Q. What is the duration of the program?
The Bachelor of Applied Management Studies (B.A.M.S.) is equivalent to a 3 year degree program. Your previous studies (an Advanced Diploma) and relevant professional work experience (minimum 2 years) is deemed to be equivalent to Years 1 and 2 of the 3 year degree program. If you can satisfy both of these criteria, you will only be required to successfully complete the third (or capstone) year to attain a degree.

Q. Where will the program be delivered?
Programs are currently being delivered in Ballarat, Sydney, Newcastle, Holmesglen and other locations to suit demand. Please contact us to locate a campus near you.

Q. What courses does the program comprise of?
B.A.M.S. comprises seven (7) courses:
- BSMAN3005 Project Management
- BSMAN3003 Strategic Human Resources Management
- BSMAN3004 Entrepreneurship
- BSHSP3006 Organisational Analysis
- BSMAN3001 Organisational Change
- BSMAN3002 Organisational Learning
- BSMAN3190 Applied Workplace Practice

Q. Are the courses delivered sequentially, and/or in what order?
Delivery of the B.A.M.S. courses will vary in each semester depending on the enrolment preferences selected by students (i.e. part-time or full-time study). For example: On-line students won’t cover the same courses as full-time students or mid-year students as so on. Sample timetables are available on request. Please contact a project administrator for a draft timetable on (03) 5327 8440, (03) 5327 8057 or email l.blanchard@ballarat.edu.au

Q. Can you give me some indication of the proposed timetable?
B.A.M.S. is delivered over 12 months. This program offers flexible delivery for you to optimise study whilst maintaining work / life / study balance. In addition it offers 14 voluntary support workshops fortnightly, an added incentive sharing ideas and experiences with one another. We will also support your learning by providing flexible learning resources and online tutorials for each course. These resources will consist of content, additional reading, knowledge tests, reflective learning questions and case studies.

Q. Are there any part-time places available?
Yes, we offer both full-time and part-time places. A part-time student will typically complete the program over 2 years (i.e. 2 courses per semester), whereas a full-time student will complete the program over 12 months (i.e 4 courses per semester)

Q. Are there any on-line places available?
Yes, however, entirely on-line places are only offered to students who prefer to do their studies part-time as students studying entirely online will not have the option to attend voluntary support workshops. Instead they will participate in on-line tutorial sessions as required; typically this will be negotiated between the students and the lecturer and may utilise a number of technologies such as blogs, discussions boards, chat etc.
Q. How do I apply?
To apply you will be required to:
1. Be an Australian or New Zealand citizen, or the holder of a permanent humanitarian visa
2. Provide evidence of completion of a Diploma and Advanced Diploma in an appropriate vocational field and a minimum 2 years relevant work experience
3. Complete a Higher Education Direct Application form
4. Be available for an interview if required. This interview may be in person, over the phone or via email.

Q. How do I know I have been accepted into the program?
If your application is successful you will be sent a Letter of Offer inviting you to enrol into the program. Enrolment can be completed entirely online at your convenience.

Q. When do I enrol into program?
The Letter of Offer will contain information on how to enrol. Enrolment is done on-line by yourself prior to commencement of studies.

Q. Can I apply for credit into this program?
B.A.M.S. is equivalent to a 3 year degree program. The Advanced Diploma and minimum 2 years relevant professional experience is deemed to be equivalent to Years 1 and 2 and is the maximum credit available i.e. No additional credit is awarded for any of the third year programs.

Q. What are my options if I do not have an Advanced Diploma?
This is not a problem. We can assist you to attain this qualification through any of the following:
- Recognition of Prior Learning (RPL) pathway
- Accelerated learning pathway i.e. a combination of RPL and a bridging course
- Recognition of other qualifications
To discuss the best option for you contact us on (03) 5327 8057, (03) 5327 8440 or email l.blanchard@ballarat.edu.au

Q. What fees will I pay for this program if I receive an offer to a Commonwealth Supported Place (C.S.P.)?
If you are offered a Commonwealth Supported Place into the B.A.M.S. program, the 2010 fees are $8859. These fees are set by the Federal Government. The Federal Government require you to make a financial contribution to each course of study you undertake. You can calculate the fees for this program by going through the following steps:
2. Go to ‘direct applicants’
3. Select ‘Bachelor of Applied Management Studies’ from the drop down screen
4. Select a major ‘general’ from the drop down screen
5. The final screen will give you a total breakdown of fees i.e. Contribution per unit (course).
Q. How do I pay for my fees?
An enrolment is only confirmed when the appropriate enrolment documents are completed, approved and lodged on the specified dates. Students will be issued with an invoice after enrolment and this must be paid by the specified date. Fees can be paid by using any of the following payment systems: BPay, bank deposit, credit card, cheque, and money order. For more information on payment of fees go to:

HECS-HELP
HECS-HELP assistance helps eligible students enrolled in a Commonwealth supported place with a loan to cover their student contribution amount. Discounts are available if students choose to pay all, or at least $500 of their student contribution amount up-front. For more information go to:
http://www.ballarat.edu.au/fdp/planning_strategy/fees/commonwealth_supported_places.shtml

Q. Will I have to purchase textbooks for this program?
There will be approx. 5-7 textbooks prescribed for this program and they will cover all 7 courses. We estimate the cost of these will to be around $700. There will be no additional learning materials fees charged for this program.

Disclaimer
This information relates to domestic students only.
All information is correct at the time of printing and is subject to change.