PROSPECTIVE
STUDENT INFORMATION &
PROGRAM GUIDE
(VET & ELICOS COURSES)
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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 16 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 16 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) focusing on Vocational Education.
• IIBIT Academy of English - focusing on Language and Literacy Training.
• IIBIT in association with Federation University - an educational partnership focussing on Tertiary Education Programs in Sydney and Adelaide.
• IIBIT in partnership with Federation Training providing vocational training for domestic students in Sydney and Adelaide.
• IIBIT in partnership with Performance Education providing professional year to international students 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 Management, Marketing, Accounting, IT and ELICOS 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 in 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 students 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?

- Australian Skills Quality Authority (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.
- Eight intakes a year.
- Choice of Morning and Evening classes.
- Small size classes and fun learning activities.
- Excellent facilities comprising of modern classrooms, well equipped computer laboratories, library and students’ common room.
- Located in the hearts of both Sydney and Adelaide CBDs, and the institutes are well connected to all the major public transport routes. Supermarkets, banks and post offices are within a few minutes’ walk. Both campuses are 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 or Adelaide Airports 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 or 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: admissions@iibit.edu.au. The approximate cost of accommodation for living in Australia is between AUD $70 to AUD $400 per week (http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs). 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: admissions@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.
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 near Sydney or Adelaide’s Sandy Beaches.

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 Academic 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 to meet a counsellor. IIBIT counselling service is free, confidential and voluntary.

Counselling services are provided every Thursday: 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 Services 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 / 08 8203 9011
Email: ServiceDesk@iibit.edu.au
Walk-In Support at the campus helpdesk office
SERVICES AND FACILITIES

Teaching Facilities
IIBIT provides contemporary learning facilities for students studying IIBIT courses in Sydney and Adelaide. 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 software 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
There are Library facilities located in all IIBIT campuses. They are 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 quiet room is available in all IIBIT locations, please contact the front desk for further information.

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 at both locations:
Sydney - 02-9269 6924
Adelaide - 08 8203 9011

Names of First Aid Officers
Sydney - 841 George Street, Sydney
Jolly Joseph Bulan - 02-9269 6931
Con Hasapis - 02 9269 6925
Shay Pathmanathan - 02 9269 6925

Adelaide - L3 127 Rundle Mall
Helen Niarchos - 08 8203 9011
Sharan Thrishul - 08 8203 9012
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, telephone calls, car expenses as well as compulsory program expenses.

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
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.

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 and the Overseas Student Health Cover (OSHC) fee has been paid.

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.

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.

Guide to average yearly expenses
(Approximate) AUD $

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OSHC fees

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<tbody>
<tr>
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<td>9 months</td>
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<tr>
<td>12 months</td>
<td>$538.00</td>
<td>$1654.00</td>
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* Prices are 10% GST inclusive and are correct as at 1 January 2016. For price verification check bupa.com.au/students
Sydney, Australia’s largest city, is the capital of the state of New South Wales and is part of the rugged spectacular south east coast of Australia. Sydney city is set on a stunning harbour and is often referred to as one of the world’s most beautiful cities. Its natural beauty and mild climate combine to make it an attractive destination for students and tourists alike.
**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 teens and sometimes very low 20s. Warm woollen sweaters and jackets will be needed to keep you comfortable.

**Living Costs**
Living costs will always vary, depending on the lifestyle you choose to lead and the luxuries you choose to go without. Sydney has a large variety of real estate options suited to any needs and most finances. Depending on whether you choose to live alone or with others expenses will vary from household to household.

**Climate**
Unlike other parts of Australia, Sydney never gets too hot or too cold. Winters are pleasant and summers are hot with a huge number of options to cool down, thanks to Sydney’s location on the Australian coastline.

**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 Chinatown along with 1000s of restaurants offering cuisines from Nepal, Lebanon, Turkey, Europe, China and Thailand to name a few. Sydney locals passionately support sports such as rugby league, rugby union, Australian rules football and cricket. Sydney is dynamic and exciting. You won’t be disappointed.
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 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 course and 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 organize the appropriate class.

Living in Adelaide
Adelaide hosts over 15,000 international students and is known locally as the ‘20-minute city’, as it takes 20 minutes from the city to get to the beaches or the hills. Students receive a discount on public transport fares with an easy-to-use Metrocard. The Adelaide FREE bus service provides a convenient link in the city between the hospitals, universities, schools, community services and shopping precincts.
Clothing
In summer lightweight clothing is sufficient. Warm clothing like woollen sweaters and jackets are needed for winter.

