

VET DETAILED PROSPECTUS



Australia Institute of
Business & Technology



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SCHOOL OF BUSINESS



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CERTIFICATE IV IN ACCOUNTING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$11,700
\$7,020**

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and

specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Accounts Supervisor
Finance Sector Supervisor

FAST COURSE GUIDE

National Code	FNS40615
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 13</p> <ul style="list-style-type: none"> • 10 core units • plus 3 elective units <ul style="list-style-type: none"> • The elective units consist of 1 from the core electives. • Of the remaining 2 units: <ul style="list-style-type: none"> • up to 2 may be from the electives • You can replace 2 of the core electives with any other 2 subjects (Cert III/IV/ Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
FNSACC301	Process financial transactions and extract interim reports	This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journals to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports.
FNSACC302	Administer subsidiary accounts and ledgers	This unit describes the skills and knowledge required to reconcile and monitor financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action, and remit payments to sundry creditors.
FNSACC404	Prepare financial statements for non-reporting entities	This unit describes the skills and knowledge required to develop a range of commonly required financial reports for entities that do not have a statutory duty to file financial reports with government agencies and regulators.
FNSACC406	Set up and operate a computerised accounting system	This unit describes the skills and knowledge required to modify and operate an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions within the system, maintaining the system, producing reports and ensuring system integrity.

CERTIFICATE IV IN ACCOUNTING

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
FNSBKG404	Carry out business activity and instalment activity statement tasks	This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS) and other required reports.
FNSINC401	Apply principles of professional practice to work in the financial services industry	This unit describes the skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements, and to model and meet expectations of these in all aspects of work.
BSBFIA401	Prepare financial reports	This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.
BSBITU306	Design and produce business documents	This unit describes the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.
FNSBKG405	Establish and maintain a payroll system	This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries and process accurate payroll data for manual and computerised systems.
FNSACC402	Prepare operational budgets	This unit describes the skills and knowledge required to prepare and document operational budgets for a variety of organisations.

ELECTIVES

Unit Code	Course Name	Course Description
FNSACC303	Perform financial calculations	This unit describes the skills and knowledge required to use a range of common calculation methods and techniques for conducting routine financial calculations and transactions.
BSBITU402	Develop and use complex spreadsheets	This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.
FNSACC407	Produce job costing information	This unit covers the skills and knowledge required to calculate and record the job costs of products and services.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF ACCOUNTING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$12,000
\$7,200**

This qualification reflects professional accounting job roles in financial services and other 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 guidance to others within defined guidelines.

DIPLOMA OF ACCOUNTING

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Assistant Accountant
Finance Sector Supervisor

FAST COURSE GUIDE

National Code	FNS50215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Online and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 11</p> <ul style="list-style-type: none"> • 6 core units • plus 5 elective units <ul style="list-style-type: none"> • The elective units consist of 3 from the core electives. • Of the remaining 2 units: • up to 2 may be from the electives • You can replace 2 of the core electives with any other 2 subjects (Cert IV/ Diploma/ Advanced Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
FNSACC501	Provide financial and business performance information	This unit describes the skills and knowledge required to analyse and report on a broad range of financial and business performance information and encompasses assessing clients' needs, analysing data and preparing advice.
FNSACC502	Prepare tax documentation for individuals	This unit describes the skills and knowledge required to prepare non-complex income tax returns for individuals in accordance with statutory requirements, and encompasses gathering and verifying data, calculating taxable income and reviewing compliance requirements.
FNSACC503	Manage budgets and forecasts	This unit describes the skills and knowledge required to prepare, document and manage budgets and forecasts, and encompasses forecasting estimates and monitoring budgeted outcomes.
FNSACC504	Prepare financial reports for corporate entities	This unit describes the skills and knowledge required to prepare financial reports for a reporting entity and encompasses compiling and analysing data and meeting statutory reporting requirements.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
FNSACC506	Implement and maintain internal control procedures	This unit describes the skills and knowledge required to review corporate governance requirements, implement operating procedures and monitor policy.
FNSACC507	Provide management accounting information	This unit describes the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports and review costing systems integrity to calculate and record the costs of products and services.

ELECTIVES

Unit Code	Course Name	Course Description
FNSORG506	Prepare financial forecasts and projections	This unit describes the skills and knowledge required to plan a financial forecast or projection, identify assumptions and parameters, collect, consolidate and analyse data, make forecasts or projections, document results and obtain approval.
BSBITU402	Develop and use complex spreadsheets	This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.
FNSACC607	Evaluate business performance	This unit describes the skills and knowledge required to analyse trends in an organisation's business operations, develop performance indicators and identify options for improvement.
FNSFMK505	Comply with financial services legislation and industry codes of practice	This unit describes the skills and knowledge required to ensure compliance with finance industry regulations and industry codes of practice on an organisational level.
FNSACC505	Establish and maintain accounting information systems	This unit describes the skills and knowledge required to identify and record system requirements, evaluate alternative systems and acceptance test systems, prepare system documentation, implement reporting systems and records, monitor systems and review reporting procedures.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF ACCOUNTING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$13,500
\$8,100**

This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification. 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.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Accountant Manager
Assistant Accountant

FAST COURSE GUIDE

National Code	FNS60215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Online/Distance (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 14</p> <ul style="list-style-type: none"> • 3 core units • plus 11 elective units <ul style="list-style-type: none"> • The elective units consist of 5 from the core electives. • Of the remaining 6 units: <ul style="list-style-type: none"> • up to 6 may be from the electives • You can replace 6 of the core electives with any other 2 subjects (Cert IV/ Diploma/ Advanced Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
FNSACC604	Monitor corporate governance activities	This module establishes corporate governance (CG) standards and practices in the international markets. It primarily identifies CG reporting trends through the determination of processes related to adherence of CG policies and standards. This module also reviews the compliance aspect of CG
FNSINC601	Apply economic principles to work in the financial services industry	This unit describes the skills and knowledge required to apply broad principles of financial economics that underpin a range of tasks and functions in the financial services industry. It includes understanding how financial instruments are priced in markets, and techniques and processes government and organisations use to manage financial risk, demonstrating broad knowledge of economic context.
FNSINC602	Interpret and use financial statistics and tools	This unit covers the application of techniques to access, interpret and analyse statistical data relevant to the financial services industry. It encompasses producing new statistical information and reports from existing data using a range of tools and processes.

ADVANCED DIPLOMA IN ACCOUNTING

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
FNSACC602	Audit and report on financial systems and records	This unit describes the skills and knowledge required to research corporate governance reporting trends, examine corporate governance standards and practices, and review compliance to develop and implement processes and procedures for meeting corporate governance obligations.
FNSACC606	Conduct internal audit	This unit describes the skills and knowledge required to evaluate information systems and assess an organisation's risks as part of an internal audit process.
FNSACC608	Evaluate organisation's financial performance	This unit describes the skills and knowledge required to evaluate returns to operations, determine short-term and long-term needs, and evaluate an organisation's financial position and performance.
FNSACC609	Evaluate financial risk	This unit describes the skills and knowledge required to assess financial risk and exposure, analyse financial histories and establish processes to minimise risks associated with an organisation's cash flow or assets and securities.
FNSACC610	Develop and implement financial strategies	This unit describes the skills and knowledge required to review financial and organisational data, determine and implement strategic options and long-term plans, and evaluate outcomes for the optimisation of financial outcomes for an organisation.
FNSACC613	Prepare and analyse management accounting information	This unit describes the performance outcomes, skills and knowledge required to gather, record and analyse operating costs and data, prepare cost reports and budgets, and calculate the costs of products, services and other organisational activities.
FNSACC614	Prepare complex corporate financial reports	This unit describes the skills and knowledge required to compile and analyse financial data, identify appropriate reporting requirements, and develop and prepare complex financial reports for reporting entities.
FNSORG602	Develop and manage financial systems	This module describes the skills and knowledge required to strategically manage finances directly linked to organisational performance as defined in a strategic plan. It includes establishing and designing financial systems to accommodate accounting, budgeting, cash flow analysis and financial planning for a small organisation or a business unit of a large organisation.
FNSRSK602	Determine and manage risk exposure strategies	This module enables students to assess and determine the risk exposure factors for financial investment and insurance products through determining appropriate risk assessment strategies. These strategies are communicated to relevant staff members by working as a team to evaluate risk exposure management plan. These plans are aimed for portfolio managers by including what types of business will be targeted and not targeted.
FNSTPB503	Apply legal principles in consumer and contract law	This module contains researching legal aspects of contract and consumer laws that impact and businesses and corporations in the global marketplace. Through analysing legal issues and risks associated with operations of a business, students are able to clarify solutions to contract and consumer law. By understanding how to access and use systems for up-to-date knowledge within the legal aspects of contract and consumer law students will be able to maintain their legal knowledge.
FNSTPB504	Apply legal principles in corporations and trusts law	This module analyses researching legal aspects of corporations and trust laws relevant to client's circumstances in business. Through thorough analysis of issues and risks associated with the operations of business on a day to day basis, graduates will be able to apply knowledge of law to businesses structures and maintain legal knowledge. Having a base understanding of trust law and legal principles for businesses is paramount for a successful career in accountancy.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN ADVERTISING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,000
\$5,400**

This qualification is suitable for those who use well-developed advertising skills and a broad knowledge base in a wide variety of advertising contexts.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate

information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior advertising practitioners.

CERTIFICATE IV IN ADVERTISING

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Advertising Account Director
Advertising Account Planning Manager
Client Services Director
Client Services Executive

FAST COURSE GUIDE

National Code	BSB40115
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 10</p> <ul style="list-style-type: none"> • 5 core units • plus 5 elective units • You can replace 2 of the core electives with any other 2 subjects (Cert III/IV/ Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBADV402	Conduct pre-campaign testing	This unit describes the skills and knowledge required to plan, pilot and refine an advertising campaign to ensure marketing communication objectives are met.
BSBADV403	Monitor advertising production	This unit describes skills and knowledge required to oversee, monitor and report on pre-production, production and post-production work for advertisements.
BSBADV404	Schedule advertisements	This unit describes skills and knowledge required to prepare and cost media schedules, book advertising time and space, and lodge advertisements.
BSBMKG402	Analyse consumer behaviour for specific markets	This unit describes the skills and knowledge required to analyse consumer behaviour for specific markets and specific needs.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBMKG401	Profile the market	This unit describes the skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.

ELECTIVES

Unit Code	Course Name	Course Description
BSBCUS401	Coordinate implementation of customer service strategies	This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.
BSBCUS402	Address customer needs	This unit describes the skills and knowledge required to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed.
BSBPRO401	Develop product knowledge	This unit describes the skills and knowledge required to develop product knowledge in preparation for the sales process.
BSBFIA402	Report on financial activity	This unit describes the skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of financial reports.
BSBMKG412	Conduct e-marketing communications	This unit describes the skills and knowledge required to prepare electronic advertisements for use in internet, email or facsimile marketing communications, and to evaluate their effectiveness in achieving marketing objectives.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF ADVERTISING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,600
\$5,760**

This qualification would apply to individuals with various job titles including account managers, creative directors, copywriters and account planners.

Individuals in these roles would possess a sound theoretical knowledge base in advertising management

and demonstrate a range of managerial skills to ensure that advertising functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams in conducting advertising campaigns.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Executive Assistant
Legal Services Support Officer
Paralegal

FAST COURSE GUIDE

National Code	BSB50115
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> • This qualification has no core units. • You can replace 2 of the secondary electives with any other 2 subjects (Cert IV/ Advanced Diploma level) offered within the school of business.

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBFIM501	Manage budgets and financial plans	This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
BSBADV507	Develop a media plan	This unit describes the skills and knowledge required to develop a media plan within a given budget, by defining requirements, selecting media vehicles and determining a schedule.
BSBWRT501	Write persuasive copy	This unit describes the skills and knowledge required to interpret a creative brief and evaluate a range of innovative options to write persuasive copy.
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBADV503	Coordinate advertising research	This unit covers the skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas. It includes assessment of research requirements, selection of research methods, and use of findings.

COURSE FORMAT

SECONDARY ELECTIVES

Unit Code	Course Name	Course Description
BSBMGT502	Manage people performance	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
BSBMKG501	Identify and evaluate marketing opportunities	This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.
BSBPMG522	Undertake project work	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF ADVERTISING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$10,800
\$6,480**

This qualification reflects the role of individuals who provide leadership and strategic direction for the advertising activities of an organisation. Working as account directors, account planning managers, client services executives/directors, these people analyse, design and execute judgements using wide-

ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the advertising field. These individuals are often accountable for group outcomes and for the overall performance of the advertising function in an organisation.

