



York
Business
Institute



Course **Booklet**

ABN 50 606 511 353 | CRICOS CODE 03549E | RTO NO 45033





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We are providing

better education for you!

York Business Institute is a Registered Training Organisation (RTO), registered by the Australian Skills Quality Authority (ASQA) under the authority of the National Vocational Education and Training Regulator Act 2011 (NVR2011) / Standards for Registered Training Organisations 2015. York Business Institute is also registered on the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS).



A message from

Principal Executive Officer

Gai Warner

York Business Institute (YBI) is a fully accredited Registered Training Organisation located in the Central Business District of Sydney. YBI provide courses ranging from Certificates to Advanced Diplomas in vocational areas including, Business, Accounting and Hospitality Management. Students can also specialise in Information Technology and can also choose the additional offerings of Website Development and Systems Analysis and Design. Other popular courses offered by YBI include Human Resource Management and for those who aspire to higher qualifications, YBI even offer a Graduate Diploma in Management. York Business Institute aims to provide a course that provides a basis in as many professional opportunities for students as possible.

YBI's campus combines state of the art facilities with the latest in computer technology and expert Trainers with the most recent vocational currency in their fields of expertise. Our Trainers pride themselves on their up-to-date work experience and industry knowledge which allows every student to access knowledge relating to the realities of the world of work outside the classroom.

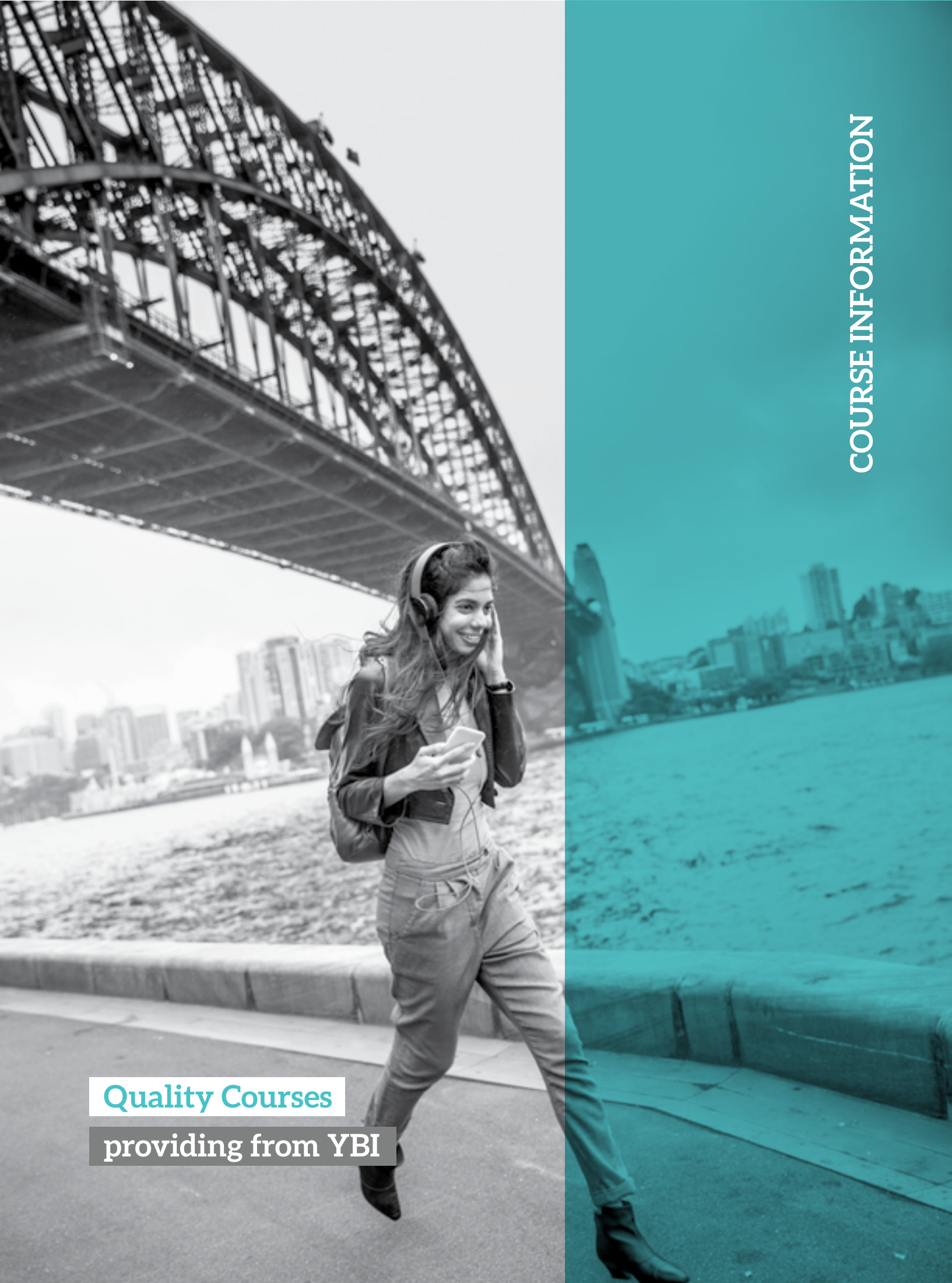
YBI aim to provide the best educational experience possible to ensure that you, the student, are fully equipped to enter the world of work or further education when you have graduated.