Living Costs
Living costs could vary, depending on whether you choose to live by yourself or share with others and the style of accommodation you choose.

Climate
Adelaide enjoys a Mediterranean-type climate with warm, dry summers and refreshingly mild winters.

Other Attractions
Adelaide is known as the ‘Festival City’ hosting nearly 400 annual festivals and events. The city is well known for its sporting events, such as the Test Cricket at the Adelaide Oval, the Classic Adelaide Car Rally and the SA Open Golf Championships to name but a few. Adelaide is the wine capital of Australia with six out of the top 10 Australian wines made within a few hour’s drive of the city. South Australia has 5000 km of coast, rolling hills, sheep stations, vineyards, goldmines, lakes, ancient mountain ranges and outback deserts. The world famous ‘Kangaroo Island’ is only a boat trip away from the mainland.
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 of 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.border.gov.au/Trav/Stud.

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: StudentServices@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 StudentServices@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.
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:


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. For students who are commencing studies with English and also have a COE for a subsequent program (VET or University), the 6 months mandatory time period will apply to the study program following English studies. 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.
The general requirements for Visa applications 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:


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 IIBIT 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.border.gov.au/Trav/Stud) 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 Skilled Occupations List (SOL) 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:

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 and 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 the 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
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 sociocultural 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

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<tr>
<th>COURSE</th>
<th>ENTRY REQUIREMENTS:</th>
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<tr>
<td>General English</td>
<td>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.</td>
</tr>
<tr>
<td>IELTS Preparation</td>
<td>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.</td>
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</table>
| English of Academic Purposes (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

## 2016

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<th>Course</th>
<th>Term 1</th>
<th>Mid Term</th>
<th>Term 2</th>
<th>Mid Term</th>
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<td>EAP 20 weeks (Upper-Intermediate &amp; Advanced)</td>
<td>11/01/2016</td>
<td></td>
<td>16/05/2016</td>
<td></td>
<td></td>
<td>10/10/2016</td>
<td></td>
</tr>
<tr>
<td>EAP 10 weeks (Advanced)</td>
<td>11/01/2016</td>
<td>15/02/2016</td>
<td>11/04/2016</td>
<td>16/05/2016</td>
<td>11/07/2016</td>
<td>15/08/2016</td>
<td>10/10/2016</td>
</tr>
<tr>
<td>IELTS Preparation</td>
<td></td>
<td></td>
<td></td>
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</table>

## 2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Term 1</th>
<th>Mid Term</th>
<th>Term 2</th>
<th>Mid Term</th>
<th>Term 3</th>
<th>Mid Term</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAP 20 weeks (Upper-Intermediate &amp; Advanced)</td>
<td>09/01/2017</td>
<td></td>
<td>15/05/2017</td>
<td></td>
<td></td>
<td>09/10/2017</td>
<td></td>
</tr>
<tr>
<td>EAP 10 weeks (Advanced)</td>
<td>09/01/2017</td>
<td>13/02/2017</td>
<td>10/04/2017</td>
<td>15/05/2017</td>
<td>10/07/2017</td>
<td>14/08/2017</td>
<td>09/10/2017</td>
</tr>
<tr>
<td>IELTS Preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Tuition Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
<th>Duration (Weeks)</th>
<th>Fees ($A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td>Elementary / Pre-Intermediate / Intermediate / Upper-Intermediate</td>
<td>10</td>
<td>$3200</td>
</tr>
<tr>
<td>EAP</td>
<td>Upper-Intermediate / Advanced</td>
<td>10</td>
<td>$3200</td>
</tr>
<tr>
<td>IELTS Preparation</td>
<td>Upper-Intermediate</td>
<td>10</td>
<td>$3200</td>
</tr>
<tr>
<td>Textbook Fees (per 10 wk course)</td>
<td></td>
<td></td>
<td>A$75.00</td>
</tr>
<tr>
<td>Application Fee (non-refundable)</td>
<td></td>
<td></td>
<td>A$200.00</td>
</tr>
</tbody>
</table>
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.

All courses employ many forms of student engagement of tasks, such as, group work, presentations, problem solving, pair work, etc. Although these sorts of learning styles maybe quite different from their home country, they provide a variety of learner strategies that enhance attention and concentration that lead to successful language learning.

