BUSINESS INSTITUTE OF AUSTRALIA

WWW.BIA.EDU.AU

ABN: 18 085 304 570 | **RTO:** 91019 | **CRICOS CODE:** 02607G

BUSINESS INSTITUTE OF AUSTRALIA

WELCOME **MESSAGE**

Welcome to the Business Institute of Australia (BIA) where new and exciting experiences and adventures await you. We are happy for you to join our institute, and our experienced staff and teachers are dedicated to providing every student with the best educational opportunity possible.

BIA provides students with an effective teaching and learning environment designed to raise education standards, enhance employment opportunities and enrich personal lives. I ask you to join us in continuing to focus on the mission and vision that has been established at BIA. With continued support and cooperation, we can pursue excellence in the academic achievements of all our students.

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WHY CHOOSE **BUSINESS INSTITUTE OF AUSTRALIA**

BIA is a Registered Training Organisation (RTO), registered by the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011 (NVR2011) and the Australian Qualifications Framework (AQF). BIA is also registered on the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS).

BIA provides students with an effective teaching and learning environment designed to raise education standards, enhance employment opportunities and enrich personal lives. Join us in continuing to focus on the mission and vision that has been established at BIA. With continued support and cooperation, we can pursue excellence in the academic achievements of all our students.

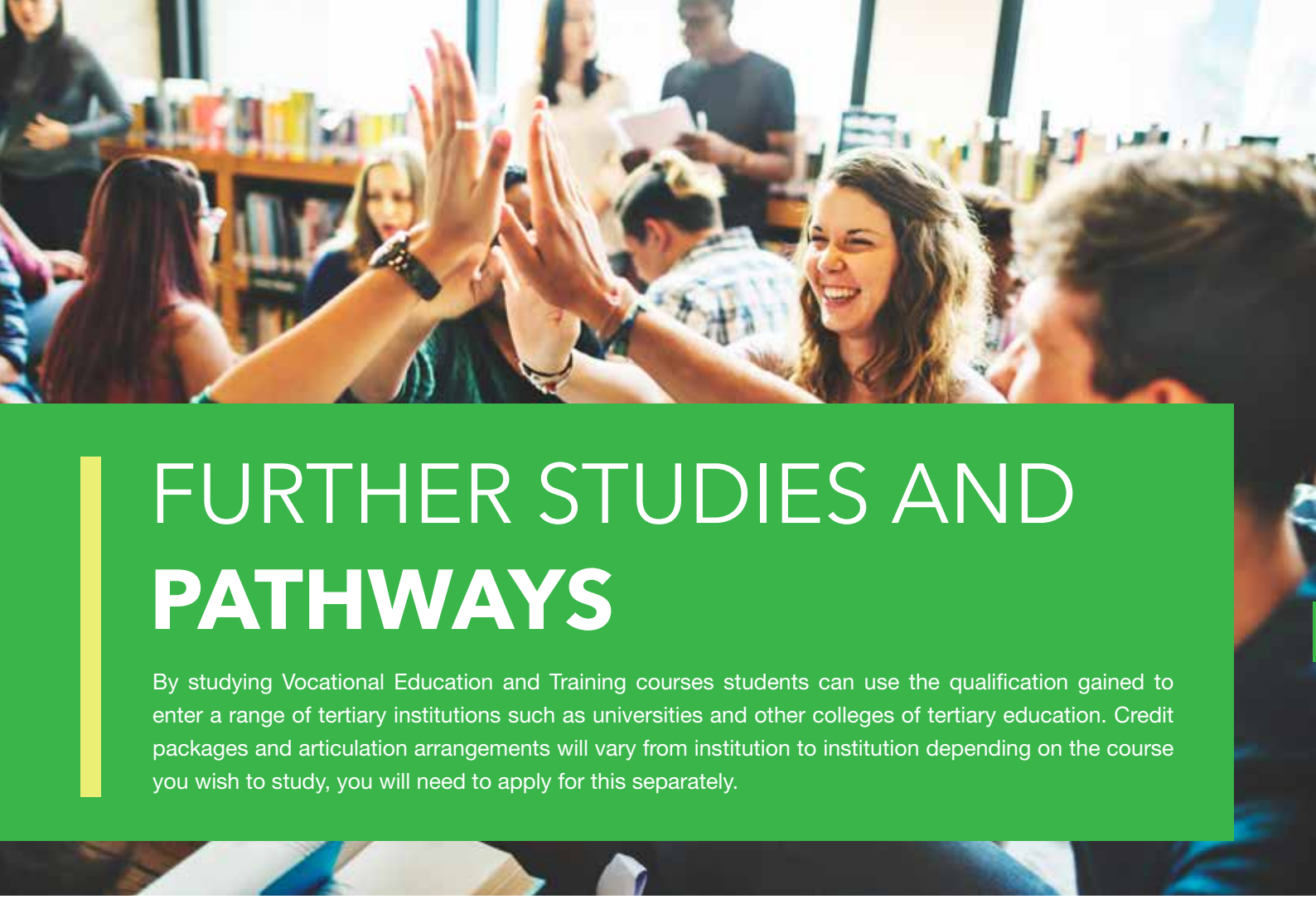
WHAT WE **OFFER**

- Located in the education hub of Sydney and in Brisbane CBD
- Modern Computer Labs/Lecture Rooms
- Library
- Recreation Room
- Free Internet Access
- Lanyard / Student USB
- Student Portal
- Latest Computer Technology
- Multilingual Friendly Staff

TIMES EDUCATION **GROUP**

BUSINESS INSTITUTE OF AUSTRALIA IS A PROUD MEMBER OF THE TIMES EDUCATION GROUP.

A student who chooses to study at a Times Education college makes a considerable investment in his or her future. In return, Times Education Group treats its students as valued customers and commits to delivering an effective, relevant, high quality and inspiring educational experience for the long term.



FURTHER STUDIES AND **PATHWAYS**

By studying Vocational Education and Training courses students can use the qualification gained to enter a range of tertiary institutions such as universities and other colleges of tertiary education. Credit packages and articulation arrangements will vary from institution to institution depending on the course you wish to study, you will need to apply for this separately.

