ITP EDUCATION GROUP

IIBIT
International Institute of Business & Information Technology

PROSPECTIVE STUDENT INFORMATION & PROGRAM GUIDE (VET & ELICOS COURSES)

Australian Qualifications Framework

Nationally Recognised Training

Accredited by NEAS AUSTRALIA

Australia FutureUnlimited

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Contents

Message from the Chair 03

About ITP Education Group 04

Why Study at IIBIT? 05

Services and Facilities 06

Fees and Charges 09

Living in Sydney 10

Admissions Process 12

Information about Visas 13

General Academic Information 15

ELICOS Programs 17

- ELICOS Admissions Information 18
- General English 22
- English for Academic Purposes (EAP) 23
- IELTS Preparation 24

VET Programs 25

- VET Admissions Information 26
- BSB51107- Diploma of Management 28
- BSB60407-Advanced Diploma of Management 32
- BSB60507-Advanced Diploma of Marketing 36
- FNS50210- Diploma of Accounting 40
- FNS60210- Advance Diploma of Accounting 44

Application Information 49

- Application Procedures 50
- IIBIT - Application Form 51

Message from the Chair

Welcome to the ITP Education Group

The ITP Education Group has provided quality educational and training services to students from all parts of the world for the past 15 years. We are active across a broad spectrum of areas including Vocational Education and Training, English Language Training and Tertiary Education.

We offer excellent teaching and learning facilities, highly qualified faculty members who bring to the classroom a wealth of knowledge, dedication and enthusiasm, small class sizes, efficient student welfare and support services and comprehensive career development opportunities.

Our commitment to excellence in education ensures that you will be provided with the best possible opportunity for acquiring a well-rounded and practical learning experience, enabling you to reach your full potential in your chosen profession.

Whether you are a prospective student, current student or alumni you will find that we provide a vibrant, exciting and engaging academic community committed to educational excellence.

I have great pleasure in welcoming you to the ITP Education Group and wish you every success as you progress your academic career with us.

Professor Graham Webb
Chair, Itp Education Group Governance Board

About ITP Education Group

ITP Education Group is a premier educational organisation providing quality services in education and training. Founded in 1999, the group has 15 years of experience in supporting the educational aspirations of individuals and organisations from across the world. ITP Education Group is a vibrant, exciting and engaged academic community committed to educational excellence.

ITP Education Group encompasses the following.

- IIBIT (International Institute of Business and Information Technology) - a Registered Training Organisation (RTO) focussing on Vocational Education.
- IIBIT Academy of English - focussing on Language and Literacy Training.
- IIBIT in association with Federation University - an educational partnership focussing on Tertiary Education Programs in Sydney and Adelaide.

The group has also recently entered the international K12 schools sector focussing on the CBSE and Cambridge curriculum in India.

As an RTO the group is engaged in providing Vocational Education in the areas of Business Management, Marketing and Accounting, and Language Education in the areas of General English, English for Academic Purposes (EAP) and IELTS Preparatory courses.

Through the educational partnership arrangement with Federation University, the Group is engaged in providing Undergraduate and Postgraduate courses in Accounting, Information Technology and Business Administration in Sydney and Adelaide.

ITP Education Group is also engaged on projects in relation to provision of consultancy and corporate training services in the areas of Management and Information Technology.

The Group's commitment to excellence in education and training ensures that individuals are provided the best possible opportunity to acquire a well-rounded practical learning experience enabling them to reach their full potential in their chosen field of endeavour.

Our motto: "Education together"

Why Study at IIBIT?

- ASQA accredited and nationally recognised qualifications
- Diplomas and advanced diplomas are articulated to University programs
- Trainers are highly qualified and experienced, dedicated professionals committed to providing high quality learning experience to their students.
- Student centred, Friendly and supportive learning environment
- Courses designed to encourage students to develop a sound mix of theoretical and practical knowledge
- Competitive and affordable course fees and four intakes per year
- Excellent facilities comprising of modertn classrooms, well equipped computer laboratories, library and students' common room.
- Located in the heart of Sydney CBD and the institute is well connected to all the major public transport routes. Supermarkets, banks and post offices are within a few minutes' walk. The building is surrounded by cafes, parks, shops and a wide variety of convenience stores.

SERVICES AND FACILITIES

IIBIT prides itself on the range of services and facilities offered to students to make them feel at home in their new environment. These services include:

Pre-Departure Information And Assistance

IIBIT provides information and advice about how to prepare for arrival in Australia and what to expect on arrival. A pre-departure kit is sent to all students before they leave their home country. Students may also contact our admissions staff via email for more information at: admissions@iibit.edu.au

Airport Reception and Airport Pick Up

New students arriving from overseas are met at Sydney International Airport by IIBIT staff or senior students and are transferred by car or bus to their prearranged accommodation. Students are then assisted with basic needs such as changing money, telephoning home, buying food and any other items. Students are required to make a request for airport pick-up at least two weeks in advance (conditions and charges apply). Please contact our friendly admissions staff via email admissions@iibit.edu.au to arrange your airport pickup.

Accommodation And Settling In Support

Our dedicated student support staff can help organise accommodation for students in advance of their arrival. Every effort is made to enable students to acquire the accommodation best suited to their needs. IIBIT staff will assist students to settle quickly and successfully into their accommodation and to familiarise themselves with local shopping, opening a bank account and getting to know the city, its services, its surrounds and the local transportation system. Students are required to make a request for accommodation at least 6 weeks in advance. If you require any advice on other types of accommodation, please contact our admissions staff via email for details at: admissions@iibit.edu.au

Accommodation Options

Several options are available for students including rental accommodation, shared accommodation. Most international students prefer to share rental accommodation to reduce costs. IIBIT staff can assist students to find accommodation. Although accommodation is available easily, the beginning of each term is a busy time. Students should request assistance to find accommodation two weeks prior to arrival. For further information contact us at: info@iibit.edu.au. The approximate Cost of Accommodation for living in Sydney is between AUD $200 to AUD $300 per week. Students are required to make a request for this service at least two weeks in advance (conditions and charges apply). For further information contact us at: info@iibit.edu.au.

Course Advice And Enrolment Assistance

All IIBIT students in Australia must formally enrol by submitting a completed enrolment form. Enrolment for IIBIT courses is conducted in the week prior to the commencement of classes each semester. Each student is sent details of IIBIT enrolment advising of the date, time and venue for enrolment. During enrolment students are given course advice to ensure they are enrolled in both the correct course and units of study. Assistance is given throughout the process to ensure each student is successfully enrolled. For new students enrolment is an opportunity to meet academic and administrative staff and managers at IIBIT and to have any queries or concerns resolved.

IIBIT Student Services will also provide advice and support via website, telephone or email. For further information and contact details for IIBIT Students Services staff please email: admissions@iibit.edu.au

SERVICES AND FACILITIES

Social Activities Program

An ongoing social activities program runs throughout each semester and provides opportunities for students to enjoy a range of activities outside study. These include occasional weekends or one day excursions to various locations, such as the Blue Mountains and the South Coast.

Orientation Program

An Orientation program is conducted before classes begin and is compulsory for all newly arriving overseas students. Orientation is conducted by experienced staff from IIBIT. The program includes information about IIBIT student support services, facilities, healthcare, obtaining legal advice; what to do in an emergency and contact details of the IIBIT staff that can assist. In addition information is provided about the rights and responsibilities of IIBIT students, including information about complaints, appeals and the legal requirements regarding study and residence in Australia.

Orientation also includes guidelines about how to study successfully at IIBIT and an introduction to Australian culture, society and life. In addition to the formal processes described above, students at orientation have their first opportunity to meet their fellow students and staff over some typically Australian refreshments.

Academic and English Language Support

Continuing study assistance is provided by specially trained staff on a one-to-one or group basis to assist students with note taking, referencing, essay and report writing, paraphrasing, grammar, oral presentations, researching, time management and exam preparation.

