

E2 - Managing International Education: Finance & Administration

Subject Outline

E2 deals with the financial and administrative aspects of managing an international education organisation. This includes appreciating the unique features of finance and administration in the field of international education. Section 1 provides you with fundamental knowledge and how to apply it to student admissions. The understanding and practical application of a budget is an important part of finance and administration, which will be investigated in Section 2. Section 3 focuses on the role of policies and procedures in ensuring effective finance and administration. Finally, Section 4 centres on Risk Management and synthesises the essential elements of the subject content.

Objectives

Upon completion of this subject, you will have demonstrated your ability to:

- Recognise how accounting is important in the function of an international education organisation
- Manage general administration functions in an international education organisation
- Comply with finance and administration policies and procedures
- Understand and contribute to the management of finance in an organisation through planning
- Provide support to education and training delivery in the international education workplace, and
- Manage the student admissions process and understand the roles of finance and administration throughout this process

Subject Index

1.0 – Finance and Administration Fundamentals

- 1.1 Functions
- 1.2 Requirements and costs
- 1.3 Strategy
- 1.4 Objectives
- 1.5 Key personnel and stakeholders
- 1.6 Reporting
- 1.7 Student admissions
- 1.8 Extension

2.0 – Budgets and Financial Plans

- 2.1 Sources of funding
- 2.2 Types of budgets
- 2.3 Cash flow method
- 2.4 Budget templates
- 2.5 Template 1

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2.6 Template 2

2.7 Extension

3.0 – Policies and Procedures

3.1 Legislative compliance

3.2 Development

3.3 Writing policies and procedures

3.4 Extension

4.0 – Risk management

4.1 Assessment

4.2 Management

4.3 Control

4.4 Extension

Tutors

Robyn Elledge,

Robyn is currently the finance Controller at IES. She has completed both a Bachelor of International Business (BintBus) and a Master of Professional Accounting (MPA), and is undertaking a Master of Employment Relations (MER). I am also a Certified Practising Accountant (CPA). Robyn has been employed in the field of finance in international education, since 2000, which has included the implementation of policies and procedures, as well as the preparation and presentation of information for the various stakeholders of International Education Services.

Gerard van Balveren

Gerard has worked in International Education for the past seven years and is the General Manager at IES. Previous to this he worked in the world of banking and finance. He is a Certified Practising Accountant (CPA) with Masters qualifications in both Commerce (Griffith Uni) and International Education (Monash). As a tutor he enjoys assisting students in meeting their learning needs and achieving their study and professional goals

What is expected of me as a student?

While the Diploma is delivered entirely online, you will benefit from opportunities to interact and network with your classmates. You are expected to participate in Focus Tasks and Discussions Boards – this lets your tutor know that you are managing the material. Participation also means your work can be checked and verified for authenticity. The more you interact, the more benefits you will derive from meeting others online, and sharing information and ideas.

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You also need to manage your time to ensure you can complete exercises and assessment activities. You should expect to devote 3-5 hours per week to each subject, depending on your computer skills and the time it takes to read source material.

While you can work at your own pace, there is a sequence to the subject, and deadlines for group tasks and assessment. Your tutor can also support you more effectively if you are up to date with your work.

Assessment

Assessment is based on the subject's learning materials. There are three Assessment Activities required in this subject. These are due in weeks 5, 10, & 14