ACCOUNTING **STREAM**	LEADERSHIP& MANAGEMENT **STREAM**	MARKETING & COMMUNICATION **STREAM**	TRAVEL & TOURISM MANAGEMENT **STREAM**
Certificate IV in Accounting **FNS40217**	Certificate IV in Leadership and Management **BSB42015**	Certificate IV in Marketing and Communication **BSB42415**	Certificate III in Travel **SIT30216**
Diploma of Accounting **FNS50217**	Diploma of Leadership and Management **BSB51915**	Diploma of Marketing and Communication **BSB52415**	Diploma of Travel and Tourism Management **SIT50116**
Advanced Diploma of Accounting **FNS60217**	Advanced Diploma of Leadership and Management **BSB61015**	Advanced Diploma of Marketing and Communication **BSB61315**	Advanced Diploma of Marketing and Communication **SIT60116**

HIGHER **EDUCATION**

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

STUDENT SUPPORT SERVICES

STUDENT **SUPPORT**

To assist you while studying at BIA, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.

ACADEMIC **SUPPORT**

Academic staff at BIA are all highly qualified and are up-to-date with the most current industry information as well as having all the required academic credentials to ensure you, as a student, are trained for success in your future career.

ORIENTATION **AND ENROLMENT**

Orientation is compulsary for all new newly arriving international students. At the orientation, students will get to meet our friendly staff, have a tour of the campus, receive their timetable, student ID card and have a chance to ask any questions about their course and living in Australia. Students will be provided with a free USB lanyard which contains all the information they need to know about BIA and a copy of all forms they will need whilst studying with us.

COLLEGE **FACILITIES**

All students at BIA have access to computers and audio-visual equipment. Enrolled students are given access to free Internet, a variety of software, and printing and e-mail facilities.

Photocopiers and printers are available for students to photocopy or print their class and assignment work.

There is a common kitchen/dining area in the institute where students can have a snack between classes. It is equipped with a microwave and kettle as well as kitchen supplies.

To supplement their own textbooks, students have access to BIA's library for textbooks and reference books, including our online library.

ACCOUNTING COURSES

CRICOS Course Code: 089283D | **FNS40217**

CERTIFICATE IV **IN ACCOUNTING**

Course Summary:

This course aims to provide theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities related to accounting support functions.