To ensure that you achieve your educational aspirations, York Business Institute will do everything possible to assist you to succeed in your chosen field.

We look forward to seeing you in the very near future. Thank you.

Gai Warner

Principal Executive Officer



COURSE INFORMATION

Quality Courses
providing from YBI

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
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104 weeks	Face to face + Online	20 hours / week
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ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed a Bachelor degree in related fields of study, or have completed an Advanced Diploma qualification in related fields of study and 1 year equivalent relevant workplace experience.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake further higher education (Master degree or above).

QUALIFICATION STRUCTURE

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBFIN801	Lead financial strategy development
BSBSTR802	Lead strategic planning processes for an organisation
BSBLDR812	Develop and cultivate collaborative partnerships and relationships

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Career Development Manager (Education Sector)
- ✔ RTO Manager
- ✔ RTO Education Advisor

CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. They may use project tools and methodologies selectively to support organisational or business activities.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40920, a person could seek employment opportunities in various business and commercial enterprises as:

- ✔ Project analyst
- ✔ Project Officer
- ✔ Project records officer
- ✔ Project administrator/coordinator

QUALIFICATION STRUCTURE

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG428	Apply project life cycle management processes

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

DIPLOMA OF PROJECT MANAGEMENT

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50820, a person could seek employment opportunities in various business and commercial enterprises as:

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

QUALIFICATION STRUCTURE

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBPMG538	Manage project stakeholder engagement
BSBTWK502	Manage team effectiveness
BSBPMG537	Manage project procurement
BSBPMG539	Manage project governance

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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 INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

Entry to this qualification is limited to those who have completed the following units (or equivalent competencies):

- BSB50820 Diploma of Project Management;
- BSB51415 Diploma of Project Management.

Entry to this qualification is limited to those who have completed the following units (or equivalent competencies):

- Have two years equivalent full-time relevant work experience.

Students will also be assessed for their suitability to study the course prior to enrolment. It is recommended that individuals should:

- Be 18 years or older; and
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60720, a person could seek employment opportunities in various business and commercial enterprises as:

- ✔ Project Director
- ✔ Project Manager
- ✔ Project Management Section Leader

QUALIFICATION STRUCTURE

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBSTR601	Manage innovation and continuous improvement
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBPMG637	Engage in collaborative alliances
ICTICT612	Develop contracts and manage contract performance

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake higher Education or a range of other Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

CERTIFICATE IV IN INFORMATION TECHNOLOGY

(Specialisation: Programming and Web development)

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others. The skills required for these roles may include, but are not restricted to:

Programming: building, testing and applying basic object-oriented language skills, user interfaces and software developments.

Web development: designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the ICT training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Computer Programmer
- ✔ Support Specialist
- ✔ Network Engineer
- ✔ Systems Analyst

PATHWAYS FROM THE QUALIFICATION

ICT50220 Diploma of Information Technology or other Diploma qualifications

QUALIFICATION STRUCTURE

BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cyber security risk management
ICTICT426	Identify and evaluate emerging technologies and practices
ICTICT443	Work collaboratively in the ICT industry
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS432	Identify and resolve client ICT problems
ICTICT449	Use version control systems in development environments
ICTPRG430	Apply introductory object-oriented language skills
ICTPRG433	Test software developments
ICTPRG437	Build a user interface
ICTPRG440	Apply introductory programming skills in different languages
ICTWEB431	Create and style simple markup language documents
ICTWEB432	Design website layouts
ICTWEB433	Confirm accessibility of websites
ICTWEB434	Transfer content to websites
ICTWEB443	Implement search engine optimisations
ICTWEB450	Evaluate and select a web hosting service
ICTWEB452	Create a markup language document
ICTPMG411	Support small scale ICT projects

DIPLOMA OF INFORMATION TECHNOLOGY

(Specialisation: Advanced Programming and Front end Web development)

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in specialist fields, working independently, as part of a team or leading deliverables with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

Advanced programming: applying intermediate and advanced programming skills, managing data and building advanced user interfaces to manage organisational requirements

Front end web development: designing dynamic and complex websites, user experience solutions and documents using extensible mark-up languages

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the ICT training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ IT Office Manager
- ✔ General Application Support Officer
- ✔ eLearning Manager

