spiritual and historical connection to land, waters and community.

We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples. We acknowledge the deep knowledge systems, resilience and stewardship of First Nations peoples, whose custodianship has sustained these lands for millennia.

As an academic community, we affirm our commitment to respect, inclusion and reconciliation, and to valuing the cultures, knowledge and contributions of Australia's First Peoples.

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GLENCOE Education

WELCOME MESSAGE

Associate Professor Brendan Boyle

Chair, Governing Council

On behalf of the Governing Council, I am delighted to welcome you to **Glencoe Institute of Higher Education** (the "Institute").

We are committed to providing you with a transformative educational experience that prepares you for success in your chosen profession. Our strategic goals are focused on fostering excellence in learning and teaching, with a strong emphasis on ethical practice, critical thinking, and professional capability.

Our *Bachelor of Business Administration course*, including majors in Accounting, Information Systems, Hospitality Management, and Marketing, is designed to equip you with the knowledge, skills, and ethical awareness necessary to navigate the evolving global workplace. With robust governance and a commitment to continuous quality assurance, we ensure that our course, support services, and operations meet national standards and uphold the integrity of Australian higher education.

We also value a supportive learning environment, offering comprehensive academic and wellbeing services. At the Institute, professionalism, mutual respect, and accountability are the foundations upon which we build our community.

On behalf of the Governing Council, I wish you success in your academic journey and look forward to celebrating your achievements with you.

Warm regards,

Associate Professor Brendan Boyle
Chair, Governing Council

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GLENCOE Education

Academic Governance & REGULATORY STANDING



Glencoe Institute of Higher Education is currently progressing through the formal application process for initial registration and course accreditation with *Tertiary Education Quality and Standards Agency (TEQSA*). The Institute is committed to delivering high-quality education under a structured framework of academic integrity, accountability, and continuous improvement, aligned with the *Higher Education Standards Framework (Threshold Standards) 2021.*

The Institute operates in alignment with Australia's national regulatory environment, including:

- Higher Education Standards Framework (Threshold Standards) 2021;
- Tertiary Education Quality and Standards Agency Act 2011;
- Education Services for Overseas Students Act 2000 (where applicable);
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (where applicable).

Through structured academic governance and quality assurance processes, the Institute ensures that its courses, subjects, and student services consistently meet Australian higher education standards.

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About

GLENCOE INSTITUTE OF HIGHER EDUCATION

GLENCOE
Education



At Glencoe Institute of Higher Education, you matter.

Choosing to study in Australia is an important step toward achieving your academic and professional goals.

At Glencoe Institute of Higher Education, students are supported through an inclusive and student-focused learning environment. The Institute is committed to providing accessible academic support, learning resources, and wellbeing services to assist students throughout their studies.

Through dedicated learning support, academic consultation, and student support services, the Institute aims to help students develop their knowledge, skills, and confidence to succeed in their chosen field.

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GLENCOE Education

Our VISION & MISSION

Mission

To be a distinguished higher education provider fostering excellence in learning and teaching, and industry-informed engagement, empowering graduates with the knowledge, skills, and ethical awareness to contribute meaningfully to society.

Vision

To provide inclusive, innovative, and student-centred higher education that upholds academic excellence, integrity, and industry engagement, delivering transformative learning experiences that build critical thinking, professional capability, and lifelong learning.

The mission will be realised through the Institute's commitment to:

- Fostering innovation and continuous improvement in teaching and learning;
- Integrating emerging technologies to enhance learning outcomes;
- Collaborating with industry and community partners for relevance and impact;
- Supporting scholarship, reflective practice, and professional growth; and
- Promoting ongoing professional development to strengthen academic and operational excellence.

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GLENCOE Education

Core VALUES

Values

The Institute values underpin all academic and operational practices and are embedded across its teaching, learning, governance, and workforce initiatives:

- **EXCELLENCE:** Striving for high standards in education, scholarship, and professional practice;
- **INTEGRITY:** Upholding ethical conduct, transparency, and accountability in all institutional activities;
- **INCLUSIVITY:** Fostering respect, diversity, and equity for all students and staff;
- **INNOVATION:** Embracing creativity, technology, and continuous improvement to enhance educational outcomes;
- **COLLABORATION:** Strengthening partnerships across academia, industry, and community sectors;
- **SUSTAINABILITY:** Promoting environmental, social, and financial responsibility to ensure long-term institutional success.

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GLENCOE Education

Why Choose GLENCOE INSTITUTE OF HIGHER EDUCATION?



- **Learning with Purpose:** Student-centred approach focused on academic and professional development.
- **Leading with Integrity:** High academic standards and ethical practices at the core of everything we do.
- **Inclusive and Ethical Learning Culture:** A diverse and respectful environment supporting all students.
- **Industry and Community Collaboration:** Strong links with industry partners to ensure relevant, real-world learning.
- **Innovation and Technology Integration:** Cutting-edge teaching methods and technology to enhance learning outcomes.
- **Professional and Reflective Development:** Encouraging continuous growth through self-reflection and critical thinking.
- **Sustainability and Responsible Practice:** Promoting responsible, ethical practices for a sustainable future.

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GLENCOE Education

Compliance with ESOS Framework
FOR INTERNATIONAL STUDENTS



Glencoe Institute of Higher Education complies with the *Education Services for Overseas Students Act 2000 (ESOS Act)* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, as applicable to international students.

These regulations ensure:

- Transparent recruitment, admissions, and written agreements;
- Tuition protection arrangements (where applicable);
- Monitoring and reporting of enrolment and course progress through *Provider Registration and International Student Management System (PRISMS)*, as required by law;
- Access to appropriate academic, wellbeing, and support services;
- Fair internal and external complaints and appeals processes;
- Protection of personal information in accordance with privacy legislation.

Responsibilities of International Students

International students are responsible for:

- Maintaining satisfactory course progress and enrolment;
- Updating contact details within required timeframes;
- Complying with visa conditions set by the Department of Home Affairs (DHA).

Changes to enrolment status (including deferment, suspension, or cancellation) are managed in accordance with the Institute's policy, and where applicable, *ESOS* and *National Code* requirements.

For further information, students can refer to the DHA.