Job Roles:

- Book Keeper
- Accounts/Payroll Clerk
- BAS Officer

Entry Requirements:

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 5.5 or equivalent.

Pathways to Futher Study:

FNS50215 Diploma of Accounting or other Diploma qualifications

Course Structure:

This qualification is made up of thirteen units of competency (ten core units and three elective units)

Unit Code	**Unit Title**	**Duration** 52 Weeks
BSBFIA401	Prepare financial reports	
BSBITU306	Design and produce business documents	
FNSACC301	Process financial transactions and extract interim reports	
FNSACC302	Administer subsidiary accounts and ledgers	
FNSACC402	Prepare operational budgets	
FNSACC404	Prepare financial statements for non-reporting entities	
FNSACC406	Set up and operate a computerised accounting system	
FNSBKG404	Carry out business activity and instalment activity statement tasks	
FNSBKG405	Establish and maintain a payroll system	
FNSINC401	Apply principles of professional practice to work in the financial services industry	
BSBITU402	Develop and use complex spreadsheets	
BSBWHS201	Contribute to health and safety of self and others	
FNSACC303	Perform financial calculations	

CRICOS Course Code: 089284C | **FNS50217**

DIPLOMA OF **ACCOUNTING**

Course Summary:

This course aims to provide:

- Ability to apply accounting solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources.
- Ability to apply initiative to plan, coordinate and evaluate own work and guidance to others within defined guidelines in financial services and other industries.

Job Roles:

- Assistant Accountant
- Senior Financial Clerk

Entry Requirements:

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 5.5 or equivalent.

Pathways to Futher Study:

FNS60215 Advanced Diploma of Accounting or other Advanced Diploma qualifications

Course Structure:

This qualification is made up of eleven units of competency (six core units and five elective units)

Unit Code	Unit Title	Duration 52 Weeks
FNSACC501	Provide financial and business performance information	
FNSACC502	Prepare tax documentation for individuals	
FNSACC503	Manage budgets and forecasts	
FNSACC504	Prepare financial reports for corporate entities	
FNSACC506	Implement and maintain internal control procedures	
FNSACC507	Provide management accounting information	
BSBFIA401	Prepare financial reports	
FNSACC301	Process financial transactions and extract interim reports	
FNSORG506	Prepare financial forecasts and projections	
FNSACC607	Evaluate business performance	
FNSACC608	Evaluate organisation's financial performance	

CRICOS Course Code: 089285B | **FNS60217**

ADVANCED DIPLOMA **OF ACCOUNTING**

Course Summary:

This course aims to provide:

- Theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities.
- Ability to perform complex operations autonomously and to be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

Job Roles:

- Assistant Accountant
- Budget Officer

Entry Requirements:

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 5.5 or equivalent.

Pathways to Futher Study:

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

Course Structure:

This qualification is made up of fourteen units of competency (three core units and eleven elective units)

Unit Code	Unit Title	Duration 52 Weeks
FNSACC604	Monitor corporate governance activities	
FNSINC601	Apply economic principles to work in the financial services industry	
FNSINC602	Interpret and use financial statistics and tools	
FNSACC502	Prepare tax documentation for individuals	
FNSACC601	Prepare and administer tax documentation for legal entities	
FNSACC603	Implement tax plans and evaluate tax obligations	
FNSACC501	Provide financial and business performance information	
FNSACC607	Evaluate business performance	
FNSACC608	Evaluate organisation's financial performance	
FNSACC506	Implement and maintain internal control procedures	
FNSACC602	Audit and report on financial systems and records	
FNSACC606	Conduct internal audit	
FNSACC507	Provide management accounting information	
FNSACC613	Prepare and analyse management accounting information	

LEADERSHIP & MANAGEMENT COURSES

CRICOS Course Code: 094521G | **BSB42015**

CERTIFICATE IV **IN LEADERSHIP AND MANAGEMENT**

Course Summary:

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Job Roles

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

Entry Requirements:

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 5.5 or equivalent.

Pathways to Futher Study:

After achieving this qualification candidates may choose to study BSB51915 Diploma of Leadership and Management or other Diploma qualifications.

