IEA College of TAFE offers full time employees the opportunity to complete nationally accredited and Australian equivalent qualifications on-line. On-line students can study at their own pace and take advantage of a unit based tuition fee structure. Students can complete individual units or enroll in a full qualification.

On-line students benefit from enrolment in a quality e-learning system and support from highly qualified and industry recognized trainers.

This commitment to delivering and assessing training to an international standard ensures that studying at the IEA College of TAFE will be an investment in your future.

Diploma graduates of IEA College of TAFE will be accepted into degree programs at the Brisbane campus of James Cook University with optional Recognition of Prior Learning.

enquiries@tafe.iea.ac.pg

PO Box 1025, Port Moresby NCD 111 Papua New Guinea

Ela Beach 321 3025 | Kimbe 983 5078 | Coronation Lae 472 1011 | Mt Hagen 542 0044
**Accounting qualifications delivered by the IEA College of TAFE are designed according to the rules of the Australian training packages to support student progression from Certificate 3 to Advanced Diploma. IEA College of TAFE students are required to follow this progression pathway.**
BUSINESS STUDIES

**Certificate 3 in Business Administration**
Total number of units = 13

- BSBITU307 Develop keyboarding speed and accuracy
- BSBITU306 Design and produce business documents
- BSBWHS201 Contribute to health and safety of self and others
- BSBWRT301 Write simple documents
- BSBITU303 Design and produce text documents
- BSBWOR204 Use business technology
- BSBFIA304 Maintain a general ledger
- BSBCUS301 Deliver and monitor a service to customers
- BSBADM307 Organise schedules
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBITU302 Create electronic presentations
- BSBINM301 Organise workplace information
- BSBITU304 Produce spreadsheets

**Certificate 4 in Business Administration**
Total number of units = 10

- BSBFIA401 Prepare financial reports
- BSBWRT401 Write complex documents
- BSBADM405 Organise meetings
- BSBADM407 Administer projects
- BSBADM406 Organise business travel
- BSBITU402 Develop and use complex spreadsheets
- BSBITU401 Design and develop complex text documents
- BSBADM409 Coordinate business resources
- BSBITA401 Design databases
- BSBCUS401 Coordinate implementation of customer service strategies

**Certificate 4 in Leadership and Management**
Total number of units = 12

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan
- BSBWOR404 Develop work priorities
- BSBFIA402 Report on financial activity
- BSBMGT403 Implement continuous improvement
- BSBRSEL402 Build client relationships and business networks
- BSBMKG413 Promote products and services
- BSBCUS402 Address customer needs
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBMGT407 Apply digital solutions to work processes

**Double Certificate 4 Accounting and Bookkeeping**
Two units from the Certificate 4 Business Administration plus 6 additional units

- BSBADV507 Develop a media plan
- BSBMKG507 Interpret market trends and developments
- BSBADM502 Manage meetings
- BSBWOR501 Manage personal work priorities and professional development
- BSBLDED502 Manage programs that promote personal effectiveness
- BSBITU401* Design and develop complex text documents
- BSBMKG506 Plan market research
- BSBCUS401* Coordinate implementation of customer service strategies

*Credit from Certificate 4 Business Administration

Note: Students who have not completed the Certificate 4 must demonstrate management experience, and must complete all units to be awarded the Diploma

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**Online Tuition Fees**

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Prerequisite required</th>
<th>Number units</th>
<th>Unit fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate 3 Business Administration</td>
<td>NO</td>
<td>Thirteen</td>
<td>400</td>
</tr>
<tr>
<td>Certificate 3 Accounts Administration</td>
<td>NO</td>
<td>Eleven</td>
<td>400</td>
</tr>
<tr>
<td>Certificate 4 Business Administration</td>
<td>YES Certificate 3 Business Administration</td>
<td>Ten</td>
<td>500</td>
</tr>
<tr>
<td>Double Certificate 4 Accounting and Bookkeeping</td>
<td>YES Certificate 3 Accounts Administration</td>
<td>Five</td>
<td>500</td>
</tr>
<tr>
<td>Certificate 4 in Leadership and Management</td>
<td>YES post secondary certificate and management experience</td>
<td>Ten</td>
<td>500</td>
</tr>
<tr>
<td>Diploma Business</td>
<td>YES Certificate 4 Business Administration, or management experience</td>
<td>Eight</td>
<td>500</td>
</tr>
<tr>
<td>Diploma Accounting</td>
<td>YES Certificate 4 Accounting</td>
<td>Seven</td>
<td>500</td>
</tr>
</tbody>
</table>
Application for On-line Enrolment

Qualification Code  
Title  
OR units paid for  
Unit  
Unit  
Unit  

Note the student name provided on this Application for Online Enrolment will be the name used to issue the certificate of graduation.

FAMILY NAME  FIRST NAME  Male  Female  
MOBILE  EMAIL  DoB  /  /  

Student Residential and Postal Address

Sponsor Details

Sponsor name  
Contact person  
Position  
Mobile  Work phone  
Email  

Sponsor Postal Address

Emergency Contact Details

Contact person  
Mobile  Work  
Email  
Preferred Doctor  
Mobile  Surgery  

ACADEMIC AND EMPLOYMENT HISTORY TO SUPPORT APPLICATION

School  Year Graduated  Final Grade  
Additional work or study (include post school qualifications and paid work as well as work experience)

In completing and submitting this Application for Online Enrolment I understand that the IEA College of TAFE will not enrol me unless I have access to a computer and have internet access. Tuition fees can be remitted per unit of competency, or by full qualification.

The tuition fee is to accompany this Application for Online Enrolment. This application form and fee can be submitted at any IEA College of TAFE campus office, or emailed to enquiries@tafe.iea.ac.pg. Emailed forms must include a scanned copy of a deposit receipt showing the tuition fee payment to IEA COLLEGE OF TAFE  BSP account 1000145268.

Applicants will then receive an email and log in details for the units of competency they have been enrolled in.

Student Signature  Date  /  /  
Sponsor Signature  Date  /  /  

Total Tuition fee paid