QUALIFICATION STRUCTURE

BSBCRT501	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy in ICT environments
ICTSAS527	Manage client problems
ICTPRG535	Build advanced user interfaces
ICTPRG547	Apply advanced programming skills in another language
ICTPRG549	Apply intermediate object-oriented language skills
ICTPRG554	Manage data persistence using noSQL data stores
ICTPRG556	Implement and use a model view controller framework
ICTICT530	Design user experience solutions
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB518	Build a document using extensible markup language
ICTWEB519	Develop complex web page layouts
ICTWEB520	Develop complex cascading style sheets
ICTICT523	Gather data to identify business requirements
ICTPRG533	Debug and monitor applications
ICTPMG505	Manage ICT projects

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

(Specialisation: Telecommunications Network Engineering; Systems Development and Analysis)

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

IT strategy and organisational development: managing and communicating strategic ICT business solutions

Systems development and analysis: modelling and testing data objects, data processes and preferred ICT system solutions.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the ICT training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Telecommunications Network Engineer
- ✔ Enterprise Architecture Manager
- ✔ Enterprise Application Integration Consultant
- ✔ Knowledge Manager
- ✔ Software Manager

PATHWAYS FROM THE QUALIFICATION

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

QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBWOR502	Lead and manage team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTPMG613	Manage ICT project planning
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs
ICTPRG605	Manage development of technical solutions from business specifications
ICTSAD610	Analyse stakeholder requirements
ICTSAD612	Implement and maintain uses of containerisation
ICTSAD613	Install and configure container orchestration services
ICTPMG617	Plan and direct complex ICT projects
	Integrate sustainability in ICT planning and design projects

DIPLOMA OF INTERPRETING

This qualification reflects the role of individuals who interpret between two languages, in general dialogue and monologue settings where the interpreter is able to control the interaction to assist retention and recall.

This qualification will enable students to confidently undertake formal assessment through NAATI (National Accreditation Authority of Translators and Interpreters). Upon successful completion of this course, students will be equipped with the skills to work in the field as an Interpreter.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

No entry requirements are linked to this course. Some experience in translating/interpreting documents from one language to another would be useful to prospective students but not essential.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Students successfully finishing the PSP50922 - Diploma of Interpreting course and passing the NAATI (National Accreditation Authority for Translators and Interpreters) Certified Interpreter exam may gain employment in the public and private sectors as a NAATI certified interpreter, either on a freelance or contract basis in areas such as business, tourism, education, health and legal services.

- ☑ Interpreter

QUALIFICATION STRUCTURE

PSPTIS102	Apply codes and standards to ethical practice
PSPTIS104	Prepare to translate or interpret
PSPTIS112	Interpret in general dialogue settings
PSPTIS114	Manage interactions in general settings
PSPTIS115	Use routine subject area terminology in two languages
PSPTIS103	Build glossaries for translating and interpreting assignments
PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts
PSPTIS118	Use routine health terminology in two languages
PSPTIS119	Use routine legal terminology in two languages
PSPTIS113	Interpret in general monologue settings
PSPTIS145	Apply codes and standards to professional judgement
PSPTIS146	Negotiate translating or interpreting assignments

PATHWAYS FROM THE QUALIFICATION

On successful completion of this qualification students may choose to undertake Higher Education or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations.

ADVANCED DIPLOMA OF TRANSLATING

This qualification reflects the role of individuals who translate special purpose texts from one language to another, including spoken or signed languages, to convey information to a known or wide unknown audience. The translation produced must contain accurate information that is in the source text, and be fit for purpose, taking into account target audience and the end use.

This qualification will enable students to confidently undertake formal assessment through NAATI (National Accreditation Authority of Translators and Interpreters). Upon successful completion of this course, students will be equipped with the skills to work in the field as a Translator.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

No entry requirements are linked to this course. Some experience in translating/interpreting documents from one language to another would be useful to prospective students but not essential.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Students successfully finishing the PSP60822 - Advanced Diploma of Translating course and passing the NAATI (National Accreditation Authority for Translators and Interpreters) Certified Translator exam may gain employment in the public and private sectors as a NAATI certified translator, either on a freelance or contract basis in areas such as business, tourism, education, health and legal services.

- ✔ Translator

PATHWAYS FROM THE QUALIFICATION

On successful completion of this qualification students may choose to undertake Higher Education or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations.

QUALIFICATION STRUCTURE

PSPTIS103	Build glossaries for translating and interpreting assignments
PSPTIS106	Translate and certify non-narrative texts
PSPTIS120	Revise translations
PSPTIS124	Apply theories to translating work practices
PSPTIS130	Use translation technology
PSPTIS145	Apply codes and standards to professional judgement
PSPTIS146	Negotiate translating or interpreting assignments
PSPTIS121	Translate special purpose texts from English to LOTE
PSPTIS125	Demonstrate complex written LOTE proficiency in different subjects and cultural contexts
PSPTIS148	Read and analyse special purpose English texts to be translated
PSPTIS122	Translate special purpose texts from LOTE to English
PSPTIS123	Read and analyse special purpose LOTE texts to be translated
PSPTIS126	Demonstrate complex written English proficiency in different subjects and cultural contexts
PSPTIS127	Maintain and enhance professional practice
PSPTIS129	Translate multimedia source material

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects.

Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements to enter into the qualification. However candidates should:

- Be 18 years or older; and
- Have completed Year 11 or its equivalent with suitable English language skills;
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS INTO THE QUALIFICATION

There are no pre-requisite requirements to enter into the qualification however pathways for candidates considering this qualification may include:

- FNS30322 - Certificate III in Accounts Administration or other relevant qualifications, OR
- Have completed Australian Year 11 or its equivalent with suitable English language skills with some vocational experiences but without formal accounting or financial services qualifications.

PATHWAYS FROM THE QUALIFICATION

FNS50222 Diploma of Accounting or other Diploma qualifications.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Accounts administration
- ✔ Accounts clerk
- ✔ Accounts payable officer
- ✔ Accounts receivable Officer
- ✔ Bookkeeper
- ✔ Debtors clerk
- ✔ Payroll officer

QUALIFICATION STRUCTURE

BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
BSBTEC301	Design and produce business documents
BSBTEC402	Design and produce complex spreadsheets
FNSACC323	Perform financial calculations

LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

DIPLOMA OF ACCOUNTING

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

Entry to this qualification is limited to:

- 18 years or older; and
- Completion of Year 12 or its equivalent with suitable English language skills; and
- Completion of following units (or their equivalent):
 - o FNSACC321 Process financial transactions and extract interim reports
 - o FNSACC322 Administer subsidiary accounts and ledgers
 - o FNSACC418 Work effectively in the accounting and bookkeeping industry
 - o FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS INTO THE QUALIFICATION

Pathways for candidates considering this qualification include:

- FNS40222 Certificate IV in Accounting and Bookkeeping or other relevant qualifications, OR
- Completion of the FNSSS00014 Accounting Principles Skill Set or equivalent with vocational experience but without formal accounting or financial services qualification.

PATHWAYS FROM THE QUALIFICATION

FNS60222 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

QUALIFICATION STRUCTURE

FNSACC521	Provide financial and business performance information
FNSACC522	Provide financial and business performance information
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
BSBTEC402	Design and produce complex spreadsheets
FNSACC505	Establish and maintain accounting information systems
FNSFMK515	Comply with financial services regulation and industry codes of practice
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Accounts payable team leader
- ✔ Accounts receivable team leader
- ✔ Collections supervisor
- ✔ Payroll team leader/Manager

LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

ADVANCED DIPLOMA OF ACCOUNTING

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

Entry to this qualification is limited to:

- 18 years or older; and
- Completion of Year 12 or its equivalent with suitable English language skills; and
- Completion of FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS INTO THE QUALIFICATION

Pathways for candidates considering this qualification include:

- Completion of FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.

PATHWAYS FROM THE QUALIFICATION

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

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Accounts manager
- ✔ Business analyst
- ✔ Office manager
- ✔ Payroll manager

QUALIFICATION STRUCTURE

FNSACC634	Monitor corporate governance activities
FNSINC611	Apply economic principles to work in the financial services industry
FNSINC612	Interpret and use financial statistics and tools
FNSACC522	Prepare tax documentation for individuals
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC603	Implement tax plans and evaluate tax obligations
FNSACC521	Provide financial and business performance information
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance
FNSACC526	Implement and maintain internal control procedures
FNSACC602	Audit and report on financial systems and records
FNSACC606	Conduct internal audit
FNSACC527	Provide management accounting information
FNSACC613	Prepare and analyse management accounting information

LICENSING, LEGISLATIVE, REGULATORY OR CERTIFICATION CONSIDERATIONS

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

This qualification reflects the role of an individual working as a senior civilworks designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following role/s:

- ✔ Civil Engineering Draftsperson
- ✔ Civil Engineering Design Draftsperson
- ✔ Civil Engineering Technician
- ✔ Road Design Draftsperson
- ✔ Sewage Reticulation Drafting Officer
- ✔ Structural Engineering Drafting Officer
- ✔ Site Manager
- ✔ Estimator
- ✔ Contract Administrator

QUALIFICATION STRUCTURE

BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system
BSBPMG540	Manage project integration
BSBPMG534	Manage project human resources
BSBSTR601	Manage innovation and continuous improvement
BSBPMG530	Manage project scope
RIICWD533E	Prepare detailed design of civil concrete structures
RIICWD535E	Prepare detailed design of civil timber structures
RIILAT402E	Provide leadership in the supervision of diverse work teams

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake further higher education (Bachelor's degree).