Counselling Service

Trainers are available to assist students with learning difficulties. If student's own trainers are unavailable they can approach the Campus Manager or their Course Coordinator who will organise assistance.

If a student is experiencing personal difficulties (such as: lack of motivation, time management, exam preparation, oral presentation, working in groups, language difficulties, home sickness), appointments can be made with Student Services staff(located on Level 4) to meet a counsellor. IIBIT counselling service is free, confidential and voluntary.

Counselling services are provided every Friday: 9.30 am to 12.30 pm and 1.30 pm to 5.00 pm
Students with legal problems should see Student Services staff, who will be able to assist or refer them to the appropriate agency.

IT Support Service

IIBIT IT Support Service's are available for students from 9.00am to 9.00 pm Monday to Friday and is the first point of contact for all IT related queries such as E-learning, Student ID cards and login issues.
The helpdesk can be contacted by:

Telephone: 02 9269 6925
Email: helpdesk@iibit.edu.au
Walk-In Support at the campus helpdesk office (Level 2, Room 211)

SERVICES AND FACILITIES

Teaching Facilities

IIBIT provides contemporary learning facilities for students studying IIBIT courses in Sydney. There are fully equipped lecture facilities with visual projection equipment, seminar-size classrooms and fully equipped computer laboratories with fast internet access and appropriate software. Staff and students may use computers, photocopiers and scanners to facilitate successful teaching and learning.

IT Facilities

Students are provided with a computer account to access all study resources. Computing laboratories ('labs') contain workstations that are equipped with a high speed internet connection and sofware necessary to complement student study needs. All computer labs are networked for printing, students use their ID card and user account to print and photocopy. Colour printing is available and autoloaders, to recharge print cards, are available on all floors of the campus and the Library.

Wireless access is available to all current students and can be accessed via any Wi-Fi-enabled laptop or mobile device that supports WPA2 wireless security.

Library Facilities

The IIBIT Library is located in Room 308, Level 3 and is open from 9:00am to 9:00pm from Monday to Friday. It is equipped with resource and reference books, journals, newspapers, workstations with internet access and Wi-Fi and books that are relevant to your course.

Students need to present a valid IIBIT student ID card in order to access Library facilities including photocopying, printing and email services.

Student lounge and recreation

IIBIT provides a student common room with basic amenities, such as a microwave, vending machine, fridge, boiling water, pure drinking water, Foxtel satellite television and table tennis.

Quiet Room

A specially designated room is available for students on Level 3 , which be used for meditation purpose.

First Aid Facilities

First Aid Kits and supplies are kept on the premises. The First Aid Officer responds immediately to requests for first aid assistance.

Student Services can be contacted by:

Level 4, Room 403

Telephone: 02 9269 69 0077

FEES AND CHARGES

Program Fees

The cost of each IIBIT program is detailed in each respective faculty's program description section of this brochure. Program tuition covers the full cost of tuition but excludes living (housing and food), medical insurance, textbooks, entertainment, telephone calls, car expenses as well as compulsory program expenses.

Guide to average yearly expenses

(Approximate)	AUD $
Accommodation	7600.00
Food	5100.00
Books	1400.00
Incidentals	4500.00
Total per year	18600.00

Other Study Costs

Program fees do not cover the cost of buying textbooks; the cost of textbooks varies depending on the program. Students should expect to pay up to AUD $1400 a year if they choose to buy a significant number of textbooks. Students may also be required to pay some additional fees to cover the cost of materials, equipment or other resources necessary to successfully complete a program.

Accommodation and Living Costs

The cost of living depends upon the background, individual lifestyle and expectations of the student, However most students manage on approximately AUD $18,600 per year.
This is exclusive of tuition fees but covers accommodation, food, public transport, clothing, entertainment and incidental expenses. Married students would need to add approximately AUD $6,300 for a spouse and AUD $3,600 for each child a year, if these family members accompany the student to Australia.

Schooling for Dependent Children Medical Insurance

Australian government legislation requires, as a condition of receiving their student visas that all international students purchase private medical insurance. IIBIT requires students to purchase this through the Australian government health insurance provider. FedUni will issue the necessary visa documentation (Confirmation of Enrolment) to students once the first semester (half year) program tuition fee has been paid and the Overseas Student Health Cover (OSHC) fee has been

OSHC provides the following

Medical Expenses

OSHC provides 85% of the scheduled (government recommended) fee for consultations with private doctors (including specialists) and emergency ambulance transport.

Hospital Costs

OSHC pays all charges for a shared ward and treatment in a public (government) hospital if a doctor appointed by the hospital treats you. If your own doctor treats you and charges more than the scheduled fee, you must pay the difference. If you choose to be treated in a private hospital, OSHC pays up to the scheduled fee for treatment and accommodation, but you must pay any extra costs.

OSHC fees	Single	Couple
3 months	$ 124.00	$ 310.00
6 months	$ 248.00	$ 619.00
9 months	$ 372.00	$ 929.00
12 months	$ 495.00	$ 1238.00

* Prices are 10% GST inclusive and are correct as at 1 January 2014. For price verification check bupa.com.au/students

Exclusions

OSHC does not pay for pharmaceutical drugs, dentists, physiotherapists, spectacles or contact lenses, pregnancy related services during the first nine months of cover or pre-existing conditions. Additional coverage for these purposes can be purchased separately from private health insurer. Full international student school fees must be paid for dependent school-age children unless the international student is receiving an Australian government scholarship. Each school-age child aged 5-18 will need to add approximately AUD $8,000 per year for tuition.