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GLENCOE Education

Campus
LOCATION & ACCESSIBILITY

Location & Access

Glencoe Institute of Higher Education is located at:

Level 2, 100–104 Murray Street, Perth WA 6000, Western Australia

Our campus is centrally positioned in Perth's vibrant business district, offering students easy access to transport, essential services, and a dynamic professional environment.

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Accessibility & Transport

The campus is well-connected by public transport, with the following nearby:

- Perth Station and Perth Underground Station (approximately 5–10 minutes' walk);
- Multiple bus routes along Murray Street and Wellington Street, including free CAT bus services;
- Perth Busport, servicing metropolitan and regional areas;
- Elizabeth Quay Ferry Terminal (approximately 10–15 minutes' walk).

In addition, students benefit from proximity to:

- Murray Street Mall and Hay Street Mall;
- Cafés, supermarkets, and essential services;
- Banking and commercial facilities.

Our central location enhances your academic experience by ensuring seamless access to transport, amenities, and valuable professional connections throughout your studies.

Our
COURSE

GLENCOE Education

Course OVERVIEW

Glencoe Institute of Higher Education offers the B*achelor of Business Administration (BBA)*, designed to develop capable, ethical, and industry-ready graduates prepared for contemporary business environments.

The course provides a strong foundation in core business disciplines, strategic decision-making, communication, and professional practice, supported by applied learning across all subjects. Students are equipped with the essential skills to excel in managerial roles across a variety of industries.

Majors offered:

- Accounting
- Information Systems
- Hospitality Management
- Marketing

Each major provides specialised knowledge and practical experience tailored to its respective field, preparing students for successful careers in the dynamic business world.

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GLENCOE Education

Course DETAILS



Course Details

- **AQF Level**: 7
- **Duration**: 3 years (Full-Time), 6 Semesters (*Part-time study available for domestic students only*)
- **Total Credit Points:** 240
- **Structure:** 24 subjects (10 credit points per subject)
- **Mode of Delivery:** Face-to-face, on campus

Throughout the course, students will develop analytical capabilities, ethical awareness, professional communication skills, and applied business knowledge, all aligned with Australian higher education standards.

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GLENCOE Education

Our BBA MAJORS

BBA – Accounting Major

The *BBA – Accounting major* develops expertise in financial and management accounting, auditing, taxation, and corporate reporting, aligned with professional accounting standards.

BBA – Information Systems Major

The *BBA – Information Systems major* focuses on database management, systems analysis, programming, IT governance, and emerging technologies, preparing students to integrate business strategy with technological innovation.

BBA – Hospitality Management Major

The *BBA – Hospitality Management major* covers hospitality operations, service management, customer experience, sustainability, and digital transformation, preparing students for leadership in global hospitality environments.

BBA – Marketing Major

The *BBA – Marketing major* explores consumer behaviour, marketing strategy, branding, and digital marketing, equipping students to design data-driven, customer-focused strategies in competitive markets.

Each major progresses from foundational to advanced subjects, culminating in the *Business Capstone* subject, integrating knowledge and professional practice.



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GLENCOE Education

Graduate ATTRIBUTES





The graduates of the *Bachelor of Business Administration* course will be able to:

1. Think critically and problem-solve to analyse complex challenges and develop effective solutions;
2. Communicate knowledge proficiently, both in written and verbal forms, to convey concepts, proposals, and recommendations to diverse audiences;
3. Exhibit a strong sense of ethical and social responsibility, making sound decisions that consider the impact on stakeholders, society, and the environment;
4. Work effectively as part of a team, fostering positive relationships with colleagues, clients, and stakeholders;
5. Demonstrate tactical decision-making skills by applying specialised knowledge to address specific challenges within their area of focus;
6. Embrace adaptability and commitment to lifelong learning and knowledge acquisition, to succeed in dynamic environments, and strengthen strategic decision-making skills;
7. Demonstrate proficiency in leveraging AI and disruptive innovations to enhance decision-making, drive innovation, and foster sustainable growth.

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GLENCOE Education

Course
LEARNING OUTCOMES



On completion of this course, the graduate will be able to:

1. Critically analyse and evaluate various business scenarios and challenges, and apply relevant theories, models, and frameworks to make informed decisions;
2. Synthesise data, evidence and information from a range of sources to develop comprehensive and well-reasoned business strategies and solutions to address complex business problems;
3. Apply the principles of ethical conduct and sustainability in business decisions and operations;
4. Exhibit creative and innovative thinking while formulating and implementing solutions;
5. Develop well-informed and robust business policies and frameworks that take into consideration a range of risk profiles and business models;
6. Demonstrate effective written and verbal communication and collaboration skills to effectively convey complex business concepts, proposals, and recommendations to diverse stakeholders;
7. Evaluate and apply artificial intelligence (AI) and other disruptive innovations to promote progress, tackle business challenges, and exemplify ethical leadership in dynamic and rapidly changing environments.

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Bachelor of Business Administration - ACCOUNTING MAJOR

The *Bachelor of Business Administration - Accounting major* aims to equip students with a comprehensive understanding of accounting and financial principles and practices. In addition to building a solid knowledge of business fundamentals during the core units of the Bachelor of Business Administration course, accounting majors will be exposed to specialised areas of accounting such as financial and management accounting, financial analysis, accounting information systems, business finance, forensic accounting, auditing techniques and taxation regulations. With a strong focus on the application of knowledge to solving real-world business problems, this major prepares students for careers as financial accountants, management accountants, auditors, forensic accountants, financial analysts, and tax consultants. The demand for accounting professionals remains high across various industries as businesses require skilled individuals to manage financial records, analyse financial performance, and ensure compliance with regulatory requirements. Graduates of this major can pursue diverse career opportunities in finance departments, accounting firms, and corporate sectors, where their expertise in financial analysis and decision-making proves invaluable.

Graduate Career Outcomes

The *BBA – Accounting major* offers diverse career opportunities, with some specialised roles requiring additional professional development, training, and experience, while graduates are encouraged to embrace lifelong learning to enhance their expertise and career potential.



