



About Sydney International Institute Pty Ltd (SIBC)

T/A Sydney International Business College

We aim to provide an attractive quality vocational education training within classroom and simulation workplace environment in Business management and Financial/Accounting fields.

Our college is committed to the highest standard in the provision of vocational education training under Australian Qualification Framework. Our code of practice base on the Education Service for Overseas Student (ESOS) Act 2000, the National Code 2018, and the VET Quality Framework- RTO Standard 2015, and ELICOS 2018.

We achieve this commitment through its culture of quality driven by stakeholder feedback, its quality assurance review process and key responsibilities held by all members of the Sydney International Business College (SIBC)s' team.

At Sydney International Business College (SIBC), we commit to give you many chances to study more. You can take an extra study support in each lesson from both on and off campus. We also offer you with one to one support to help you with your study skills development. We have a well-resourced student learning support where you can access such as our computer labs which allow you to do some extra study with experienced and well-qualified professionals support staff.

Our campus locates on Level 7 & 5, 307 Pitt Street, Sydney right in the middle of Sydney's CBD. You can walk to many interesting places such as Town hall, QVB, Darling Harbour, Sydney Opera house, and China Town or The University of Technology, Sydney and TAFE. A minutes' walk to Town hall train Station; one minutes' walk to shopping centre; cafes restaurants bars and shopping all on your doorstep. Our ultra-modern campus gives you comfortable and modern classrooms with interactive teaching technology with free high-speed Wi-Fi.

Our Hobart campus locates on Level 2, 27 Elizabeth St, Hobart, TAS 7000, which is also the heart of Hobart, and the building of our Hobart campus is the highest building in Tasmania.



Qualification Pathway

At Sydney International Business College (SIBC), we offer the Australian National Accredited courses in business management and Financial/Accounting field. Our course appropriate and open for those:

Experienced in business management and Financial/Accounting or abilities, who wish to develop and refine their skills further

- Who want to develop their business management or Financial/Accounting skills to a sufficient level to enter into a university level qualification
- Who is seeking to be promoted or who are currently employed seeking to take on a supervisory role in business management area
- Who are fully experienced within this vocational area and are seeking formal recognition of their existing skills
- University graduates who wish to gain competency-based skills in business service sector prior to employment.