CERTIFICATE III IN HOSPITALITY

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage and gaming.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However individuals should:

- be 18 years old or over
- have completed year 11 or equivalent
- International Students are required to have an English ability at the IELTS level 6.0 or equivalent

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may choose to study, SIT40422 Certificate IV in Hospitality or SIT50422 Diploma of Hospitality Management or other SIT qualifications.

POTENTIAL CAREER OUTCOMES

Possible job titles include:

- ✔ Food and beverage attendant
- ✔ Front desk receptionist
- ✔ Front office assistant
- ✔ Function attendant
- ✔ Function host
- ✔ Guest service agent
- ✔ Housekeeper
- ✔ Restaurant host
- ✔ Waiter

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

QUALIFICATION STRUCTURE

SITHIND006	Source and use information on the hospitality industry
SITHIND008	Work effectively in hospitality service
SITXCCS014	Provide services to customers
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices
SITHIND005	Use hygienic practices for hospitality service
SITXWHS006	Identify hazards, assess and control safety risks
SITXFSA006	Participate in safe food handling practices
SITHFAB021	Provide responsible service of alcohol
SITXCCS010	Provide visitor information
SIRXPDK001	Advise on products and services
SITHFAB036	Provide advice on food
SIRXSLS001	Sell to the retail customer
SITXFIN007	Process financial transactions

WORK PLACEMENT

Students are also required to complete 36 service shifts (approx. 200 hours) of work placement.

Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.

DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
91 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. individuals should:

- be 18 years old or over
- have completed year 12 or equivalent
- International Students are required to have an English ability at the IELTS level 6.0 or equivalent

PATHWAYS INTO THE QUALIFICATION

There are no pre-requisite requirements for this course. Candidates may enter the qualification through a number of entry points including:

- Completed Year 12, or have sound workplace written communication skills, OR
- Individuals may enter SIT50422 Diploma of Hospitality Management with limited vocational experiences and without a lower level qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Entry level staff or supervisors of various types

This breadth of expertise would equate to the competencies required to undertake this qualification.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may choose to study SIT60322 Advanced Diploma of Hospitality Management or other Advanced Diploma qualifications.

POTENTIAL CAREER OUTCOMES

Example of possible job roles include:

- ✔ Function manager
- ✔ Executive housekeeper
- ✔ Front office manager
- ✔ Motel manager
- ✔ Unit manager (catering operations)

QUALIFICATION STRUCTURE

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices
SITHIND005	Use hygienic practices for hospitality service
SITHIND008	Work effectively in hospitality service
SITHFAB021	Provide responsible service of alcohol
SITTTVL001	Access and interpret product information
SITXCCS010	Provide visitor information
SITHFAB036	Provide advice on food
SITXFSA006	Participate in safe food handling practices
SITXINV007	Purchase goods
SITXINV008	Control stock
SITHIND006	Source and use information on the hospitality industry
SIRXSTR001	Develop an ecommerce strategy
SIRXOSM007	Manage risk to organisational reputation in an online setting
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SITXFIN007	Process financial transactions
SITXCCS014	Provide services to customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS006	Identify hazards, assess and control safety risks

WORK PLACEMENT

Students are also required to complete 36 service shifts (approx. 200 hours) of work placement.

Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. individuals should:

- be 18 years old or over
- have completed year 12 or equivalent
- International Students are required to have an English ability at the IELTS level 6.0 or equivalent

PATHWAYS INTO THE QUALIFICATION

There are no pre-requisite requirements for this course. Candidates may enter the qualification through a number of entry points including:

- Completed Year 12 schooling, or have sound workplace written communication skills, OR
- After completing SIT50422 Diploma of Hospitality Management with limited or no vocational experience.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Entry level staff or supervisors of various types from the Hospitality Industry including but not limited to:
- Food and beverage Attendants
- Catering staff both front and back of house
- Club Managers
- Housekeeping Managers
- Gaming attendants

This breadth of expertise would equate to the competencies required to undertake this qualification.

POTENTIAL CAREER OUTCOMES

Example of possible job roles include:

- ✔ Area manager or operations manager
- ✔ Executive chef
- ✔ Food and beverage manager
- ✔ Executive sous chef
- ✔ Club secretary or manager
- ✔ Head chef
- ✔ Executive housekeeper
- ✔ Motel manager
- ✔ Café manager

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

QUALIFICATION STRUCTURE

BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system
SITHIND005	Use hygienic practices for hospitality service
SITHIND008	Work effectively in hospitality service
SITHFAB021	Provide responsible service of alcohol
SITTTVL001	Access and interpret product information
SITXCCS010	Provide visitor information
SITHFAB036	Provide advice on food
SITXFSA006	Participate in safe food handling practices
SITXINV007	Purchase goods
SITXINV008	Control stock
SITHIND006	Source and use information on the hospitality industry
SIRXSTR001	Develop an ecommerce strategy
SIRXOSM007	Manage risk to organisational reputation in an online setting
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SITXFIN007	Process financial transactions
SITXCCS014	Provide services to customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS006	Identify hazards, assess and control safety risks
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices

WORK PLACEMENT

Students are also required to complete 36 service shifts (approx. 200 hours) of work placement.

Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may choose to study SIT60322 Advanced Diploma of Hospitality Management or other Advanced Diploma qualifications.

CERTIFICATE III IN BUSINESS

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Conversely, it may also apply to those with little or no vocational experience, but who possess theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

After this qualification has been achieved, students can apply for higher education, such as a Certificate IV in Business or a range of other Certificate IV qualifications to progress their careers. Students are also equipped for small-time accounting positions like bookkeeping.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- Be 18 years of age or over; AND
- Student have completed year 10 or equivalent; AND

International Student MUST

- Have upper-intermediate proficiency in English or an IELTS score of at least 6.0 (or equivalent).

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Medical Receptionist
- ✔ Records Clerk
- ✔ Administrative Assistant
- ✔ Customer Service Representative
- ✔ Medical Secretary

QUALIFICATION STRUCTURE

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBFIN302	Maintain financial records
BSBOPS305	Process customer complaints

PATHWAYS FROM THE QUALIFICATION

A range of Certificate IV level qualifications within the BSB Training Package, or other Training Packages.

CERTIFICATE IV IN BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
26 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Personal Assistant
- ✔ Office Administrator
- ✔ Sustainability
- ✔ Manager
- ✔ Sales Assistant
- ✔ Sustainability Officer
- ✔ Trade Coordinator
- ✔ Exporter & Importer

QUALIFICATION STRUCTURE

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBSTR401	Promote innovation in team environments
BSBCMM411	Make presentations
BSBTEC402	Design and produce complex spreadsheets

PATHWAYS FROM THE QUALIFICATION

A range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

DIPLOMA OF BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Executive Officer
- ✔ Business Development Manager
- ✔ Project Consultant
- ✔ Office Manager
- ✔ Administrator

QUALIFICATION STRUCTURE

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS502	Manage business operational plans
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBPMG430	Undertake project work
BSBPEF501	Manage personal and professional development
BSBSTR502	Facilitate continuous improvement

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake:

A range of Advanced Diploma level qualifications within the BSB Training Package, or other Training

ADVANCED DIPLOMA OF BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions);
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✓ Quarry Business Manager
- ✓ Business Analyst
- ✓ Senior Executive
- ✓ Business Development Director

QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBINS601	Manage knowledge and information
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBAUD601	Establish and manage compliance management systems

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake:

Higher Education or a range of other Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Human Resources Officer
- ✔ Human Resources Coordinator
- ✔ Payroll Officer

QUALIFICATION STRUCTURE

BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM412	Lead difficult conversations
BSBHRM529	Coordinate separation and termination processes
BSBHRM531	Coordinate health and wellness programs
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBWRT411	Write complex documents

PATHWAYS FROM THE QUALIFICATION

BSB50320 Diploma of Human Resource Management or other Diploma qualifications

DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- Be 18 years of age or over; AND
- Have completed year 12 or equivalent; AND
- Have completed the following 4 units (or equivalent competencies):
 - BSBHRM411 Administer performance development processes;
 - BSBHRM412 Support employee and industrial relations;
 - BSBHRM415 Coordinate recruitment and on boarding; and
 - BSBHRM417 Support human resource functions and processes.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

OR

- Have two years equivalent full-time relevant work experience

International Student MUST

Have upper-intermediate proficiency in English or an IELTS score of at least 6.0 (or equivalent).

QUALIFICATION STRUCTURE

BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBHRM525	Manage recruitment and onboarding
BSBWHS521	Ensure a safe workplace for a work area
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Human Resources Consultant
- ✔ Human Resources Advisor
- ✔ Human Resources Manager

PATHWAYS FROM THE QUALIFICATION

BSB60320 Advanced Diploma of Human Resource Management or other Advanced Diploma qualifications

ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may manage a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- Be 18 years of age or over; AND
- Have completed year 12 or equivalent; AND
- Have completed the following qualifications:
 - BSB50320 Diploma of Human Resource Management;
 - or
 - BSB50618 Diploma of Human Resources Management (or a superseded equivalent version)

OR

- Have four years equivalent full-time relevant work experience

International Student MUST

Have upper-intermediate proficiency in English or an IELTS score of at least 6.0 (or equivalent).