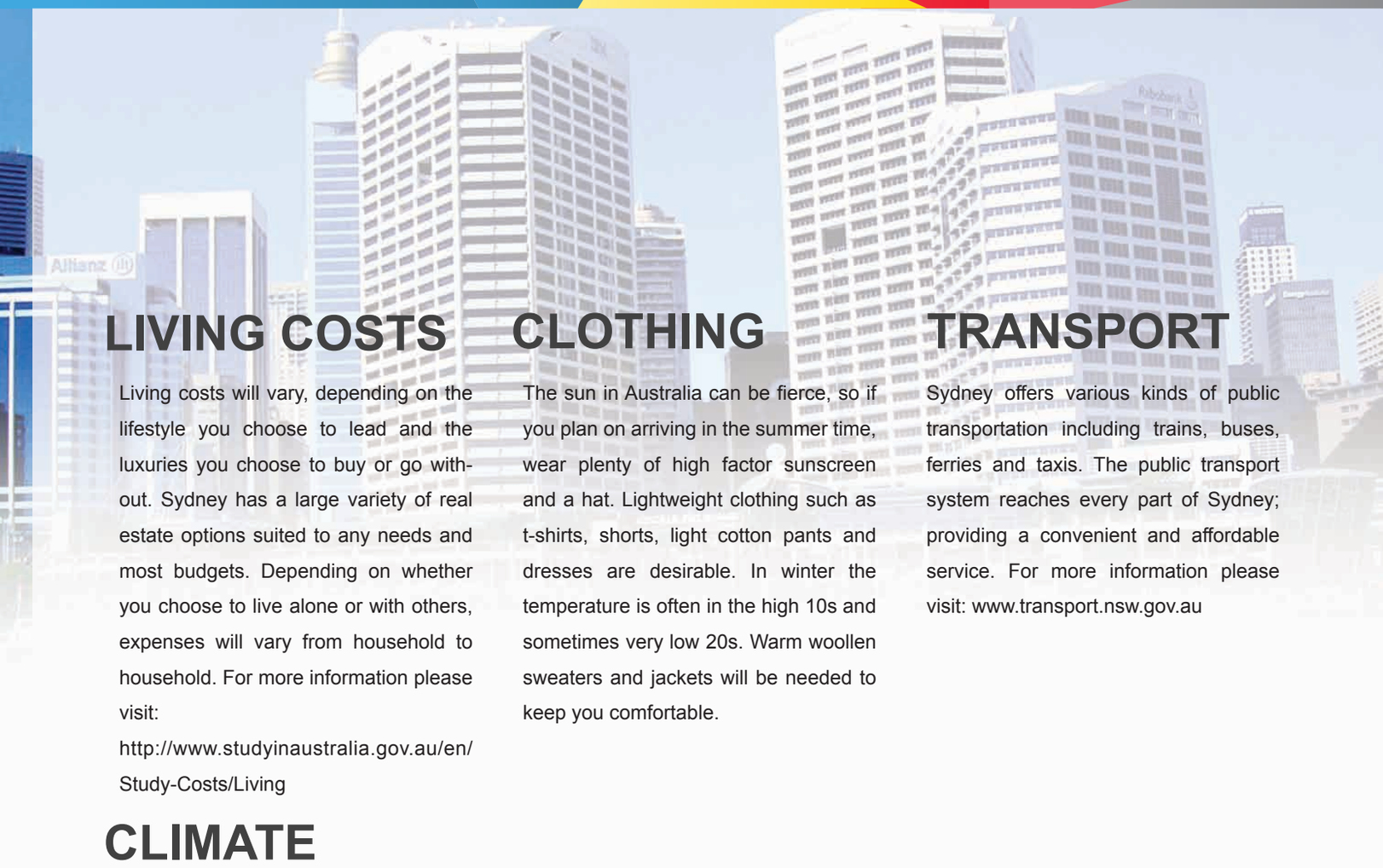
LIVING IN SYDNEY

Sydney is the largest city in Australia and is the capital of the eastern Seaboard State of New South Wales. It is the business, administrative, cultural and recreational hub of the State and is a city of beauty and elegance with a population of approximately 5 million. Sydney's population is made up of many groups of people of all ages and from many different cultures. Sydney is not only famous for its Opera House and Harbour Bridge but also for its lifestyle, entertainment, festivals, shopping and sightseeing. For more information about the City of Sydney, visit the websites below:

http://www.cityofsydney.nsw.gov.au/

http://www.sydney.com/

http://www.sydneyaustralia.com/en/sydney-lifestyle



LIVING COSTS

Living costs will vary, depending on the lifestyle you choose to lead and the luxuries you choose to buy or go without. Sydney has a large variety of real estate options suited to any needs and most budgets. Depending on whether you choose to live alone or with others, expenses will vary from household to household. For more information please visit:
http://www.studyinaustralia.gov.au/en/Study-Costs/Living

CLOTHING

The sun in Australia can be fierce, so if you plan on arriving in the summer time, wear plenty of high factor sunscreen and a hat. Lightweight clothing such as t-shirts, shorts, light cotton pants and dresses are desirable. In winter the temperature is often in the high 10s and sometimes very low 20s. Warm woollen sweaters and jackets will be needed to keep you comfortable.

TRANSPORT

Sydney offers various kinds of public transportation including trains, buses, ferries and taxis. The public transport system reaches every part of Sydney; providing a convenient and affordable service. For more information please visit: www.transport.nsw.gov.au

CLIMATE

Unlike other parts of Australia, Sydney never gets too hot or too cold. Winters are pleasant and summers are hot, but not unbearably so, with a huge number of options to cool down, thanks to Sydney's location on the Australian coastline.

Summer	Autumn	Winter	Spring
Dec - Feb	Mar - May	Jun - Aug	Sep - Nov
Hot	Warm	Cold	Sunny/Cool
26c - 43c	19c - 35c	6c - 18c	23c - 38c

For up to date weather information and forecasts for Australia and Sydney in particular, please refer to http://www.cityofsydney.nsw.gov.au/AboutSydney/VisitorGuidesInformation/Weather.asp or
http://www.bom.gov.au/ websites.

PEOPLE

Sydney has a rich cosmopolitan culture, with people from many countries, including Italy, Greece, Britain, France, Germany, China, New Zealand, India, Iran, Nepal, Bangladesh, the Philippines, Lebanon, Russia, Iraq, Vietnam, Thailand, South Africa and the Pacific Islands. Generally, Australians are friendly and tolerant of the many different cultures residing in Sydney.

OTHER ATTRACTIONS

Sydney is the financial capital of Australia and is also a significant domestic and international tourist destination. It is regularly declared to be one of the most beautiful and liveable cities in the world. Sydney has it all, from the Opera House to museums, from a multitude of outdoor activities to shopping. For the culinary connoisseur you have the fish markets and China town along with thousands of restaurants offering cuisines from all over the world. Sydney locals passionately support sports such as rugby league, rugby union, Australia Rules football and cricket. Sydney is dynamic and exciting. You won't be disappointed.

ADMISSIONS PROCESS

Admission to IIBIT involves a number of steps as set out below.

These steps assist applicants through the various stages of the admission process. If applicants have any questions at any stage during the process they should contact IIBIT for assistance: admissions@iibit.edu.au

1. All international students applying to study a full time course at IIBIT must complete the Application Form and submit it to IIBIT Admissions for assessment. Applicants who wish to apply through one of IIBIT's authorised agents can access the following website to find their nearest agent: www.iibit.edu.au. Applicants should ensure that they attach certified copies of transcripts of all relevant previous studies and evidence of English language proficiency and any other documentation requested on the application form. If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies or original documents.

2. Upon assessment, if the application is successful an Offer of Admission will be made by the admissions department at IIBIT.

3. Applicants need to sign the Acceptance Agreement and return it to Admissions with the required payment and any other documentation requested.

4. Upon receiving the signed offer acceptance form and payment, IIBIT will process payment and issue the Confirmation of Enrolment (CoE) – the form used to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Immigration and Border Protection (DIBP), as appropriate. Students must obtain a Student Visa before they come to study full time in Australia. Information on obtaining a Student Visa is available online at http://www.immi.gov.au .

5. Upon being granted their Student Visa, students intending to study should make travel arrangements, including applying for accommodation if needed. Students should advise IIBIT Student Services staff at: info@iibit.edu.au of their travel arrangements and request airport reception if need. Students are required to make a request for this service at least two weeks in advance (conditions and charges apply). Contact the Student Services Department for details info@iibit.edu.au .

6. Students should arrive and attend the International Student Orientation and Enrolment program, after which they will commence their formal IIBIT course.

INFORMATION ABOUT VISAS

General Visa Conditions

All international students intending to enter Australia to study must apply for a student visa (an exception may be for students offered a program, such as an English language course, of less than three months). Details of the Australian Diplomatic Offices around the world where applications for a student visa can be lodged are available at the following website: http://www.immi.gov.au/students/index.htm

International students normally must obtain a student visa before they travel to Australia. However, students from selected countries may apply for a student visa after arrival in Australia on a temporary entry visa. Again, details may be obtained from the nearest Australian Diplomatic Office. Student visas are issued for full – time study. International students cannot study part – time. Students must provide evidence that they have sufficient funds to cover their tuition fees and living expenses whilst in Australia. Once enrolled, students must complete 6 calendar months of study of their program before they can change to another education institution in Australia, unless special permission is obtained. If a student is not satisfying program and/or visa requirements (including attending the program and making satisfactory academic progress) IIBIT by law must notify the relevant Commonwealth and State authorities and the student visa may be cancelled.

Visa Application Procedures

All international students must have applied for and have been accepted for full-time study in a registered program, or part of a program, by IIBIT before they can apply for a student visa. An electronic Confirmation of Enrolment (eCoE) form issued by FedUni offering a place in a program is proof of acceptance for visa purposes. Students wishing to undertake a package of programs (e.g. English language followed by a degree program) must apply and be accepted into each program in the 'package'. Students offered a 'package' program must apply for the visa subclass applicable to the principal course of the 'package'. Student visas are divided into seven subclasses.

