Victorian Institute of Education

RTO Number 45273 | CRICOS Provider Code: 03778C

International Student Prospectus 2024

Your Success is Our Priority

www.vie.edu.au

Contents

Message from our Principal Executive Officer

To empower you with both practical expertise and theoretical knowledge, ensuring you are industry-ready upon graduation.

Dear Prospective International Students,

I am Bal C Bhattarai, Principal Executive Officer of Victorian Institute of Education, and it is with great pleasure that I welcome you to a world of academic excellence and innovation.

Our institute is a hub where ambition meets opportunity, hosting state-of-the-art facilities that are designed with your success in mind. Each corner of our campuses is equipped to provide an immersive educational experience, fostering growth, creativity, and real-world skills.

Our comprehensive VET courses are tailored to empower you with both practical expertise and theoretical knowledge, ensuring you are industry-ready upon graduation. The diversity and inclusivity you will find within our community will enrich your learning journey, making your time abroad an unforgettable chapter in your life story.

We are dedicated to nurturing your potential and are excited about the prospect of you joining our dynamic student body. At Victorian Institute of Education, your future is bright and boundless.

Warmest regards,

Bal C Bhattarai
Principal Executive Officer
Victorian Institute of Education

Why Choose Victorian Institute of Education (VIE)?

Global Recognition

At VIE, our programs are designed to meet not only the national educational standards but also to resonate with global demands. This implies that the world recognises and respects your VIE qualifications, providing you with a competitive advantage in the increasingly global job market.

Cultural Diversity

Embrace life in a vibrant, multicultural community. Our diverse student body represents a melting pot of ideas, perspectives, and cultures that will enrich your educational experience and personal growth.

Innovative Learning

Our approach to education is grounded in innovation. With access to the latest technology and learning methodologies, you will be equipped with forward-thinking skills and knowledge that set you apart in your field.

Industry Connections

We pride ourselves on strong industry links, which open up numerous pathways for our students. Through internships, work placements, and industry-led workshops, you will gain invaluable real-world experience.

Student Services

Access to English language programs available through our sister college, Southern English College. Airport pick-up for students when booked in advance, pre-departure information, after-arrival orientations, and even accommodation support upon request in advance. We have got it all for you. Choosing the Victorian Institute of Education means choosing a pathway to success. Join us, and let's make your future together.

Comprehensive Support

At VIE, we are committed to supporting you every step of the way. Our dedicated staff and supportive services cater to the unique needs of international students, helping you navigate your academic and personal journey with ease.

State-of-the-Art Facilities

Our campuses feature modern, high-quality facilities that offer you a comprehensive learning environment. From advanced laboratories to collaborative workspaces, we ensure you have the best resources at your fingertips.

Career-Focused Education

Our VET courses are tailored to meet the needs of industries, ensuring the skills you acquire are relevant, up-to-date, and in high demand by employers.

Flexible Learning Paths

Recognising the diverse needs of our students, VIE offers various study options, including full-time and part-time programs, to fit your lifestyle and commitments.

Dynamic Campus Life

Life at VIE is vibrant and engaging. With a wide range of student clubs, societies, and events, you'll find ample opportunities to network, learn new skills, or simply enjoy the camaraderie of fellow students.

Sydney
City where dreams are born

Sydney is one of the most livable cities in the world. It is located on the south-east coast of Australia and is home to approximately 5 million people. It has a sunny and warm climate with mild winters, and it is also a host of daily events such as concerts, exhibitions, festivals, and sporting events. If you love nature, Sydney is also the home of many national parks such as the Blue Mountains and the Royal National Park.

Our Sydney Campus is located in the heart of Sydney City, Haymarket, within walking distance of Chinatown, UTS, Central Station, Broadway, Darling Harbour, the Capital Theatre, and many other attractions. The tram station across the road, which takes 3 minutes to reach Central Railway Station, and the buses near the building make life here convenient. Around this area, you can expect to find a variety of food and restaurant outlets. Modern, small classrooms and high-tech, state-of-the-art technologies fully equip the campus. We have very helpful staff and teachers at your service.

