

# ACCM

## How to Enrol With the College

The Australian College of Commerce and Management is the largest traineeship provider in NSW and has been delivering quality distance education to thousands of students across Australia since 1996. We have industry trained professionals that guide the students through the training process. We make sure that they gain the must-have knowledge to complete the course and the ability to put their new skills into practice within your business

**QUICK,  
PAPERLESS  
ENROLMENT**

**24/7  
ACCESS**

**IMMEDIATE  
START!**

**KEEPING  
YOU  
UPDATED**



**Australian  
College**  
of Commerce & Management

# ACCM

## The Enrolment Process



### QUICK, PAPERLESS ENROLMENT

- We send you an online enrolment for your employees
- They can enrol online in 7 minutes
- They can start immediately
- All materials are provided online with 24/7 access

### SO WHAT HAPPENS NEXT?

- Once your trainee enrolls with the College, a College Student Tutor speaks to them and you about subject electives and time frames
- Normally, we recommend that a subject be completed every six weeks
- We lock in the agreed “Training Plan” and send it to you for your approval
- We make sure your trainee understands what to do and we follow up regularly with them
- A workplace supervisor will be asked to tell us that the trainee is “competent in the workplace” for each subject before we “pass” your employee
- You receive regular reports of progress
- We will touch base if we have concerns about your trainees progress

### WHAT CONTACT DOES MY TRAINEE GET FROM THE COLLEGE?

- Weekly contact by phone and email in the first 6 weeks to get them started
- Monthly contact thereafter or more regularly if requested
- Trainees can call for immediate help at anytime during business hours and after hours by appointment

### IS MY TRAINEE BEING TAUGHT CURRENT WORK PRACTICES?

- Yes, we write the majority of our student resources and they are updated to reflect industry changes
- Employers are regularly asked to give us feedback so we can keep our resources up to date
- College Student Advisers are all past industry workers, so they know their stuff
- You get to request the electives (when applicable) your employees undertake

### WHAT ARE THE COURSE FEES?

- Fees for all enrolment types are published on our website and will be confirmed with you prior to enrolment
- When you are sent your email with enrolment details, the specific fee for that traineeship is quoted
- In NSW the Smart & Skilled program sets the compulsory fees for each specific traineeship. All providers must charge the same fee.

For more information on our services or to discuss how we can design a training package that suits your specific needs, contact:

[www.accm.edu.au](http://www.accm.edu.au)

1300 515 321

[info@accm.edu.au](mailto:info@accm.edu.au)