Accountant



Tax Consultant



Auditor



Tax Consultant



Financial Analyst



Junior Financial Manager



Business Manager

GLENCOE Education

Bachelor of Business Administration – ACCOUNTING MAJOR

Course Structure & Subject Sequencing

Year 1	BBA101	BBA102	BBA103	BBA104	BBA105	BBA106	BBA107	BBA108
	Principles of Marketing	Economics	Business Communication	Accounting for Business Decisions	Business Law	Business Statistics	Principles of Management	Business Information Systems
Year 2		Elective		Elective		Elective		Elective
Year 3		Elective		Elective		Elective		Elective

		Subject Code	Subject Name	Pre-requisite/s
Year 2	**Semester 1**	BBA201	Financial Accounting Systems and Processes	BBA104 – Accounting for Business Decisions
		BBA202	Management Accounting	BBA104 – Accounting for Business Decisions
		BBA203	Finance and Financial Management	None
		Elective		
	Semester 2	BBA204	Financial Reporting and Analysis	BBA104 – Accounting for Business Decisions
		BBA205	Corporation Law	BBA105 – Business Law
		BBA206	Information Technology in Accounting	BBA108 – Business Information Systems
		Elective		
Year 3	**Semester 1**	BBA301	Corporate Accounting	BBA104 – Accounting for Business Decisions Systems and Processes
				BBA105 – Business Law
				BBA201 – Financial Accounting
				BBA204 – Financial Reporting and Analysis
		BBA302	Taxation	BBA203 – Finance and Financial Management
				BBA205 – Corporation Law
		BBA303	Auditing and Assurance	BBA108 – Business Information Systems
				BBA201 – Financial Accounting Systems and Processes
				BBA204 – Financial Reporting and Analysis
		Elective		
	Semester 2	BBA304	Accounting Theory	None
		BBA305	Strategic Management Accounting	BBA202 – Management Accounting
		BCAP306	Business Capstone	Successful completion of at least 160 credit points, or alternatively, two-thirds of the total course credits, whichever is greater.
		Elective		

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Bachelor of Business Administration - INFORMATION SYSTEMS MAJOR

The *Bachelor of Business Administration - Information Systems major* provides students with a comprehensive education in the design, implementation, and management of information systems that underpin modern businesses. The major spans critical domains such as systems analysis, networking and cybersecurity, database and cloud computing, software development, emerging technologies, IT project management, and regulatory compliance. Students gain technical expertise and strategic business insight, enabling them to develop innovative, secure, and efficient solutions to meet complex organisational needs.

With businesses increasingly dependent on digital infrastructure, data-driven decision-making, artificial intelligence (AI) and secure technological integration, the demand for highly skilled information systems professionals continues to grow. Graduates are well-positioned to pursue dynamic careers in a broad range of industries—including finance, government, healthcare, technology, and retail—where digital transformation and AI-driven innovation are strategic imperative.

Aligned with TEQSA's AQF Level 7 career outcomes, graduates are prepared for a variety of roles including Business Intelligence Analyst, IT Project Manager, Cybersecurity Analyst, Systems Analyst, Data Analyst, Cloud Solutions Architect, IT Consultant, Enterprise Resource Planning (ERP) Specialist, Web Developer, IT Compliance Officer, E-Commerce Systems Specialist, Software Engineer, and Digital Business Analyst. These roles reflect the integration of technology with business strategy, and the growing need for professionals capable of bridging digital solutions with organisational goals. Through a rigorous curriculum grounded in critical thinking, ethical leadership, and practical skills, the Information Systems major equips graduates to thrive in an evolving digital economy and make meaningful contributions to both business and society.

Graduate Career Outcomes

The *BBA – Information Systems major* offers diverse career opportunities, with some specialised roles requiring additional professional development, training, and experience, while graduates are encouraged to embrace lifelong learning to enhance their expertise and career potential.



Business Intelligence Analyst



IT Project Manager



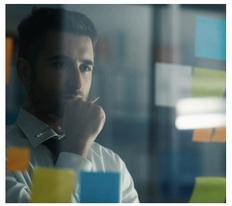
Cybersecurity Analyst



Systems Analyst



Data Analyst



Cloud Solutions Architect



IT Consultant

GLENCOE Education

Bachelor of Business Administration –

INFORMATION SYSTEMS MAJOR

Course Structure & Subject Sequencing

Year 1	BBA101	BBA102	BBA103	BBA104	BBA105	BBA106	BBA107	BBA108
	Principles of Marketing	Economics	Business Communication	Accounting for Business Decisions	Business Law	Business Statistics	Principles of Management	Business Information Systems
Year 2		Elective		Elective		Elective		Elective
Year 3		Elective		Elective		Elective		Elective

		Subject Code	Subject Name	Pre-requisite/s
Year 2	**Semester 1**	BBI201	Database Management Systems	BBA108 – Business Information Systems
		BBI202	Systems Analysis and Design	BBA108 – Business Information Systems
		BBI203	Programming Fundamentals	BBA108 – Business Information Systems
		Elective		
	Semester 2	BBI204	Business Intelligence and Analytics	BBA108 – Business Information Systems
				BBI201 – Database Management Systems
		BBI205	Information Security and Privacy	BBA108 – Business Information Systems
		BBI206	Enterprise Resource Planning (ERP) Systems	BBA108 – Business Information Systems
				BBI201 – Database Management Systems
		Elective		
Year 3	**Semester 1**	BBI301	Web Development and E-Commerce	BBI203 – Programming Fundamentals
		BBI302	Project Management in Information Systems	BBI202 – Systems Analysis and Design
		BBI303	Cloud Computing and Virtualisation	BBI203 – Programming Fundamentals
		Elective		
	Semester 2	BBI304	IT Governance and Compliance	BBI205 – Information Security and Privacy
		BBI305	Emerging Technologies and Trends in IT	BBI202 – Systems Analysis and Design
				BBI204 – Business Intelligence and Analytics
		BCAP306	Business Capstone	Successful completion of at least 160 credit points, or alternatively, two-thirds of the total course credits, whichever is greater.
		Elective		

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Bachelor of Business Administration - HOSPITALITY MANAGEMENT MAJOR

The *Bachelor of Business Administration - Hospitality Management major* provides students with a comprehensive understanding of the dynamic hospitality industry, covering key areas such as hotel and accommodation management, food and beverage operations, tourism and destination marketing, event management, customer experience strategies, and sustainable hospitality practices. With a strong emphasis on delivering exceptional guest experiences and enhancing operational efficiency, the course integrates business acumen with industry-specific expertise, preparing graduates to navigate the complexities of global hospitality.