Adelaide
The Coolest City in Australia

Adelaide, acclaimed as Australia's "coolest city" by The New York Times in 2023, is a hive of activity where a relaxed lifestyle coexists with vibrant cultural scenes. This friendly city is a canvas of bustling festivals, sports, eclectic cafes, and affordable living, all set against the backdrop of inviting beaches and an energetic city center. It's a place that promises a perfect balance for the laid-back yet adventurous soul.

Located in the bustling heart of the city at 97 Pirie Street, our Adelaide Campus sits a mere 5 minutes from the vibrant Rundle Mall, offering students the perfect mix of study and urban excitement. Nestled among prestigious corporate offices like PWC and KPMG, the campus boasts an advantageous position for those looking to jumpstart their careers. With the tranquil Botanic Gardens just 10 minutes away, a myriad of dining options at your doorstep, and excellent transport links, including trams and buses, our campus combines a state-of-the-art learning environment with the dynamic pulse of Adelaide's city life.

Summary of Course List (2024)

Faculty	Course	Term
BUSINESS AND IT COURSES		
Information Technology	**ICT50220 Diploma of Information Technology** CRICOS Course Code: 107866E | 78 Weeks	6
	ICT60220 Advanced Diploma of Information Technology CRICOS Course Code: 107867D | 52 Weeks	4*
Accounting	**FNS40222 Certificate IV in Accounting and Bookkeeping** CRICOS Course Code: 110019G | 52 Weeks	4
	FNS50222 Diploma of Accounting CRICOS Course Code: 110514C | 52 Weeks	4*
	FNS60222 Advanced Diploma of Accounting CRICOS Course Code: 110515B | 52 Weeks	4*
Leadership & Management	**BSB50420 Diploma of Leadership and Management** CRICOS Course Code: 103721K | 78 Weeks	6
	BSB60420 Advanced Diploma of Leadership and Management CRICOS Course Code: 103722J | 52 Weeks	4
Marketing	**BSB40820 Certificate IV in Marketing and Communication** CRICOS Course Code: 104957D | 52 Weeks	4
	BSB50620 Diploma of Marketing and Communication CRICOS Course Code: 104958C | 78 Weeks	6
Project Management	**BSB50820 Diploma of Project Management** CRICOS Course Code: 104954G | 78 Weeks	6
Graduate Diploma	**BSB80120 Graduate Diploma of Management (Learning)** CRICOS Course Code: 112350B | 104 Weeks	8
Civil Construction Design	**RII60520 Advanced Diploma of Civil Construction Design** CRICOS Course Code: 114706G | 104 Weeks	8
Health Care Courses		
Child Care	**CHC30121 Certificate III in Early Childhood Education & Care** CRICOS Course Code: 108937J | 52 Weeks	4
	CHC50121 Diploma of Early Childhood Education & Care CRICOS Course Code: 108938H | 78 Weeks	6*
Care Support	**CHC33021 Certificate III in Individual Support** CRICOS Course Code: 112348G | 52 Weeks	4
	CHC43121 Certificate IV in Disability Support CRICOS Course Code: 112349F | 52 Weeks	4*

ENROLMENT FEE: $200

* Refer to our updated tuition fee schedule for the price list available by contacting the college.

* 52 weeks include 40 teaching weeks and 12 weeks of holiday (1 term is 10 teaching weeks)

Victorian Institute of Education is committed to delivering quality training and ensuring our students will have an effective and memorable personal learning experience.

RTO NUMBER: 45273 | CRICOS PROVIDER CODE: 03778C

Certificate III in Early Childhood Education and Care

Course Code: CHC30121 I CRICOS Code: 108937J

COURSE DESCRIPTION

Embark on a rewarding journey in early childhood education and care with our Certificate III program. Tailored for individuals aspiring to work in regulated children's education and care services across Australia, this qualification provides a solid foundation in supporting children's wellbeing and development. Through a blend of theory and practical training, participants gain essential skills in implementing learning frameworks, fostering safe environments, and engaging with children effectively. With supervised work placement in various settings such as long day care centers, learners acquire hands-on experience essential for success in the field. No specific licensing or certification is required, making this program accessible to all passionate about making a difference in young lives. Kickstart your career in early childhood education and care today with our Certificate III program.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

VOCATIONAL PLACEMENT

All students need to complete their work placement which is essential component of this qualification. All students are required to complete 160 hours of work placement.