ADVANCED DIPLOMA OF ADVERTISING

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Advertising Account Director
Advertising Account Planning Manager
Client Services Director
Client Services Executive

FAST COURSE GUIDE

National Code	BSB60115
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> • 5 core units • plus 3 elective units • You can replace 1 of the core electives with any other 1 subject (Diploma or above level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBADV602	Develop an advertising campaign	This unit describes the skills and knowledge required to develop an advertising campaign in response to an advertising brief, including clarifying and defining campaign objectives, preparing the advertising budget, and scheduling.
BSBADV603	Manage advertising production	This unit describes the skills and knowledge required to manage advertising production of electronic and print advertising. It includes planning and directing the advertising production process, evaluating and selecting suppliers, and evaluating the final production of the advertisement according to the creative brief
BSBADV604	Execute an advertising campaign	This unit describes the skills and knowledge required to coordinate and monitor an advertising campaign, including developing an implementation strategy, negotiating media contracts and monitoring the campaign
BSBADV605	Evaluate campaign effectiveness	This unit describes the skills and knowledge required to develop and implement a campaign evaluation strategy to determine whether advertising objectives have been achieved.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBMKG523	Design and develop an integrated marketing communication plan	This unit describes the skills and knowledge required to identify and evaluate the range of marketing communication options and media, to design an integrated marketing communication plan, and to develop a marketing communication brief and creative brief reflecting client needs and preferences.

ELECTIVES

Unit Code	Course Name	Course Description
BSBFIM601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
BSBHRM602	Manage human resources strategic planning	This unit describes the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives
BSBMKG609	Develop a marketing plan	This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN BUSINESS



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,000
\$5,400**

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.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Analyst
Client Services Executive
Office Administrator
Personal Assistant

FAST COURSE GUIDE

National Code	BSB51915
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 10</p> <ul style="list-style-type: none"> • 1 core unit • plus 9 elective units • You can replace 4 of the core electives with any other 4 subjects (Cert III/ Diploma level) offered within the school of business.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

ELECTIVES

Unit Code	Course Name	Course Description
BSBFIA402	Report on financial activity	This unit describes the skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of financial reports.
BSBMKG414	Undertake marketing activities	This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

CERTIFICATE IV IN BUSINESS

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
BSBPMG522	Undertake project work	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
BSBRK401	Identify risk and apply risk management processes	This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.
BSBWRT401	Write complex documents	This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBRES401	Analyse and present research information	This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
BSBMKG413	Promote products and services	This unit describes the skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
BSBITU402	Develop and use complex spreadsheets	This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF BUSINESS



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,600
\$5,760**

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

DIPLOMA OF BUSINESS

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Administrator
Business Sales Team Leader
Business Development Manager
Corporate Services Manager
Executive Officer

FAST COURSE GUIDE

National Code	BSB50215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> • This qualification has no core units. <ul style="list-style-type: none"> • You can replace 2 of the core electives with any other 2 subjects (Cert IV/ Advanced Diploma level) offered within the school of business.

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBADV503	Coordinate advertising research	This unit covers the skills and knowledge required to conduct primary and secondary advertising research to test advertising themes and ideas. It includes assessment of research requirements, selection of research methods, and use of findings.
BSBADV507	Develop a media plan	This unit describes the skills and knowledge required to develop a media plan within a given budget, by defining requirements, selecting media vehicles and determining a schedule.
BSBWRT501	Write persuasive copy	This unit describes the skills and knowledge required to interpret a creative brief and evaluate a range of innovative options to write persuasive copy.
BSBHRM501	Manage human resources services	This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics.

COURSE FORMAT

 CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBHRM513	Manage workforce planning	This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.
BSBHRM506	Manage recruitment, selection and induction processes	This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures.
BSBMKG501	Identify and evaluate marketing opportunities	This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.
BSBMKG502	Establish and adjust the marketing mix	This unit describes the skills and knowledge required to determine the optimum marketing mix for a business through analysis of interrelated marketing components.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF BUSINESS



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$10,800
\$6,480**

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Administrator
Business Analyst
Business Development Director
Quarry Business Manager
Senior Executive

FAST COURSE GUIDE

National Code	BSB60215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> • This qualification has no core units. • You can replace 2 of the secondary electives with any other 2 subjects (Diploma/ Advanced Diploma level) offered within the school of business.

COURSE FORMAT

»» CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBADV602	Develop an advertising campaign	This unit describes the skills and knowledge required to develop an advertising campaign in response to an advertising brief, including clarifying and defining campaign objectives, preparing the advertising budget, and scheduling.
BSBADV603	Manage advertising production	This unit describes the skills and knowledge required to manage advertising production of electronic and print advertising. It includes planning and directing the advertising production process, evaluating and selecting suppliers, and evaluating the final production of the advertisement according to the creative brief.
BSBADV604	Execute an advertising campaign	This unit describes the skills and knowledge required to coordinate and monitor an advertising campaign, including developing an implementation strategy, negotiating media contracts and monitoring the campaign

ADVANCED DIPLOMA OF BUSINESS

COURSE FORMAT

SECONDARY ELECTIVES

Unit Code	Course Name	Course Description
BSBHRM602	Manage human resources strategic planning	This unit describes the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives
BSBMKG603	Manage the marketing process	This unit describes the skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
BSBMKG607	Manage market research	This unit describes the skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.
BSBMKG608	Develop organisational marketing objectives	This unit describes the skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation's internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.
BSBFIM601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN BUSINESS ADMINISTRATION



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,600
\$5,760**

This qualification is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative

contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

CERTIFICATE IV IN BUSINESS ADMINISTRATION

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Accounts Supervisor
Administration Officer (Local Government)
Board Secretary
Executive Assistant
Project Assistant

FAST COURSE GUIDE

National Code	BSB40515
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 10</p> <ul style="list-style-type: none"> • This qualification has no core units. • 10 elective units, of which: <ul style="list-style-type: none"> • You can replace 1 of the secondary electives with any other 1 subjects (Cert III/ Diploma level) offered within the school of business.

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBFIA401	Prepare financial reports	This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.
BSBWRT401	Write complex documents	This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
BSBITU404	Produce complex desktop published documents	This unit describes the skills and knowledge required to design and produce complex desktop published documents.
BSBADM405	Organise meetings	This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBINM401	Implement workplace information system	This unit describes the skills and knowledge required to implement and review the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information which plays a significant part in the organisation's effectiveness.

SECONDARY ELECTIVES

Unit Code	Course Name	Course Description
BSBFIA402	Report on financial activity	This unit describes the skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of financial reports.
BSBMKG413	Promote products and services	This unit describes the skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
BSBMKG414	Undertake marketing activities	This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
BSBRISK401	Identify risk and apply risk management processes	This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF BUSINESS ADMINISTRATION



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$11,250
\$6,750**

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base

and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Administration Manager
Administration Manager (Local Government)
Administrator
Legal Practice Manager
Office Manager

FAST COURSE GUIDE

National Code	BSB50415
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 45 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> • This qualification has no core units. • 8 elective units, of which: <ul style="list-style-type: none"> • You can replace 1 of the secondary electives with any other 1 subjects (Cert IV/ Diploma level) offered within the school of business.

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBPMG522	Undertake project work	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
BSBADM506	Manage business document design and development	This unit describes the skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.
BSBADM503	Plan and manage conferences	This unit describes the skills and knowledge required to plan, promote and coordinate conferences, ensuring follow-up procedures are incorporated.

DIPLOMA OF BUSINESS ADMINISTRATION

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBADM504	Plan or review administration systems	This unit describes the skills and knowledge required to plan for or review the requirements of effective administrative systems and procedures for implementing, monitoring and reviewing the system.
BSBADM502	Manage meetings	This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

SECONDARY ELECTIVES

Unit Code	Course Name	Course Description
BSBMGT502	Manage people performance	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
BSBCUS501	Manage quality customer service	This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
BSBINM501	Manage an information or knowledge management system	This unit describes the skills and knowledge required to organise training for others for an information or knowledge management system and to manage the use of the system.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN HUMAN RESOURCES



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,600
\$5,760**

This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management and demonstrate a range of

managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

CERTIFICATE IV IN HUMAN RESOURCES

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Human resources assistant/administrator
Human resources coordinator
Human resources officer

FAST COURSE GUIDE

National Code	BSB41015
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 10</p> <ul style="list-style-type: none"> • 6 core units • plus 4 elective units • You can replace 2 of the core electives with any other 2 subjects (Cert III or above level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBHRM403	Support performance-management processes	This unit describes the skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance.
BSBHRM404	Review human resources function	This unit describes the skills and knowledge required to undertake research that supports work across a range of human resource functional areas.
BSBHRM405	Support the recruitment, selection and induction of staff	This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
BSBLDR402	Lead effective workplace relationships	This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

COURSE FORMAT

 CORE

Unit Code	Course Name	Course Description
BSBWRK411	Support employee and industrial relations procedures	This unit describes the skills and knowledge required to communicate and implement industrial relations policies and procedures to effectively represent organisations/ employers.

 ELECTIVES

Unit Code	Course Name	Course Description
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBFIA402	Report on financial activity	This unit describes the skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of financial reports.
BSBWRT401	Write complex documents	This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
BSBRK401	Identify risk and apply risk management processes	This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF HUMAN RESOURCES MANAGEMENT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$10,800
\$6,480**

This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management and demonstrate a range of

managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Human resources adviser/charge manager
Human resources consultant
Human resources manager
Senior Human resources officer

FAST COURSE GUIDE

National Code	BSB50615
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 9</p> <ul style="list-style-type: none"> • 6 core units • plus 3 elective units • You can replace 1 of the core electives with any other 1 subject (Cert IV or above) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBHRM501	Manage human resources services	This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics.
BSBHRM506	Manage recruitment selection and induction processes	This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures.
BSBHRM512	Develop and manage performance-management processes	This unit describes the skills and knowledge required to develop and facilitate implementation of performance management processes and to coordinate individual or group learning and development to encourage effective employee performance.
BSBHRM513	Manage workforce planning	This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.
BSBWRK510	Manage employee relations	This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

ELECTIVES

Unit Code	Course Name	Course Description
BSBFIM501	Manage budgets and financial plans	This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
BSBMGT502	Manage people performance	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
BSBSUS501	Develop workplace policy and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF LEADERSHIP & MANAGEMENT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,600
\$5,760**

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.

DIPLOMA OF LEADERSHIP & MANAGEMENT

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Business Development Manager
Business Manager
Legal Practice Manager
Manager
Office Manager
Operations Manager
Warehouse Manager

FAST COURSE GUIDE

National Code	BSB51915
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 12</p> <ul style="list-style-type: none"> • 4 core units • plus 8 elective units • You can replace 2 of the core electives with any other 2 subjects (Diploma or above level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBLDR501	Develop and use emotional intelligence	This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.
BSBMGT517	Manage operational plan	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
BSBLDR502	Lead and manage effective workplace relationships	This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBWOR502	Lead and manage team effectiveness	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

ELECTIVES

Unit Code	Course Name	Course Description
BSBR501	Manage a risk	This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.
BSBFIM501	Manage budgets and financial plans	This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
BSBSUS501	Develop workplace policy and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.
BSBADM502	Manage meetings	This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
BSBCUS501	Manage quality customer service	This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
BSBHRM405	Support the recruitment, selection and induction of staff	This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.
BSBHRM512	Develop and manage performance-management processes	This unit describes the skills and knowledge required to develop and facilitate implementation of performance management processes and to coordinate individual or group learning and development to encourage effective employee performance.
BSBHRM513	Manage workforce planning	This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$10,800
\$6,480**

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.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Area Manager
Business Analyst
Department Manager
Manager
Business Development Director
Senior Executive

FAST COURSE GUIDE

National Code	BSB61015
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and Inclass)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 12</p> <ul style="list-style-type: none"> • 4 core units • plus 8 elective units • You can replace 4 of the core electives with any other 4 subjects (Advanced Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBFIM601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
BSBINN601	Lead and manage organisational change	This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.
BSBMGT605	Provide leadership across the organisation	This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.
BSBMGT617	Develop and implement a business plan	This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan. Students will develop performance objectives, identify financial and physical resource requirements for the business in order to create a business plan. Through communication, testing and reporting to key stakeholders, implementation of the plan is taken into account.

ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
BSBMKG609	Develop a marketing plan	This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.
BSBMGT616	Develop and implement strategic plans	This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.
BSBINM601	Manage knowledge and information	This unit describes the skills and knowledge required to develop and maintain information processing systems to support decision making; and to optimise the use of knowledge and learning throughout the organisation.
BSBHRM602	Manage human resources strategic planning	This unit describes the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives
BSBRISK501	Manage risk	This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.
BSBDIV601	Develop and implement diversity policy	This unit describes the skills and knowledge required to analyse existing practices and diversity statements within an organisation. Individuals will identify new benefits of diversity in the workplace and consult with key stakeholders in order to revamp the diversity policy. Students will explain and interpret diversity policies to stakeholders through identifying impacts of the policy implementation. They will develop benchmarks and monitor business activities as the diversity policy is implemented through the organisation.
BSBMGT615	Contribute to organisation development	This unit describes the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals.
BSBSUS501	Develop workplace policy and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF PROJECT MANAGEMENT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$14,400
\$8,640**

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving

project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

DIPLOMA OF PROJECT MANAGEMENT

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Project contract manager
Project manager (industry specific)
Project leader/team leader
Project vendor manager

FAST COURSE GUIDE

National Code	BSB51415
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and Inclass)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 12</p> <ul style="list-style-type: none"> • 8 core units • plus 4 elective units • You can replace 4 of the core electives with any other 4 subjects (Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBPMG511	Manage project scope	This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.
BSBPMG512	Manage project time	This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.
BSBPMG513	Manage project quality	This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBPMG514	Manage project cost	This unit describes the skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
BSBPMG515	Manage project human resources	This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.
BSBPMG516	Manage project information and communication	This unit describes the skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.
BSBPMG517	Manage project risk	This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes.
BSBPMG521	Manage project integration	This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies and objectives.