PATHWAYS FROM THE QUALIFICATION

BSB60320 Advanced Diploma of Human Resource Management or other Advanced Diploma qualifications

QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBHRM611	Contribute to organisational performance development
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Human Resources Consultant
- ✔ Human Resources Advisor
- ✔ Human Resources Manager



Incredible life

at YBI



Orientation and enrollment

At York Institute we provide orientation at the start of every term for new students. Orientation is usually held Thursday mornings at 9AM prior to the course commencement date. This session is compulsory for all newly arriving international students. Students will get a chance to meet the staff, tour the campus, receive their timetables and student IDs. This also gives you the opportunity to ask any questions you might have about the program or living in Australia. Students will also receive their USB lanyards containing the Student Handbook and all forms relevant to their time at York.



Academic support

All of the academic staff members at York Business Institute are highly qualified. Trainers and assessors are certified with experience inside the classroom and in their fields. They are also aware of industry trends and stay up-to-date with the latest information to help you achieve your future career goals.



Flexible online study

Our online study option is available to all domestic and overseas students. This study pathway is best for students who prefer a flexible schedule that matches their daily routine and study at your own pace learning style.

Students who enrol in our courses will have access to York Business Institute's learning resources through our online platform 'E-learning.' Studying the theory component of our course online will not change the learning outcomes required by the courses.



Student support

At the York Business Institute we seek to present students with the best service during their time of study. We offer welfare officers who provide on-going support services to students. This includes advice regarding academia, student visas, health insurance, welfare, social activities, and effective study methods. These welfare officers are also your main point of contact at YBI.

“

Get prepared for a
**Dynamic
and Agile
career in
your life**”



Flexible study option

33% of the courses are delivered online that gives you flexibility at your suitable time



Teaching quality

All the students are satisfied with the teaching they have received



Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



Campus features

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.



Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

Further studies

and pathways

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter Tertiary Institutions like Universities and other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institutes depending upon the course you wish to study and can be applied for separately.

University articulation pathways

CERTIFICATE III



CERTIFICATE IV



DIPLOMA



ADVANCED DIPLOMA



GRADUATE DIPLOMA



HIGHER EDUCATION

Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study



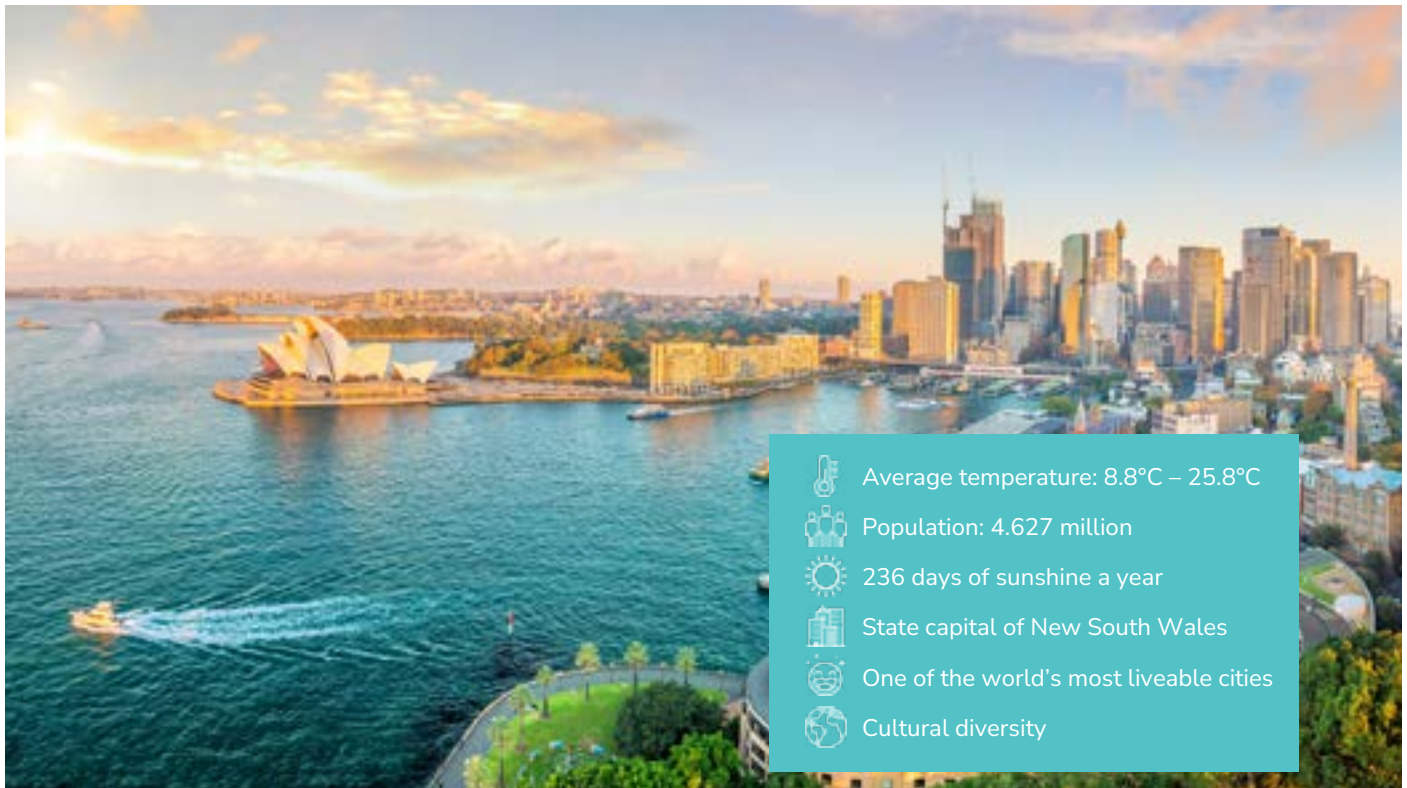
York Business Institute has partnered with the Southern Cross University, Asia Pacific International College and Australian Institute of Business Intelligence, we are to providing students with the essential skills needed to set them up for career success and support their leadership journeys.