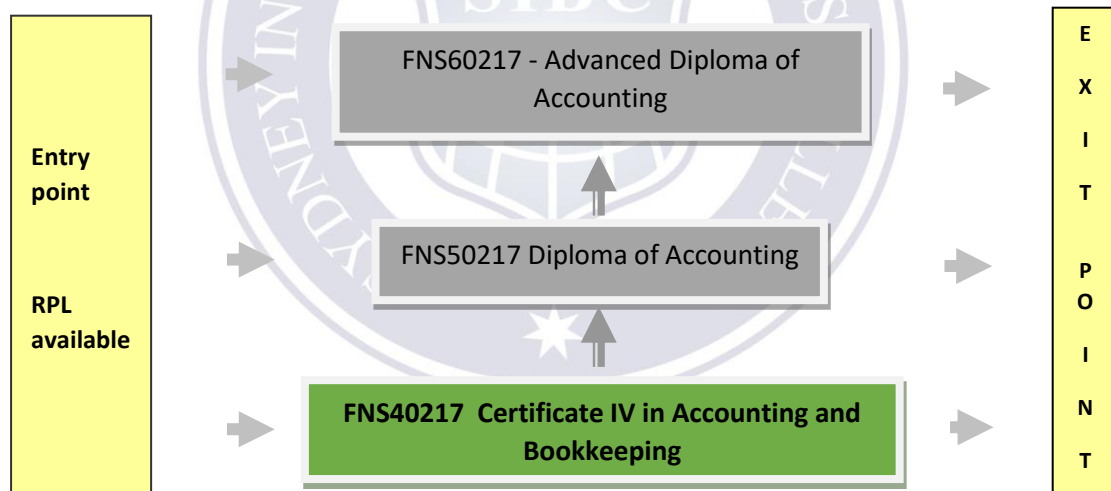


Figure 1: Qualification Pathway for Accounting courses

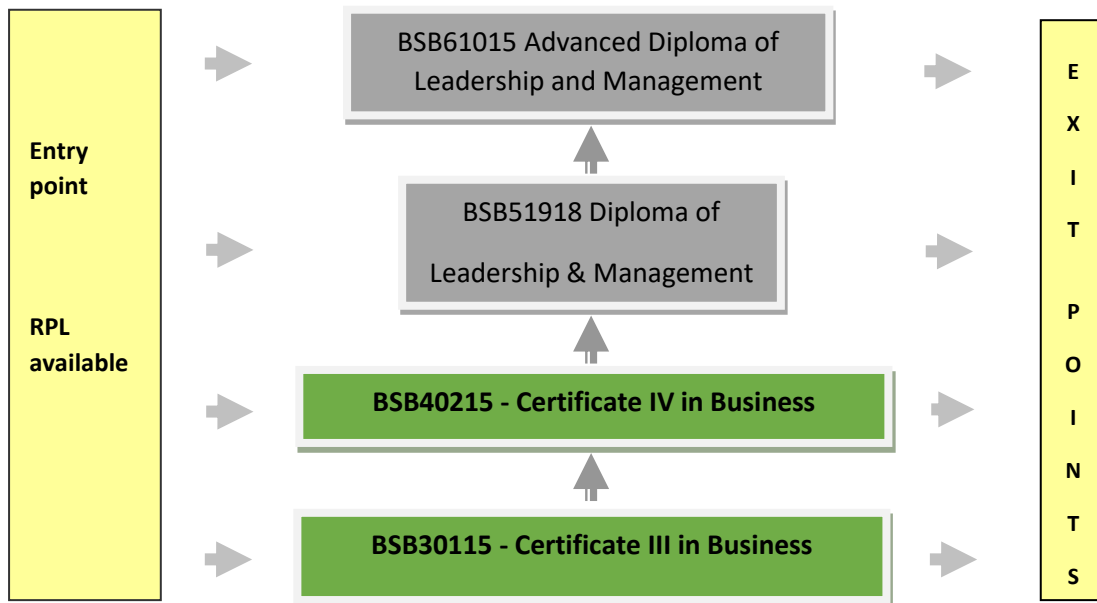


Figure 2: Qualification Pathway for Business Management courses

General Intensive English

(CRICOS Code 094231G)

Course Overview:

- GE courses prepare students with communication skills by developing listening, speaking, reading and writing skills.
- When students arrive at SIBC, they are given a Placement Test and an interview to determine their English proficiency
- And are then placed in a class best suited to their English level and study plans
- General Intensive English is designed to give students the opportunity for rapid progress of English language skills.
- There are 20 hours' face-to-face daily English lessons each week including listening, speaking, reading and writing. Each level' studying is 12 weeks.

Pathway:

After completing the Upper Intermediate level, the student will meet the entry requirement of all SIBC courses.



Entry Requirement:

- Be 18 years old or over
- For international students, you will be required to do an interview with our LLN officer to assess your language level, and you will be assigned into a specific level

Level Description:

Elementary	You will learn basic vocabulary, simple verb tenses, common phrases, conversational techniques, pronunciation tips, the phonetic and English alphabet and confidence in your language.
Pre-Intermediate	This course builds on the skills learned at the Elementary level. You will learn more complex tenses, modals and conditionals, more complex tenses including simple past, future, and present perfect, how to agree / disagree and express your opinion in conversation and written documents, how to tell a good story, further pronunciation skills and confidence in your new language.
Intermediate	This course is an extension of Pre-Intermediate. It concentrates on joining tenses, more formal structures including all the conditionals and the passive voice, as well as extending your knowledge of idioms, phrasal of verbs, and colloquialisms. By the end of the Intermediate course, you will be better equipped to converse in a relaxed manner.
Upper-Intermediate	This course introduces more advanced grammatical knowledge and seeks to increase personal vocabulary and to encourage autonomous learning. The pronunciation syllabus employed increases accuracy and confidence. By the end of this course, you will be able to socialize more effectively with other English speakers at both the verbal and written level.

This program (General English) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents. This course will help student to prepare for their future study in Australia.

Course Structure: Duration:

12 weeks per level, with up to 48 weeks total enrolment.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.



FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING (RELEASE 1)

(CRICOS Code 097966K)

Course Overview:

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Entry Requirement:

- **[Age Requirement]:** Be 18 years old or over
- **[Knowledge Requirement]:** Students who intend to enrol in this course must prove their successful completion of Certificate III in Accounting or equivalent, OR prove their satisfactory completion of Australian Year 12 or international equivalent, OR has completed any Certificate III level qualifications under AQF (LLN test is required if the applicant's qualification is not in business field), OR have industry experience in accounting or any relevant financial service with a minimum of 2 years.
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate III course (or above) taught in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After completing the FNS40217 Certificate IV in Accounting and Bookkeeping, students may articulate into further study of the Diploma of Accounting offered by any RTO or they may have opportunities to continue their studies in Bachelor Degree programs offered by any Australian Higher Education providers.

Job Outcome:



Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Payroll Clerk
- General Clerical Assistant
- Bookkeeper
- Accounts Receivable Clerk

This program (FNS40217 - Certificate IV in Accounting and Bookkeeping - Release 1) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

52 tuition weeks. (12 Weeks include break) The course consists of 13 units and is clustered into 4 groups in order to be delivered within 4 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/FNS40217>.

FNS40217 Certificate IV in Accounting and Bookkeeping			
<i>Delivery Structure (10 Weeks per Term)</i>			
TERM ONE			
Unit of competency	Face to face hours	Self-Study / Individual Learning hours	Combined Hours
1- FNSACC313 Perform financial calculations	60	30	90
2- FNSACC311 Process financial transactions and extract interim reports	60	30	90
3- FNSACC312 Administer subsidiary accounts and ledgers	80	40	120
Total	200	100	300
Break			
TERM TWO			



Unit of competency	Face to face Hours	Self-Study / Individual Learning hours	Combined Hours
4- BSBFIA401 Prepare financial reports	80	40	120
5- FNSTPB401 Complete business activity and instalment activity statements	60	30	90
6- BSBSMB412 Introduce cloud computing into business operations	60	30	90
Total	200	100	300
Break			
TERM THREE			
Unit of competency	Face to face Hours	Self-Study / Individual Learning hours	Combined Hours
7- FNSACC408 Work effectively in the accounting and bookkeeping industry	60	30	90
8- BSBITU306 Design and produce business documents	60	30	90
9- FNSACC416 Set up and operate a computerised accounting system	80	40	120
Total	200	100	300
Break			
TERM FOUR			
Unit of competency	Face to face Hours	Self-Study / Individual Learning hours	Combined Hours
10- BSBWRT301 Write simple documents	40	20	60
11- FNSACC412 Prepare operational budgets	40	20	60
12- FNSACC414 Prepare financial statements for non-reporting entities	60	30	90
13 – FNSTPB402 Establish and maintain payroll systems	60	40	90
Total	200	100	300



FNS50217 DIPLOMA OF ACCOUNTING (RELEASE 2)

(CRICOS Code 097968G)

Course Overview:

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Entry Requirement:

- **[Age Requirement]:** Be 18 years old or over
- **[Knowledge Requirement]:** Students who intend to enrol in this course must prove their satisfactory completion of Australian Year 12 or international equivalent, or has completed any Certificate IV level qualifications under AQF (LLN test is required if the applicant's qualification is no in business field) or have industry experience in business or any relevant business service with a minimum of 2 years.
- **[Accounting Knowledge Requirement]:** Students who intend to enrol in this course must also prove their satisfactory completion in any of the following qualifications:
 - Completion of the FNSSS00014 Accounting Principles Skill Set
 - Completion of FNS40615 Certificate IV in Accounting or equivalent
 - Completion of FNS40215 Certificate IV in Bookkeeping or equivalent
 - Completion of FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate IV course (or above) thought in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:



After completing the FNS50217 Diploma of Accounting, students may articulate into further study Advanced Diploma of Accounting offered by any RTO, or they may have opportunities to continue their studies in Bachelor Degree programs offered by Higher Education providers.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Budget Officer
- Senior Bookkeeper
- Assistant Accountant
- Senior Accounts Receivable Clerk
- Senior Accounts Payable Clerk

This program (FNS50217 Diploma of Accounting – Release 2) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

52 tuition weeks. (12 Weeks include break) The course consists of 11 units and is clustered into 4 groups in order to be delivered within 4 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/FNS50217>.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.