UNIT OF COMPETENCY

Total number of units = 17
· 15 core units
· 2 elective units

Unit Code	Unit Name	Core/ Elective
CHCECE034	Use an approved learning framework to guide practice	Core
CHCECE031	Support children's health, safety and wellbeing	Core
CHCECE055	Meet legal and ethical obligations in children's education and care	Core
HLTWHS001	Participate in workplace health and safety	Core
HLTAID012	Provide First Aid in an education and care setting	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCECE032	Nurture babies and toddlers	Core
CHCECE030	Support inclusion and diversity	Core
CHCECE033	Develop positive and respectful relationships with children	Core
CHCECE035	Support the holistic learning and development of children	Core
CHCECE036	Provide experiences to support children's play and learning	Core
CHCECE037	Support children to connect with the natural environment	Core
CHCECE038	Observe children to inform practice	Core
CHCECE054	Encourage understanding of Aboriginal and/ or Torres Strait Islander peoples' cultures	Core
CHCECE056	Work effectively in children's education and care	Core
BSBSTR401	Promote innovation in team environments	Elective
CHCDIV001	Work with diverse people	Elective

CAREER PATHWAYS

Child Care Worker

Diploma of Early Childhood Education and Care

Course Code: CHC50121 I CRICOS Code: 108938H

COURSE DESCRIPTION

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

Early childhood educators work in long day care centers, family day care, pre-schools or kindergartens.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

PREREQUISITE REQUIREMENTS

Entry to this qualification is open to individuals who:
· hold a CHC30121 Certificate III in Early Childhood Education and Care or
· CHC30113 Certificate III in Early Childhood Education and Care.

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

78 weeks

MODE OF DELIVERY

Classroom Based

VOCATIONAL PLACEMENT

All students need to complete their work placement which is essential component of this qualification. All students are required to complete 280 hours of work placement.

UNIT OF COMPETENCY

Total number of units = 15
· 12 core units
· 3 elective units

Unit Code	Unit Name	Core/ Elective
BSBTWK502	Manage team effectiveness	Core
CHCECE041	Maintain a safe and healthy environment for children	Core
CHCECE042	Foster holistic early childhood learning, development and wellbeing	Core
CHCECE043	Nurture creativity in children	Core
CHCECE044	Facilitate compliance in a children's education and care service	Core
CHCECE045	Foster positive and respectful interactions and behaviour in children	Core
CHCECE046	Implement strategies for the inclusion of all children	Core
CHCECE047	Analyse information to inform childrens learning	Core
CHCECE048	Plan and implement children's education and care curriculum	Core
CHCECE049	Embed environmental responsibility in service operations	Core
CHCPRP003	Reflect on and improve own professional practice	Core
CHCECE050	Work in partnership with children's families	Core
BSBPEF502	Develop and use emotional intelligence	Elective
CHCDIV003	Manage and promote Diversity	Elective
BSBSTR501	Establish innovative work environments	Elective

CAREER PATHWAYS

Child Care Worker

Certificate III in Individual Support

Course Code: CHC33021 I CRICOS Code: 112348G

COURSE DESCRIPTION

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centered support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centered support.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

VOCATIONAL PLACEMENT

All students need to complete their work placement which is essential component of this qualification. All students are required to complete 120 hours of work placement.

UNIT OF COMPETENCY

Total number of units = 15
· 9 core units
· 6 elective units

Unit Code	Unit Name	Core/ Elective
CHCCCS031	Provide individualised support	Core
CHCCCS038	Facilitate the empowerment of people receiving support	Core
CHCCCS040	Support independence and wellbeing	Core
CHCCCS041	Recognise healthy body systems	Core
CHCCOM005	Communicate and work in health or community services	Core
CHCDIV001	Work with diverse people	Core
CHCLEG001	Work legally and ethically	Core
HLTINF006	Apply basic principles and practices of infection prevention and control	Core
HLTWHS002	Follow safe work practices for direct client care	Core
CHCAGE011	Provide support to people living with dementia	Group A - Elective
CHCAGE013	Work effectively in aged care	Group A - Elective
CHCPAL003	Deliver care services using a palliative approach	Group A - Elective
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach	Group B- Elective
CHCDIS012	Support community participation and social inclusion	Group B- Elective
CHCDIS020	Work effectively in disability support	Group B- Elective