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

• Extensive use of authentic materials drawn from text-types covered in 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.

Ongoing assessments are carried out regularly in all ELICOS courses and are intended to provide feedback to improve students’ understanding and performance. The end-of-course assessments measure how well the students have acheived the objectives of their course.
# All English Programs Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 11:00am</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
<td></td>
</tr>
<tr>
<td>11:00 - 11:15am</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>11:15am - 1:15pm</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2</td>
<td></td>
</tr>
<tr>
<td>1:15 - 1:30pm</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>1:30 - 2:30pm</td>
<td>Session 3</td>
<td>Session 3</td>
<td>Session 3</td>
<td>Session 3</td>
<td></td>
</tr>
<tr>
<td><strong>Afternoon Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 - 5:00pm</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
<td></td>
</tr>
<tr>
<td>5:00 - 5:15pm</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>5:15 - 7:15pm</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2</td>
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<td></td>
</tr>
<tr>
<td>7:15 - 7:30pm</td>
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<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>7:30 - 8:30pm</td>
<td>Session 3</td>
<td>Session 3</td>
<td>Session 3</td>
<td>Session 3</td>
<td></td>
</tr>
<tr>
<td><strong>Evening Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 - 7:00pm</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Session 1</td>
</tr>
<tr>
<td>7:00 - 7:15pm</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>7:15 - 9:15pm</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2</td>
</tr>
</tbody>
</table>
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 Thursday 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 course and 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.
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.
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 students gain the skills to undertake the IELTS exam for entry into Diploma or Advanced Diploma 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 students to monitor their 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.
The International Institute of Business and Information Technology, located in Sydney and Adelaide, is a premier education institution providing quality education. IIBIT provides a range of high quality career oriented courses from Diploma to Advanced Diploma levels in Leadership and Management, Marketing, Accounting and IT.

VET Admissions Information

<table>
<thead>
<tr>
<th>COURSE</th>
<th>ENTRY REQUIREMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma and Advanced</td>
<td>All students must be aged 18 years or above and have satisfactorily completed Australian Year 12 of overseas equivalent school qualifications.</td>
</tr>
<tr>
<td>Diploma and Advanced</td>
<td></td>
</tr>
<tr>
<td>Diploma Levels</td>
<td></td>
</tr>
</tbody>
</table>

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 band score: 46
- PTE Academic (Pearson Test of English) test band score: 42
- CAE (Cambridge English Advanced) test band score: 47
- OET (Occupational English Test) test band score: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test band score: 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 or Advanced Diploma course.
### Intake Dates

#### 2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>All VET Courses</td>
<td>11/01/2016</td>
<td>11/04/2016</td>
<td>11/07/2016</td>
<td>10/10/2016</td>
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#### 2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>All VET Courses</td>
<td>09/01/2017</td>
<td>10/04/2017</td>
<td>10/07/2017</td>
<td>09/10/2017</td>
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### Tuition Fees

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>CRICOS Code</th>
<th>Qualification Name</th>
<th>Duration (Weeks)</th>
<th>Fees ($A)</th>
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<tbody>
<tr>
<td>BSB51915</td>
<td>088158F</td>
<td>Diploma of Leadership and Management</td>
<td>52</td>
<td>$7,200.00</td>
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<tr>
<td>BSB61015</td>
<td>088159E</td>
<td>Advanced Diploma of Leadership and Management</td>
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<tr>
<td>BSB60515</td>
<td>087548M</td>
<td>Advanced Diploma of Marketing</td>
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<td>FNS50215</td>
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<td>Advanced Diploma of Computer Systems Technology</td>
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<td>$14,400.00</td>
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### Sample Timetable

#### Morning Class

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 am - 10:30 am</td>
<td>Session 1</td>
<td>Session 1</td>
<td>Self Study</td>
<td></td>
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<tr>
<td>10:30 am - 10:45 am</td>
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<td>10:45 am - 12:45 pm</td>
<td>Session 2</td>
<td>Session 2</td>
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<tr>
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<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>01:15 pm - 03:15 pm</td>
<td>Session 3</td>
<td>Session 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03:15 pm - 03:30 pm</td>
<td>Break</td>
<td>Break</td>
<td></td>
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<tr>
<td>03:30 pm - 05:00 pm</td>
<td>Session 4</td>
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</table>