*Students are eligible to cut up to 1 year off from their bachelor degree when they complete a Diploma/Advanced Diploma course at our college.

Life in

Australia

Sydney was the first city established in Australia. It's also the largest and most popular. This cosmopolitan city boasts the famous Sydney Opera House and Harbour Bridge. There are also numerous world-class restaurants and shopping areas. Students joining YBI will always have something to do whilst in Sydney.



 Average temperature: 8.8°C – 25.8°C

 Population: 4.627 million

 236 days of sunshine a year

 State capital of New South Wales

 One of the world's most liveable cities

 Cultural diversity

Overseas student health cover

The health care system in Australia is one of the best but the cost of treatment can be expensive. While you are enjoying your student life in Sydney, the last thing you want to worry about is medical expenses if you get sick or have an accident. It is a visa requirement that all international students have Overseas Student Health Cover (OSHC) for the duration of their student visa.

Find work while you study

As an international student you are allowed to work for 40 hours per fortnight. The Permission to work is automatically included with your student visa. A variety of casual jobs can be found in cafes, restaurants and other retail outlets. Australia's minimum wage depends on your age, job classification and what industrial instrument these are covered by.

Estimated cost of living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$24,505 to cover the whole year of study in Sydney (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rails lead to the CBD.

Finding a place to live

There are a range of accommodation options available in Australia to suit your needs and budget. The most common types of accommodation are homestays and rentals.

Study at

York Business Institute

FEES & CHARGES

Enrolment fee (not refundable)	AUD \$200
Change of Course fee	AUD \$200
Deferment fee	AUD \$250
Priority Processing fee	AUD \$50
Confirmation of Enrolment fee (COE) (not refundable)	AUD \$50

For information regarding school holidays, please refer to the Academic Calendar. For additional fee information, please refer to the Student fees & charges page that is available on our website at www.york.edu.au.

INTAKE DATES

	TERM1	TERM2	TERM3	TERM4
2024 Main Intake	08 Jan	08 Apr	08 Jul	07 Oct
2024 Mid Intake	05 Feb	06 May	05 Aug	04 Nov
2025 Main Intake	13 Jan	14 Apr	14 Jul	13 Oct
2025 Mid Intake	10 Feb	12 May	11 Aug	10 Nov

Choose when you want to study. York Business Institute has 4 main intake dates & 4 mid-intakes all year round. Don't wait and start whenever you like!

SAMPLE TIMETABLE

At York Business Institute we try our very best to accommodate our student's needs. We understand the importance of a good school life balance. Our students can select a study timetable from a variety of options that suite their lifestyle needs. We hope that students enjoy their time at York and Sydney, Australia.

SHIFT	MON	TUE	WED	THUR	FRI	SAT	SUN
1	7:30 14:45	7:30 14:45					
2	15:00 22:15	15:00 22:15					
3			7:30 14:45	7:30 14:45			
4			15:00 22:15	15:00 22:15			
5					7:30 14:45	7:30 14:45	
6					15:00 22:15	15:00 22:15	

HOW TO APPLY?

STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at www.york.edu.au

STEP 2: COMPLETE ENROLLMENT FORM

Read the terms & conditions and the Student Handbook available from our website

STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- ✔ Certified copies of passport
- ✔ Education qualifications
- ✔ English qualifications
- ✔ Working experience (if relevant)
- ✔ RPL application (if relevant)

STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :
York Business Institute
Suite 1, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA
OR email to : info@york.edu.au

STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents. Our Admission Team or a delegate will assess your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment(eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

Start your study journey

with us

DISCLAIMER: The information in this brochure is correct as of June 2024. Changes in circumstances after this date may alter the accuracy of the information. BBI reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the College.

*Empowering Excellence,
Inspiring Innovation.*



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Business
Institute



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English College

BERKELEY
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LE ROSEY
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