ELECTIVES

Unit Code	Course Name	Course Description
BSBPMG518	Manage project procurement	This unit describes the skills and knowledge required to undertake procurement in projects.
BSBWOR502	Lead and manage team effectiveness	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.
BSBINM501	Manage an information or knowledge management system	This unit describes the skills and knowledge required to organise training for others for an information or knowledge management system and to manage the use of the system.
BSBSUS501	Develop workplace policy and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF PROGRAM MANAGEMENT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$16,000
\$12,800**

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

A program is defined as a set of interrelated projects, each of which has a project manager. 'Multiple projects', or 'a program of projects', refers to a number of related projects managed by the same person as a program to achieve organisational objective/s.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Program Manager
Project Manager

FAST COURSE GUIDE

National Code	BSB61215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 12</p> <ul style="list-style-type: none"> • 4 core units • plus 8 elective units <ul style="list-style-type: none"> • The electives consist of at least 6 units from the electives listed • Of the remaining 2 units <ul style="list-style-type: none"> • You can replace 2 of the electives with any other 2 subjects (Diploma or Advanced Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBPMG610	Enable program execution	This unit describes the skills and knowledge required to establish parameters and enable a program to be undertaken effectively. It includes the performance criteria required to demonstrate competency in establishing both what the program will accomplish and how it will do so.
BSBPMG611	Facilitate stakeholder engagement	This unit describes the skills and knowledge required to facilitate stakeholder engagement in a program. It includes the performance criteria required to demonstrate competency in working with stakeholders to achieve desired program benefits.
BSBPMG612	Implement program governance	This unit describes the skills and knowledge required to implement governance requirements to ensure effective program management. It includes the performance criteria required to demonstrate competency in implementing systems and processes for decision-making, management systems, compliance and support.
BSBPMG613	Manage benefits	This unit describes the skills and knowledge required to manage the attainment of program benefits. It includes the performance criteria required to demonstrate competency in ensuring that benefits are realised when and as expected.

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
AHCBUS607A	Implement a monitoring, evaluation and reporting program	This unit covers the process of implementing a monitoring, evaluation and reporting program for an organisation and defines the standard required to: implement a monitoring and evaluation strategy; collect and manage data; analyse complex information; prepare reports and information products.
BSBINN601	Lead and manage organisational change	This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.
BSBLDR501	Develop and use emotional intelligence	This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.
BSBPMG617	Provide leadership for the program	This unit describes the skills and knowledge required to provide leadership for the program. It includes the performance criteria required to demonstrate competency in motivating and inspiring individuals and organisations to work constructively toward attainment of program benefits.
ICTICT602	Develop contracts and manage contracted performance	This unit describes the skills and knowledge required to negotiate and document contractual arrangements between clients and vendors, and to monitor and manage performance against agreed contractual obligations.
BSBPMG615	Manage program delivery	This unit describes the skills and knowledge required to manage program delivery. It includes the performance criteria required to demonstrate competency in ensuring that the program is moving toward the accomplishment of its vision and the attainment of its expected benefits.
BSBFIM601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
BSBPMG616	Manage program risk	This unit describes the skills and knowledge required to manage risks that might affect program deliverables and organisational objectives. It covers directing the planning and management of program risks, managing risks to the overall program and assessing risk management outcomes for the program and the organisation.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN MARKETING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,000
\$5,400**

This qualification is suitable for those who use well-developed marketing skills across a variety of contexts. Job titles might include direct marketing officers, market research assistants, marketing coordinators, marketing officers and public relations officers.

They are often adept problem solvers, can analyse information well and may have some limited responsibility for others. In most cases, individuals would usually report to a more senior marketing practitioner.

CERTIFICATE IV IN MARKETING

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Analyst
Community Relations Team Leader (Local Government)
Direct Marketing Officer
Marketing Officer
Sales Administrator

FAST COURSE GUIDE

National Code	BSB41315
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 10</p> <ul style="list-style-type: none"> • 4 core units • plus 6 elective units • You can replace 3 of the core electives with any other 3 subjects (Cert IV/ Diploma level) offered within the school of business. 1 from Cert III or Diploma

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBMKG402	Analyse consumer behaviour for specific markets	This unit describes the skills and knowledge required to analyse consumer behaviour for specific markets and specific needs.
BSBMKG401	Profile the market	This unit describes the skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies.
BSBMKG408	Conduct market research	This unit describes the skills and knowledge required to conduct market research using interview and survey methodologies (excluding specialist statistical design and analysis) and report on findings.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBCUS402	Address customer needs	This unit describes the skills and knowledge required to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed.
BSBFIM501	Manage budgets and financial plans	This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
BSBMKG414	Undertake marketing activities	This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.
BSBRISK401	Identify risk and apply risk management processes	This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.
BSBRES401	Analyse and present research information	This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
BSBWRT401	Write complex documents	This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF MARKETING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$9,600
\$5,760**

This qualification reflects the role of individuals working in a variety of marketing roles across different industry sectors who possess a sound theoretical knowledge base and

demonstrate a range of managerial skills. Typically they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Campaign Manager
International Marketing Coordinator (Education)
Marketing Coordinator
Marketing Manager
Product Manager
Public Relations Manager
Sales Manager

FAST COURSE GUIDE

National Code	BSB51215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> Virtual Training (workshops at different locations) In class (Mount Gravatt Campus) Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> This qualification has no core units. 8 elective units, of which: <ul style="list-style-type: none"> You can replace 1 of the secondary electives with any other 1 subjects (Cert IV/ Diploma level) offered within the school of business.

COURSE FORMAT

CORE ELECTIVES

Unit Code	Course Name	Course Description
BSBMKG501	Identify and evaluate marketing opportunities	This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.
BSBMKG507	Interpret market trends and developments	This unit describes the skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance and to prepare market and business forecasts. The information assists in developing an organisation's marketing plan and to determine the current or potential future success of marketing strategies.
BSBMKG514	Implement and monitor marketing activities	This unit describes the skills and knowledge required to apply and observe marketing plan objectives and action necessary improvements.
BSBMKG515	Conduct a marketing audit	This unit describes the skills and knowledge required to prepare and manage a marketing audit, with reference to an organisation's marketing plan.
BSBMKG502	Establish and adjust the marketing mix	This unit describes the skills and knowledge required to determine the optimum marketing mix for a business through analysis of interrelated marketing components.

COURSE FORMAT

SECONDARY ELECTIVES

Unit Code	Course Name	Course Description
BSBMKG523	Design and develop an integrated marketing communication plan	This unit describes the skills and knowledge required to identify and evaluate the range of marketing communication options and media, to design an integrated marketing communication plan, and to develop a marketing communication brief and creative brief reflecting client needs and preferences.
BSBSLS501	Develop a sales plan	This unit describes the skills and knowledge required to develop a sales plan for a product or service for a team covering a specified sales territory based on strategic objectives and in accordance with established performance targets.
BSBADV507	Develop a media plan	This unit describes the skills and knowledge required to develop a media plan within a given budget, by defining requirements, selecting media vehicles and determining a schedule.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF MARKETING



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$11,400
\$8,640**

This qualification reflects the role of individuals working as marketing directors, marketing strategists and national, regional or global marketing managers. Individuals in these positions provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute judgements using wide-

ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.

ADVANCED DIPLOMA OF MARKETING

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Marketing Director
Marketing Manager
Marketing Strategist

FAST COURSE GUIDE

National Code	BSB60515
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 8</p> <ul style="list-style-type: none"> • 4 core units • plus 4 elective units • You can replace 1 of the core electives with any other 1 subjects (Diploma/ Advanced Diploma level) offered within the school of business.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBMKG603	Manage the marketing process	This unit describes the skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation.
BSBMKG607	Manage market research	This unit describes the skills and knowledge required to prepare for, manage and evaluate market research projects across an organisation.
BSBMKG608	Develop organisational marketing objectives	This unit describes the skills and knowledge required to conduct a strategic analysis to develop organisational marketing objectives. This involves reviewing the organisation's internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.
BSBMKG609	Develop a marketing plan	This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBFIM601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
BSBR501	Manage risk	This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.
BSBMGT617	Develop and implement a business plan	This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
BSBMGT605	Provide leadership across the organisation	This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



PROFESSIONAL CERTIFICATE IN BUSINESS PLANNING & ANALYSIS

**INTERNATIONAL
DOMESTIC / DISTANT**

***FREE
\$950**

*Free for international students who complete an Advanced Diploma in Accounting

This professional certification is suitable for accounting students to gain insights into how corporations perform their planning, forecasting and budgeting functions. The main systems that will be utilised in the training involve

Microsoft Excel and Powerpoint, and Thinkcell. Students will be exposed to a number of opportunities to present complex financial modeling in the classes, hence building their confidence to be a professional consultant.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

FAST COURSE GUIDE

National Code	BPA0101
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • In class (Mount Gravatt Campus) • Trainers 2 Business
Course duration	4 weeks
Assessment	A variety of assessment methods form part of this course including assignments, presentations and projects.
Start dates	Anytime
Awarded by	Australia Institute of Business & Technology RTO Code 41138

SCHOOL OF HOSPITALITY



HOSPITALITY

CERT II	IN HOSPITALITY	67
CERT III	IN HOSPITALITY	70
CERT IV	IN HOSPITALITY	74
DIPLOMA	OF HOSPITALITY	78
ADVANCED DIPLOMA	OF HOSPITALITY	83

COMMERCIAL COOKERY

CERT IV	IN COMMERCIAL COOKERY	88
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TRAVEL AND TOURISM

CERT IV	IN TRAVEL AND TOURISM	94
DIPLOMA	OF TRAVEL AND TOURISM	97



CERTIFICATE II IN HOSPITALITY (CAFE & BARISTA)



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$3,500
\$2,500**

This qualification reflects the role of individuals who use a defined and limited range of hospitality operational skills. They are involved in mainly routine and repetitive tasks using practical skills and basic industry knowledge. They work under direct supervision.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Bar Attendant
Bar Operator
Catering Assistant
Gaming Attendant
Porter

FAST COURSE GUIDE

National Code	SIT20213
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	16 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 12</p> <ul style="list-style-type: none"> • 6 core units • plus 6 elective units <ul style="list-style-type: none"> • The elective units consist of 4 from the core electives • Of the remaining 2 units: <ul style="list-style-type: none"> • Up to 2 may be from the core electives • You can replace 2 of the core electives with any other 2 subjects (Cert II / Cert III) offered within the school of hospitality

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBWOR203	Work effectively with others	This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.
SITHIND201	Source and use information on the hospitality industry	This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the hospitality industry. This includes industry structure, technology, laws and ethical issues specifically relevant to the hospitality industry. Hospitality personnel integrate this essential knowledge on a daily basis to work effectively in the industry.
SITHIND202	Use hospitality skills effectively	This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during live service periods.
SITXCOM201	Show social and cultural sensitivity	This unit describes the performance outcomes, skills and knowledge required to be socially aware when serving customers and working with colleagues. It requires the ability to communicate with people from a range of social and cultural groups with respect and sensitivity and address cross-cultural misunderstandings.

CERTIFICATE II IN HOSPITALITY (CAFE & BARISTA)

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXCCS202	Interact with customers	This unit describes the performance outcomes, skills and knowledge required to deliver fundamental customer service to both internal and external customers. It requires the ability to greet and serve customers and cover a range of customer service enquiries including routine customer problems.
SITXWHS101	Participate in safe work practices	This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into all workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety management practices.

ELECTIVES

Unit Code	Course Name	Course Description
SITXFSA101	Use hygienic practices for food safety	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.
CPPCLO2001A	Maintain hard floor surfaces	This unit of competency specifies the outcomes required to clean hard floor surfaces. The unit applies to both manual and mechanical methods of cleaning hard floor surfaces. It requires the ability to assess the extent of a cleaning task through understanding client requirements and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2009A	Clean glass surfaces	This unit of competency specifies the outcomes required to clean glass surfaces, including windows, in both internal and external situations. It requires the ability to assess the extent of the cleaning task through understanding client requirements and characteristics of the glass surface, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2035A	Maintain cleaning storage areas	This unit of competency specifies the outcomes required to maintain cleaning equipment and consumable storage areas, which may be a vehicle or premises. The movement and control of equipment, chemicals and consumables used in the provision of cleaning services are also addressed.
BSBRES401	Analyse and present research information	This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES)



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$4,200
\$3,000**

This qualification reflects the role of skilled operators who use a range of well-developed hospitality skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence

and under limited supervision and may provide operational advice and support to team members.