Graduates enter a thriving industry with diverse and exciting career opportunities spanning tourism, luxury leisure, and experiential travel. From managing world-class hotels, resorts, and cruise ships to curating bespoke travel experiences, coordinating high-profile events, and driving sustainable tourism initiatives, the possibilities are vast. Career paths include roles such as Accommodation and Hospitality Manager, Café or Restaurant Manager, Hotel or Motel Manager, Licensed Club Manager, Travel Agency Manager, Conference and Event Organiser, Customer Service Manager, Catering Manager, Tourism Information Officer, Travel Consultant and, Flight Attendant. Additionally, graduates can influence the industry's future through research, policy development, and education, pursuing careers as academics or researchers.

With the global demand for skilled hospitality professionals on the rise, graduates are well-positioned to excel in a dynamic and rewarding field, contributing to the innovation and sustainability of the hospitality and tourism sectors.

Graduate Career Outcomes

The *BBA – Hospitality Management major* offers diverse career opportunities, with some specialised roles requiring additional professional development, training, and experience, while graduates are encouraged to embrace lifelong learning to enhance their expertise and career potential.



Tourism Information Officer



Travel Consultant



Flight Attendant



Café or Restaurant Manager



Customer Service Manager



Catering Manager



Academic and Researcher Roles

GLENCOE Education

Bachelor of Business Administration –

HOSPITALITY MANAGEMENT MAJOR

Course Structure & Subject Sequencing

Year 1	BBA101	BBA102	BBA103	BBA104	BBA105	BBA106	BBA107	BBA108
	Principles of Marketing	Economics	Business Communication	Accounting for Business Decisions	Business Law	Business Statistics	Principles of Management	Business Information Systems
Year 2		Elective		Elective		Elective		Elective
Year 3		Elective		Elective		Elective		Elective

		Subject Code	Subject Name	Pre-requisite/s
Year 2	**Semester 1**	BBH201	Introduction to Hospitality Management	None
		BBH202	Food and Beverage Management	None
		BBH203	Hotel and Lodging Management	None
		Elective		
	Semester 2	BBH204	Tourism and Destination Management	None
		BBH205	Event Planning and Management	None
		BBH206	Hospitality Marketing and Sales	BBA101 – Principles of Marketing
		Elective		
Year 3	**Semester 1**	BBH301	Customer Service in the Hospitality Industry	BBH201 – Introduction to Hospitality Management
		BBH302	Hospitality Operation Management	BBH201 – Introduction to Hospitality Management
		BBH303	Human Resource Management in Hospitality	BBH201 – Introduction to Hospitality Management
		Elective		
	Semester 2	BBH304	Sustainability & Innovation in Hospitality	BBH201 – Introduction to Hospitality Management
		BBH305	Entrepreneurship in the Hospitality Industry	BBH201 – Introduction to Hospitality Management
		BCAP306	Business Capstone	Successful completion of at least 160 credit points, or alternatively, two-thirds of the total course credits, whichever is greater.
		Elective		

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Bachelor of Business Administration - MARKETING MAJOR

The *Bachelor of Business Administration - Marketing major* is designed to equip students with a comprehensive understanding of marketing principles and practices. This major emphasises building a solid foundation in business fundamentals while providing specialised knowledge in areas such as market research, consumer behaviour, digital marketing, brand management, and marketing strategy. With a strong focus on applying theoretical knowledge to real-world business scenarios, the marketing major prepares students for dynamic careers as marketing managers, brand strategists, market analysts, digital marketers, and advertising executives. The demand for marketing professionals remains robust across various industries as businesses continually seek skilled individuals to develop innovative marketing campaigns, enhance brand visibility, and drive customer engagement. Graduates of this major can pursue diverse career opportunities in marketing departments, advertising agencies, public relations firms, and digital marketing companies, where their expertise in strategic marketing and consumer insights proves invaluable.

Graduate Career Outcomes

The *BBA – Marketing major* offers diverse career opportunities, with some specialised roles requiring additional professional development, training, and experience, while graduates are encouraged to embrace lifelong learning to enhance their expertise and career potential.



Content Marketing



Social Media Manager



Market Analyst



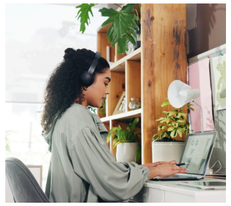
Digital Marketer



Advertising Executive



Public Relations Specialist



Brand Strategist

GLENCOE Education

Bachelor of Business Administration –
MARKETING MAJOR

Course Structure & Subject Sequencing

Year 1	BBA101	BBA102	BBA103	BBA104	BBA105	BBA106	BBA107	BBA108
	Principles of Marketing	Economics	Business Communication	Accounting for Business Decisions	Business Law	Business Statistics	Principles of Management	Business Information Systems
Year 2		Elective		Elective		Elective		Elective
Year 3		Elective		Elective		Elective		Elective

		Subject Code	Subject Name	Pre-requisite/s
Year 2	**Semester 1**	BBM201	Consumer Behaviour	BBA101 – Principles of Marketing
		BBM202	Digital Marketing and Communications	None
		BBM203	Marketing Research and Analytics	BBA101 – Principles of Marketing
		Elective		
	Semester 2	BBM204	Brand Management	None
		BBM205	Strategic Marketing	None
		BBM206	Services Marketing	BBA101 – Principles of Marketing
		Elective		
Year 3	**Semester 1**	BBM301	Ethics and Sustainability in Marketing	None
		BBM302	Supply Chain Management	None
		BBM303	International Marketing	None
		Elective		
	Semester 2	BBM304	Strategic Marketing Applications	None
		BBM305	Entrepreneurial Marketing	BBA101 – Principles of Marketing
				BBM205 – Strategic Marketing
		BCAP306	Business Capstone	Successful completion of at least 160 credit points, or alternatively, two-thirds of the total course credits, whichever is greater.
		Elective		

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GLENCOE Education

Course DELIVERY



- 3 years full-time face-to-face classroom-based teaching delivered over 6 semesters.
- No work-based training involved.
- Each semester is of 16-weeks duration (6-weeks delivery + 1-week semester break + 6-weeks delivery + 1-week study break + 2-weeks exam period).
- Each subject will include 4 contact hours per week, divided into lecture and tutorial components (2 hours lecture + 2 hours tutorial).
- For each contact hour, 2 hours of independent study is expected from students for every face-to face hour (4 + 8 = 12 hours workload per unit per week).
- Full-time student workload: 4 units x 12 hours per unit = 48 hours per week.
- 10 credit points per subject.
- 240 credit points to complete the course.