CAREER PATHWAYS

Senior Personal Care Assistant, Care assistant, Accommodation Support Worker, Residential Support Worker, Community Access Coordinator, Community care worker, Community House Worker, Residential Care Worker, Food Services Deliverer, Transport Support Worker, In Home Respite Worker, Disability Service Officer, Care Worker, Client Assistant, School Support Officer (Disability), Family Support Worker, Care Service Employee, Planned Activity Assistant, Residential Aide, Field Officer (Community Services), Nurse's Aide, Home care assistant

Certificate IV in Disability Support

Course Code: CHC43121 I CRICOS Code: 112349F

COURSE DESCRIPTION

This qualification reflects the role of individuals in a range of community settings and peoples' homes, who provide support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centered approach, work according to and may contribute to an individualised plan, and work without direct supervision. They may be required to supervise and/or coordinate a small team.

PREREQUISITE REQUIREMENTS

Completion of: CHC33021 Certificate III in Individual Support (Disability) OR
Completion of: CHC33015 Certificate III in Individual Support (Disability) OR
Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

VOCATIONAL PLACEMENT

All students need to complete their work placement which is essential component of this qualification. All students are required to complete 120 hours of work placement.

UNIT OF COMPETENCY

Total number of units = 10
· 7 core units
· 3 elective units

Unit Code	Unit Name	Core/ Elective
HLTWHS003	Maintain work health and safety	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCCCS044	Follow established person-centred behaviour supports	Core
CHCDIS017	Facilitate community participation and social inclusion	Core
CHCDIS018	Facilitate ongoing skills development using a person-centred approach	Core
CHCDIS019	Provide person-centred services to people with disability with complex needs	Core
CHCMHS001	Work with people with mental health issues	Core
CHCAGE011	Provide support to people living with dementia	Elective
CHCPAL003	Deliver care services using a palliative approach	Elective
CHCDIS020	Work effectively in disability support	Elective

CAREER PATHWAYS

Social Educator (Disability), Day Support Disability Officer, Marketing Coordinator (Disability), Local Area Coordinator, Social Trainer, Disability Team Leader, Disabilities Supervisor, Project Officer, Disability Support Assistant (Schools), Job Coordinator, Disability Service Officer, Senior Disability Worker, Lifestyle Support Officer, Senior Personal Care Assistant, Community Development Officer, Support Facilitator (Disability), Behavioural Support Officer

Certificate IV in Ageing Support

Course Code: CHC43015 I CRICOS Code: 0100347

COURSE DESCRIPTION

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

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

VOCATIONAL PLACEMENT

All students need to complete their work placement which is essential component of this qualification. All students are required to complete 120 hours of work placement.

UNIT OF COMPETENCY

Total number of units = 18
· 15 core units
· 3 elective units

Unit Code	Unit Name	Core/ Elective
HLTWHS002	Follow safe work practices for direct client care	Core
HLTAAP001	Recognise healthy body systems	Core
CHCPRP001	Develop and maintain networks and collaborative partnerships	Core
CHCPAL001	Deliver care services using a palliative approach	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCDIV001	Work with diverse people	Core
CHCCCS023	Support independence and wellbeing	Core
CHCCCS025	Support relationships with carers and families	Core
CHCCCS011	Meet personal support needs	Core
CHCCCS006	Facilitate individual service planning and delivery	Core
CHCAGE005	Provide support to people living with dementia	Core
CHCAGE004	Implement interventions with older people at risk	Core
CHCAGE003	Coordinate services for older people	Core
CHCAGE001	Facilitate the empowerment of older people	Core
CHCADV001	Facilitate the interests and rights of clients	Core
CHCMHS001	Work with people with mental health issues	Elective
CHCCCS017	Provide loss and grief support	Elective
CHCAGE002	Implement falls prevention strategies	Elective