#### Evening Class

<table>
<thead>
<tr>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>05:00 pm - 07:00 pm</td>
<td>Session 1</td>
<td>Session 1</td>
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<td>Session 1</td>
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<td>07:00 pm - 07:15 pm</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td></td>
<td>Self Study</td>
</tr>
<tr>
<td>07:15 pm - 09:15 pm</td>
<td>Session 2</td>
<td>Session 2</td>
<td>Session 2 (Finish 08:15 pm)</td>
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<td>Self Study</td>
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Course Information:

<table>
<thead>
<tr>
<th>Qualification Name</th>
<th>Diploma of Leadership and Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Code</td>
<td>BSB51915</td>
</tr>
<tr>
<td>Tuition Duration in weeks (52)</td>
<td>40 Weeks Tuition plus 12 Weeks Holiday</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$7200</td>
</tr>
<tr>
<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
</tr>
<tr>
<td>RTO Code</td>
<td>6538</td>
</tr>
<tr>
<td>Provider Name</td>
<td>International Institute of Business and Information Technology (IIBIT)</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>841 George Street, Sydney, NSW 2000 Australia Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

Course Description:

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

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

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

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.
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:

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- 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:

- BSB42015 - Certificate IV in Leadership and Management
  - or
  - with demonstrated vocational experience without formal or management qualification.

Pathways from the qualification

- BSB61015 Advanced Diploma of Leadership and Management
  - or
  - Vocational Graduate Certificate qualifications
  - or
  - other higher education sector qualifications.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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:

12 competency units are required to attain BSB51915 Diploma of Leadership and Management

4 Core units plus

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.
### Unit codes and names

<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BSBWOR501 Manage personal work priorities and</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>professional development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. BSBHRM405 Support the recruitment, selection and</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>induction staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. BSBMGT502 Manage people performance</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>4. BSBLDR502 Lead and manage effective workplace</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>relationships</td>
<td></td>
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<tr>
<td>5. BSBMGT516 Facilitate continuous improvement</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>6. BSBWOR502 Lead and manage team effectiveness</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>7. BSBHRM512 Develop and manage performance-management</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>processes</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8. BSBCUS501 Manage quality customer service</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>9. BSBRSK501 Manage risk</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>10. BSBFIM501 Manage budgets and financial plans</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>11. BSBMGT517 Manage operational plan</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>12. BSBLDR501 Develop and use emotional intelligence</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
</tbody>
</table>

**Total Hours**

| Total Hours | 600 | 200 | 400 |
Course Information:

<table>
<thead>
<tr>
<th>Qualification Name</th>
<th>Advanced Diploma of Leadership and Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Code</td>
<td>BSB61015</td>
</tr>
<tr>
<td>Tuition Duration in weeks (78)</td>
<td>60 Weeks Tuition plus 18 Weeks Holiday</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$10800</td>
</tr>
<tr>
<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
</tr>
<tr>
<td>RTO Code</td>
<td>6538</td>
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<tr>
<td>Provider Name</td>
<td>International Institute of Business and Information Technology (IIBIT)</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>841 George Street, Sydney, NSW 2000 Australia</td>
</tr>
<tr>
<td></td>
<td>Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

Course Description:

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

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

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

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:

All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or 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 band score: 46
- PTE Academic (Pearson Test of English) test band score: 42
- CAE (Cambridge English Advanced) test band score: 47
- OET (Occupational English Test) test band score: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test band score: 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:

- BSB51915 – Diploma of Leadership and Management
  - or
- with demonstrated vocational experience without formal or management qualification.

Pathways from the qualification

- After achieving this qualification, student can articulate into a pathway to progress into Vocational Graduate Certificate qualifications or other higher education sector qualifications.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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:

12 competency units are required to attain BSB61015 Advanced Diploma of Leadership and Management

4 Core units plus

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.
### BSB61015-ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
CRICOS CODE: 088159E

<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BSBHRM602 Manage human resources strategic planning</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>2. BSBMGT605 Provide leadership across the organisation</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>3. BSBINN601 Lead and manage organisational change</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>4. BSBMGT616 Develop and implement strategic plans</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>5. BSBMGT608 Manage innovation and continuous improvement</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>6. BSBMGT624 Develop and implement corporate social responsibility</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>7. BSBMKG608 Develop organisational marketing objectives</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>8. BSBMKG609 Develop a marketing plan</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>9. BSBMKG603 Manage the marketing process</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>10. BSBMKG606 Manage international marketing programs</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>11. BSBFIM601 Manage finance</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>12. BSBMGT617 Develop and implement business plan</td>
<td>75</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td>900</td>
<td>300</td>
<td>600</td>
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BSB60515-ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION  
CRICOS CODE: 087548M