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GLENCOE Education

Accreditation, Recognition & CAREER PATHWAYS



- The *Bachelor of Business Administration* course meet the rigorous standards of the *Australian Qualifications Framework (AQF)* and are accredited by *TEQSA*, ensuring national and international recognition.
- The *Bachelor of Business Administration - Accounting major* is accredited by CPA Australia and Chartered Accountants Australia and New Zealand (CA ANZ), and the *Bachelor of Business Administration - Information Systems major* meets ACS standards, ensuring industry relevance.
- We are committed to continuous quality improvement, aligning our teaching with the latest academic research, industry trends, and global best practices.
- The Institute's exit pathways support graduates in progressing to further study, including Graduate Certificates (AQF Level 8), Graduate Diplomas (AQF Level 8), or Master's programs (AQF Level 9) in business-related fields, enabling lifelong learning and continued career advancement.

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Admission

REQUIREMENTS



Admission Requirements
(DOMESTIC STUDENTS)

Applicants must provide evidence of one of the following:

- Completion of Year 12 with a minimum ATAR 60 (or equivalent) within the last 5 years;
- Completion of one year of accredited tertiary study at an Australian institution;
- Completion of Certificate IV or a Foundation Studies through an accredited institution in a related discipline.

For further information, please refer to the *Admission Policy and Procedure*.

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Admission Requirements (INTERNATIONAL STUDENTS)



Applicants must meet **academic and English language requirements**.

Academic Requirement

- Completion of Year 12 qualification (national or international) with a minimum ATAR 60 or equivalent, within the last 5 years;
- OR, one year of accredited tertiary study at an Australian institution;
- OR, Certificate IV or Foundation Studies course through an accredited institution in a related discipline.

English Language Requirement (if applicable)

- IELTS: 6.0 overall (no band below 5.5)
- TOEFL: 60–78
- PTE Academic: 50 or higher (minimum 45 in communicative skills)
- C1 Advanced (formerly CAE): 169 overall (minimum 162 per band)

For further information, please refer to the *Admission Policy and Procedure.*

GLENCOE Education

Alternative Admission
PATHWAYS

Aboriginal and Torres Strait Islander Applicants

The Institute acknowledges Aboriginal and Torres Strait Islander peoples in Australia and provides special admission arrangements for applicants who do not meet the standard entry requirements.

Applicants may be considered through an alternative admission pathway that includes:

- Interview with the Dean or nominee;
- Submission of a personal statement outlining education and relevant circumstances;
- Consideration of prior learning, education, and experience.

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Mature-Age Applicants

Applicants aged 21 years or over may be considered through alternative entry pathways, including:

- Relevant work experience;
- Prior study or alternate qualifications;
- Evidence of readiness for higher education.

Applications are assessed case-by-case by the Dean or nominee. For further information, please refer to the *Admission Policy and Procedure*.

GLENCOE Education

Admission Procedure
OVERVIEW

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1 SUBMIT AN APPLICATION

Complete the Institute's *Admission Application Form* and submit it with the required supporting documents.

2 PROVIDE SUPPORTING DOCUMENTS

Applicants must provide evidence of:

- Academic qualifications or equivalent study;
- English language proficiency (for international students);
- Identification documents and any additional required documentation.

3 APPLICATION ASSESSMENT

The Admissions Officer will review the application and verify academic qualifications and supporting documents to ensure entry requirements are met.

4 RECEIVE LETTER OF OFFER

Successful applicants will receive either:

- Unconditional *Letter of Offer;* or
- Conditional *Letter of Offer* (if additional documentation is required).

5 ACCEPT THE OFFER

Applicants must formally accept the *Letter of Offer* and follow the instructions provided, including payment of any applicable fees by the specified deadline.

6 COMMENCE ENROLMENT

Once the offer is accepted and requirements are satisfied, students will be enrolled and provided with further information regarding orientation and course commencement.

GLENCOE Education

Admission PROCEDURE

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- Submit an Application

Complete the Institute's *Admission Application Form* and provide initial required information.

- Provide Supporting Documents

Submit evidence of:
1. Academic qualifications and transcripts;
2. English language proficiency (if applicable);
3. Identification documents;
4. Any additional required documentation.

- Application Assessment & Verification

The Admissions Officer:
1. Assesses the application against entry requirements;
2. Verifies authenticity of academic and supporting documents;
3. Identifies any additional information or conditions required.

I*ncomplete applications may be considered for a conditional outcome.*

- Receive *Letter of Offer*

Successful applicants will receive:
1. **Conditional Offer** (if requirements are outstanding), or
2. **Unconditional Offer** (if all requirements are met).

The *Letter of Offer* outlines:
1. Course details;
2. Fees and charges;
3. Conditions of enrolment;
4. Student rights and obligations.

- Accept the *Letter of Offer*

To secure your place, applicants must:
1. Formally accept the *Letter of Offer*;
2. Meet any outstanding conditions (if applicable);
3. Pay required fees by the specified deadline.

- Enrolment and Orientation

Once the offer is accepted:
1. Enrolment is confirmed;
2. Students receive onboarding information;
3. Orientation and course commencement details are provided.

Additional Information

1. Applications are assessed fairly, consistently, and in accordance with published entry requirements in accordance with the *Admission Policy and Procedure*.
2. Alternative entry pathways may be available for eligible applicants in line with the *Admission Policy and Procedure*.
3. Applicants have the right to appeal admission decisions in line with the *Student Grievance Management Policy and Procedure*.
4. Offers may lapse or be withdrawn if conditions are not met or deadlines are not observed.

Fees &
CHARGES

GLENCOE Education

Tuition Fee STRUCTURE

Tuition fees are charged **per study period and per subject** as outlined in the student's *Letter of Offer*. The official tuition fees payable are confirmed in the *Letter of Offer* issued to each student.