Course Structure:

This qualification is made up of twelve units of competency (four core units and eight electives)

Unit Code	**Unit Title**	**Duration** 52 Weeks
BSBLDR401	Communicate effectively as a workplace leader	
BSBLDR402	Lead effective workplace relationships	
BSBLDR403	Lead team effectiveness	
BSBMGT402	Implement operational plan	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	
BSBWOR404	Develop work priorities	
BSBRSK401	Identify risk and apply risk management processes	
BSBINN301	Promote innovation in a team environment	
BSBCMM401	Make a presentation	
BSBWRT401	Write complex documents	
BSBCUS402	Address customer needs	
BSBRES401	Analyse and present research information	

CRICOS Course Code: 087785J | **BSB51915**

DIPLOMA OF **LEADERSHIP AND MANAGEMENT**

Course Summary:

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- Interpersonal skills essential for a managerial career within the business sector.

Job Roles

- Office Management
- Personnel Management
- Business Development Management
- Accounts Management

Entry Requirements:

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 5.5 or equivalent.

Pathways to Futher Study:

BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.

Course Structure:

This qualification is made up of twelve units of competency (four core and eight elective units)

Unit Code	Unit Title	**Duration** 52 Weeks
BSBLDR501	Develop and use emotional intelligence	
BSBMGT517	Manage operational plan	
BSBLDR502	Lead and manage effective workplace relationships	
BSBWOR502	Lead and manage team effectiveness	
BSBFIM501	Manage budgets and financial plans	
BSBCUS501	Manage quality customer service	
BSBHRM405	Support the recruitment, selection and induction of staff	
BSBPMG522	Undertake project work	
BSBRSK501	Manage risk	
BSBMGT502	Manage people performance	
BSBADM506	Manage business document design and development	
BSBSUS501	Develop workplace policy and procedures for sustainability	

CRICOS Course Code: 087784K | **BSB61015**

ADVANCED DIPLOMA **OF LEADERSHIP AND MANAGEMENT**

Course Summary:

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- The ability to analyse, diagnose, design and execute business management functions
- Interpersonal skills essential for a managerial career within the business sector.

Job Roles

- Manager
- Manager Department
- Manager Regional Manager

Entry Requirements:

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 5.5 or equivalent.

Pathways to Futher Study:

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

Course Structure:

This qualification is made up of twelve units of competency (four core and eight elective units)

Unit Code	Unit Title	**Duration** 52 Weeks
BSBFIM601	Manage finances	
BSBINN601	Lead and manage organisational change	
BSBMGT605	Provide leadership across the organisation	
BSBMGT617	Develop and implement a business plan	
BSBINM601	Manage Knowledge and Information	
BSBMGT608	Manage innovation and continuous improvement	
BSBMGT616	Develop and Implement Strategic Plans	
BSBCOM603	Plan and establish compliance management systems	
BSBMKG609	Develop a Marketing Plan	
BSBHRM602	Manage human resources strategic planning	
BSBMKG608	Develop organisational marketing objectives	
BSBWHS605	Develop, implement and maintain WHS management systems	

MARKETING & COMMUNICATION COURSES

CRICOS Course Code: 094522G | **BSB42415**

CERTIFICATE IV **IN MARKETING AND COMMUNICATION**

Course Summary:

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts.Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others; however they typically report to more senior practitioners.

Job Roles:

- Advertising Account Coordinator
- Marketing and Communications Consultant
- Direct Marketing Officer
- Market Research Assistant
- Marketing Coordinator
- Marketing Officer
- Media Assistant
- Media Planner

Entry Requirements:

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 5.5 or equivalent.

Pathways from the qualification:

BSB52415 Diploma of Marketing and Communication or a range of other Diploma qualifications Course Structure.

Course Structure:

This qualification is made up of twelve units of competency (five core and seven elective units)

Unit Code	**Unit Title**	**Duration** 52 Weeks
BSBCMM401	Make a presentation	
BSBCRT401	Articulate, present and debate ideas	
BSBMGT407	Apply digital solutions to work processes	
BSBMKG417	Apply marketing communication across a convergent industry	
BSBMKG418	Develop and apply knowledge of marketing communication industry	
BSBMKG413	Promote products and services	
BSBMKG401	Profile the market	
BSBMKG419	Analyse consumer behaviour	
BSBRES401	Analyse and present research information	
BSBWRT401	Write complex documents	
BSBMKG408	Conduct market research	
BSBADV403	Monitor advertising production	

CRICOS Course Code: 094523F | **BSB52415**

DIPLOMA OF **MARKETING AND COMMUNICATION**

Course Summary:

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams.