Each Subclass is based on the education sector of level of the principal course of study (e.g. Higher Education; Masters and Doctorates; Vocational Education and Training Sector; ELICOS; Foundation Program).The Department of Immigration and Border Protection (DIBP) will assess student visa applicants who lodge their applications on or after 24 March 2012, with a Confirmation of Enrolment from a participating university in Australia at Bachelor, Masters or Doctoral degree level as though they were a lower migration risk (similar to the current Assessment Level 1), regardless of their country of origin. The assessment factors for each level include financial ability. English language proficiency, likely compliance with the conditions of the student's visa and other matters considered relevant to assessing each visa application. International students must meet the assessment factors applicable to all student visa applicants.

INFORMATION ABOUT VISAS

The general requirements include being of good character and sound health, having acceptable health insurance for the period of time in Australia and having no outstanding debts to the Commonwealth of Australia. Details of the student visa subclasses and related conditions are available at the following website:

http://www.immi.gov.au/students/students/chooser

Enrolment Status

It is a condition of enrolment that international students abide by the Australian student visa regulations. IIBIT monitors student enrolments and visa status and will advise students if visa requirements are not being met. The Student Services Department at IBIT must approve all international student enrolments in advance. Students amending their enrolments without this authority may have their enrolment cancelled or modified appropriately.

Work Rights

International students are able to work after they arrive in Australia and have commenced their program of study. All student visas granted on or after 26 April 2008 will receive permission to work automatically. This will apply to both the primary student and any family members travelling with them on their student visa. Students can work up to 40 hours a fortnight while their course is in session and they can work unlimited hours during scheduled course breaks. Family members of students are not allowed to work until the student begins their course and they are allowed to work up to 40 hours per fortnight at all times. Dependents of Subclass 574 Master's and Doctorate students have unlimited work rights after the principal student visa holder has commenced his or her program in Australia.

Students should check with the Department of Immigration and Border Protection (DIBP) in Australia for the latest requirements (http://www.immi.gov.au) as requirements can vary. Students should also consult the department's booklet 'General Skilled Migration' for current details of migration requirements for skilled migrants, including a list of skilled occupations in demand in Australia.

ESOS Framework

International students who are intending to study on-campus in Australia should be aware that Australia's laws promote quality education and consumer protection. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) ACT 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007). For further information about the ESOS framework, students should refer to the following Australian Government Website:

https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx

Course Completion Expectations

International students enrolled in IIBIT courses are expected to complete their course within the normal duration of the course as specified in their offer letter.

There are defined compassionate and compelling circumstances that IIBIT may consider in the event that an international student is unable to complete their course within the expected duration, or are unable to meet attendance requirements, or wish to defer, suspend or cancel their enrolment. For further information please refer to www.iibit.edu.au

Course Credit/Recognition of Prior Learning (RPL)

Student who have successfully completed accredited courses e.g. Certificate, Diploma etc. from a recognised training organisation in Australia or overseas prior to enrolling at IIBIT may be eligible for Course Credit/RPL towards their current studies.

Student wishing to apply for Course Credit/RPL must complete an application for Course Credit/ RPL form and provide the necessary documentation (i.e. descriptions of subjects previously studied) after they have received and accepted a formal offer of a place from IIBIT. This form is available from Student Services. Forms must be submitted for processing before term commencement date.

Students holding a Student Visa must apply for Course Credit/RPL after acceptance of an offer but before enrolment. This is a requirement of the Department of Immigration and Border Protection (DIBP), which will consider the number of valid Course Credit/ RPL Units, granted by IIBIT and will then make a decision on the student's duration of stay in Australia to complete the course. For up to date information about IIBIT Course Credit /PRL Policy and Procedures please refer to our website www.iibit.edu.au. Students receiving course Credit/RPL are still required to maintain a standard full time load (20 hours per week).

Teaching and assessment methods

Teaching methods focus on classroom based face-to-face training, which includes lectures and practical tutorials.

Classes are small in size and lecturers focus on individual students needs during the learning process.

The emphasis in assessment is on collection of evidence, holistic assessment against the unit of competency and trainer/assessor judgment. Importance is placed on the integration of areas of theoretical knowledge, practical skills and proper work attitudes.

The following assessment methods are used:

- Written examinations
- Written and oral quizzes
- Simulated workplace activities/scenarios/role plays
- Projects/assignments/presentations
- Classroom activities

ELICOS PROGRAMS

ELICOS ADMISSIONS INFORMATION

The ELICOS department of IIBIT Academy of English provides international students with the language foundation and skills they need to undertake further vocational courses and/or gain a high level of competency in all language skill areas.

The ELICOS department endeavours to maximize learning opportunities for all its students, focusing on student needs. The courses provide introduction to the language system and socio cultural dynamics of language use in Australia and in the English speaking world. The ELICOS department further endeavours to contribute to the highest quality of English education through continual appraisal and evaluation of all courses

ELICOS Entry Requirements

COURSE	ENTRY REQUIREMENTS:
General English	Students do not need any special requirement to enter the General English course. However, students will be assessed and placed in their appropriate class before commencement. Students applying from overseas can do our special placement test with their agent so that we can organize the appropriate class.
IELTS Preparation	The IELTS preparation course is designed as a pre-university preparation program and is conducted over a 10-week duration comprising of 20 hours per week. The IELTS course is designed for students with an IELTS proficiency of 5.0 or equivalent. Students are welcome to undertake an English language assessment at IIBIT Academy of English for entry into this course.
English of Academic Purpose (EAP)	Both the EAP Upper-Intermediate and EAP Advanced courses are designed as a pre-university preparation program and each course is conducted over a 10-week duration comprising of 20 hours per week. An entry requirement for the EAP Upper-Intermediate course is for students with an IELTS proficiency of 5.0 overall band score (minimum 5 on writing) or equivalent, or completion of General English Upper-Intermediate. Students are welcome to undertake an English language assessment at IIBIT Academy of English for entry into this course. An entry requirement for the EAP Advanced course is for students with an IELTS proficiency of 5.5 overall band score (minimum 5 on writing) or equivalent. Students are welcome to undertake an English language assessment at IIBIT Academy of English for entry into this course.

Intake Dates

2014

Course	Term 1	Mid Term	Term 2	Mid Term	Term 3	Term 4
General English	06/01/2014	10/02/2014	14/04/2014	19/05/2014	21/07/2014	06/10/2014
EAP 20 weeks (upper-intermediate & Advanced)	6/01/2014		19/05/2014		06/10/2014	
EAP 10 weeks (Advanced)	6/01/2014	10/02/2014	21/04/2014	21/07/2014	25/08/2014	06/10/2014
IELTS Preparation	Contact Admissions Department					

2015

Course	Term 1	Mid Term	Term 2	Mid Term	Term 3	Term 4
General English	05/01/2015	9/02/2015	13/04/2015	18/05/2015	20/07/2015	05/10/2015
EAP 20 weeks (upper-intermediate & Advanced)	05/01/2015		18/05/2015		05/10/2015	
EAP 10 weeks (Advanced)	05/01/2015	09/02/2015	13/04/2015	18/05/2015	20/07/2015	5/10/2015
IELTS Preparation	Contact Admissions Department					

Tuition Fees

Course	Course Description	Duration (Weeks)	Fees ($A)
General English	Elementary / Pre-Intermediate / Intermediate / Upper-Intermediate	10	$3200
EAP	Upper-Intermediate / Advanced	10	$3200
IELTS Preparation	Upper-Intermediate	10	$3200
Textbook Fees (per 10 wk course)	A$100.00		
Enrolment Fee (non-refundable)	A$100.00		

TEACHING METHODOLOGY

The approach to language teaching methodology is communicative, with emphasis placed both on the presentation and practice of target language and on the consolidation and extension of language skills through the use of task-based learning activities. Teaching focuses on developing the language skills students require for the educational contexts in which they plan to continue their studies in English.

The focus for course content is provided by weekly themes and topics, which are used to contextualize the teaching of target language and skills. These themes/topics are determined with reference to students' vocational and study goals and interests; these provide a framework around which the language work, particularly the skills of , Reading, Writing, Listening, Speaking, Grammar and Vocabulary building are structured.