<table>
<thead>
<tr>
<th>Qualification Name</th>
<th>Advanced Diploma of Marketing &amp; Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Code</td>
<td>BSB61315</td>
</tr>
<tr>
<td>Tuition Duration in weeks (104)</td>
<td>70 Weeks Tuition plus 21 Weeks Holiday</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$12600</td>
</tr>
<tr>
<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
</tr>
<tr>
<td>RTO Code</td>
<td>6538</td>
</tr>
<tr>
<td>Provider Name</td>
<td>International Institute of Business and Information Technology (IIBIT)</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>841 George Street, Sydney, NSW 2000 Australia</td>
</tr>
<tr>
<td></td>
<td>Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

Course Description:

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications 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 and communications field. Typically they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions 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.
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 band score: 46
- PTE Academic (Pearson Test of English) test band score: 42
- CAE (Cambridge English Advanced) test band score: 47
- OET (Occupational English Test) test band score: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test band score: 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:

- Have completed all core units in BSB52415 Diploma of Marketing and Communication.

Pathways from the qualification

- After achieving this qualification, student can articulate into a pathway to progress into Vocational Graduate Certificate qualifications or other higher education sector qualifications.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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 BSB61315 Advanced Diploma of Marketing and Communication at IIBIT involves completion of total 15 units in two stages:

**Stage I**

Successfully complete all the core units from BSB52415 Diploma of Marketing and Communication.

**Stage II**

Progress to study 12 units from BSB61315 Advanced Diploma of Marketing and Communication units comprising 3 core and 9 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.
## BSB60515-ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

**CRICOS CODE: 087548M**

<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BSBMKG507 Interpret market trends and developments</td>
<td>45</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>2. BSBMKG523 Design and develop an integrated marketing communication plan</td>
<td>60</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>3. BSBPMG522 Undertake project work</td>
<td>45</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>150</strong></td>
<td><strong>50</strong></td>
<td><strong>100</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BSBMKG603 Manage the marketing process</td>
<td>45</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>2. BSBMKG523 Design and develop an integrated marketing communication plan</td>
<td>60</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>3. BSBPMG522 Undertake project work</td>
<td>45</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>150</strong></td>
<td><strong>50</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications.

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**Course Information:**

<table>
<thead>
<tr>
<th>Qualification Name</th>
<th>Diploma of Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Code</td>
<td>FNS50215</td>
</tr>
<tr>
<td>Tuition Duration in weeks (85)</td>
<td>59 Weeks Tuition plus 26 Weeks Holiday</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$12600</td>
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<tr>
<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
</tr>
<tr>
<td>RTO Code</td>
<td>6538</td>
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<tr>
<td>Provider Name</td>
<td>International Institute of Business and Information Technology (IIBIT)</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>841 George Street, Sydney, NSW 2000 Australia 841 George Street, Sydney, NSW 2000 Australia Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

**Course Description:**

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.

**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.
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 band score: 46
- PTE Academic (Pearson Test of English) test band score: 42
- CAE (Cambridge English Advanced) test band score: 47
- OET (Occupational English Test) test band score: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test band score: 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:

- FNS40615 - Certificate IV in Accounting
  or

Pathways from the qualification

- After achieving the qualification, students can gain a pathway to progress into FNS60215 Advanced Diploma of Accounting
  or
- Higher Education.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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:

11 competency units are required to attain FNS50215 Diploma of Accounting

6 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.
<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FNSACC301 Process financial transactions and extract interim reports</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>2. BSBFIA401 Prepare financial reports</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>3. FNSACC503 Manage budgets and forecasts</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>4. FNSACC507 Provide management accounting information</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>5. FNSBKG404 Carry out business activity and instalment activity statement tasks</td>
<td>135</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>6. FNSACC502 Prepare tax documentation for individuals</td>
<td>135</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>7. FNSACC506 Implement and maintain internal control procedures</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>8. FNSINC601 Apply economic principle to work in the financial services industry</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>9. FNSINC602 Interpret and use financial statistics and tools</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>10. FNSACC501 Provide financial and business performance information</td>
<td>60</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>11. FNSACC504 Prepare financial reports for corporate entities</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>885</strong></td>
<td><strong>295</strong></td>
<td><strong>590</strong></td>
</tr>
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</table>
All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications.