CAREER PATHWAYS

Community Program Coordinator, Residential Care Worker, Support Worker (Community Services), Care Supervisor, Accommodation Support Worker, Personal Care Worker, Personal Care Giver, Assistant Hostel Supervisor, Personal care assistant, Residential Care Officer, Day Activity Worker, Care Team Leader

Diploma of Community Services

Course Code: CHC52021 I CRICOS Code: 112522J

COURSE DESCRIPTION

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centered services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

104 Weeks

MODE OF DELIVERY

Classroom Based

CAREER PATHWAYS

Senior Youth Worker, Aboriginal Housing Worker, Community Development Worker for Social Housing, Assistant Community Services Worker, Community Work Coordinator, Community Housing Worker, Coordinator of Volunteer Work, Family Support Worker, Community Care Manager, Community Access Coordinator, Pastoral Care Counsellor, Youth Housing Support Worker, Housing Manager, Welfare Support Worker, Housing Assistant, Community Recreation Coordinator

VOCATIONAL PLACEMENT

All students need to complete their work placement which is essential component of this qualification. All students are required to complete 400 hours of work placement.

UNIT OF COMPETENCY

Total number of units = 20
· 12 core units
· 8 elective units

Unit Code	Unit Name	Core/ Elective
CHCDIV001	Work with diverse people	Core
CHCCCS007	Develop and implement service programs	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
HLTWHS003	Maintain work health and safety	Core
CHCDEV005	Analyse impacts of sociological factors on clients in community work and services	Core
CHCMGT005	Facilitate workplace debriefing and support processes	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCPRP003	Reflect on and improve own professional practice	Core
CHCCCS019	Recognise and respond to crisis situations	Core
CHCCCS004	Assess co-existing needs	Core
CHCDFV001	Recognise and respond appropriately to domestic and family violence	Core
CHCCSM013	Facilitate and review case management	Core
BSBPEF502	Develop and use emotional intelligence	Elective
BSBTWK503	Manage meetings	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
CHCPOL003	Research and apply evidence to practice	Elective
CHCCSL002	Apply specialist interpersonal and counselling skills	Elective
CHCMGT003	Lead the work team	Elective
CHCPRP001	Develop and maintain networks and collaborative partnerships	Elective
CHCDIV003	Manage and promote diversity	Elective

Diploma of Leadership and Management

Course Code: BSB50420 I CRICOS Code: 103721K

COURSE DESCRIPTION

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

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

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

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

78 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 12
· 6 core units
· 6 elective units

Unit Code	Unit Name	Core/ Elective
BSBPEF502	Develop and use emotional intelligence	Core
BSBOPS502	Manage business operational plans	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBTWK502	Manage team effectiveness	Core
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBHRM522	Manage employee and industrial relations	Elective
BSBHRM524	Coordinate workforce plan implementation	Elective
BSBOPS504	Manage business risk	Elective

CAREER PATHWAYS

Transport Manager, Distribution Centre Manager, Information Services Manager, Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager

Advanced Diploma of Leadership and Management

Course Code: BSB60420 I CRICOS Code: 103722J

COURSE DESCRIPTION

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

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

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

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 10
· 5 core units
· 5 elective units

Unit Code	Unit Name	Core/ Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBOPS601	Develop and implement business plans	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBLDR601	Lead and manage organisational change	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBCRT511	Develop critical thinking in others	Elective
BSBSUS601	Lead corporate social responsibility	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBCMM511	Communicate with influence	Elective

CAREER PATHWAYS

Managing Director, Manager, Department Manager, Chief Executive Officer, Quarry Business Manager, Area Manager, Business Analyst, Business Development Director, Senior Executive, Executive Director

Certificate IV in Marketing and Communication

Course Code: BSB40820 I CRICOS Code: 104957D

COURSE DESCRIPTION

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 12
· 6 core units
· 6 elective units

Unit Code	Unit Name	Core/ Elective
BSBMKG439	Develop and apply knowledge of communications industry	Core
BSBMKG433	Undertake marketing activities	Core
BSBWRT411	Write complex documents	Core
BSBCRT412	Articulate, present and debate ideas	Core
BSBCMM411	Make presentations	Core
BSBMKG435	Analyse consumer behaviour	Core
BSBMKG431	Assess marketing opportunities	Elective
SIRXECM002	Prepare digital content	Elective
SIRXMKT006	Develop a social media strategy	Elective
BSBTWK401	Build and maintain business relationships	Elective
BSBXCM401	Apply communication strategies in the workplace	Elective
BSBOPS405	Organise business meetings	Elective