This qualification is suitable for an Australian Apprenticeship pathway.

CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES)

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Bar Attendant
Barista
Front Desk Receptionist (Hotel/Motel)
Gaming Attendant
Housekeeper (Hotel/Motel)
Waiter

FAST COURSE GUIDE

National Code	SIT30713
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	16 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 15</p> <ul style="list-style-type: none"> • 7 core units • plus 8 elective units <ul style="list-style-type: none"> • The elective units consist of 6 from the core electives • Of the remaining 2 units: <ul style="list-style-type: none"> • Up to 2 may be from the core electives • You can replace 2 of the core electives with any other 2 subjects (Cert II / Cert III / Cert IV) offered within the school of hospitality

COURSE FORMAT

»» CORE

Unit Code	Course Name	Course Description
BSBWOR203	Work effectively with others	This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.
SITHIND201	Source and use information on the hospitality industry	This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the hospitality industry. This includes industry structure, technology, laws and ethical issues specifically relevant to the hospitality industry. Hospitality personnel integrate this essential knowledge on a daily basis to work effectively in the industry.
SITHIND301	Work effectively in hospitality service	This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during live service periods.
SITXCCS303	Provide service to customers	This unit describes the performance outcomes, skills and knowledge required to communicate effectively with and provide quality service to both internal and external customers. It requires the ability to establish rapport with customers, determine and address customer needs and expectations and respond to complaints.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXCOM201	Show social and cultural sensitivity	This unit describes the performance outcomes, skills and knowledge required to be socially aware when serving customers and working with colleagues. It requires the ability to communicate with people from a range of social and cultural groups with respect and sensitivity and address cross-cultural misunderstandings.
SITXHRM301	Coach others in job skills	This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and to monitor the progress of colleagues until they are able to operate independently of the coach. This unit has no parity with units in TAE10 Training and Education Training Package, but covers the situation in workplaces where buddy systems and informal on-the-job training are extremely common.
SITXWHS101	Participate in safe work practices	This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into all workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety management practices.

ELECTIVES

Unit Code	Course Name	Course Description
SITXFSA101	Use hygienic practices for food safety	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.
CPPCLO2001A	Maintain hard floor surfaces	This unit of competency specifies the outcomes required to clean hard floor surfaces. The unit applies to both manual and mechanical methods of cleaning hard floor surfaces. It requires the ability to assess the extent of a cleaning task through understanding client requirements and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2009A	Clean glass surfaces	This unit of competency specifies the outcomes required to clean glass surfaces, including windows, in both internal and external situations. It requires the ability to assess the extent of the cleaning task through understanding client requirements and characteristics of the glass surface, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2035A	Maintain cleaning storage areas	This unit of competency specifies the outcomes required to maintain cleaning equipment and consumable storage areas, which may be a vehicle or premises. The movement and control of equipment, chemicals and consumables used in the provision of cleaning services are also addressed.
CPPCLO3013A	Clean window coverings	This unit of competency specifies the outcomes required to clean a range of window coverings to remove dirt and grime. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements and the type of window coverings and fixtures, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.

CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES)

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
CPPCLO2017A	Clean wet areas	This unit of competency specifies the outcomes required to clean a wet area so that it is free from soil, odour and hazards. It requires the ability to assess the extent of the cleaning task through understanding client requirements and special characteristics of wet areas, and to apply company policies and procedures in order to perform the task. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently, as is recognising the importance of paying careful attention to health and safety issues.
BSBRES401	Analyse and present research information	This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
BSBCMM401A	Make a presentation	This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN HOSPITALITY (ACCOMMODATION SERVICES)



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$10,080
\$7,200**

This qualification reflects the role of skilled operators who use a broad range of hospitality skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many individuals

have supervisory responsibilities and plan, monitor and evaluate the work of team members.

This qualification is suitable for an Australian Apprenticeship pathway.

CERTIFICATE IV IN HOSPITALITY (ACCOMMODATION SERVICES)

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Concierge
Front Office Supervisor

FAST COURSE GUIDE

National Code	SIT40313
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 21</p> <ul style="list-style-type: none"> • 9 core units • plus 12 elective units <ul style="list-style-type: none"> • The elective units consist of 8 from the core electives • Of the remaining 4 units: <ul style="list-style-type: none"> • Up to 4 may be from the core electives • You can replace 4 of the core electives with any other 2 subjects (Cert II / Cert III / Cert IV / Diploma) offered within the school of hospitality

COURSE FORMAT

»» CORE

Unit Code	Course Name	Course Description
BSBDIV501	Manage diversity in the workplace	This unit describes the skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.
SITHIND301	Work effectively in hospitality service	This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during live service periods.
SITXCCS401	Enhance the customer service experience	This unit describes the performance outcomes, skills and knowledge required to provide professional and personalised customer service experiences. It requires the ability to determine and meet customer preferences, develop customer relationships, respond to difficult service situations and take responsibility for resolving complaints.
SITXCOM401	Manage conflict	This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXFIN402	Manage finances within a budget	This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure and report on budgetary deviations.
SITXHRM301	Coach others in job skills	This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and to monitor the progress of colleagues until they are able to operate independently of the coach. This unit has no parity with units in TAE10 Training and Education Training Package, but covers the situation in workplaces where buddy systems and informal on-the-job training are extremely common.
SITXHRM402	Lead and manage people	This unit describes the performance outcomes, skills and knowledge required to lead and manage people and teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage team performance through effective leadership.
SITXMGT401	Monitor work operations	This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions and solve problems.
SITXWHS401	Implement and monitor work health and safety practices	This unit describes the performance outcomes, skills and knowledge required to implement those predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices, coordinate consultative arrangements, risk assessments, work health and safety training and the maintenance of records.

ELECTIVES

Unit Code	Course Name	Course Description
SITXFSA101	Use hygienic practices for food safety	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.
CPPCLO2009A	Clean glass surfaces	This unit of competency specifies the outcomes required to clean glass surfaces, including windows, in both internal and external situations. It requires the ability to assess the extent of the cleaning task through understanding client requirements and characteristics of the glass surface, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2017A	Clean wet areas	This unit of competency specifies the outcomes required to clean a wet area so that it is free from soil, odour and hazards. It requires the ability to assess the extent of the cleaning task through understanding client requirements and special characteristics of wet areas, and to apply company policies and procedures in order to perform the task. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently, as is recognising the importance of paying careful attention to health and safety issues.
CPPCLO2001A	Maintain hard floor surfaces	This unit of competency specifies the outcomes required to clean hard floor surfaces. The unit applies to both manual and mechanical methods of cleaning hard floor surfaces. It requires the ability to assess the extent of a cleaning task through understanding client requirements and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.

CERTIFICATE IV IN HOSPITALITY (ACCOMMODATION SERVICES)

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
CPPCLO2035A	Maintain cleaning storage areas	This unit of competency specifies the outcomes required to maintain cleaning equipment and consumable storage areas, which may be a vehicle or premises. The movement and control of equipment, chemicals and consumables used in the provision of cleaning services are also addressed.
CPPCLO3013A	Clean window coverings	This unit of competency specifies the outcomes required to clean a range of window coverings to remove dirt and grime. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements and the type of window coverings and fixtures, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
BSBCMM401A	Make a presentation	This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBRES401	Analyse and present research information	This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.
BSBLDR403	Lead team effectiveness	This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.
BSBHRM405	Support the recruitment, selection and induction of staff	This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
BSBMKG408	Conduct market research	This unit describes the skills and knowledge required to conduct market research using interview and survey methodologies (excluding specialist statistical design and analysis) and report on findings.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF HOSPITALITY



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$14,000
\$10,000**

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others

and make a range of operational business decisions.

This qualification is suitable for an Australian Apprenticeship pathway.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Chef
Chef Patissier
Motel Manager
Restaurant Manager
Sous Chef

FAST COURSE GUIDE

National Code	SIT50313
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	52 – 77 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 28</p> <ul style="list-style-type: none"> • 13 core units • plus 15 elective units <ul style="list-style-type: none"> • The elective units consist of 10 from the core electives • Of the remaining 5 units: <ul style="list-style-type: none"> • Up to 5 may be from the core electives • You can replace 5 of the core electives with any other 5 subjects (Cert II / Cert III / Cert IV / Diploma) offered within the school of hospitality

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBDIV501	Manage diversity in the workplace	This unit describes the skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.
BSBMGT517	Manage operational plan	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
SITXCCS401	Enhance the customer service experience	This unit describes the performance outcomes, skills and knowledge required to provide professional and personalised customer service experiences. It requires the ability to determine and meet customer preferences, develop customer relationships, respond to difficult service situations and take responsibility for resolving complaints.
SITXCCS501	Manage quality customer service	This unit describes the performance outcomes, skills and knowledge required to develop, monitor and adjust customer service practices. It requires the ability to consult with colleagues and customers, develop policies and procedures for quality service provision and manage the delivery of customer service.

COURSE FORMAT



Unit Code	Course Name	Course Description
SITXCOM401	Manage conflict	This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.
SITXFIN402	Manage finances within a budget	This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure and report on budgetary deviations.
SITXFIN501	Prepare and monitor budgets	This unit describes the performance outcomes, skills and knowledge required to analyse financial and other business information to prepare and monitor budgets. It requires the ability to draft and negotiate budgets, identify deviations and manage the delivery of successful budgetary performance.
SITXGLC501	Research and comply with regulatory requirements	This unit describes the performance outcomes, skills and knowledge required to comply with laws and licensing requirements for specific business operations. It requires the ability to access and interpret regulatory information, determine scope of compliance, develop, implement and continuously review and update policies and practices for business compliance.
SITXHRM401	Roster staff	This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters. It requires the ability to plan rosters according to industrial provisions, operational efficiency requirements and within wage budgets.
SITXHRM402	Lead and manage people	This unit describes the performance outcomes, skills and knowledge required to lead and manage people and teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage team performance through effective leadership.
SITXMGT401	Monitor work operations	This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions and solve problems.
SITXMGT501	Establish and conduct business relationships	This unit describes the performance outcomes, skills and knowledge required to establish and manage positive business relationships. It requires the ability to use high-level communication and relationship building skills to conduct formal negotiations and make commercially significant business-to-business agreements.
SITXWHS401	Implement and monitor work health and safety practices	This unit describes the performance outcomes, skills and knowledge required to implement those predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices, coordinate consultative arrangements, risk assessments, work health and safety training and the maintenance of records.

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
SITXFSA101	Use hygienic practices for food safety	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.
CPPCLO2001A	Maintain hard floor surfaces	This unit of competency specifies the outcomes required to clean hard floor surfaces. The unit applies to both manual and mechanical methods of cleaning hard floor surfaces. It requires the ability to assess the extent of a cleaning task through understanding client requirements and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2009A	Clean glass surfaces	This unit of competency specifies the outcomes required to clean glass surfaces, including windows, in both internal and external situations. It requires the ability to assess the extent of the cleaning task through understanding client requirements and characteristics of the glass surface, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2035A	Maintain cleaning storage areas	This unit of competency specifies the outcomes required to maintain cleaning equipment and consumable storage areas, which may be a vehicle or premises. The movement and control of equipment, chemicals and consumables used in the provision of cleaning services are also addressed.
CPPCLO3013A	Clean window coverings	This unit of competency specifies the outcomes required to clean a range of window coverings to remove dirt and grime. The unit requires the ability to assess the extent of the cleaning task through understanding client requirements and the type of window coverings and fixtures, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2017A	Clean wet areas	This unit of competency specifies the outcomes required to clean a wet area so that it is free from soil, odour and hazards. It requires the ability to assess the extent of the cleaning task through understanding client requirements and special characteristics of wet areas, and to apply company policies and procedures in order to perform the task. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently, as is recognising the importance of paying careful attention to health and safety issues.
BSBRES401A	Analyse and present research information	This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.
CPPCLO2019A	Sort and remove waste and recyclable materials	This unit of competency specifies the outcomes required to remove waste from an area that is being cleaned and transfer it to a waste disposal point, usually specified by the client. Waste collection is usually conducted on a daily basis as part of a regular cleaning routine.
SITHACS101	Clean premises and equipment	This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts.
SITHIND301	Work effectively in hospitality service	This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during live service periods.
BSBMKG414	Undertake marketing activities	This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

COURSE FORMAT


ELECTIVES

Unit Code	Course Name	Course Description
BSBPMG522	Undertake project work	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBMKG413	Promote products and services	This unit describes the skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
BSBITU402	Develop and use complex spreadsheets	This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



ADVANCED DIPLOMA OF HOSPITALITY (ACCOMMODATION SERVICES)



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$15,400
\$12,350**

This qualification reflects the role of skilled operators who use a range of well-developed hospitality skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence

and under limited supervision and may provide operational advice and support to team members.