FNS50217 – DIPLOMA OF ACCOUNTING			
<i>Delivery Structure: break down into 4 terms of full-time study load (10 Weeks per Term)</i>			
TERM ONE			
Unit of competency	Face to face hours	Self- study / Individual Learning hours	Combined Hours



1. FNSACC516- Implement and maintain internal control procedures	60	30	90
2. FNSACC505- Establish and maintain accounting information systems	60	30	90
3. FNSACC514- Prepare financial reports for corporate entities	80	40	120
Total	200	100	300
TERM TWO			
Unit of competency	Face to face hours	Self- study / Individual Learning hours	Combined Hours
4. FNSORG505- Prepare financial reports to meet statutory requirements	60	30	90
5. FNSACC413 – Make decisions in a legal context	60	30	90
6. FNSACC512- Prepare tax documentation for Individuals	80	40	120
Total	200	100	300
TERM THREE			
Unit of competency	Face to face hours	Self- study / Individual Learning hours	Combined Hours
7. BSBLDR402- Lead effective workplace relationships	60	30	90
8. BSBITU402- Develop and use complex spreadsheets	60	30	90
9. FNSACC513- Manage budgets and forecasts	80	40	120
Total	200	100	300
TERM FOUR			
Unit of competency	Face to face hours	Self- study / Individual Learning hours	Combined Hours
10. FNSACC511- Provide financial and business performance information	100	50	150
11. FNSACC517- Provide management accounting information	100	50	150
Total	200	100	300



FNS60217 ADVANCED DIPLOMA OF ACCOUNTING (RELEASE 2)

(CRICOS Code 097967J)

Course Overview:

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

Entry Requirement:

- **[Age Requirement]:** 18 years old or over
- **[Knowledge Requirement]:** Students who intend to enrol in this course must prove their satisfactory completion of Australian Year 12 or international equivalent, or has completed any Diploma level qualifications under AQF (LLN test is required if the applicant's qualification is no in business field) or have industry experience in business or any relevant business service with a minimum of 3 years.
- **[Accounting Knowledge Requirement]:** Students who intend to enrol in this course must also prove their satisfactory completion in any of the following qualifications:
 - Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set
 - Completion of FNS50215 Diploma of Accounting
 - Completion of FNS50217 Diploma of Accounting
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate IV course (or above) taught in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.



Pathway:

After completing the FNS60217 Advanced Diploma of Accounting, students may articulate into opportunities to continue their studies in Bachelor Degree programs offered by Australian Universities.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accountant
- Financial Accounting Officer
- Costing Project Manager
- Senior Accounts Payable Clerk

This program (FNS60217 - Advanced Diploma of Accounting - Release 2) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

78 tuition weeks. (18 Weeks include break) The course consists of 14 units and is clustered into 6 groups in order to be delivered within 6 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/FNS60217>.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.

FNS60217 ADVANCED DIPLOMA OF ACCOUNTING

*Delivery Structure: **break down into** 6 terms of full-time study load (10 Weeks per Term)*