Emphasis is placed on the use of authentic materials. This is reflected in:

- Extensive use of authentic materials drawn from text-types covered on the course,
- Regular field trips to consolidate and extend work done in class and linked to the programs by pre-teaching and follow-up work,
- Talks by outside speakers on topics relevant to the programs.

Learning and assessment generally take place in an integrated classroom and simulated workplace environment.

SAMPLE TIMETABLE

General English Timetable					
Time	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Morning Session					
9:00 - 11:00am	Session 1	Session 1	Session 1	Session 1	
11:00 - 11:15am	Break	Break	Break	Break	
11:15am - 1:15pm	Session 2	Session 2	Session 2	Session 2	
1:15 - 1:30pm	Break	Break	Break	Break	
1:30 - 2:30pm	Session 3	Session 3	Session 3	Session 3	
Afternoon Session					
3:00 - 5:00pm	Session 1	Session 1	Session 1	Session 1	
5:00 - 5:15pm	Break	Break	Break	Break	
5:15 - 7:15pm	Session 2	Session 2	Session 2	Session 2	
7:15 - 7:30pm	Break	Break	Break	Break	
7:30 - 8:30pm	Session 3	Session 3	Session 3	Session 3	

GENERAL ENGLISH

(CRICOS CODE: 050895G)

Course Information:

The General English courses are intended to provide international students with the English language foundation and skills they need to function in social contexts in Australian society and to undertake further vocational courses. The programs focus on language used in everyday situations and provide a solid foundation in grammar, and the four main skills of listening, speaking, reading and writing.

The courses integrate the modes of language - that is, listening, speaking, reading and writing to improve students' understanding of the forms, features, and functions of language. Students will enhance their skills in analysing, responding to and composing a range of texts characteristic of those they will encounter in their social language interaction in Australia. The courses will also assist students in their development and understanding of various strategies and styles of learning.

Structure and Articulation with other Courses:

The General English courses range over four levels: Elementary, Pre-Intermediate, Intermediate and Upper Intermediate. All students will be assessed and placed into their appropriate level.

Each level of the General English course is studied over a 10-week semester. Lessons are from Monday to Friday of 20 hours face-to-face classes.

Articulation:

Successful completion of the General English course at Upper-Intermediate level enables entry into the IELTS Preparation course or the English for Academic Purposes (EAP) Upper-Intermediate course.

Assessment:

The General English course has assessment tasks built into the course that are on-going and cumulative during the program. The exams will be based on the content of the courseand will test the four skills of: Reading, Writing, Listening and Speaking.

Entry Requirements:

Students do not need any special requirement to enter the General English course. However, students will be assessed and placed in their appropriate class before commencement. Students applying from overseas can do our special placement test with their agent so that we can organise the appropriate class.

ENGLISH FOR ACADEMIC PURPOSES (EAP)

(CRICOS CODE: 054804F)

Course Information:

The English for Academic Purposes Program (EAP) is structured at two levels: EAP (Upper-Intermediate) and EAP (Advanced). The programs are intended for international students wishing to pursue studies at either undergraduate or post graduate level. The focus of each course is on the language skills students will need to undertake academic studies. Both courses will also prepare students for the cultural differences they may encounter both socially and academically on campus. Such areas would include expectations of lecturers, developing autonomous learning skills, working in groups, adjusting to study and social customs. Both EAP courses seek to create an environment whereby the student becomes self-determined and is able to learn using strategies most suitable to him/her. Using this learner-centred method the student becomes confident in approaching the demands and stresses associated with academic life.

Briefly, the aims of the EAP course are:

To enable students to become familiar with, and to practice applying, English medium academic conventions;

- To teach students to critically consider texts, discourses and issues by analysing the purposes behind the texts;
- To provide Writing, Reading, Listening and Speaking skills particularly suitable to academic environments;
- To enhance students' abilities to be independent learners and to utilize the World Wide Web for academic research;
- To facilitate a process for students so that they recognize and appreciate cultural viewpoints that may be different than their own;
- To make a smooth as possible transition from studying in the students' own countries and languages to studying in English.

Articulation:

Successful completion of the EAP (Upper-Intermediate) course at IIBIT – Academy of English satisfies the English language requirements for entry into Diploma, and Advanced Diploma courses offered by IIBIT.

Successful completion of the EAP (Advanced) course at IIBIT – Academy of English satisfies the English language requirements for entry into Diploma, Advanced Diploma and Bachelor Degree or Postgraduate Degree courses.

IELTS PREPARATION

(CRICOS CODE: 050896G)

Course Information:

Administered by the British Council and University of Cambridge, IELTS is required by a growing number of Australian universities as a qualification for entry to degree programs. The course aims to increase your score by 1 or 2 grades, helping you gain the skills to undertake the IELTS exam for entry into Diploma or Degree courses.

The course is designed to develop the necessary language and study skills required for preparing for the IELTS examination by enhancing student skills in analysing, responding to and composing a range of texts characteristic of those they will encounter in the IELTS examination. The course will also assist students in their development and understanding of various strategies and styles of learning. Class tasks include writing essays, reading skills such as skimming and scanning, note taking and listening for gist or specific information. Regular test practice under exam conditions allows you to monitor your progress.

Articulation:

Successful completion of the IELTS Preparation course at IIBIT – Academy of English satisfy the English language requirements for entry into Diploma, Advanced Diploma courses at IIBIT, or the English for Academic Purposes Advanced course.

Assessment:

The IELTS Preparation course has assessment tasks built into the course that are on-going and cumulative during the program. Assessment will involve weekly tests based on the format of the IELTS examination.

Entry Requirements:

The IELTS preparation course is designed as a pre-university preparation program and is conducted over a 10-week duration comprising of 20 hours per week.

The IELTS course is designed for students with an IELTS proficiency of 5.0 or equivalent.
Students are welcome to undertake an English language assessment at IIBIT Academy of English for entry into this course.

VET PROGRAMS

VET ADMISSIONS INFORMATION

The International Institute of Business and Information Technology is one of Sydney's premier education institutions. IIBIT provides a range of high quality career oriented courses from Diploma to Advanced Diploma levels in Management, Marketing and Accounting.

VET Admissions Information

COURSE	ENTRY REQUIREMENTS:
Diploma and Advanced Diploma	All students must be aged 18 or above and have satisfactorily completed Australian Year 12 of overseas equivalent school qualifications.

Students must also meet IIBIT's standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band:46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by IIBIT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

VET ADMISSIONS INFORMATION

Intake Dates

2014

Course	Term 1	Term 2	Term 3	Term 4
All VET Courses	27/01/2014	28/04/2014	21/07/2014	13/10/2014

2015

Course	Term 1	Term 2	Term 3	Term 4
All VET Courses	26/01/2015	24/04/2015	20/07/2015	12/10/2015

Tuition Fees

Qualification Code	CRICOS Code	Qualification Name	Duration (Weeks)	Fees ($A)
BSB51107	064542G	Diploma of Management	24	$3,600.00
BSB60407	064543F	Advanced Diploma of Management	24	$3,600.00
BSB60507	064544E	Advanced Diploma of Marketing	24	$3,600.00
FNS50210	080719J	Diploma of Accounting	64	$9,000.00
FNS60210	080720E	Advanced Diploma of Accounting	80	$10,800.00

Sample Timetable

Diploma of Business					
Time	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
9:00 - 11:00am	Session 1	Session 1	Session 1		
11:00am - 1:15pm					
1:15 - 1:45pm	Break	Break			
1:45 - 4:00pm	Session 2	Session 2			
4:00 - 6:30pm					

BSB51107 - DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064542G)

Course Information:

Qualification Name	Diploma of Management
Qualification Code	BSB51107
Duration (Nominal Hours)	470
Tuition Duration in weeks (24)	20 Weeks Tuition plus 4 Weeks Holiday
Tuition Fee	$3600
IIBIT CRICOS Provider Number	01917B
RTO Code	6538
Provider Name	International Institute of Business and Information Technology (IIBIT)
Delivery Location	841 George Street, Sydney NSW 2000 Australia

Course Description:

This qualification reflects the role of individuals who are engaged to manage the work of other or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Course outcomes:

Job roles and title vary across different industry sectors. Possible career outcomes relevant to this qualification include:

- Manager

Admission Criteria:

Diploma and Advanced Diploma	All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

BSB51107 - DIPLOMA OF MANAGEMENT

(CRICOS CODE: 01917B)

Students must also meet IIBIT's standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band:46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527
- An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.
- Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by IIBIT as meeting the English language proficiency admission requirement.
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

Preferred Pathways:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include

- BSB40812 Certificate IV in Frontline Management or other relevant qualification
  OR
- with vocational experience but without formal supervision or management qualification.