This qualification is suitable for an Australian Apprenticeship pathway.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Hotel Manager
Venue Manager
Front Office Manager
Resturant Manager

FAST COURSE GUIDE

National Code	SIT60313
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	2 Years
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 33</p> <ul style="list-style-type: none"> • 16 core units • plus 17 elective units <ul style="list-style-type: none"> • The elective units consist of 10 from the core electives • Of the remaining 7 units: <ul style="list-style-type: none"> • Up to 7 may be from the core electives • You can replace 5 of the core electives with any other 5 subjects (Cert II / Cert III / Cert IV / Diploma) offered within the school of hospitality

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBDIV501	Manage diversity in the workplace	This unit describes the skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.
BSBFIM601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
BSBMGT517	Manage operational plan	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
BSBMGT617	Develop and implement a business plan	This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.

ADVANCED DIPLOMA OF HOSPITALITY (ACCOMMODATION SERVICES)

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXCCS501	Manage quality customer service	This unit describes the performance outcomes, skills and knowledge required to develop, monitor and adjust customer service practices. It requires the ability to consult with colleagues and customers, develop policies and procedures for quality service provision and manage the delivery of customer service.
SITXFIN402	Manage finances within a budget	This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure and report on budgetary deviations
SITXFIN501	Prepare and monitor budgets	This unit describes the performance outcomes, skills and knowledge required to analyse financial and other business information to prepare and monitor budgets. It requires the ability to draft and negotiate budgets, identify deviations and manage the delivery of successful budgetary performance.
SITXFIN601	Manage physical assets	This unit describes the performance outcomes, skills and knowledge required to manage the physical assets of an organisation. It requires the ability to establish systems and practices for asset monitoring, maintenance and acquisition.
SITXGLC501	Research and comply with regulatory requirements	This unit describes the performance outcomes, skills and knowledge required to comply with laws and licensing requirements for specific business operations. It requires the ability to access and interpret regulatory information, determine scope of compliance, develop, implement and continuously review and update policies and practices for business compliance.
SITXHRM402	Lead and manage people	This unit describes the performance outcomes, skills and knowledge required to lead and manage people and teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage team performance through effective leadership.
SITXHRM501	Recruit, select and induct staff	This unit describes the performance outcomes, skills and knowledge required to coordinate the recruitment, selection and induction of new staff members within the framework of existing human resource policies and procedures. It requires the ability to identify recruitment needs, develop selection criteria, process and evaluate applications, select people according to their attitude, aptitude and fit to the service industries and coordinate induction programs.
SITXHRM503	Monitor staff performance	This unit describes the performance outcomes, skills and knowledge required to monitor staff performance within the framework of established performance management systems. It requires the ability to monitor the day-to-day effectiveness of staff and to conduct structured performance appraisals and formal counselling sessions.
SITXMGT401	Monitor work operations	This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions and solve problems.
SITXMGT501	Establish and conduct business relationships	This unit describes the performance outcomes, skills and knowledge required to establish and manage positive business relationships. It requires the ability to use high-level communication and relationship building skills to conduct formal negotiations and make commercially significant business-to-business agreements.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXMPR502	Develop and implement marketing strategies	This unit describes the performance outcomes, skills and knowledge required to analyse internal and external business environments and to develop and evaluate marketing strategies and plans for products and services.
SITXWHS601	Establish and maintain a work health and safety system	This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary work health and safety management practices. It requires the ability to establish and review systems, policies and procedures designed to ensure a safe workplace.

ELECTIVES

Unit Code	Course Name	Course Description
SITHIND101	Use hygienic practices for hospitality service	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to maintain the health and wellbeing of self and others.
SITHIND301	Work effectively in hospitality service	This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during live service periods.
CPPCLO2004A	Maintain carpeted floors	This unit of competency specifies the outcomes required to maintain carpeted floors. The unit applies to both manual and mechanical methods of maintaining carpeted floors. It requires the ability to assess the extent of the cleaning task through understanding client requirements and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.
CPPCLO2010A	Clean ceiling surfaces and fittings	This unit of competency specifies the outcomes required to clean ceiling surfaces and fittings. The unit requires the ability to assess the extent of the cleaning task through knowledge of characteristics of the ceiling surface and fittings and the type of soiling. It requires an understanding of client requirements and the ability to apply company policies and procedures.
CPPCLO3016A	Wash furniture and fittings	This unit of competency specifies the outcomes required to wash furniture and fittings. This function is usually part of client specifications for periodic rather than routine cleaning and covers a range of surface types and cleaning methods.
SITHACS201	Provide housekeeping services to guests	This unit describes the performance outcomes, skills and knowledge required to provide a range of general housekeeping services to guests.
SITHACS202	Prepare rooms for guests	This unit describes the performance outcomes, skills and knowledge required to clean and prepare rooms, including bedrooms and bathrooms, in an accommodation establishment. It requires the ability to set up cleaning equipment and trolleys and to safely clean guest rooms using resources efficiently to reduce negative environmental impacts.
SITHACS203	Launder linen and guest clothes	This unit describes the performance outcomes, skills and knowledge required to launder linen and guest clothes. It requires the ability to operate laundry equipment safely, complete the laundering process for a variety of items and use resources efficiently to reduce negative environmental impacts.
SITHACS204	Provide porter services	This unit describes the performance outcomes, skills and knowledge required to provide porter services in a commercial accommodation establishment. It requires the ability to check and plan for daily arrivals, assist guests with luggage and provide ancillary services for guests.

ADVANCED DIPLOMA OF HOSPITALITY (ACCOMMODATION SERVICES)

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
SITHACS301	Provide valet service	This unit describes the performance outcomes, skills and knowledge required to provide specialist valet or butler services. It requires the use of well-developed interpersonal communication skills plus the ability to care for client property and arrange personalised services.
SITHACS302	Conduct night audit	This unit describes the performance outcomes, skills and knowledge required to check and reconcile daily financial transactions and records, and produce reports relating to commercial accommodation establishment trading and revenue.
SITHACS303	Provide accommodation reception services	This unit describes the performance outcomes, skills and knowledge required to check guests in and out of commercial accommodation establishments. It requires the ability to check daily arrivals, allocate rooms and complete relevant documentation.
SITTTSL308	Use a computerised reservations or operations system	This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain and administer bookings for products and services. The unit covers the required computer skills to use all system functions and capabilities and not the related sales skills which are found in other units.
SITXCCS302	Provide club reception services	This unit describes the performance outcomes, skills and knowledge required to provide reception services within a licensed club environment. It requires the ability to deliver quality customer service while assisting customers to comply with club and legislative requirements.
SITXFIN401	Interpret financial information	This unit describes the performance outcomes, skills and knowledge required to interpret financial information and reports used by organisations to monitor business performance and provide information on operational or departmental financial activities.
BSBWRK510	Manage employee relations	This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.
SITXCCS201	Provide visitor information	This unit describes the performance outcomes, skills and knowledge required to access general information on facilities, products and services available in the local area and to provide this to visitors.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN COMMERCIAL COOKERY



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$17,000
\$13,600**

This qualification reflects the role of individuals who use a defined and limited range of hospitality operational skills. They are involved in mainly routine and repetitive tasks using practical skills and basic industry knowledge. They work under direct supervision.

CERTIFICATE IV IN COMMERCIAL COOKERY

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Chef (Small restaurant or cafe)
Chef de Partie (Large hotel)

FAST COURSE GUIDE

National Code	SIT40413
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	2 Years
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 33</p> <ul style="list-style-type: none"> • 27 core units • plus 6 elective units <ul style="list-style-type: none"> • The elective units consist of 1 from the core electives • Of the remaining 5 units: <ul style="list-style-type: none"> • Up to 5 may be from the core electives • You can replace 5 of the core electives with any other 5 subjects (Cert II / Cert III / Cert IV / Diploma) offered within the school of hospitality

COURSE FORMAT



Unit Code	Course Name	Course Description
SITXFSA101	Use hygienic practices for food safety	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.
BSBDIV501	Manage diversity in the workplace	This unit describes the skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.
BSBSUS301	Implement and monitor environmentally sustainable work practices	This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
HLTAID003	Provide first aid	This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

COURSE FORMAT



Unit Code	Course Name	Course Description
SITHCCC101	Use food preparation equipment **	This unit describes the performance outcomes, skills and knowledge required to safely use commercial kitchen equipment, including knives, to prepare a range of different food types.
SITHCCC201	Produce dishes using basic methods of cookery **	This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare dishes.
SITHCCC202	Produce appetisers and salads **	This unit describes the performance outcomes, skills and knowledge required to prepare appetisers and salads following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHCCC203	Produce stocks, sauces and soups **	This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups in a commercial kitchen or catering operation. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHCCC204	Produce vegetable, fruit, egg and farinaceous dishes	This unit describes the performance outcomes, skills and knowledge required to prepare and cook various vegetables, fruit, eggs and farinaceous dishes following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHCCC301	Produce poultry dishes **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of poultry dishes following standard recipes. It requires the ability to select, prepare and portion poultry, and to use relevant equipment and cookery methods.
SITHCCC302	Produce seafood dishes **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of fish and shellfish dishes following standard recipes. It requires the ability to select, prepare and portion seafood, and to use relevant equipment and cookery methods.
SITHCCC303	Produce meat dishes **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of meat dishes following standard recipes. It requires the ability to select, prepare and portion meat, and to use relevant equipment and cookery methods.
SITHCCC307	Prepare food to meet special dietary requirements **	This unit describes the performance outcomes, skills and knowledge required to prepare dishes for people who have special dietary needs for health, lifestyle and cultural reasons. It requires the ability to confirm the dietary requirements of customers, use special recipes, select special ingredients and produce food to satisfy special requirements.
SITHCCC308	Produce cakes, pastries and breads **	This unit describes the performance outcomes, skills and knowledge required to produce cakes, pastries and breads in a commercial kitchen following standard recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and decorate cakes, pastries and breads.
SITHCCC309	Work effectively as a cook **	This unit describes the performance outcomes, skills and knowledge required to work as a cook. It incorporates all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types, using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a qualified commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way these must be applied in a commercial kitchen.
SITHKOP302	Plan and cost basic menus	This unit describes the performance outcomes, skills and knowledge required to plan and cost basic menus for dishes or food product ranges for any type of cuisine or food service style. It requires the ability to identify customer preferences, plan menus to meet customer and business needs, cost menus and evaluate their success.

CERTIFICATE IV IN COMMERCIAL COOKERY

COURSE FORMAT



Unit Code	Course Name	Course Description
SITHKOP402	Develop menus for special dietary requirements	This unit describes the performance outcomes, skills and knowledge required to develop menus and meal plans for people who have special dietary needs for health, lifestyle and cultural reasons. It requires the ability to identify the dietary requirements of customers, develop special menus and meal plans to meet those requirements, cost menus and to monitor and evaluate the success of menu performance.
SITHKOP403	Coordinate cooking operations **	This unit describes the performance outcomes, skills and knowledge required to coordinate the production of food within commercial kitchens. It requires the ability to plan the production of food, organise required food supplies for the food production period, supervise food production processes and monitor the quality of kitchen outputs.
SITHPAT306	Produce desserts **	This unit describes the performance outcomes, skills and knowledge required to produce hot, cold and frozen desserts following standard and special dietary recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and present desserts.
SITXCOM401	Manage conflict	This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.
SITXFIN402	Manage finances within a budget	This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure and report on budgetary deviations.
SITXFSA201	Participate in safe food handling practices	This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food. It requires the ability to follow predetermined procedures as outlined in a food safety program.
SITXHRM301	Coach others in job skills	This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and to monitor the progress of colleagues until they are able to operate independently of the coach. This unit has no parity with units in TAE10 Training and Education Training Package, but covers the situation in workplaces where buddy systems and informal on-the-job training are extremely common.
SITXHRM402	Lead and manage people	This unit describes the performance outcomes, skills and knowledge required to lead and manage people and teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage team performance through effective leadership.
SITXINV202	Maintain the quality of perishable items **	This unit describes the performance outcomes, skills and knowledge required to maintain the quality of perishable supplies for commercial cookery or catering operations. It requires the ability to store perishable supplies in optimum conditions to minimise wastage and avoid food contamination.
SITXMGT401	Monitor work operations	This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions and solve problems.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXWHS401	Implement and monitor work health and safety practices	This unit describes the performance outcomes, skills and knowledge required to implement those predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices, coordinate consultative arrangements, risk assessments, work health and safety training and the maintenance of records.