Job Roles:

- Account Manager (Advertising)
- Marketing and Communications Manager
- Marketing Manager
- Campaign Manager
- Executive Assistant
- Legal Services Support Officer
- Marketing Team Leader
- Paralegal
- Product Manager
- Public Relations Manager
- Sales Manager

Entry Requirements:

Entry to this qualification is limited to those individuals who:

- have completed all core units in BSB42415 Certificate IV in Marketing and Communication
- 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 5.5 or equivalent.

Pathways from the qualification:

BSB61315 Advanced Diploma of Marketing and Communication or a range of other Advanced Diploma qualifications.

Course Structure:

This qualification is made up of twelve units of competency (three core and nine elective units)

Unit Code	Unit Title	Duration 52 Weeks
BSBMKG507	Interpret market trends and developments	
BSBMKG523	Design and develop an integrated marketing communication plan	
BSBPMG522	Undertake project work	
BSBMKG501	Identify and evaluate marketing opportunities	
BSBMKG502	Establish and adjust the marketing mix	
BSBMKG515	Conduct a marketing audit	
BSBADV507	Develop a media plan	
BSBMKG506	Plan market research	
BSBMKG510	Plan e-marketing communications	
BSBMKG508	Plan direct marketing activities	
BSBMKG527	Plan social media engagement	
BSBMKG516	Profile international markets	

CRICOS Course Code: 094524E | **BSB61315**

ADVANCED DIPLOMA **OF MARKETING AND COMMUNICATION**

Course Summary:

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.

Job Roles:

- Marketing director
- Marketing strategist
- Global Account Manager
- National, regional or global marketing manager
- Account Director (Advertising)

Entry Requirements:

Entry to this qualification is limited to those individuals who:

- have completed all core units in BSB52415 Diploma of Marketing and Communication
- 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 5.5 or equivalent.

Pathways from the qualification:

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

Course Structure:

This qualification is made up of twelve units of competency (three core and nine elective units)

Unit Code	Unit Title	Duration 78 Weeks
BSBADV602	Develop an advertising campaign	
BSBMGT616	Develop and implement strategic plans	
BSBMKG609	Develop a marketing plan	
BSBFIM601	Manage finances	
BSBMGT617	Develop and implement a business plan	
BSBMGT608	Manage innovation and continuous improvement	
BSBINM601	Manage knowledge and information	
BSBMKG603	Manage the marketing process	
BSBMKG607	Manage market research	
BSBMKG608	Develop organisational marketing objectives	
BSBMGT605	Provide leadership across the organisation	
BSBINN601	Lead and manage organisational change	

TRAVEL & TOURISM MANAGEMENT COURSES

CRICOS Course Code : 02607G | **SIT30216**

CERTIFICATE III **IN TRAVEL**

Course Summary:

This qualification reflects the role of individuals who use a range of well-developed retail travel or wholesale sales and operational skills and sound knowledge of industry operations to coordinate travel services. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.This qualification provides a pathway to work in the retail travel or tour wholesale sector for employers that cover or specialise in leisure, corporate, domestic or international sales.

Job Roles

- call centre sales agent
- corporate consultant
- cruise consultant
- customer service agent
- domestic travel consultant
- incentive coordinator
- international travel consultant
- mobile travel consultant
- online travel consultant
- reservations sales agent
- wholesale consultant

Entry Requirements:

There are no pre-requisite requirements for this course. However, work experience would be highly regarded. It is recommended candidates complete Year 11 High School. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Pathways from the qualification:

After achieving this qualification candidates may choose to progress into a Diploma program with the Business Institute of Australia.

Course Structure:

This qualification is made up of Seventeen (17) units of competency (14 core units and 3 electives).The units of competency are standalone and not sequenced in any specific order.