Pathways from the qualification

- BSB60407 Advanced Diploma of Management or other Advanced Diploma qualifications

BSB51107 - DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064542G)

Teaching and Assessment Methods:

Teaching methods focus on classroom based face-to-face training, which includes lectures and practical tutorials. Classes are small in size and lecturers focus on individual student needs during the learning process.

The emphasis in assessment is on collection of evidence, holistic assessment against the unit of competency and trainer/assessor judgment. Importance is placed on the integration of areas of theoretical knowledge, practical skills and proper work attitudes.

The following assessment methods are used:

- Written examinations
- Written and oral quizzes
- Simulated workplace activities/scenarios/role plays
- Projects/assignments/presentations
- Classroom activities

Learning and assessment generally take place in an integrated classroom and simulated workplace environment.

Qualification Structure:

8 competency units are required to attain Diploma of Management BSB51107

8 Elective units

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

BSB51107 - DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064542G)

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. BSBHRM405A Support the recruitment, selection and induction of staff	50	50	9
2. BSBHRM512A Develop and manage performance management processes	60	50	9
3. BSBCUS501C Manage quality customer service	40	50	9
4. BSBFIM501A Manage budgets and financial plans	70	50	9
5. BSBMGT502B Manage people performance	70	50	9
6. BSBMGT516C Facilitate continuous improvement	60	50	9
7. BSBWOR501B Manage personal work priorities and professional development	60	50	9
8. BSBWOR502B Ensure team effectiveness	60	50	9
Total of hours	**470**	**400**	**72**

BSB60407-ADVANCED DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064543F)

Course Information:

Qualification Name	Advanced Diploma of Management
Qualification Code	BSB60407
Duration (Nominal Hours)	490
Tuition Duration in weeks (24)	20 Weeks Tuition plus 4 Weeks Holiday
Tuition Fee	$3600
IIBIT CRICOS Provider Number	01917B
RTO Code	6538
Provider Name	International Institute of Business and Information Technology (IIBIT)
Delivery Location	841 George Street, Sydney NSW 2000 Australia

Course Description:

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised orles where they do not supervise others but provide strategic leadership.

Course outcomes:

Job roles and title vary across different industry sectors. Possible career outcomes relevant to this qualification include:

- Manager
- Department Manager
- Regional Manager

Admission Criteria:

Diploma and Advanced Diploma	All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

BSB60407-ADVANCED DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064543F)

Students must also meet IIBIT's standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band:46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527
- An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.
- Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by IIBIT as meeting the English language proficiency admission requirement.
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

Preferred Pathways:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include

- BSB51107 Diploma of Management or other relevant qualifications
  OR
- with substantial vocational experience, in management but without a formal qualification.

Pathways from the qualification

- After achieving this qualification candidates may choose to undertake studies at higher education level.

BSB60407-ADVANCED DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064543F)

Teaching and Assessment Methods:

Teaching methods focus on classroom based face-to-face training, which includes lectures and practical tutorials. Classes are small in size and lecturers focus on individual student needs during the learning process.

The emphasis in assessment is on collection of evidence, holistic assessment against the unit of competency and trainer/assessor judgment. Importance is placed on the integration of areas of theoretical knowledge, practical skills and proper work attitudes.

The following assessment methods are used:

- Written examinations
- Written and oral quizzes
- Simulated workplace activities/scenarios/role plays
- Projects/assignments/presentations
- Classroom activities

Learning and assessment generally take place in an integrated classroom and simulated workplace environment.

Qualification Structure:

8 competency units are required to attain Advanced Diploma of Management BSB60407

3 Core units plus

5 Elective units

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

BSB60407-ADVANCED DIPLOMA OF MANAGEMENT

(CRICOS CODE: 064543F)

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. PSPGOV602B Establish and maintain strategic networks	50	50	12
2. BSBMGT616A Develop and implement strategic plans	80	50	12
3. BSBMGT605B Provide leadership across the organisation	60	50	12
4. BSBMGT608C Manage innovation and continuous improvement	70	50	12
5. BSBINN601B Manage organisational change	60	50	12
6. BSBRSK501B Manage risk	60	50	12
7. BSBMGT617A Develop and implement a business plan	60	50	12
8. BSBMKG609A Develop a marketing plan	50	50	12
Total of hours	**490**	**400**	**96**

BSB60507-ADVANCED DIPLOMA OF MARKETING

(CRICOS CODE: 064544E)

Course Information:

Qualification Name	Advanced Diploma of Marketing
Qualification Code	BSB60507
Duration (Nominal Hours)	490
Tuition Duration in weeks (24)	20 Weeks Tuition plus 4 Weeks Holiday
Tuition Fee	$3600
IIBIT CRICOS Provider Number	01917B
RTO Code	6538
Provider Name	International Institute of Business and Information Technology (IIBIT)
Delivery Location	841 George Street, Sydney NSW 2000 Australia

Course Description:

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or 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.

Course outcomes:

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

- Marketing director
- Marketing strategist
- National, regional or global marketing manager

Admission Criteria:

Diploma and Advanced Diploma	All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

BSB60507-ADVANCED DIPLOMA OF MARKETING

(CRICOS CODE: 064544E)

Students must also meet IIBIT's standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band:46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527
- An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.
- Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by IIBIT as meeting the English language proficiency admission requirement.
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

Preferred Pathways:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include

- BSB51207 Diploma of Marketing or other relevant qualification
  OR
- with substantial vocational marketing experience, with overall responsibility for providing strategic direction and planning for an organisation's marketing function, either domestically or internationally but without a form marketing qualification

OR

- with extensive vocational marketing experience in senior marketing positions with a wide range of skills in a specialised marketing communications discipline and looking to consolidate specialist marketing skills with more generic management skills, but without a formal marketing qualification.

Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level.

BSB60507-ADVANCED DIPLOMA OF MARKETING

(CRICOS CODE: 064544E)

Teaching and Assessment Methods:

Teaching methods focus on classroom based face-to-face training, which includes lectures and practical tutorials. Classes are small in size and lecturers focus on individual student needs during the learning process.

The emphasis in assessment is on collection of evidence, holistic assessment against the unit of competency and trainer/assessor judgment. Importance is placed on the integration of areas of theoretical knowledge, practical skills and proper work attitudes.

The following assessment methods are used:

- Written examinations
- Written and oral quizzes
- Simulated workplace activities/scenarios/role plays
- Projects/assignments/presentations
- Classroom activities

Learning and assessment generally take place in an integrated classroom and simulated workplace environment.