CAREER PATHWAYS

Media Planner, Community Relations Team Leader (Local Government), Direct Marketing Officer, Public Relations Officer, Sales Administrator, Marketing Officer, Copywriter, Advertising Account Coordinator, Promotions Assistant Manager,

Diploma of Marketing and Communication

Course Code: BSB50620 I CRICOS Code: 104958C

COURSE DESCRIPTION

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

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

PREREQUISITE REQUIREMENTS

Entry to this qualification is limited to those who:

Have completed BSB40820 Certificate IV in Marketing and Communication

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

78 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 12
· 5 core units
· 7 elective units

Unit Code	Unit Name	Core/ Elective
BSBMKG542	Establish and monitor the marketing mix	Core
BSBMKG541	Identify and evaluate marketing opportunities	Core
BSBMKG552	Design and develop marketing communication plans	Core
BSBMKG555	Write persuasive copy	Core
BSBPMG430	Undertake project work	Core
BSBMKG547	Develop strategies to monetise digital engagement	Elective
SIRXMKT007	Develop a digital marketing plan	Elective
BSBTEC404	Use digital technologies to collaborate in a work environment	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBOPS504	Manage business risk	Elective
BSBMKG553	Develop public relations campaigns	Elective
BSBCMM511	Communicate with influence	Elective

CAREER PATHWAYS

Sales Manager, Product Manager, Public Relations Manager, Marketing Manager, Campaign Manager, Marketing Coordinator Marketing Team Leader

Diploma of Project Management

Course Code: BSB50820 I CRICOS Code: 104954G

COURSE DESCRIPTION

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.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

78 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 12
· 8 core units
· 4 elective units

Unit Code	Unit Name	Core/ Elective
BSBPMG530	Manage project scope	Core
BSBPMG531	Manage project time	Core
BSBPMG532	Manage project quality	Core
BSBPMG533	Manage project cost	Core
BSBPMG534	Manage project human resources	Core
BSBPMG536	Manage project risk	Core
BSBPMG540	Manage project integration	Core
BSBPMG535	Manage project information and communication	Core
BSBLDR522	Manage people performance	Elective
BSBCMM511	Communicate with influence	Elective
BSBCRT511	Develop critical thinking in others	Elective
BSBOPS501	Manage business resources	Elective

CAREER PATHWAYS

Project Contract Manager, Project Leader/Team Leader, Project Manager (industry specific), Project Vendor Manager

Graduate Diploma of Management (Learning)

Course Code: BSB80120 I CRICOS Code: 112350B

COURSE DESCRIPTION

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.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

104 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 8
· 3 core units
· 5 elective units

Unit Code	Unit Name	Core/ Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBLDR601	Lead and manage organisational change	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBCRT611	Apply critical thinking for complex problem solving	Elective
PSPMGT012	Facilitate knowledge management	Elective

CAREER PATHWAYS

Career Development Manager (Education Sector), RTO Manager, RTO Education Advisor

Certificate IV in Accounting and Bookkeeping

Course Code: FNS40222 I CRICOS Code: 110019G

COURSE DESCRIPTION

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.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 13
· 10 core units
· 3 elective units

Unit Code	Unit Name	Core/ Elective
BSBTEC302	Design and produce spreadsheets	Core
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC412	Prepare operational budgets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC421	Prepare financial reports	Core
FNSACC426	Set up and operate computerised accounting systems	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSTPB412	Establish and maintain payroll systems	Core
FNSACC405	Maintain inventory records	Elective
BSBWRT311	Write simple documents	Elective
BSBTEC301	Design and produce business documents	Elective

CAREER PATHWAYS

Accounts Supervisor, Accounts Officer, Bookkeeper

Diploma of Accounting

Course Code: FNS50222 I CRICOS Code: 110514C

COURSE DESCRIPTION

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.

PREREQUISITE REQUIREMENTS

Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent).