Key information:

- Tuition fees are payable before the commencement of each study period.
- The Institute may review tuition fees annually.
- Students are informed of any fee changes through official communication channels.

Standard learning resources are included in tuition fees, and no separate materials fees are charged for undergraduate courses.

Refunds of tuition fees are assessed based on the **timing and reason for withdrawa**l, in accordance with the Institute's *Refund Policy and Procedure* and the applicable census date.



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Course Tuition Fees

BACHELOR OF BUSINESS ADMINISTRATION

Domestic Students

Year	Per Subject	Per Semester (EFT)	Per Year (EFT)	Total Cost
Year 1	$2,050	$8,200	$16,400	$49,200

International Students

Year	Per Unit	Per Semester (EFT)	Per Year (EFT)	Total Cost
Year 1	$2,250	$9,000	$18,000	$54,000

Important Note

Tuition fees are indicative and subject to annual review. The total course cost will vary depending on the duration of study and annual fee adjustments. Final fees are confirmed in the *Letter of Offer*.

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Supplementary FEES

In addition to tuition fees, the Institute may charge **supplementary administrative fees for specific services**. These fees support the effective delivery of academic and administrative services.

All applicable fees are communicated during **Orientation and outlined in the student's *Letter of Offer***.

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Fee Item	Current Fee	Notes
Re-Issue of Student Card	$20.00	Applicable for replacement of lost or damaged student identification cards.
Re-Issue of Academic Transcript or Testamur/ Certificate	$50.00	Applies when a replacement academic transcript, testamur, or certificate is requested.
Confirmation of Enrolment (CoE) Reissue Fee	$250.00	Applicable only to international students requiring a new CoE following cancellation.
Late Fee for Library Items	$5.00	Charged for overdue return of items borrowed from the Library.
Late Payment Fee	$100.00	Charged per instalment when tuition fees are not paid by the due date.
Change of Subject Fee	$200.00	Applies to subject changes, including changes of major.
Graduation Ceremony Fee	$150.00	Covers the cost of the graduation event, including gown hire and administrative expenses.
Credit Card Surcharge	2.50%	Applied based on card type and not exceeding the Institute's actual transaction cost.

Note: The enrolment fee ($250.00) is non-refundable, as outlined in the *Refund Policy and Procedure*. The Institute reviews all tuition and supplementary fees annually, and fees are subject to change. Both tuition and non-tuition fees form part of the Institute's overall fee structure. The official fees payable is confirmed in each student's *Letter of Offer*, which constitutes the binding agreement under the *ESOS Act 2000* and the *National Code 2018*.

GLENCOE Education

Refundable FEES

Refund in Exceptional Circumstances

Compassionate or compelling circumstances include:

- Medical circumstances which may include illness or injury, hospitalisation, participation in medical treatment programs, exacerbation of existing medical conditions or disability, resulting in a student's medical condition changing to such an extent that they are unable to continue studying. The refund application based on compassionate or compelling circumstances must be accompanied by an original or certified copy of a medical certificate;
- Loss or bereavement, such as the death of a close family member, immediate relative or close friend, or family relationship breakdown, substantial unplanned carer's responsibilities to members of their immediate family or household, significant disruption to domestic arrangements, hardship, or trauma, being the victim of a crime, legal commitments, accidents, or natural disasters.

Refunds in these cases **may be granted at the discretion of the Dean or nominee**, based on supporting documentation.

Circumstances	Refund Entitlement
Visa refusal before course start date (official student visa refusal documentation required)	100% of tuition fees paid, less an administrative charge equal to the lesser of 5% of tuition fees paid or AUD $500, in accordance with the *ESOS Act* 2000.
Visa refusal after course starts (documentation required)	Refund of unspent tuition fees from the default day, as defined in the *ESOS Act*.
Withdrawal from course more than 28 days before the census date	Refund of unspent prepaid tuition fees, less the enrolment fee and an administrative charge not exceeding 25% of prepaid tuition.
Withdrawal from course less than 28 days before the census date	50% of prepaid tuition fees for the first study period, minus the enrolment fee.
Withdrawal from course after the census date	No refund of tuition fees paid.
Course deferment or suspension followed by cancellation	No refund of tuition fees will be granted, as the deferment or suspension was initiated by the student. Where compassionate or compelling circumstances apply, the Institute may consider a partial refund at its discretion, consistent with the *ESOS Act* and the *National Code*.
Enrolment cancelled due to student misconduct	No refund of tuition fees paid. A partial refund may be considered only in compassionate or compelling circumstances, consistent with the *ESOS Act and* the *National Code*.
Enrolment cancelled due to non-commencement or visa breach	No refund of tuition fees paid. This includes situations where a student fails to commence studies on the agreed start date or breaches student visa conditions leading to cancellation of enrolment.

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GLENCOE Education

Refunds, Student Protection & **FEE CONDITIONS**

Provider Default (Course Not Delivered)

If the Institute is unable to deliver a course, students are entitled to a 100% refund of unspent tuition fees and the enrolment fee, or may be offered a place in a suitable alternative course under the *Tuition Protection Service (TPS).*

Overseas Student Health Cover (OSHC)

OSHC refunds are processed directly by the OSHC provider, not the Institute. Students may apply for a refund of the unused portion of their policy in cases such as visa refusal, returning home early, or obtaining Australian permanent residency.

Situations Where Fees Are Not Refundable

Refunds are generally not provided where a student withdraws after the census date, fails to commence studies without valid grounds, has enrolment cancelled due to misconduct or visa breach, or where student-initiated deferment or suspension later results in cancellation.



Important Note

The Institute does not charge separate materials fees. Standard learning resources are included in tuition fees. Only supplementary administrative fees may apply (e.g., transcript reissue or graduation ceremony).

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Tuition Protection Service (TPS)

The Institute is committed to protecting your studies and complies with the Australian Government's Tuition Protection Service (TPS) under the *ESOS Act*.

The TPS ensures that you are supported if the Institute is unable to deliver your course as agreed. This is known as a provider default and may occur if your course does not start, is interrupted, or cannot be completed.