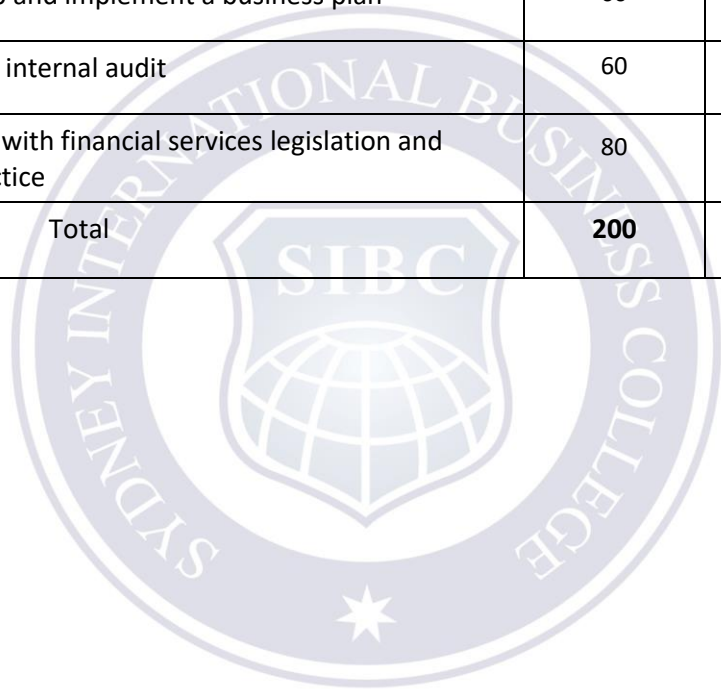
TERM ONE



Unit of competency	Face to face Hours	Self-study / Individual Learning hours	Combined Hours
1. FNSINC601 Apply economic principles to work in the financial services industry	100	50	150
2. FNSACC624 Monitor corporate governance activities	100	50	150
Total	200	100	300
TERM TWO			
Unit of competency	Face to face Hours	Self-study / Individual Learning hours	Combined Hours
3. FNSINC602 Interpret and use financial statistics and tools	100	50	150
4. BSBRSK501 Manage risk	100	50	150
Total	200	100	300
TERM THREE			
Unit of competency	Face to face Hours	Self-study / Individual Learning hours	Combined Hours
5. FNSACC607 - Evaluate business performance	100	50	150
6. FNSINC503 - Identify situations requiring complex ethical decision making	100	50	150
Total	200	100	300
TERM FOUR			
Unit of competency	Face to face Hours	Self-study / Individual Learning hours	Combined Hours
7. FNSACC601 - Prepare and administer tax documentation for legal entities	80	40	120
8. BSBFIM601 - Manage finances	80	40	120
9. BSBRES411 - Analyse and present research information	40	20	60
Total	200	100	300



TERM FIVE			
Unit of competency	Face to face Hours	Self-study / Individual Learning hours	Combined Hours
10. BSBADM506 - Manage business document design and development	100	50	150
11. FNSACC614 - Prepare complex corporate financial reports	100	50	150
Total	200	100	300
TERM SIX			
Unit of competency	Face to face Hours	Self-study / Individual Learning hours	Combined Hours
12. BSBMGT617 - Develop and implement a business plan	60	30	90
13. FNSACC606 - Conduct internal audit	60	30	90
14. FNSFMK505 - Comply with financial services legislation and industry codes of practice	80	40	120
Total	200	100	300





BSB30115 CERTIFICATE III IN BUSINESS (RELEASE 4)

(CRICOS Code 092230B)

*This course is only available in Sydney Campus

Course Overview:

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Entry Requirement:

- **[Age Requirement]:** Be 18 years old or over
- **[Knowledge Requirement]:** Students who intend to enrol in this course must prove their successful completion of Australian Year 11 or international equivalent, or has completed any Certificate II level qualifications under AQF (LLN test is required if the applicant's qualification is not in business field), or has relevant experience in business field for more than 6 months.
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate II course (or above) taught in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After completing the BSB30115 Certificate III in Business, students may articulate into further study of the Certificate IV in Business or other Certificate IV level qualifications offered by any RTO.

Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Customer service advisor
- Data entry operator
- General clerk



- Payroll officer
- Typist and Word processing operator.

This program (BSB30115 - Certificate III in Business Release 4) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

52 tuition weeks. (12 Weeks include break) The course consists of 12 units and is clustered into 4 groups in order to be delivered within 4 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/BSB30115>.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.

BSB30115 - Certificate III in Business			
<i>Delivery Structure: break down into 4 terms of full-time study load (10 Weeks per Term)</i>			
TERM ONE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
1. BSBITU306- Design and produce business documents	100	50	150
2. BSBITU313- Design and produce digital text documents	100	50	150
Total	200	100	300
TERM TWO			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours



3. BSBITU312- Create electronic presentations	80	40	120
4. BSBITU315- Purchase goods and services online	40	20	60
5. BSBITU314- Design and produce spreadsheets	80	40	120
Total	200	100	300
TERM THREE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
6. BSBWHS302- Apply knowledge of WHS legislation in the workplace	60	30	90
7. BSBWOR203- Work effectively with others	40	20	60
8. BSBDIV301- Work effectively with diversity	40	20	60
9. BSBWRT301- Write simple documents	60	30	90
Total	200	100	300
TERM FOUR			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
10. BSBPRO301- Recommend products and services	80	40	120
11. BSBCUS301- Deliver and monitor a service to customers	40	20	60
12. BSBITU309- Produce desktop published documents	80	40	120
Total	200	100	300