Unit Code	**Unit Title**	**Duration** 52 Weeks
SITHIND001	Source and use information on the tourism and travel industry	
SITXCOM002	Show social and cultural sensitivity	
SITTTSL005	Sell tourism products and services	
SITTTSL002	Access and interpret product information	
SITTTSL010	Use a computerised reservations or operations system	
SITTTSL003	Provide advice on international destinations	
SITTTSL004	Provide advice on Australian destinations	
SITTTSL006	Prepare quotations	
SITTTSL012	Construct normal international airfares	
SITTTSL009	Process travel-related documentation	
BSBWOR203	Work effectively with others	
SITXXHRM001	Coach others in job skills	
SITTTSL013	Construct promotional international airfares	
SITTTSL008	Book supplier products and services	
SITXCCS006	Provide service to customers	
SITXWHS001	Participate in safe work practices	
SITXWHS002	Identify hazards, assess and control safety risks	

CRICOS Course Code: 096206C | **SIT50116**

DIPLOMA OF **TRAVEL AND TOURISM MANAGEMENT**

Course Summary:

This qualification reflects the role of senior managers with advanced operational skills who use a broad range of travel or tourism skills, combined with specialised managerial skills and substantial knowledge of industry operations, to coordinate travel or tourism operations. They operate with significant autonomy and are responsible for making strategic business management and operational decisions. This qualification provides a pathway to work in many travel and tourism industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, and other tourism businesses.

Job Roles

- inbound groups manager
- inbound sales manager
- incentives manager
- tour operations manager
- marketing manager
- product development manager
- reservations manager
- travel agency manager
- sales manager
- visitor information centre manager

Entry Requirements:

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. It is also recommended candidates Year 12 High School. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Pathways from the qualification:

After achieving this qualification candidates may choose to progress into an Advanced Diploma program with the Business Institute of Australia.

Course Structure:

This qualification is made up of Twenty Three (23) units of competency (12 core units and 11 electives).The units of competency are stand alone and not sequenced in any specific order.

Unit Code	Unit Title	**Duration** 78 Weeks
SITHIND001	Source and use information on the tourism and travel industry	
SITXCOM002	Show social and cultural sensitivity	
SITTTSL005	Sell tourism products and services	
SITXFIN002	Interpret financial information	
SITTTSL002	Access and interpret product information	
SITTTSL010	Use a computerised reservations or operations system	
SITTTSL003	Provide advice on international destinations	
SITTTSL004	Provide advice on Australian destinations	
SITTTSL006	Prepare quotations	
BSBDIV501	Manage diversity in the workplace	
SITTTSL012	Construct normal international airfares	
SITTTSL009	Process travel-related documentation	
SITXCCS007	Enhance the customer service experience	
SITXCOM005	Manage conflict	
SITXFIN003	Manage finances within a budget	
SITXHRM003	Lead and manage people	
SITXMGT001	Monitor work operations	
SITTTSL013	Construct promotional international airfares	
SITXFIN004	Prepare and monitor budgets	
SITTTSL008	Book supplier products and services	
SITXCCS008	Develop and manage quality customer service practices	
SITXMGT002	Establish and conduct business relationships	
SITXWHS003	Implement and monitor work health and safety practices	

CRICOS Course Code: 096207B | **SIT60116**

ADVANCED DIPLOMA OF **TRAVEL AND TOURISM MANAGEMENT**

Course Summary:

This qualification reflects the role of senior managers with advanced operational skills who use a broad range of travel or tourism skills, combined with specialised managerial skills and substantial knowledge of industry operations, to coordinate travel or tourism operations. They operate with significant autonomy and are responsible for making strategic business management and operational decisions. This qualification provides a pathway to work in many travel and tourism industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, and other tourism businesses.

Job Roles

- account manager
- business development manager
- director of groups and incentives
- director of marketing
- director of product development operations manager
- director of sales
- general manager

Entry Requirements:

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. It is also required candidates complete Year 12 High School. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Pathways from the qualification:

After achieving this qualification candidates may choose to progress into a Bachelors program with one of the Business Institute of Australia's partner Universities.

Course Structure:

This qualification is made up of Twenty Seven (27) units of competency (17 core units and 10 electives).