Course Information:

<table>
<thead>
<tr>
<th>Qualification Name</th>
<th>Advanced Diploma of Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Code</td>
<td>FNS60215</td>
</tr>
<tr>
<td>Tuition Duration in weeks (104)</td>
<td>72 Weeks Tuition plus 32 Weeks Holiday</td>
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<tr>
<td>Tuition Fee</td>
<td>$14400</td>
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<tr>
<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
</tr>
<tr>
<td>RTO Code</td>
<td>6538</td>
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<td>Provider Name</td>
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<tr>
<td>Delivery Location</td>
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</tr>
<tr>
<td></td>
<td>Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

Course Description:

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.

Course outcomes:

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
- Conducting internal audit
- Interpreting and using financial statistics and tools

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.
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 band score: 46
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- 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 pathway for candidates considering this qualification include:

- FNS50215 Diploma of Accounting.

Pathways from the qualification

- After achieving the qualification, students can gain a pathway to progress into higher education.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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.

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- Written examinations
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- 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:

14 competency units are required to attain FNS60215 Advanced Diploma of Accounting

3 Core units plus

11 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.
<table>
<thead>
<tr>
<th>Unit codes and names</th>
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<td>7. FNSACC506 Implement and maintain internal control procedures</td>
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<tr>
<td>8. FNSINC601 Apply economic principle to work in the financial services industry</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>9. FNSINC602 Interpret and use financial statistics and tools</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td>10. FNSACC501 Provide financial and business performance information</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>11. FNSACC504 Prepare financial reports for corporate entities</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td>12. FNSACC604 Monitor corporate governance activities</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>13. FNSACC606 Conduct internal audit</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>14. FNSACC613 Prepare and analyse management accounting information</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>1080</strong></td>
<td><strong>360</strong></td>
<td><strong>720</strong></td>
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Course Information:

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<tr>
<th>Qualification Name</th>
<th>Diploma of Software Development</th>
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<tbody>
<tr>
<td>Qualification Code</td>
<td>ICT50715</td>
</tr>
<tr>
<td>Tuition Duration in weeks (78)</td>
<td>54 Weeks Tuition plus 24 Weeks Holiday</td>
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<tr>
<td>Tuition Fee</td>
<td>$10800</td>
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<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
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<td>RTO Code</td>
<td>6538</td>
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<td>Provider Name</td>
<td>International Institute of Business and Information Technology (IIBIT)</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>841 George Street, Sydney, NSW 2000 Australia Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

Course Description:
This qualification provides the skills and knowledge for an individual to be competent in programming and software development.

Course outcomes:
This course aims to provide students with the requisite knowledge, skills to create new software products to meet an initial project brief or customise existing software products to meet customer needs. This qualification is designed to reflect the role of employees who perform duties such as:

- Analyst programmer support
- Assistant programming developer
- Assistant software applications programmer
- Assistant software developer
- Database support programmer
- Web support programmer

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.
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 band score: 46
- PTE Academic (Pearson Test of English) test band score: 42
- CAE (Cambridge English Advanced) test band score: 47
- OET (Occupational English Test) test band score: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test band score: 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:

- ICT40515 Certificate IV in Programming
  or
- other relevant qualifications or units equivalent to the core of ICT40515 Certificate IV in Programming
  or
- with demonstrated vocational experience in a range of programming-related work environments in software programming, application programming, web development or similar.

Pathways from the qualification

- ICT60515 Advanced Diploma of Computer Systems Technology or Vocational Graduate Certificate qualifications
  or
- other higher education sector qualifications.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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:

16 competency units are required to attain Diploma of Software Development ICT50715