· FNSACC321 Process financial transactions and extract interim reports
· FNSACC322 Administer subsidiary accounts and ledgers
· FNSACC418 Work effectively in the accounting and bookkeeping industry
· FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

· FNSSS00014 Accounting Principles Skill Set
or
· FNS40222 Certificate IV in Accounting and Bookkeeping.

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 8
· 7 core units
· 4 elective units

Unit Code	Unit Name	Core/ Elective
BSBTEC402	Design and produce complex spreadsheets	Core
FNSACC522	Prepare tax documentation for individuals	Core
FNSACC524	Prepare financial reports for corporate entities	Core
FNSACC526	Implement and maintain internal control procedures	Core
FNSACC521	Provide financial and business performance information	Core
FNSACC527	Provide management accounting information	Core
FNSACC523	Manage budgets and forecasts	Core
BSBTWK503	Manage meetings	Elective
FNSACC505	Establish and maintain accounting information systems	Elective
FNSINC513	Identify and apply complex ethical decision making to workplace situations	Elective
BSBLDR413	Lead effective workplace relationships	Elective

CAREER PATHWAYS

Assistant Accountant, Finance Sector Supervisor

Advanced Diploma of Accounting

Course Code: FNS60222 I CRICOS Code: 110515B

COURSE DESCRIPTION

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.

PREREQUISITE REQUIREMENTS

Prior to commencing this qualification an individual must have completed the following qualifications (or equivalent).
· 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.

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

52 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 14
· 3 core units
· 11 elective units

Unit Code	Unit Name	Core/ Elective
FNSACC634	Monitor corporate governance activities	Core
FNSINC611	Apply economic principles to work in the financial services industry	Core
FNSINC612	Interpret and use financial statistics and tools	Core
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBOPS502	Manage business operational plans	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBTWK502	Manage team effectiveness	Elective
FNSACC601	Prepare and administer tax documentation for legal entities	Elective
FNSACC521	Provide financial and business performance information	Elective
FNSACC522	Prepare tax documentation for individuals	Elective
FNSACC524	Prepare financial reports for corporate entities	Elective
FNSACC526	Implement and maintain internal control procedures	Elective
FNSACC527	Provide management accounting information	Elective
BSBTWK503	Manage meetings	Elective

CAREER PATHWAYS

Assistant Accountant, Finance Sector Supervisor

Diploma of Information Technology

Course Code: ICT50220 I CRICOS Code: 107866E

COURSE DESCRIPTION

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 a specialist field, working independently, as part of a team or leading a deliverable 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).

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

78 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 20
· 6 core units
· 14 elective units

Unit Code	Unit Name	Core/ Elective
BSBCRT512	Originate and develop concepts	Core
BSBXTW401	Lead and facilitate a team	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
ICTICT517	Match ICT needs with the strategic direction of the organisation	Core
ICTICT532	Apply IP, ethics and privacy in ICT environments	Core
ICTSAS527	Manage client problems	Core
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBPMG532	Manage project quality	Elective
ICTSAS524	Develop, implement and evaluate an incident response plan	Elective
ICTCYS407	Gather, analyse and interpret threat data	Elective
ICTCYS610	Protect critical infrastructure for organisations	Elective
ICTCYS613	Utilise design methodologies for security architecture	Elective
ICTNWK529	Install and manage complex ICT networks	Elective
ICTNWK536	Plan, implement and test enterprise communication solutions	Elective
ICTSAS526	Review and update disaster recovery and contingency plans	Elective
ICTNWK540	Design, build and test network servers	Elective
ICTNWK546	Manage network security	Elective
ICTNWK557	Configure and manage advanced virtual computing environments	Elective
ICTNWK559	Install an enterprise virtual computing environment	Elective

CAREER PATHWAYS

IT Office Manager, General Application Support Officer Finance Sector Supervisor

Advanced Diploma of Information Technology

Course Code: ICT60220 I CRICOS Code: 107867D

COURSE DESCRIPTION

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).