BSB40215 CERTIFICATE IV IN BUSINESS (RELEASE 4)

(CRICOS Code 092231A)

*This course is only available in Sydney Campus

Course Overview:

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Entry Requirement:

- **[Age Requirement]:** Be 18 years old or over
- **[Knowledge Requirement]:** Students who intend to enrol in this course must prove their successful completion of Certificate III in Business or equivalent, or prove their satisfactory completion of Australian Year 12 or international equivalent, or has completed any Certificate III level qualifications under AQF (LLN test is required if the applicant's qualification is no in business field) or have industry experience in business or any relevant business service with a minimum of 2 years.
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate III course (or above) thought in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After completing the BSB40215 Certificate IV in Business, students may articulate into further study of Diploma of Business offered by any RTO, or they may have opportunities to continue their studies in Bachelor Degree programs offered by Higher Education providers.

Job Outcome:



Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Project Officer
- Office Administrator

This program (BSB40215 - Certificate IV in Business - Release 4) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

52 tuition weeks. (12 Weeks include break) The course consists of 10 units and is clustered into 4 groups in order to be delivered within 4 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/BSB40215>.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.

BSB40215 Certificate IV in Business			
<i>Delivery Structure (10 Weeks per Term)</i>			
TERM ONE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
1. BSBITU402- Develop and use complex spreadsheets	100	50	150
2. BSBITU404- Produce complex desktop published documents	100	50	150
Total	200	100	300
TERM TWO			



Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
3. BSBCMM401- Make a presentation	60	30	90
4. BSBREL401- Establish networks	60	30	90
5. BSBLED401- Develop teams and individuals	80	40	120
Total	200	100	300
TERM THREE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
6. BSBWHS401- Implement and monitor WHS policies, procedures and programs to meet legislative requirements	100	50	150
7. BSBITU401- Design and develop complex text documents	100	50	150
Total	200	100	300
TERM FOUR			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
8. BSBRES411- Analyse and present research information	80	40	120
9. BSBWRT401- Write complex documents	80	40	120
10. BSBADM405- Organise meetings	40	20	60
Total	200	100	300



BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT (RELEASE 4)

(CRICOS Code 098858F)

*This course is only available in Sydney Campus

Course Overview:

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Entry Requirement:

- **[Age Requirement]:** At least 18 years old
- **[Knowledge Requirement]:** Year 12 completion or overseas equivalent; OR Successful completion of any AQF Certificate IV level (or above) courses in Business or in relevant field. OR Have a minimum of 2 years of experience in supervisory role.
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate IV course (or above) taught in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After completing the BSB51918 Diploma of Leadership and Management, students may articulate into further study of the Advanced Diploma of Business/Leadership Management offered by any RTO or they may have opportunities to continue their studies in Bachelor Degree programs offered by any Australian Higher Education providers.

Job Outcome:



Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Strategic Management analyst
- Executive officer
- Business development manager

This program (BSB51918 Diploma of Leadership and Management - Release 4) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

52 tuition weeks. (12 Weeks include break) The course consists of 12 units and is clustered into 4 groups in order to be delivered within 4 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/BSB51918>.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.

BSB51918 Diploma of Leadership and Management			
<i>Delivery Structure (10 Weeks per Term)</i>			
TERM ONE			
Unit of competency	In class Hours	Self-Study/ Individual Learning Hours	Combined Hours
1- BSBCUS501 Manage quality customer service	60	30	90
2- BSBADM506 Manage business document design and development	60	30	90
3. BSBFIM501 Manage budgets and financial plans	80	40	120
Total	200	100	300



TERM TWO			
Unit of competency	In class Hours	Self-Study/ Individual Learning Hours	Combined Hours
4- BSBLDR502 Lead and manage effective workplace relationships	60	30	90
5- BSBMGT517 Manage operational plan	80	40	120
6. BSBWOR502 Lead and manage team effectiveness	60	30	90
Total	200	100	300
TERM THREE			
Unit of competency	In class Hours	Self-Study/ Individual Learning Hours	Combined Hours
7- BSBWOR501 Manage personal work priorities and professional development	80	40	120
8- BSBADM502 Manage meetings	40	20	60
9. BSBWHS521 Ensure a safe workplace for a work area	80	40	120
Total	200	100	300
TERM FOUR			
Unit of competency	In class Hours	Self-Study/ Individual Learning Hours	Combined Hours
10.- BSBHRM405 Support the recruitment, selection and induction staff	60	30	90
11.- BSBLDR511 Develop and use emotional intelligence	60	30	90
12.- BSBLED501 Develop a workplace learning environment	80	40	120
Total	200	100	300



BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (RELEASE 3)

(CRICOS Code 092229F)

*This course is only available in Sydney Campus

Course Overview:

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Entry Requirement:

- **[Age Requirement]:** At least 18 years old.
- **[Knowledge Requirement]:** Successful completion of BSB51918 Diploma of Leadership and Management; OR Successful completion of any AQF Diploma (or above) courses in Business or in relevant field. OR Have a minimum of 3 years of experience in supervisory role.
- **[English Requirement]:** For international students, IELTS overall 5.5 or its equivalent (TOEFL/PTE/Cambridge English are acceptable), OR complete Australian ELICOS course at **upper intermediate level**, OR complete any AQF Certificate IV course (or above) thought in English, OR pass the SIBC English placement test at upper intermediate level (at least 60 points out of 100) unless your nationality is the US, UK, New Zealand, Canada or Ireland.

Pathway:

After completing the Advanced Diploma of Leadership and Management, students may articulate to continue their studies in VET Graduate Certificate or Bachelor Degree programs offered by Australian Higher Education providers.



Job Outcome:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Entrepreneurship
- Business Enterprise Manager

This program (BSB61015 Advanced Diploma of Leadership and Management -Release 3) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks, case study tutorials, group activities and theory-based documents.

Course Structure: Duration:

78 tuition weeks. (18 Weeks include break) The course consists of 12 units and is clustered into 6 groups in order to be delivered within 6 terms of full-time study load. The term duration is 10 weeks.

Please refer to the unit description on <https://training.gov.au/Training/Details/BSB61015>.

Note: please refer to the prior to enrolment kit for the course fee, cancel & refund policy, the enrolment term and condition, and the student welfare support service provided.

BSB61015 Advanced Diploma of Leadership and Management			
<i>Delivery Structure (10 Weeks per Term)</i>			
TERM ONE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
1. BSBMGT616 - Develop and implement strategic plans	100	50	150
2. BSBHRM602 - Manage human resources strategic planning	100	50	150
Total	200	100	300
TERM TWO			



Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
3. BSBR501 - Manage risk	100	50	150
4. BSBADV602 - Develop an advertising campaign	100	50	150
Total	200	100	300
TERM THREE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
5. BSBINN601 - Lead and manage organisational change	100	50	150
6. BSBMGT605 - Provide leadership across the organisation	100	50	150
Total	200	100	300
TERM FOUR			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
7. BSBSUS501 - Develop workplace policy and procedures for sustainability	100	50	150
8. BSBFIM601 - Manage finances	100	50	150
Total	200	100	300
TERM FIVE			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
9. BSBMGT617 - Develop and implement a business plan	100	50	150



10. BSBMKG607 - Manage market research	100	50	150
Total	200	100	300
TERM SIX			
Unit of competency	Face to face Hours	Self-Study/ Individual Learning Hours	Combined Hours
11. BSBMKG609 - Develop a marketing plan	100	50	150
12. BSBMKG608 - Develop organisational marketing objectives	100	50	150
Total	200	100	300





RPL and advance standing:

Students are able to apply for Recognition of Prior Learning (RPL) from the previous qualification gained or practical experience.

You require providing evidence that will demonstrate competency in the learning outcomes of the course.

Benefits of PRL/RCC/Credit Transfer:

- Conforms to the requirements for equity in adult education programs.
- Avoids the problem of students having to unnecessarily repeat learning experiences.
- Encourages the development of various assessment procedures.
- Assesses the candidates current competence in comparison to the stated standards of competence required.
- Clarifies what relevant skills the student does and does not possess so that the learning program can be tailored accordingly.
- The RPL will be granted when all the stated learning and performance criteria of the training courses have been shown to be met.
- Upon successful RPL granted, the course duration will be shorter and will affect your study duration which state on the confirmation of enrolment (COE) document.