What this means for you

If a provider default occurs, you will be supported with one of the following options:

- Placement in a suitable alternative course at no additional cost, or
- A refund of any unspent tuition fees (if you have not withdrawn before the census date)

Our responsibilities

In the unlikely event of a provider default, the Institute will:

- Inform you in writing as soon as possible
- Report the matter to the Australian Government via PRISMS within 3 business days
- Within 14 days, either:
  - Arrange an alternative course (with your written agreement), or
  - Provide a refund of any unspent tuition fees

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GLENCOE Education

Student Support, Outcomes and Information under TPS

Ongoing support

If your course is discontinued, the Institute will ensure that:

- You receive academic advice and support to help you complete your studies;
- The quality and integrity of your course are maintained during any teach-out period;
- You have access to the resources needed to successfully complete your course.

If no suitable alternative is available

Where a suitable replacement course cannot be arranged, you will receive a refund of any unspent tuition fees in accordance with the TPS and ESOS requirements.
For more information about the TPS, you can contact the Australian Government:

Department of Education
Website: https://tps.gov.au
Email: support@tps.gov.au
Phone: 1300 131 798

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Academic
CALENDAR

GLENCOE Education

Important **DATES**

TBA



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Learning Support
SERVICES

GLENCOE Education

Academic Learning SUPPORT

- Student Learning Support: The Institute provides a supportive and inclusive learning environment designed to help students succeed academically, strengthen study skills, and adapt effectively to higher education.
- New Student Orientation: A comprehensive orientation program is delivered before the start of each study period and is compulsory for all commencing students to introduce students to the Institute's academic environment, policies, learning resources, and support services. Students are also introduced to key academic and administrative staff.
- Transition Support: Guidance is provided on accessing learning resources, student systems, and understanding academic integrity expectations. International students also receive information to support their transition to studying and living in Australia.
- Academic Skills Workshops: Academic staff and support staff deliver workshops to develop study skills, assessment preparation, academic communication, and effective approaches to learning. Workshops are available at the beginning of each semester and throughout the study period.
- Academic Integrity Module (AIM): All students are required to complete the Academic Integrity Module in their first semester. The module introduces students to academic writing conventions, referencing practices, and responsible academic conduct.
- English Language Development: The Institute supports students in strengthening their English language proficiency through curriculum design, assessment practices, and targeted workshops focusing on reading, writing, speaking, and academic communication.
- Additional Language Support: Students who require further assistance may access additional learning support to improve their academic English and confidence in communication.
- Numeracy Skills Development: Workshops are available to help students develop mathematical and quantitative skills relevant to their course of study.
- Library Resources: The Institute provides access to a range of learning resources including books, academic journals, e-books, and scholarly databases that support teaching and learning.
- Digital Learning Resources: Students receive guidance on how to effectively use online databases such as ProQuest, digital libraries, and research tools to support their academic work.
- Individual Learning Assistance: Academic and support staff are available to provide individual assistance in accessing and using learning resources.

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Academic Advising & STUDENT SUPPORT



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- Academic Consultation and Advising: Students are encouraged to consult with academic and support staff for guidance on subject requirements, assessment strategies, academic progress, and career development.
- Individual Academic Support: Students may receive feedback on their academic performance, clarification of subject content, and advice on improving study strategies.
- Targeted Learning Support: The Institute provides additional assistance for students who may require tailored academic support, including those identified as academically at risk.
- Support for Students with Disabilities or Special Needs: Reasonable adjustments may be provided where appropriate to support equitable participation in learning and assessment through individualised support arrangements and ongoing review.
- Support for Aboriginal and Torres Strait Islander Students: The Institute provides culturally responsive support including mentoring, tutoring, and access to learning resources as well as broader academic, social, and wellbeing support where required.
- Monitoring Academic Progress: The Institute monitors student academic progress throughout their studies. Early intervention strategies such as academic consultations, study plans, or referral to learning support services may be implemented where required.

Student Rights, Responsibilities &

SUPPORT FRAMEWORK

GLENCOE Education

Deferral, Suspension & CANCELLATION OF ENROLMENT



Students may apply to defer or suspend their studies where compassionate or compelling circumstances arise, in accordance with the Institute's relevant policies and procedures.

In certain circumstances, the Institute may also initiate suspension or cancellation of enrolment, for example where a student:

- does not maintain satisfactory academic progress or engagement;
- breaches the Institute's policies or *Student Code of Conduct*;
- fails to meet enrolment or visa-related conditions (where applicable).

The Institute ensures that all decisions regarding deferral, suspension, or cancellation are **communicated in writing** in accordance with the *Deferment, Suspension and Cancellation Policy and Procedure*. Students are provided with **clear reasons for the decision** and have the **right to respond and access the Institute's complaints and appeals process**.

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GLENCOE Education

Tuition Protection Service (TPS)



The Institute complies with the Australian Government's **Tuition Protection Service (TPS)**, which protects students in the unlikely event that a higher education provider is unable to deliver a course or ceases operations.

The TPS assists eligible students to:

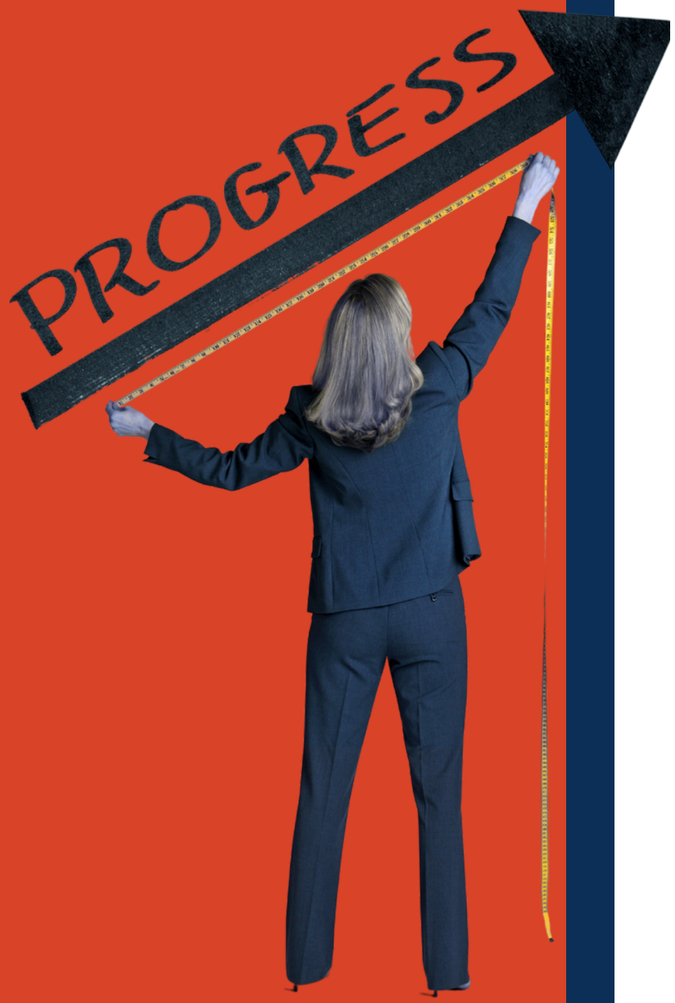
- complete their studies with an alternative provider, or
- receive a refund of unspent tuition fees where a suitable replacement course is not available.