Qualification Structure:

8 competency units are required to attain Advanced Diploma of Marketing BSB60507

4 Core units plus

4 Elective units

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

BSB60507-ADVANCED DIPLOMA OF MARKETING

(CRICOS CODE: 064544E)

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. BSBMKG608A Develop organisational marketing objectives	60	50	12
2. BSBMKG603B Manage the marketing process	50	50	12
3. BSBMKG607B Manage market research	50	50	12
4. BSBMKG605B Evaluate international marketing opportunities	60	50	12
5. BSBMKG606B Mange international marketing programs	50	50	12
6. BSBADV602B Develop an advertising campaign	60	50	12
7. BSBINN601B Manage organisational change	60	50	12
8. BSBMKG609A Develop a marketing plan	50	50	12
Total of hours	**440**	**400**	**96**

FNS50210 - DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080719J)

Course Information:

Qualification Name	Diploma of Accounting
Qualification Code	FNS50210
Duration (Nominal Hours)	1000
Tuition Duration in weeks (62)	50 Weeks Tuition plus 12 Weeks Holiday
Tuition Fee	$9000
IIBIT CRICOS Provider Number	01917B
RTO Code	6538
Provider Name	International Institute of Business and Information Technology (IIBIT)
Delivery Location	841 George Street, Sydney NSW 2000 Australia

Course Description:

This qualification reflects professional accounting job roles in financial services and other industries.

Course outcomes:

This course aims to provide students with the requisite knowledge, skills and professional ethical standards in Accounting, accompanied by a broad range of relevant generic business and financial skills. This qualification is designed to reflect the role of employees who perform duties such as:

- Introducing and maintaining accounting systems
- Maintaining internal control systems
- Preparing financial statements for a reporting entity
- Preparing tax returns
- Reporting on business performance
- Managing small teams
- Developing business plans
- Preparing accounting reports for management

Admission Criteria:

Diploma and Advanced Diploma	All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

FNS50210 - DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080719J)

Students must also meet IIBIT's standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band:46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527
- An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.
- Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by IIBIT as meeting the English language proficiency admission requirement.
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

Entry Requirements:

The entry requirement for this qualification is completion of the units which comprise the core from the Certificate IV in Accounting in the Financial Services Training Package FNS10.

or

Completion of the units which comprise the core from the Certificate IV in Accounting in the Financial Services Training package FNS04.

The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

Preferred Pathways:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include

- Certificate IV in Accounting
- Certificate IV in Book Keeping

Pathways from the qualification

After acheiving this qualification, students can articulate into a pathway to progress into Advanced Diploma of Accounting.

Qualification Structure:

The **FNS50210 Diploma of Accounting** at IIBIT involves completion of a total of 18 units in two stages:

Stage I

Successfully complete 9 core units (see below for details) from the FNS40611 Certificate IV in Accounting entry requirements.

Stage II

Progress to study 9 units from FNS50210 Diploma of Accounting units comprising 6 core and 3 Elective units

Note: If a student has previously attained a FNS40611 Certificate IV in Accounting qualification, he/she can apply for course Credit/RPL and undertake this qualification FNS50210 Diploma of Accounting directly from Stage II.

FNS50210 - DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080719J)

Teaching and Assessment Methods:

Teaching methods focus on classroom based face-to-face training, which includes lectures and practical tutorials. Classes are small in size and lecturers focus on individual student needs during the learning process.

The emphasis in assessment is on collection of evidence, holistic assessment against the unit of competency and trainer/assessor judgment. Importance is placed on the integration of areas of theoretical knowledge, practical skills and proper work attitudes.
The following assessment methods are used:

- Written examinations
- Written and oral quizzes
- Simulated workplace activities/scenarios/role plays
- Projects/assignments/presentations
- Classroom activities

Learning and assessment generally take place in an integrated classroom and simulated workplace environment.

Stage I

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. BSBITU306A Design and produce business documents	80	80	5
2. FNSACC301A Process financial transactions and extract interim reports	70	60	5
3. BSBFIA401A Prepare financial reports	50	50	5
4. BSBOHS201A Participate in OHS processes	20	20	5
5. FNSBKG404A Carry out business activity and instalment activity statement tasks	40	50	5
6. FNSACC406A Set up and operate a computer-ised accounting system	80	80	5
7. FNSACC404A Prepare financial statements for non-reporting entities	60	60	5
8. FNSINC401A Apply principles of professional practice to work in the financial services industry	30	40	5
9. FNSACC403B Make decisions in a legal context	60	60	**5**
Total of hours	**490**	**500**	**45**

FNS50210 - DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080719J)

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. FNSACC507A Provide management accounting information	50	50	5
2. FNSACC501A Provide financial and business performance information	60	60	5
3. FNSACC502B Prepare legally compliant tax returns for individuals	80	60	5
4. FNSORG506A Prepare financial forecasts and projections	50	50	5
5. FNSACC504A Prepare financial reports for corporate entities	70	60	5
6. FNSACC506A Implement and maintain internal control procedures	40	50	5
7. FNSACC503A Manage budgets and forecasts	40	50	5
8. FNSINC601A Apply economic principles to work in the financial services industry	60	60	5
9. FNSINC602A Interpret and use financial statistics and tools	60	60	**5**
Total of hours	**510**	**500**	**45**

FNS60210 - ADVANCED DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080720E)

Course Information:

Qualification Name	Advanced Diploma of Accounting
Qualification Code	FNS60210
Duration (Nominal Hours)	1260
Tuition Duration in weeks (80)	63 Weeks Tuition plus 17 Weeks Holiday
Tuition Fee	$10800
IIBIT CRICOS Provider Number	01917B
RTO Code	6538
Provider Name	International Institute of Business and Information Technology (IIBIT)
Delivery Location	841 George Street, Sydney NSW 2000 Australia

Course Description:

This Qualification reflects professional accounting job roles in financial services and other industries.

Course outcomes:

This course aims to provide students with the requisite knowledge, skills and professional ethical standards in Accounting, accompanied by a broad range of relevant generic business and financial skills. This qualification is designed to reflect the role of employees who perform duties such as:

- Introducing and maintaining accounting systems
- Maintaining internal control systems
- Preparing financial statements for a reporting entity
- Preparing tax returns
- Reporting on business performance
- Managing small teams
- Developing business plans
- Preparing accounting reports for management

Diploma and Advanced Diploma

All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

FNS60210 - ADVANCED DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080720E)

Students must also meet IIBIT's standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band:46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527
- An overseas student who has studied in Australia for at least 12 months will be deemed to have required level of language proficiency provided the application is accompanied by proof that he/she has duly completed Certificate IV.
- Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by IIBIT as meeting the English language proficiency admission requirement.
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

Entry Requirements:

The entry requirement for this qualification is completion of the Diploma of Accounting in the Financial Services Training Package FNS10.

or

Completion of the Diploma of Accounting in the Financial Services Training Package FNS04. The entry requirement can be met by evidence of equivalent competency to the above units through recognition of prior learning (RPL).

Preferred Pathways:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include

- Diploma of Accounting

Pathways from the qualification

After acheiving the qualification, students can gain a pathway to progress into higher education.

FNS60210 - ADVANCED DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080720E)

Teaching and Assessment Methods:

Teaching methods focus on classroom based face-to-face training, which includes lectures and practical tutorials. Classes are small in size and lecturers focus on individual student needs during the learning process.

The emphasis in assessment is on collection of evidence, holistic assessment against the unit of competency and trainer/assessor judgment. Importance is placed on the integration of areas of theoretical knowledge, practical skills and proper work attitudes.

The following assessment methods are used:

- Written examinations
- Written and oral quizzes
- Simulated workplace activities/scenarios/role plays
- Projects/assignments/presentations
- Classroom activities

Learning and assessment generally take place in an integrated classroom and simulated workplace environment.