ELECTIVES

Unit Code	Course Name	Course Description
SITHASC309 (India)	Produce tandoori dishes **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook a variety of tandoori dishes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC310 (India)	Produce Indian breads **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook a variety of Indian breads. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC311 (India)	Produce Indian sweetmeats **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook sweetmeats for Indian cuisine. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC312 (India)	Produce Indian pickles and chutneys **	This unit describes the performance outcomes, skills and knowledge required to prepare pickles and chutneys served to accompany Indian curries. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC206 (India)	Produce Asian rice and noodles **	This unit describes the performance outcomes, skills and knowledge required to prepare rice and noodles for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC207 (India)	Produce curry pastes and powders **	This unit describes the performance outcomes, skills and knowledge required to prepare curry pastes and powders for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC202 (Asia)	Produce Asian appetisers and snacks **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook Asian appetisers and snacks following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC203 (Asia)	Produce Asian stocks and soups **	This unit describes the performance outcomes, skills and knowledge required to prepare stocks and soups for Asian cuisines.
SITHASC307 (Asia)	Produce dim sum **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook dim sum following standard recipes. It requires the ability to select, prepare and portion ingredients and to use relevant equipment and cookery methods.

CERTIFICATE IV IN COMMERCIAL COOKERY

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
SITHASC305 (Asia)	Produce sushi	This unit describes the performance outcomes, skills and knowledge required to produce sushi. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC206 (Asia)	Produce Asian rice and noodles **	This unit describes the performance outcomes, skills and knowledge required to prepare rice and noodles for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHASC301 (Asia)	Produce Asian cooked dishes **	This unit describes the performance outcomes, skills and knowledge required to prepare and cook meat, poultry, seafood and vegetable dishes for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods.
SITHPAT302 (Patisserie)	Produce gateaux, torten and cakes **	This unit describes the performance outcomes, skills and knowledge required to produce, using standard recipes, specialist cakes and sponges which require finish, decoration and presentation of a high order. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make, fill, assemble and decorate specialist cakes and sponges.
SITHPAT305 (Patisserie)	Produce petits fours **	This unit describes the performance outcomes, skills and knowledge required to produce, using standard recipes, specialist petits fours which require finish, decoration and presentation of a high order. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make, fill, assemble and decorate specialist petits fours.
SITHPAT401 (Patisserie)	Prepare and model marzipan **	This unit describes the performance outcomes, skills and knowledge required to prepare marzipan from manufactured marzipan paste, produce and decorate a variety of modelled figures, shapes and flowers and to ice specialised cakes with marzipan.
SITHPAT402 (Patisserie)	Produce chocolate confectionery **	This unit describes the performance outcomes, skills and knowledge required to temper couverture (pure coating chocolate) to produce individual chocolates. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to mould and fill individual chocolates with hard or soft fillings and centres.
SITHPAT403 (Patisserie)	Model sugar based decorations **	This unit describes the performance outcomes, skills and knowledge required to prepare liquid sugar and to model sugar based decorations for cakes and desserts. It requires the ability to design decorations and to pull, cast and blow sugar.
SITHPAT404 (Patisserie)	Design and produce sweet buffet showpieces **	This unit describes the performance outcomes, skills and knowledge required to design and produce showpieces for display with sweet buffets. It requires the ability to make all individual decorative components from individual or combined sugar, chocolate, pastillage, croquant and marzipan materials and to assemble the complete showpiece for display.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.

**Students must first complete SITXFSA101 Use hygienic practices for food safety, before continuing to these units.



CERTIFICATE IV IN TRAVEL & TOURISM



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$5,740
\$4,100**

This qualification reflects the role of individuals who use a broad range of sales and marketing or operational skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many people have supervisory responsibilities and plan, monitor and evaluate the work of team members.

CERTIFICATE IV IN TRAVEL & TOURISM

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Activities Co-ordinator
Meeting and Event Project Manager
Senior Retail Consultant (Tourism)
Tour Operator
Tourism Marketing and Product Co-ordinator
Tourism Marketing Co-ordinator
Visitor Information Centre Supervisor

FAST COURSE GUIDE

National Code	SIT40212
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Online and In class)
Course duration	32 - 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 10</p> <ul style="list-style-type: none"> • 5 core units • plus 5 elective units <ul style="list-style-type: none"> • The elective units consist of 3 from the core electives • Of the remaining 2 units: <ul style="list-style-type: none"> • Up to 2 may be from the core electives • You can replace 2 of the core electives with any other 2 subjects (Cert II / Cert III / Cert IV / Diploma) offered within the school of hospitality

COURSE FORMAT



Unit Code	Course Name	Course Description
SITXCCS401	Enhance the customer service experience	This unit describes the performance outcomes, skills and knowledge required to provide professional and personalised customer service experiences. It requires the ability to determine and meet customer preferences, develop customer relationships, respond to difficult service situations and take responsibility for resolving complaints.
SITXCOM401	Manage conflict	This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.
SITXFIN401	Interpret financial information	This unit describes the performance outcomes, skills and knowledge required to interpret financial information and reports used by organisations to monitor business performance and provide information on operational or departmental financial activities.

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXHRM301	Coach others in job skills	This unit describes the performance outcomes, skills and knowledge required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and to monitor the progress of colleagues until they are able to operate independently of the coach. This unit has no parity with units in TAE10 Training and Education Training Package, but covers the situation in workplaces where buddy systems and informal on-the-job training are extremely common.
SITXWHS301	Identify hazards, assess and control safety risks	This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated workplace safety risks, take measures to eliminate or minimise those risks and document all processes.

ELECTIVES

Unit Code	Course Name	Course Description
SITXHRM401	Roster staff	This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters. It requires the ability to plan rosters according to industrial provisions, operational efficiency requirements and within wage budgets.
SITXHRM402	Lead and manage people	This unit describes the performance outcomes, skills and knowledge required to lead and manage people and teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage team performance through effective leadership.
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
SITXMPR402	Create a promotional display or stand	This unit describes the performance outcomes, skills and knowledge required to create a display or stand for the promotion of a product or service. It requires the ability to identify the objectives of the promotion, determine who the audience will be, select all display components and assemble the display or stand.
SITXMPR404	Coordinate marketing activities	This unit describes the performance outcomes, skills and knowledge required to plan and coordinate a range of marketing and promotional activities at an operational level. The unit incorporates knowledge of marketing principles.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DIPLOMA OF TRAVEL AND TOURISM



Course Code: SIT50112

INTERNATIONAL
DOMESTIC / DISTANT

\$10,640
\$7,600

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate tourism and travel operations or marketing and product development activities. They operate independently, have responsibility for others and make a range of operational business decisions.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Visitor Information Manager
Inbound Sales Manager
Travel Agency Manager

FAST COURSE GUIDE

National Code	SIT50112
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	32 – 47 weeks
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<ul style="list-style-type: none"> • Total number of units = 17 • 10 core units • plus 7 elective units <ul style="list-style-type: none"> • The elective units consist of 4 from the core electives • Of the remaining 3 units: <ul style="list-style-type: none"> • Up to 3 may be from the core electives • You can replace 3 of the core electives with any other 2 subjects (Cert II / Cert III / Cert IV / Diploma) offered within the school of hospitality

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBWRT401	Write complex documents	This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.
SITXCCS501	Manage quality customer service	This unit describes the performance outcomes, skills and knowledge required to develop, monitor and adjust customer service practices. It requires the ability to consult with colleagues and customers, develop policies and procedures for quality service provision and manage the delivery of customer service.
ITXCOM401	Manage conflict	This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.

DIPLOMA OF TRAVEL AND TOURISM

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
SITXFIN401	Interpret financial information	This unit describes the performance outcomes, skills and knowledge required to interpret financial information and reports used by organisations to monitor business performance and provide information on operational or departmental financial activities.
SITXFIN402	Manage finances within a budget	This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure and report on budgetary deviations.
SITXFIN501	Prepare and monitor budgets	This unit describes the performance outcomes, skills and knowledge required to analyse financial and other business information to prepare and monitor budgets. It requires the ability to draft and negotiate budgets, identify deviations and manage the delivery of successful budgetary performance.
SITXHRM402	Lead and manage people	This unit describes the performance outcomes, skills and knowledge required to lead and manage people and teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage team performance through effective leadership.
SITXMGT401	Monitor work operations	This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions and solve problems.
SITXMGT501	Establish and conduct business relationships	This unit describes the performance outcomes, skills and knowledge required to establish and manage positive business relationships. It requires the ability to use high-level communication and relationship building skills to conduct formal negotiations and make commercially significant business-to-business agreements.
SITXWHS401	Implement and monitor work health and safety practices	This unit describes the performance outcomes, skills and knowledge required to implement those predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices, coordinate consultative arrangements, risk assessments, work health and safety training and the maintenance of records.

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBADM502	Manage meetings	This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
SITXADM501	Prepare and present proposals	This unit describes the performance outcomes, skills and knowledge required to prepare and present tenders, proposals or bids either as a response to a tender brief or as a proposal created and offered. It requires the ability to analyse client tender specifications or needs, determine organisational ability to meet those requirements and to prepare and present information that is relevant to client criteria or needs.
BSBCMM401	Make a presentation	This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBHRM513	Manage workforce planning	This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.
SITXHRM501	Recruit, select and induct staff	This unit describes the performance outcomes, skills and knowledge required to coordinate the recruitment, selection and induction of new staff members within the framework of existing human resource policies and procedures. It requires the ability to identify recruitment needs, develop selection criteria, process and evaluate applications, select people according to their attitude, aptitude and fit to the service industries and coordinate induction programs.
SITPPD503	Research and analyse tourism data	This unit describes the performance outcomes, skills and knowledge required to conduct tourism research. It requires the ability to identify research needs, conduct research, interpret the data and apply the results.
BSBLDR501	Develop and use emotional intelligence	This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.

SCHOOL OF COMMUNITY SERVICES



AGEING SUPPORT

CERT III **IN INDIVIDUAL SUPPORT (AGEING)** **103**

CERT IV **IN AGEING SUPPORT** **106**

DUAL CERT **IN INDIVIDUAL & AGEING SUPPORT** **110**



CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$3,500
\$2,800**

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of

factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Personal Care Assistant
Accommodation Support Worker
Personal Care Giver
Respite Care Worker

FAST COURSE GUIDE

National Code	CHC33015
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	4 Months Including 120 hours of work placement
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 13</p> <ul style="list-style-type: none"> • 7 core units • plus 6 elective units <ul style="list-style-type: none"> • The elective units consist of 1 unit from the electives listed • Of the remaining 6 units: <ul style="list-style-type: none"> • At least 4 units from the electives listed • You can replace 2 of the electives with any other 2 subjects (Cert III / Cert IV) offered within the school of community services

COURSE FORMAT



Unit Code	Course Name	Course Description
CHCCCS015	Provide Individualised Support	This unit describes the skills and knowledge required to organise, provide and monitor support services within the limits established by an individualised plan. The individualised plan refers to the support or service provision plan developed for the individual accessing the service and may have many different names in different organisations.
CHCCCS023	Support independence and well being	This unit describes the skills and knowledge required to provide individualised services in ways that support independence, as well as, physical and emotional wellbeing.
CHCCOM005	Communicate and work in health or community services	This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers.

CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
CHCDIV001	Work with diverse people	This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.
CHCLEG001	Work legally and ethically	This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.
HLTAAP001	Recognise healthy body systems	This unit describes the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.
HLTWHS002	Follow safe work practices for direct client care	This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients.

ELECTIVES

Unit Code	Course Name	Course Description
CHCAGE001	Facilitate the empowerment of older people	This unit describes the skills and knowledge required to respond to the goals and aspirations of older people and provide support services in a manner that focuses on improving health outcomes and quality of life, using a person-centred approach.
CHCAGE005	Provide support to people living with dementia	This unit describes the skills and knowledge required to provide person-centred care and support to people living with dementia. It involves following and contributing to an established individual plan.
CHCCCS011	Meet personal support needs	This unit describes the skills and knowledge required to determine and respond to an individual's physical personal support needs and to support activities of daily living.
CHCADV001	Facilitate the interests and rights of clients	This unit describes the skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs.
CHCCCS006	Facilitate individual service planning and delivery	This unit describes the skills and knowledge required to contribute to the development, implementation and review of individualised support.
HLTAID003	Provide first aid	This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



CERTIFICATE IV IN AGEING SUPPORT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$4,200
\$3,360**

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

CERTIFICATE IV IN AGEING SUPPORT

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Aged Care Activity Worker
Care Service Team Leader
Care Supervisor (Aged Care)

FAST COURSE GUIDE

National Code	CHC43015
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • Virtual Training (workshops at different locations) • In class (Mount Gravatt Campus) • Blended (Virtual Training and In class)
Course duration	8 Months Including 120 hours of work placement
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 18</p> <ul style="list-style-type: none"> • 15 core units • plus 3 elective units <ul style="list-style-type: none"> • The elective units consist of 2 units from the electives listed • Of the remaining 1 units: <ul style="list-style-type: none"> • You can replace 1 of the electives with any other 1 subject (Cert III / Cert IV / Diploma) offered within the school of community services

COURSE FORMAT



Unit Code	Course Name	Course Description
CHCADV001	Facilitate the interests and rights of clients	This unit describes the skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs.
CHCAGE001	Facilitate the empowerment of older people	This unit describes the skills and knowledge required to respond to the goals and aspirations of older people and provide support services in a manner that focuses on improving health outcomes and quality of life, using a person-centred approach.
CHCAGE004	Implement interventions with older people at risk	This unit describes the skills and knowledge required to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce risk.