10 Core units plus

6 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.
<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTWEB502 Create Dynamic Web Pages</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTWEB505 Develop Complex Web Page Layouts</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTDBSS04 Integrate Database with Website</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT509 Gather Data to Identify Business Requirements</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT511 Match ICT needs with the Strategic Direction of the Enterprise</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPMG501 Manage ICT Projects</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPRG527 Apply Intermediate Object-Oriented Language Skills</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT418 Contribute to Copyright, ethics and Privacy in an ICT Environment</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPRG418 Apply Intermediate Programming Skills in Another Language</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPRG529 Apply Testing Techniques for Software Development</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPRG503 Debug and Monitor Applications</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPRG504 Deploy an Application to a Production Environment</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>ICTPRG502 Manage a Project Using Software Management Tools</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>ICTPRG520 Validate an Application Design Against Specification</td>
<td>60</td>
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<td>40</td>
</tr>
<tr>
<td>ICTPRG523 Apply Advanced Programming Skills in Another Language</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>ICTPRG501 Apply Advanced Object-Oriented Language Skills</td>
<td>60</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td>810</td>
<td>270</td>
<td>540</td>
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Course Information:

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<tr>
<th>Qualification Name</th>
<th>Advanced Diploma of Computer Systems Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Code</td>
<td>ICT60515</td>
</tr>
<tr>
<td>Tuition Duration in weeks (104)</td>
<td>72 Weeks Tuition plus 32 Weeks Holiday</td>
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<tr>
<td>Tuition Fee</td>
<td>$14400</td>
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<tr>
<td>IIBIT CRICOS Provider Number</td>
<td>01917B</td>
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<tr>
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<td>Delivery Location</td>
<td>841 George Street, Sydney NSW 2000 Australia</td>
</tr>
<tr>
<td></td>
<td>Level 6, 127 Rundle Mall, Adelaide, SA 5000 Australia</td>
</tr>
</tbody>
</table>

Course Description:

This qualification provides the skills and knowledge for an individual to coordinate and administer, as an independent information and communications technology (ICT) specialist or as part of a team, the installation, commissioning and ongoing maintenance of a range of networks, enterprise servers and systems, including internetworking, security and e-business solutions.

Course outcomes:

This qualification is designed to reflect the role of employees who perform duties such as:

- Network administrator or coordinator
- Network engineer
- Enterprise systems administrator
- Systems developer
- It administrator or coordinator
- It operations administrator or coordinator
- Network services administrator or coordinator
- Administrator or coordinator network support
- Network operations analyst
- Administrator or coordinator network security
- Administrator or coordinator network e-business

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.
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 band score: 46
- PTE Academic (Pearson Test of English) test band score: 42
- CAE (Cambridge English Advanced) test band score: 47
- OET (Occupational English Test) test band score: Pass
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- 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:

- ICT41015 - Certificate IV in Computer Systems Technology
  
  or
- relevant qualifications or units equivalent to the core of ICT41015 - Certificate IV in Computer Systems Technology
  
  or
- with demonstrated vocational experience in a range of work environments in senior network support roles, including administrator, operations analyst, technician, operations or support coordinator/technician.

Pathways from the qualification

- After achieving this qualification, student can articulate into a pathway to progress into Vocational Graduate Certificate qualifications
  
  or
- other higher education sector qualifications.
Teaching and Assessment Methods:

Teaching methods focus on face-to-face sessions, online study, self-paced hours, research activities, simulated activities and assessment process. 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:

18 competency units are required to attain ICT60515 Advanced Diploma of Computer Systems Technology

12 Core units plus

6 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.
<table>
<thead>
<tr>
<th>Unit codes and names</th>
<th>Face-to-face</th>
<th>Online studies</th>
<th>Self-paced hours</th>
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<tbody>
<tr>
<td>1. ICTWEB502 Create Dynamic Web Pages</td>
<td>45</td>
<td>15</td>
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<tr>
<td>2. ICTWEB505 Develop Complex Web Page Layouts</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>3. ICTDBS504 Integrate Database with Website</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>4. ICTICT509 Gather Data to Identify Business Requirements</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>5. ICTICT511 Match ICT needs with the Strategic Direction of the Enterprise</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>6. ICTPMG501 Manage ICT Projects</td>
<td>45</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>7. ICTPRG527 Apply Intermediate Object-Oriented Language Skills</td>
<td>75</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>8. ICTNWK507 Install, Operate &amp; Troubleshoot Medium Enterprise Routers</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>9. ICTNWK506 Configure, Verify and Troubleshoot WAN Link &amp; IP Services in a Medium Enterprise Network</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td>10. ICTNWK508 Install, Operate and Troubleshoot Medium Enterprise Switches</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>11. ICTNWK602 Plan, Configure and Test Advanced Server Based Security</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td>12. ICTNWK505 Design, Build &amp; Test a Network Server</td>
<td>60</td>
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<td>40</td>
</tr>
<tr>
<td>13. ICTNWK509 Design and Implement a Security Perimeter for ICT Networks</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td>14. ICTNWK529 Install and Manage Complex ICT Networks</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>15. ICTPMG608 Manage ICT Project Systems Implementation</td>
<td>75</td>
<td>25</td>
<td>50</td>
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<tr>
<td>16. ICTPMG609 Plan and Direct Complex ICT Projects</td>
<td>60</td>
<td>20</td>
<td>40</td>
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<tr>
<td>17. ICTNWK607 Design and Implement Wireless Network Security</td>
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<tr>
<td>18. ICTWED501 Build a Dynamic Website</td>
<td>60</td>
<td>20</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>1080</strong></td>
<td><strong>360</strong></td>
<td><strong>720</strong></td>
</tr>
</tbody>
</table>
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
  Ground Floor, 841 George Street, Sydney NSW 2000, Australia