Unit Code	Unit Title	**Duration** 104 Weeks
BSBRSK501	Manage risk	
BSBWRT401	Write complex documents	
SITHIND001	Source and use information on the travel and tourism industry	
SITTTSL005	Sell tourism products and services	
SITXFIN002	Interpret financial information	
SITTPPD008	Develop tourism products	
SITTTSL002	Access and interpret product information	
SITTTSL010	Use a computerised reservations or operations system	
SITTTSL003	Provide advice on international destinations	
SITTTSL004	Provide advice on Australian destinations	
SITTTSL006	Prepare quotations	
BSBDIV501	Manage diversity in the workplace	
SITTTSL012	Construct normal international airfares	
SITTTSL009	Process travel-related documentation	
SITXCCS007	Enhance the customer service experience	
SITXFIN003	Manage finances within a budget	
SITXHRM003	Lead and manage people	
SITXMGT001	Monitor work operations	
SITTTSL013	Construct promotional international airfares	
SITXFIN004	Prepare and monitor budgets	
SITTTSL008	Book supplier products and services	
SITXCCS008	Develop and manage quality customer service practices	
SITXGLC001	Research and comply with regulatory requirements	
SITXMGT002	Establish and conduct business relationships	
SITXWHS004	Establish and maintain a work health and safety system	
SITXMPR007	Develop and implement marketing strategies	
BSBMGT617	Develop and implement a business plan	

LIVING AND STUDYING **IN AUSTRALIA**

Australia is a truly multicultural nation with people from all parts of the world. It is surrounded by water so there are many beaches. Australia has a beautiful natural environment with National Parks and a relaxed lifestyle. The country is made up of eight states and territories each with their own government as well as the federal government.

Students enrolling with Business Institute of Australia have the choice of study location in either Sydney or Brisbane.

Sydney and Brisbane are both world-class cities with a sunny climate and vibrant mood attracting students and visitors from all around the world.

ESTIMATED COST **OF LIVING**

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD $20,000 to cover the whole year of study (excluding tuition fees). Rents are fairly high 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 rail leads to the CBD.

You should have at least AUD $2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit www.studyinaustralia.gov.au

FIND WORK **WHILE YOU STUDY**

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses. Working offers you the right to minimum wage as well as superannuation. For more information, visit www.fairwork.gov.au.

OVERSEAS STUDENT **HEALTH COVER (OSHC)**

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia; however, it can become quite costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.

INTAKE **DATE**

2018	2019	2020	2021
08 Jan	07 Jan	06 Jan	11 Jan
09 Apr	08 Apr	06 Apr	12 Apr
09 Jul	08 Jul	06 Jul	12 Jul
08 Oct	08 Oct	06 Oct	11 Oct

SAMPLE **TIMETABLE**

	SHIFT 1	SHIFT 2	SHIFT 3	SHIFT 4
Mon	08.45 am 16.45 pm			17.45 pm 21.30 pm
Tue	08.45 am 16.45 pm			17.45 pm 21.30 pm
Wed		08.45 am 16.45 pm		17.45 pm 21.30 pm
Thur		08.45 am 16.45 pm		17.45 pm 21.30 pm
Fri			08.45 am 16.45 pm	
Sat			08.45 am 16.45 pm	

FEES & **CHARGES**

Enrolment/Application fee (not refundable)	AUD$200
Confirmation of Enrolment fee (COE)	AUD$50
Material fee (per term)	AUD$50
Priority Processing fee	AUD$50
Change of Course fee	AUD$200
Deferment fee	AUD$250

For holidays please refer to the Academic Calendar. For fees please refer to Student fees & charges on the website, www.bia.edu.au

HOW **TO APPLY**

1 Choose a course

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

2 Complete the enrolment form

Download and complete the enrolment form from our website, Please read the Enrolment Terms and Conditions (Page 2) and sign the Student Declaration.

3 Provide relevant documents

Attach all relevant documents including:
Certified copies of passport
education qualifications
English qualifications
working experience (if relevant)
RPL application (if relevant)

4 Submit your application

Return your application form and the necessary documents Email to:
Business Institute of Australia
info@bia.edu.au

5 Receive an offer letter

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess your suitability to the course that you have applied for. At the end of the interview, with an admission team member or delegate you must sign the Pre-Enrolment Questionnaire form and return it to the Administration Department. 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!

BUSINESS INSTITUTE OF AUSTRALIA

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WeChat

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Brisbane campus: L4, 316 Adelaide St Brisbane QLD 4000

+61 2 83169900 info@bia.edu.au

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DISCLAIMER: The information in this brochure is correct as of Feb 2018.. Changes in circumstances after this date may alter the accuracy of the information. BIA 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.

Version 6, Feb 2018

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