Students can obtain further information about the TPS at:

Tuition Protection Service (TPS)
Phone: 1300 131 798 (within Australia)
Email: support@tps.gov.au

Additional information about student rights and the TPS framework is available through the Australian Government Department of Education website.

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Academic Progression & ENGAGEMENT

Course Progression

The Institute monitors students' academic performance throughout their studies to ensure satisfactory progress and timely course completion. Students are expected to successfully complete their enrolled subjects and meet the academic requirements outlined in their course. Where students are identified as being at risk of unsatisfactory progress, early intervention strategies may be implemented, including academic counselling, reduced study load, or personalised learning plans.

Attendance and Engagement

Students are expected to attend scheduled lectures, tutorials, and learning activities and actively engage with their studies. Attendance and participation support academic success and ensure students remain on track with course requirements. International students must also maintain satisfactory course progress and engagement in accordance with their visa conditions.

For further information, please refer to the *Academic Progression and Graduation Policy and Procedure.*

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GLENCOE Education

Student Support, WELLBEING & SAFETY



Grievances and Appeals

The Institute provides a fair, transparent, and accessible process for managing student complaints and appeals. Students may raise concerns regarding academic or administrative matters without fear of disadvantage. Complaints and appeals are handled in accordance with the Institute's *Student Grievance Management Policy and Procedure* to ensure impartial review, procedural fairness, and timely resolution.

Student Life and Support

The Institute promotes a supportive and inclusive student environment by providing guidance on wellbeing, health and safety, and life in Australia. Students may access counselling services, administrative advice, career guidance, and opportunities for student engagement to support their academic and personal development in line with the Institute's *Student Support Services Policy and Procedure*.

Critical Incident Management

In accordance with the *Critical Incident and Emergency Management Policy and Procedure*, the Institute maintains procedures to respond to critical incidents that may affect the safety, wellbeing, or welfare of students and staff. In the event of an emergency or serious incident, the Institute will implement established response protocols, provide immediate support, and coordinate appropriate internal and external assistance where required.

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Living Costs &

ACCOMMODATION IN PERTH

GLENCOE Education

Indicative Cost of
LIVING IN PERTH

Perth, Western Australia, offers a high quality of life, safe communities, and a welcoming multicultural environment for international students. While living costs vary depending on lifestyle and accommodation choices, students should ensure they have sufficient funds to support themselves during their studies.

The Australian Government requires international students to demonstrate adequate financial capacity for living expenses while studying in Australia.

Expense Category	Estimated Cost (Per Week)
Rent (Shared Accommodation)	AUD $180 – $320
Utilities (Electricity, Gas, Internet)	AUD $30 – $70
Food and Groceries	AUD $90 – $160
Public Transport	AUD $30 – $60
Personal Expenses (Phone, clothing, entertainment)	AUD $60 – $120

Indicative Annual Living Costs *(Australian Government guideline)*:

- **Individual Student**: approximately AUD $29,710 per year;
- **Student with a Partner**: approximately AUD $41,040 per year;
- **Student with a Partner and Child**: approximately AUD $50,720 per year.

Figures are indicative only and may vary depending on lifestyle, accommodation type, and personal spending habits.

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GLENCOE Education

Accommodation
OPTIONS

Finding safe and suitable accommodation is an important part of student life. The Institute can provide guidance and information to assist students in identifying accommodation options in Perth; however, students are responsible for arranging their own accommodation.

Homestay Accommodation
Indicative Cost: AUD $250 – $350 per week

Living with an Australian host family provides an opportunity to experience local culture and improve English language skills. Meals may be included depending on the arrangement.

Shared Rental Accommodation
Indicative Cost: AUD $180 – $320 per week

Students share a house or apartment with other students or residents. This is one of the most affordable accommodation options.

Private Rental Accommodation
Indicative Cost: AUD $320 – $650 per week (depending on location and property size

Students may choose to rent a private studio, apartment, or house independently.

Purpose-Built Student Accommodation
Indicative Cost: AUD $250 – $500 per week

Some private accommodation providers offer purpose-built student housing with furnished rooms and shared facilities designed specifically for students.

Please note that the Institute does not provide accommodation but may offer guidance to assist students in identifying suitable housing options.

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Finding Accommodation in **PERTH**

Students may search for accommodation through reputable property and housing platforms, including:

- realestate.com.au
- domain.com.au
- rent.com.au
- flatmates.com.au
- gumtree.com.au

Students are encouraged to carefully review rental agreements and inspect properties before making payments.

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Tenant Rights & RENTING ADVICE



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Students renting accommodation in Western Australia are protected under the *Residential Tenancies Act 1987 (WA)*.

As a tenant, you are entitled to:

- Safe, secure, and well-maintained housing;
- A written rental agreement outlining your obligations;
- Receipts or records for rent and bond payments;
- Fair procedures for resolving disputes with landlords or property managers.

Tips for Students

- Always inspect the property before paying a deposit.
- Avoid transferring money without confirming the legitimacy of the listing.
- Ensure you understand the terms of your lease agreement before signing.
- Keep copies of rental agreements and payment records.

Further information on tenant rights in Western Australia can be found at: Consumer Protection WA.

GLENCOE Education

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