Should you need any further assistance, contact IIBIT via one of 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.
# STUDENT APPLICATION FORM

Complete the application form and submit to Admissions & Marketing, Ground Floor, 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)

<table>
<thead>
<tr>
<th>Title</th>
<th>Last (Family)Name</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr/Mrs/Ms/Miss</td>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
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### Overseas Contact Information

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<tr>
<th>Street Address</th>
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</table>

## 2. AGENT CONTACT DETAILS

<table>
<thead>
<tr>
<th>Agent Name</th>
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<th>Email</th>
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</tbody>
</table>
3. EMERGENCY CONTACT

Title
Mr/Mrs/Ms/Miss

Last (Family)Name

Given Name

Relationship

Phone/Mobile Number

Email Address

4. EDUCATION QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualification</th>
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<th>Start Date</th>
<th>End Date</th>
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</tr>
</tbody>
</table>

5. ENGLISH PROFICIENCY

Is English Your first language ☐ Yes ☐ No

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

6. TYPE OF COURSE AND DATE OF COMMENCEMENT

Please specify the course you want to undertake:

A. IIBIT - Academy of English Courses

☐ General English ☐ English for Academic Purposes ☐ IELTS Preparation

When would you like to start your course?

DD/MM/YYYY

Length of course required?

(Weeks)

Study Location

☐ Sydney ☐ Adelaide

Do you require your course to be packaged with any other IIBIT VET Programs? If yes, please also fill part B.

☐ Yes ☐ No

Do you prefer day or evening class sessions? (subject to availability)

AM / PM
6. TYPE OF COURSE AND DATE OF COMMENCEMENT (CONTINUED)

B. IIBIT Vocational Programs

[ ] Diploma of Leadership and Management
[ ] Advanced Diploma of Leadership and Management
[ ] Advanced Diploma of Marketing
[ ] Diploma of Accounting
[ ] Advanced Diploma of Accounting
[ ] Diploma of Software Development
[ ] Advanced Diploma of Computer Systems Technology

When would you like to start your course?

DD/MM/YYYY

Study Location

[ ] Sydney
[ ] Adelaide

Do you prefer day or evening class sessions? (subject to availability)

AM / PM

7. DETAILS OF FEES TO BE PAID

PLEASE SEE THE “Offer of Admission & Acceptance Agreement” issued separately.

8. PRIVACY STATEMENT

The information being sought in this form is collected for the purposes of processing your application to the International Institute of Business and Information Technology. The information will be held by the Institute in accordance with its Information Privacy Policy and may be accessed and used by people employed or engaged by the Institute.

The provision of this information is voluntary, but if this information is not provided, the Institute may be unable to process your application or provide services to you. The information may be made available to government departments and agencies pursuant to the Institute’s obligations under law including the Education Services for Overseas Students (ESOS) Act 2000. In addition, the information may be used or disclosed to other organisations outside the Institute where permitted by relevant privacy legislation and in accordance with the Institute’s Information Privacy Policy.

You have a right to access and correct your personal information in accordance with privacy legislation and the Institute’s Information Privacy Policy. Please direct any enquiries to Student Services by email at StudentServices@iibit.edu.au or visit www.vet.iibit.edu.au/images/docs/Policies/IIBITPrivacy.pdf

9. 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 confirmation of Enrolment. Fees for second or subsequent year are payable no less than 14 days in advance of the relevant commencement date.

10. 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

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