COURSE FORMAT



Unit Code	Course Name	Course Description
CHCAGE003	Coordinate services for older people	This unit describes the skills and knowledge to provide services to an older person. It involves following and contributing to an established individual plan.
CHCAGE005	Provide support to people living with dementia	This unit describes the skills and knowledge required to provide person-centred care and support to people living with dementia. It involves following and contributing to an established individual plan.
CHCCCS006	Facilitate individual service planning and delivery	This unit describes the skills and knowledge required to contribute to the development, implementation and review of individualised support.
CHCCCS011	Meet personal support needs	This unit describes the skills and knowledge required to determine and respond to an individual's physical personal support needs and to support activities of daily living.
CHCCCS023	Support independence and well being	This unit describes the skills and knowledge required to provide individualised services in ways that support independence, as well as, physical and emotional wellbeing.
CHCCCS025	Support relationships with carers and families	This unit describes the skills and knowledge required to work positively with the carers and families of people using the service based on an understanding of their support needs.
CHCDIV001	Work with diverse people	This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.
CHCLEG003	Manage legal and ethical compliance	This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities.
CHCPAL001	Deliver care services using palliative approach	This unit describes the skills and knowledge required to care for people with life-threatening or life-limiting illness and/or normal ageing process within a palliative approach.
CHCPRP001	Develop and maintain networks and collaborative partnerships	This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach.
HLTAAP001	Recognise healthy body systems	This unit describes the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.

CERTIFICATE IV IN AGEING SUPPORT

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
HLTWHS002	Follow safe work practices for direct client care	This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients.

ELECTIVES

Unit Code	Course Name	Course Description
HLTAID003	Provide first aid	This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.
HLTHPS006	Assist clients with medication	This unit describes the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.
CHCMHS001	Work with people with mental health issues	This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



DUAL CERTIFICATE:

CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING) & CERTIFICATE IV IN AGEING SUPPORT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$6,000
\$4,800**

Package the Certificate III in Individual Support (Ageing) and the Certificate IV in Ageing Support to save both time and money, whilst gaining a vast industry knowledge with 240 hours of work placement. Once completed with the Certificate III in Individual Support (Ageing), individuals will only be required to complete an additional 8 units of competency of the Certificate IV in Ageing Support to be awarded a Dual Diploma.

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service

delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must first complete Certificate III in Individual Support (Ageing), along with the additional 8 units of competency listed below.

The candidate must also complete at least 240 hours of work as detailed in the Assessment Requirements of the units of competency.

DUAL CERTIFICATE: CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING) & CERTIFICATE IV IN AGEING SUPPORT

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

RELATED OCCUPATIONS

Personal Care Assistant
Accommodation Support Worker
Personal Care Giver
Respite Care Worker
Aged Care Activity Worker
Care Service Team Leader
Care Supervisor (Aged Care)

FAST COURSE GUIDE

National Code	CHC33015 and CHC43015
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> Virtual Training (workshops at different locations) In class (Mount Gravatt Campus) Blended (Virtual Training and In class)
Course duration	9 Months Including 240 hours of work placement
Assessment	A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays and projects.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total number of units = 21</p> <ul style="list-style-type: none"> 13 core units plus 8 elective units The elective units consist of: <ul style="list-style-type: none"> 6 electives from Cert III in Individual Support (Ageing) 2 electives from Cert IV in Ageing Support

COURSE FORMAT



Unit Code	Course Name	Course Description
CHCAGE004	Implement interventions with older people at risk	This unit describes the skills and knowledge required to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce risk.
CHCAGE003	Coordinate services for older people	This unit describes the skills and knowledge to provide services to an older person. It involves following and contributing to an established individual plan.
CHCCCS025	Support relationships with carers and families	This unit describes the skills and knowledge required to work positively with the carers and families of people using the service based on an understanding of their support needs.
CHCLEG003	Manage legal and ethical compliance	This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities.

COURSE FORMAT

»» CORE

Unit Code	Course Name	Course Description
CHCPAL001	Deliver care services using palliative approach	This unit describes the skills and knowledge required to care for people with life-threatening or life-limiting illness and/or normal ageing process within a palliative approach.
CHCPRP001	Develop and maintain networks and collaborative partnerships	This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach.

»» ELECTIVES

Unit Code	Course Name	Course Description
HLTHPS006	Assist clients with medication	This unit describes the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.
CHCMHS001	Work with people with mental health issues	This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.

SCHOOL OF GRADUATE STUDIES



LEADERSHIP DIVERSITY

GRADUATE CERTIFICATE IN LEADERSHIP DIVERSITY 115

STRATEGIC LEADERSHIP

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP 118

PORTFOLIO MANAGEMENT

GRADUATE DIPLOMA OF PORTFOLIO MANAGEMENT 122



GRADUATE CERTIFICATE IN LEADERSHIP DIVERSITY



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$7,500
\$4,500**

This qualification is suited to the needs of individuals who possess higher levels of understanding of portfolio management of organisations, and who would like to further develop their knowledge and skills. This encompasses Senior Executives of organisations, such as

General Managers on a corporate level looking to further their skills in planning and implementing project, program and portfolio management functions. The focus will be on both international and domestic students.

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who fulfil any of the following:
Diploma or Advanced Diploma holders should have a minimum of 3 year work experience within a managerial position
Degree holders should have a minimum of 2 year work experience within a managerial position
Managers with no higher education background should have a minimum of 5 year work experience

FAST COURSE GUIDE

National Code	BSB80315
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • In Class • Virtual Training • Blended
Course duration	The training program is conducted over a period of maximum 26 weeks. There will be approximately 20 hours of training per week during the 26 contact week period.
Assessment	The Assessment process used is competency based and takes into consideration the learners various requirements. Competency is determined after all relevant evidence is gathered. Assessment processes and techniques are culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	Total Number of Units = 4 <ul style="list-style-type: none"> • 4 core units • This qualification has no electives

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBDIV801	Conduct strategic diversity workforce planning	This unit describes the skills and knowledge required to conduct high level strategic diversity workforce planning for an organisation. This includes developing objectives and strategies, implementing initiatives and monitoring and evaluating trends and processes. It focuses on making provision for inclusivity to ensure that training, employment and promotional opportunities are provided to all cohorts of the Australian population in an attempt to actively leverage diversity in the workplace.
BSBDIV802	Conduct strategic planning for diversity learning practices	This unit describes the skills and knowledge required to plan, implement and review organisational diversity strategies and the quality of training and assessment products and services for its implementation. This unit focuses on valuing and actively leveraging diversity in the workplace.

GRADUATE CERTIFICATE IN LEADERSHIP DIVERSITY

COURSE FORMAT



Unit Code	Course Name	Course Description
BSBLDR801	Lead personal and strategic transformation	This unit describes the skills and knowledge required to analyse and improve personal leadership style and professional competence and to lead organisational transformation and learning for strategic outcomes. It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.
BSBLDR804	Influence and shape diversity management	This unit describes the skills and knowledge required to influence and shape the development of organisational culture, structures and processes to maximise the strategic advantages of a diverse workforce. It includes influencing organisational culture, providing strategic direction in diversity management and formulating strategic diversity priorities.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$20,000
\$12,000**

This qualification is suited to the needs of individuals who possess higher levels of understanding of strategic management of organisations, and who would like to further develop their knowledge and skills (including Senior Executive level planning and decision-making). This

encompasses Senior Executives of organisations, such as CEOs, COOs, CFOs etc. looking to further understand and execute strategic decision-making and management processes. The focus will be on both international and domestic students.

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who fulfil any of the following:
Diploma or Advanced Diploma holders should have a minimum of 3 year work experience within a managerial position
Degree holders should have a minimum of 2 year work experience within a managerial position
Managers with no higher education background should have a minimum of 5 year work experience

FAST COURSE GUIDE

National Code	BSB80215
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none"> • In Class • Virtual Training • Blended
Course duration	The course will be delivered over 52 weeks with 3 semesters of 13 weeks, and 13 weeks of exams and 8 weeks of holidays. There will be approximately 20 hours of training per week during the 39 contact week period.
Assessment	The Assessment process used is competency based and takes into consideration the learners various requirements. Competency is determined after all relevant evidence is gathered. Assessment processes and techniques are culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	<p>Total Number of Units = 8</p> <ul style="list-style-type: none"> • 2 core units • Plus 6 elective units <ul style="list-style-type: none"> • 6 elective units may be selected from the listed electives -or- • 6 elective units may be selected from the listed electives or any endorsed Training Package or accredited course at Graduate Diploma level provided by AIBT <p>**Plus Professional Certificate in BPA **Refer to page 63 for course description</p>

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBLDR801	Lead personal and strategic transformation	This unit describes the skills and knowledge required to analyse and improve personal leadership style and professional competence and to lead organisational transformation and learning for strategic outcomes. It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.
BSBLDR802	Lead the strategic planning process for an enterprise	This unit describes the skills and knowledge required to lead the development of high-level strategic plans that serve the vision and mission of an organisation. It addresses analysing the environment, identifying risks and opportunities, planning staffing requirements, succession planning, and establishing and monitoring financial and non-financial performance indicators.

ELECTIVES

Unit Code	Course Name	Course Description
BSBFIM801	Manage financial resources	This unit describes the skills and knowledge required to manage financial resources in a complex environment for a substantial business unit or organisation. Leaders are typically required to forecast future financial resource needs, analyse current asset performance and capacity to a standard expected in a commercial environment, and to set business targets. There is a requirement to manage compliance mechanisms, to manage financial risk within agreed plans and mechanisms, and to monitor compliance with financial projections.
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	This unit describes the skills and knowledge required to establish collaborative partnerships and relationships with business and industry stakeholders. This unit covers communicating to influence others, cultivating new and existing partnerships, establishing positive collaborative relationships, leading the establishment of a partnership program and establishing reporting mechanisms.
BSBLDR804	Influence and shape diversity management	This unit describes the skills and knowledge required to influence and shape the development of organisational culture, structures and processes to maximise the strategic advantages of a diverse workforce. It includes influencing organisational culture, providing strategic direction in diversity management and formulating strategic diversity priorities.
BSBLDR805	Lead and influence change	This unit describes the skills and knowledge required to apply organisational leadership in change management through influencing and shaping an organisational culture that is receptive to and embraces the opportunities for change. The unit includes influencing organisational culture, anticipating change and providing strategic leadership in change management.
BSBLDR806	Lead and influence ethical practice	This unit describes the skills and knowledge required to apply ethical leadership and take responsibility for influencing ethical practice. It addresses modelling organisational values, embedding ethical practice into the organisation's culture and processes and promoting ethical leadership and decision making at all levels of the organisation.
BSBMGT801	Direct the development of a knowledge management strategy for a business	This unit describes the performance outcomes, skills and knowledge required to develop a knowledge management strategy as a key business enabler.

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
BSBMGT802	Lead design and review of enterprise systems	This unit describes the skills and knowledge required to design and evaluate systems to support the organisation's objectives. It covers analysis of existing systems, setting specifications and identifying and evaluating options for new or re-designed systems. It also covers implementing and evaluating the changes.
BSBMGT803	Use financial and economic information for strategic decision making	This unit describes the skills and knowledge required to analyse financial and economic information to achieve the objectives of an organisation. It covers the use and interpretation of financial information to support business decision making, analysis and use of budget systems and reporting processes and the impact of micro and macro-economic information on enterprise planning.
BSBRES801	Initiate and lead applied research	This unit describes the skills and knowledge required to plan, conduct and report on applied research to influence strategic practices and outcomes within an organisational context. The unit also covers constructing an applied research strategy, using a range of applied research techniques, and analysing and presenting findings.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.



GRADUATE DIPLOMA OF PORTFOLIO MANAGEMENT



**INTERNATIONAL
DOMESTIC / DISTANT**

**\$15,000
\$9,000**

This qualification is suited to the needs of individuals who possess higher levels of understanding of portfolio management of organisations, and who would like to further develop their knowledge and skills. This encompasses Senior Executives of organisations, such as

General Managers on a corporate level looking to further their skills in planning and implementing project, program and portfolio management functions. The focus will be on both international and domestic students.