Qualification Structure:

The **FNS60210** Advanced Diploma of Accounting at IIBIT involves completion of total 23 units in two stages:

Stage I
Successfully complete all the units from FNS50210 Diploma of accounting

Stage II
Progress to study 8 units from FNS60210 Advanced Diploma of Accounting units comprising 3 core and 5 Elective units

Note: If a student has previously attained a FNS50210 Diploma of Accounting qualification, he/she can apply for course Credit/RPL and undertake this qualification FNS60210 Advanced Diploma of Accounting directly from stage II

FNS60210 - ADVANCED DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080720E)

Stage I

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. BSBITU306A Design and produce business documents	80	80	5
2. FNSACC301A Process financial transactions and extract interim reports	70	60	5
3. BSBFIA401A Prepare financial reports	50	50	5
4. BSBOHS201A Participate in OHS Process	20	20	5
5. FNSBKG404A Carry out business and install-ment activity statement tasks	40	50	5
6. FNSACC406A Set up and operate a computer-ised accounting system	80	80	5
7. FNSACC404A Prepare financial statements for non-reporting entities	60	60	5
8. FNSINC401A Apply principles of professional practice to work in the financial services industry	30	40	5
9. FNSACC403B Make decisions in a legal context	60	60	5
10. FNSACC507A Provide management accounting information	50	50	5
11. FNSACC502B Prepare legally compliant tax returns for individuals	80	60	5
12. FNSACC504 Prepare financial reports for corpo-rate entities	70	60	5
13. FNSACC501A Provide financial and business performance information	60	60	5
14. FNSACC506A Implement and maintain internal control procedures	40	50	5
15. FNSACC503A Manage budgets and forecasts	40	50	5
Total of hours	**830**	**830**	**75**

FNS60210 - ADVANCED DIPLOMA OF ACCOUNTING

(CRICOS CODE: 080720E)

Stage II

Unit codes and names	Nominal hours	Face-to-face training hours including student support hours	Self-paced hours
1. FNSACC608A Evaluate organisation's financial performance	60	50	5
2. FNSACC606A Conduct internal audit	40	50	5
3. FNSACC609A Evaluate financial risk	40	50	5
4. FNSACC604A Monitor corporate Governance Activities	60	50	5
5. FNSINC601A Apply economic principles to work in the financial services industry	60	60	5
6. FNSINC602A Interpret and use financial statistics and tools	60	60	5
7. FNSACC613A Prepare and analyse management accounting information	60	60	5
8. FNSACC610A Develop and implement financial strategies	50	50	5
Total of hours	**430**	**430**	**40**

APPLICATION FORM

APPLICATION PROCEDURE

You are required to

- Complete all sections of the attached Application Form
- Attached certified copies of all academic certificates, transcripts, English language proficiency results, and any other relevant documents
- Attached a certified copy of the pages of your passport bearing your signature and personal details
- Give the completed application with attachments to one of IIBIT's official representatives or send directly to the following address for processing:

  Admissions and Marketing Department – IIBIT
  Level 4, 841 George Street, Sydney NSW 2000, Australia

Should you need any further assistance, contact IIBIT via one the methods below:

Telephone: +61 2 9269 0077
Fax: +61 2 6269 0097
Email: admissions@iibit.edu.au
Website: www.iibit.edu.au

*The information provided in this brochure was correct at the time of printing. IIBIT reserves the right to change course content and fees. Please contact IIBIT directly for further information.

IIBIT International Institute of Business & Information Technology

Vocational Education and Training
Academy of English

STUDENT APPLICATION FORM

Complete the application from and submit to Admissions & Marketing Level 4, 841 George Street, Sydney NSW 2000, Australia
Phone: +61 2 9269 0077 Fax: +61 2 9269 0097. Email : admissions@iibit.edu.au Web: www.iibit.edu.au

1. PERSONAL DETAILS (IN BLOCK LETTERS)

Title | Last (Family)Name | Given Name

Mr/Mrs/Ms/Miss

Date of Birth | Gender (Male/Female) | Nationality

Overseas Contact Information

Street Address

Suburb/Town

State/Postcode | Country

Phone Number | Mobile Number

Contact Information (In Australia)

Street Address

Suburb/Town

State/Postcode | Country

Phone Number | Mobile Number

Passport Number | Visa Type | Email Address

2. EMERGENCY CONTACT

Title | Last (Family)Name | Given Name

Mr/Mrs/Ms/Miss

Relationship | Phone/Mobile Number | Email Address

3. EDUCATION QUALIFICATIONS

Qualification	Educational Institute	Start Date	End Date

4. ENGLISH PROFICIENCY

Is English Your first language ☐ **Yes** ☐ **No-My First language is** _____

If No, state which documentary evidence you possess towards English Proficiency:

☐ **Secondary or tertiary studies in another country where English is the official language**

Name of the Test _____ **Where** _____

☐ **Secondary or tertiary studies in another country where English is the official language**

5. TYPE OF COURSE AND DATE OF COMMENCEMENT

Please specify the course you want to undertake: (Diploma/Advanced Diploma/ELICOS Courses)

_____

Number of weeks for ELICOS Programs _____

When do you wish to undertake your course? Term _____

Do you require your course to be packaged with any other IIBIT VET Programs? If yes, please mention the course name.

_____

6. TERMS AND CONDITIONS

1. Name Change
Show documentary evidence (declaration from a lawyer, marriage certificate, etc) if any of your official documents (birth certificate, mark sheets, etc) show a name which is different from the one that you have used on this application form.

2. Contact Details
Your current address to which the notification of the result of your application can be sent. This should be provided along with phone and email address (if any).

3. Certified Copies of Original Documents
Attach certified or attested copies of all your official documents such as mark sheets, academic certificates, etc. Following persons are eligible to certify copies:
• An authorised officer from the institution that originally issued the documents (such as Register or Principal)
• An Australian overseas diplomatic mission or any Australian Education Centre, or
• An authorised IIBIT representative.
Certified translations must be provided if the documents are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

4. English Language Proficiency
You are required to show evidence of your English language proficiency. If your previous education (at least the last two years) was in the English medium, show a proof from the institution(s) or provide a certified copy of an internationally recognised English language Test. If you are unable to provide an accurate assessment of your English language level with your application form, you may be required to take a special English test before you are admitted to IIBIT.

5. Payment of Fees
The scheduled fees for the first year together with the Overseas Student Health Cover (international students only), is payable on issue of a confi rmation of Enrolment. Fees for second or subsequent year are payable no less than 14 days in advance of the relevant commencement date.

7. DECLARATION

I hereby declare that the information supplied by me is true and correct.

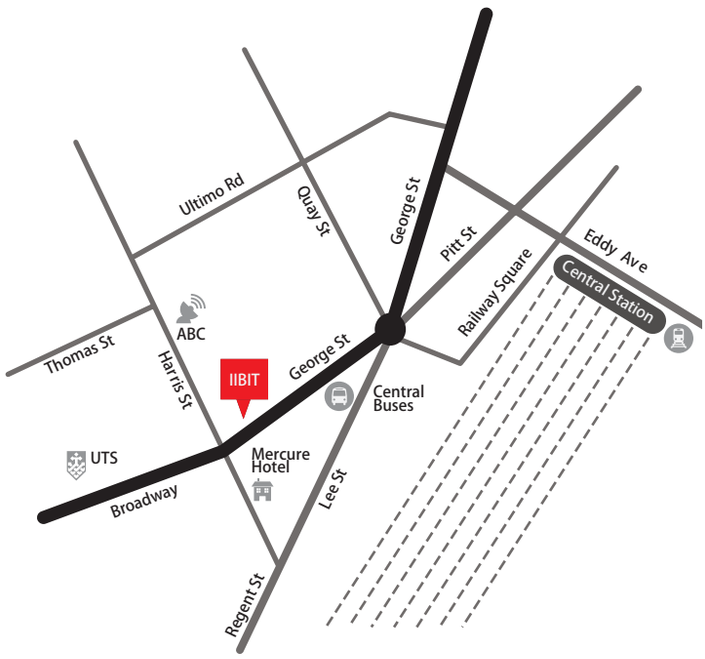
Signature _____ **Date** DD/MM/YYYY _____

InfoTech Professionals Pty Ltd Trading as International Institute of Business and Information Technology and IIBIT Academy of English
ABN No: 64 085 266771 RTO Code: 6538 Provider Code: 01917B

NOTES

Head Office
Level 4, 841 George Street
Sydney NSW 2000
Australia
www.iibit.edu.au

Admissions and Marketing Department
Email: admissions@iibit.edu.au
Phone:+61 2 9269 0077
Fax: +61 2 9269 0097



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