GRADUATE DIPLOMA OF PORTFOLIO MANAGEMENT

VISA REQUIREMENT

Academic requirement	A minimum of year 11 or (Australian equivalent) is mandatory
English requirement	A minimum of IELTS 4.5 with no separate band score less than 4.0 or equivalent

PLEASE NOTE:

- Applicants will still need to undergo a minimum of 12 week Elicos program
- Elicos program will be **waived** when applicants achieve IELTS 5.5 with no separate band score less than 5.0 or equivalent

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who fulfil any of the following:
Diploma or Advanced Diploma holders should have a minimum of 3 year work experience within a managerial position
Degree holders should have a minimum of 2 year work experience within a managerial position
Managers with no higher education background should have a minimum of 5 year work experience

FAST COURSE GUIDE

National Code	BSB80415
Nationally Recognised	Yes
Delivery mode	<ul style="list-style-type: none">• In Class• Virtual Training• Blended
Course duration	The course will be delivered over 52 weeks with 3 semesters of 13 weeks, and 13 weeks of exams and 8 weeks of holidays. There will be approximately 20 hours of training per week during the 39 contact week period.
Assessment	The Assessment process used is competency based and takes into consideration the learners various requirements. Competency is determined after all relevant evidence is gathered. Assessment processes and techniques are culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.
Start dates	Beginning of every month
Awarded by	Australia Institute of Business & Technology RTO Code 41138
Packaging Rules:	Total Number of Units = 8 <ul style="list-style-type: none">• 4 core units• Plus 4 elective units<ul style="list-style-type: none">• 2 elective units must be selected from the listed electives• 2 elective units may be selected from the listed electives or any endorsed Training Package or accredited course at Graduate Diploma level provided by AIBT <p>**Plus Professional Certificate in BPA **Refer to page 63 for course description</p>

COURSE FORMAT

CORE

Unit Code	Course Name	Course Description
BSBPMG801	Prioritise projects and programs	This unit describes the skills and knowledge required to prioritise projects and programs within a portfolio. It covers the identification, strategic alignment and setting of priorities at the portfolio level.
BSBPMG802	Select and balance the portfolio	This unit describes the skills and knowledge required to select and balance a portfolio. It covers the screening of projects and programs, undertaking investment appraisal, selection and gaining approval for a portfolio.
BSBPMG803	Manage and review portfolio performance	This unit describes the skills and knowledge required to effectively manage and review a portfolio. It covers project and program oversight, continuous improvement across the portfolio and benefits realisation.
BSBPMG804	Govern the portfolio	This unit describes the skills and knowledge required to provide governance over a portfolio. It covers applying standards, governance models and the portfolio charter.

ELECTIVES

Unit Code	Course Name	Course Description
BSBLDR801	Lead personal and strategic transformation	This unit describes the skills and knowledge required to analyse and improve personal leadership style and professional competence and to lead organisational transformation and learning for strategic outcomes. It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	This unit describes the skills and knowledge required to establish collaborative partnerships and relationships with business and industry stakeholders. This unit covers communicating to influence others, cultivating new and existing partnerships, establishing positive collaborative relationships, leading the establishment of a partnership program and establishing reporting mechanisms.
BSBLDR805	Lead and influence change	This unit describes the skills and knowledge required to apply organisational leadership in change management through influencing and shaping an organisational culture that is receptive to and embraces the opportunities for change. The unit includes influencing organisational culture, anticipating change and providing strategic leadership in change management.
BSBLDR806	Lead and influence ethical practice	This unit describes the skills and knowledge required to apply ethical leadership and take responsibility for influencing ethical practice. It addresses modelling organisational values, embedding ethical practice into the organisation's culture and processes and promoting ethical leadership and decision making at all levels of the organisation.
BSBMGT802	Lead design and review of enterprise systems	This unit describes the skills and knowledge required to design and evaluate systems to support the organisation's objectives. It covers analysis of existing systems, setting specifications and identifying and evaluating options for new or re-designed systems. It also covers implementing and evaluating the changes.
BSBMGT803	Use financial and economic information for strategic decision making	This unit describes the skills and knowledge required to analyse financial and economic information to achieve the objectives of an organisation. It covers the use and interpretation of financial information to support business decision making, analysis and use of budget systems and reporting processes and the impact of micro and macro-economic information on enterprise planning.

GRADUATE DIPLOMA OF PORTFOLIO MANAGEMENT

COURSE FORMAT

ELECTIVES

Unit Code	Course Name	Course Description
BSBPMG805	Lead the portfolio	This unit describes the skills and knowledge required to lead the portfolio. It covers the providing of effective leadership and management within the portfolio, and ensuring a vision is developed and communicated.
BSBPMG806	Manage portfolio communications and change	This unit describes the skills and knowledge required to manage communications and change within a portfolio. It covers portfolio metrics, data collection and measurement, stakeholder involvement and communication.
BSBPMG807	Manage portfolio resources	This unit describes the skills and knowledge required to manage human resources within a portfolio. It covers capacity planning, capacity assessment, assignment and coordination of human resources for a portfolio.
BSBPMG808	Manage portfolio risk	This unit describes the skills and knowledge required to manage the risks within a portfolio. It covers the identification, analysis, monitoring and control of portfolio risks.

*Please note that all electives are recommendations of AIBT. Electives can be altered to meet individual needs and requirements.

STUDENT SUPPORT & SERVICES



STUDENT SUPPORT & SERVICES

HOW TO ENROL

ONLINE

Simply click the [Apply Today](#) button on our website and complete your enrolment application online. If you need help, our friendly customer service team is available to assist you by telephone or email. You will need to have a unique email address to enrol.

ON CAMPUS

That's it! You're on your way to a more fulfilling career and now it's up to you to decide on when, and how often, you study. You will receive login details to AIBT Portal, your personalised online learning space that houses all of your course materials. A member of our team will contact you and provide all the relevant information to help you get started. You will also be invited to a remote demonstration on how to utilise all of the features available in AIBT Portal.

You will receive a welcome call from your trainer, who will take this opportunity to discuss your study schedule and agree on your preferred contact method (and frequency of contact) during your time as an AIBT student.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is the formal acknowledgment of your existing skills and knowledge. It's based on the premise that you do not need to undertake training for skills you already possess.

THE RPL APPLICATION PROCESS

The RPL application process requires you to provide evidence of, or demonstrate, your current ability to perform the requirements of a subject(s) within your course.

If you can show that you have the required skills or knowledge then you will be granted RPL, and exempt from completing the work required for that subject. Refer to AIBT's RPL policy and procedure for more detail.

A separate mutual recognition policy and procedure applies for applicants seeking credit transfer.

YOUR CURRENT SKILLS

Your current skills and knowledge may have been obtained through:

- Work experience
- Formal training
- Life experience

STUDYING ONLINE

One of the biggest benefits for adult workers studying at AIBT is the fact that it's designed to fit around your other commitments. Studying online offers the ultimate flexibility, giving you control of your own study schedule.

ON SCREEN

At AIBT, your computer is your campus. Your course work is supplied and completed through

AIBT Portal – our high tech, purpose-built learning platform. It's really user-friendly, and to make sure you feel absolutely comfortable with it, we invite all students to join a tuition session once you've enrolled. Our aim is to deliver you the best educational experience possible.

WE MAKE IT PERSONAL

Just because you're learning online doesn't mean you're on your own. At AIBT, our "Study Coach for Life" policy ensures each student has a single academic point of contact for the full term of their course. You may contact your trainer or study coach by logging in to AIBT Portal, email, video conference or telephone appointment. For added support, you have the option of attending our workshops – where you can meet face to face with your trainer and study peers to discuss course work and share challenges.

FLEXIBILITY

- **Study anytime**
As long as you have internet access you can study anywhere or anytime during our semesters.
- **Finish anytime**
Finish faster if you study faster.
- **Live Lessons**
With our latest whiteboard technology you can stream your lessons live or listen to recording afterwards.
- **Global Structure**
If you love travelling you will love our study tour option. Be in China today, India tomorrow for your intensive group project assessment. With accomodation on us, you can see new places and meet new friends.

STUDY PLAN & SUPPORT

We take the needs of our students seriously. We also understand what it's like to be new to campus, studying in a second language, or returning to study after a long period away.

STUDENT SERVICES TEAM

Student Services is your official point of contact and the first place to go with general and administrative questions. The team provides personalised support needed during study, from orientation to graduation, and is a valuable resource for students needing information, advice or support. They can also help with pastoral care, emotional support and counselling.

CAREER MANAGEMENT TEAM

At AIBT, you start working in the industry from the very beginning. The Career Management Team at AIBT will help you to get paid part-time work and paid industry training while you study. They can assist you with personal presentation skills, resume preparation, interview skills and even arrange job interviews for you with our industry partners, no matter whether you study on campus or online.

NETWORKING & OPPORTUNITIES

Our Industry Adviser Team help our graduates keep in contact with AIBT and our industry partners. Each year events are organised so that current students can network with former students (alumni), staff and other influential professionals. This is a great way for current students to find out about valuable career development opportunities and gain work experience with the industry's greatest brands.

YOUR STUDY PLANS

Your study plan will outline:

- Average study hours each week to keep on track with your target course completion date.
- Target subject completion dates.
- Your preferred contact method and frequency throughout your course, as agreed with your trainer.
- The name of your trainer.

CAREER COACHING

We take the needs of our students seriously. We also understand what it's like to be new to campus, studying in a second language, or returning to study after a long period away.

WE HELP YOU WITH YOUR CAREER

Do you need help deciding what direction to take in your career? Would you like to discuss the best options available to you as a school leaver? Are you considering re-entering the workforce and want to upgrade your skills? If so, you can make an appointment with one of our experienced Career Advisors who can help with your career planning.

FREE SERVICES

This free, professional service is available to help you to plan and explore your career opportunities. Whether you need assistance deciding which course to choose; discuss career options; organise work experience; find out which universities you can enrol into; or meet your future teacher, our advisors can help you.

STUDENT SUPPORT & SERVICES

AIBT ADVISERS

Our Advisors can provide you with the very latest information about our study courses as well as assisting with:

- Interview preparation
- Labour market trends
- Scholarships
- Alternative entry pathways into university
- Fee and payment options
- Traineeships

PROFESSIONAL RESUMÉ SERVICE

OUR RESUMÉ SERVICE

Do you require a professionally written Resume, Custom-made Cover Letter or LinkedIn Profile?

Our team can help. We approach the process from an employer's point of view ensuring that your key assets perfectly target the job you are applying for.

Career success starts with an impressive resumé that promotes your knowledge and skills to potential employers. Before you graduate, AIBT offers a Professional Resumé Service, tailored for your industry and ready to use straight away.

AIBT ADVISERS

We'll also assist you with the formulation of a cover letter template that you can use in your job search, including:

- Presenting the letter the way an employer expects
- Capturing the reader's attention
- Promoting your true potential

OVERSEAS STUDENT HEALTH COVER

International students undertaking formal studies in Australia, and their dependents (for example, spouses and children under 18 years old), must obtain OSHC. It includes cover for visits to the doctor, some hospital treatment, ambulance cover and limited pharmaceuticals (medicines). OSHC insurers can provide a range of different OSHC products. These may range from a basic product which covers only the compulsory minimum services to comprehensive products which cover, in addition to the compulsory minimum services, extra services as specified under the particular policy. You can find more information, including a list of the providers and average costs, on the **Department of Health** website.

(<http://www.health.gov.au/>)

Remember, the Department of Immigration and Citizenship requires overseas students to maintain OSHC for the duration of time they are in Australia. For further information please visit the **Department of Immigration and Border Protection** website.

(www.immi.gov.au/students/health-insurance.htm)

ACCOMMODATION RESOURCES:

GENESIS 1

Student Accommodation

Genesis 1 is where you can be part of a community, connect and make friends, and find your new home. Your achievements have brought you to this new start and our accommodation will position you for your new goals and future achievements.

With great security and onsite managers, Genesis 1 offers stylish and modern student accommodation for local and international student. Students will share a three-bedroom apartment each with their own ensuite bathroom.



1848 Logan Road,
Upper Mount Gravatt,
Queensland, 4122

+61 7 3137 2300

****GREAT RATES FOR
AIBT STUDENTS****

ESI HOMESTAY

ESI sources homestay families who are kind, caring and happy families, interested in showing students the Australian culture and encouraging them to feel welcomed and accepted into their home as a new member of their family. ESI also provides a 24-hour phone support system where students and homestay families can make contact anytime if needed.

 **PO Box 5297, Q Supercentre, Mermaid Waters, Queensland, 4218**

 **+61 7 5568-0835**

REALESTATE.COM

Students interested in finding their own accommodation can do so through realestate.com.au. Whether it is finding a share house with friends and fellow students, or moving into your own apartment, students can simply insert their accommodation requirements and location, and the website will do the rest.

[realestate.com.au](https://www.realestate.com.au)

NOTES



EDUCATION
DONE
DIFFERENTLY



Australia Institute of
Business & Technology

ABOUT US

AIBT is a multi-faculty vocational college that specialises in the training of **Business, Hospitality, Community Services and Engineering programs**. Our flexible modes of delivery include in-class, transnational, and virtual training.

Innovativeness, diversity and employability form the backbone and foundations of our programs.

AIBT is confident that our graduates will carry with them highly transferrable skills that are aligned with market and industry needs.

To be recognised as the

MOST INNOVATIVE

PREMIER PROFESSIONAL COLLEGE OF AUSTRALIA

to domestic and international students alike, while assisting them in their successful integration into the multicultural Australian society and professional realm.

OUR MISSION



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