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

78 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 16
· 6 core units
· 10 elective units

Unit Code	Unit Name	Core/ Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBTWK502	Manage team effectiveness	Core
ICTICT608	Interact with clients on a business level	Core
ICTICT618	Manage IP, ethics and privacy in ICT environments	Core
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBPMG532	Manage project quality	Elective
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations	Elective
ICTCYS604	Implement best practices for identity management	Elective
ICTCYS606	Evaluate an organisation's compliance with cyber security standards and law	Elective
ICTCYS608	Perform cyber security risk assessments	Elective
ICTNWK540	Design, build and test network servers	Elective
ICTNWK546	Manage network security	Elective
ICTNWK557	Configure and manage advanced virtual computing environments	Elective
ICTNWK559	Install an enterprise virtual computing environment	Elective

CAREER PATHWAYS

Knowledge Manager, eLearning Manager, Enterprise Application Integration Consultant, Enterprise Architecture Manager, Software Manager

Advanced Diploma of Civil Construction Design

Course Code: RII60520 I CRICOS Code: 114706G

COURSE DESCRIPTION

This qualification reflects the role of an individual working as a senior civil works 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.

PREREQUISITE REQUIREMENTS

No pre-requisite requirement as per course training package

ENTRY REQUIREMENTS

Victorian Institute of Education has the following entry requirements:

International students must:
· Be at least 18 years of age and have completed the equivalent of Year 12.
· Participate in a course entry interview to determine suitability for the course and student needs.
· Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
o Educated for 5 years in an English-speaking country; or
o Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

COURSE DURATION

104 weeks

MODE OF DELIVERY

Classroom Based

UNIT OF COMPETENCY

Total number of units = 12
· 5 core units
· 7 elective units

Unit Code	Unit Name	Core/ Elective
BSBWHS616	Apply safe design principles to control WHS risks	Core
BSBPMG632	Manage program risk	Core
BSBTWK502	Manage team effectiveness	Core
RIIQUA601E	Establish and maintain a quality system	Core
RIICWD601E	Manage civil works design processes	Core
BSBPMG532	Manage project quality	Elective
BSBPMG534	Manage project human resources	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective
RIICWD507D	Prepare detailed geotechnical design	Elective
MEM30031	Operate computer-aided design (CAD) system to produce basic drawing elements	Elective
RIICWD533E	Prepare detailed design of civil concrete structures	Elective
RIICWD534E	Prepare detailed design of civil steel structures.	Elective

CAREER PATHWAYS

Senior Civil Construction Designer

Entry Requirements

Entry requirements for our courses are as follows (Subject to students):

» International students must:
» Be at least 18 years of age.
» Have an IELTS score of 6.0 or equivalent (test results must be no more than 2 years old).
» Participate in a course entry interview to determine suitability for the course.

International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:

» The student was educated for 5 years in an English-speaking country.
» The student has completed at least 6 months of a Certificate IV level course in an Australian RTO.
» The student has completed an English Placement Test that shows that they have an IELTS.
» Academic score of 6.0 or equivalent.
» The student has completed a foundation course in Australia.
» The student has completed their High School in the English Language.

Some Important Student Information

Student Visa

Embarking on your journey with us begins with securing your place in your chosen course and receiving your Confirmation of Enrolment (CoE). This document is crucial as it enables you to move forward to the next critical step: applying for your student visa. For comprehensive and up-to-date information on the visa application process, including document checklists and submission guidelines, please visit the official website at www.immi.homeaffairs.gov.au. It's essential to initiate this process well in advance of your course start date, as visa procedures can be time-consuming.

In the event that your visa application is not successful, rest assured that we have policies in place to minimise your inconvenience. Offshore students who have not yet arrived in Australia will be eligible for a full refund of any fees paid. For students already in Australia whose visa is refused post-course commencement, our college's refund policy will take effect, providing terms for reimbursement for the remaining study period and uncompleted study units. Your educational journey is important to us, and we endeavour to support you through every step of the visa application process.

Working as a Student

Balancing work and study in Australia can significantly enrich your academic and living experiences, offering not only financial independence but also the opportunity to acquire professional experience in your field of study. Most student visas provide the flexibility to work up to 48 hours fortnightly during the academic term and offer the freedom to work unlimited hours during your institution scheduled breaks. This opportunity can be pivotal in managing your living expenses while adding a practical dimension to your education.

However, it is crucial to verify your work entitlements as per your visa conditions before you commence any paid employment. Ensure that your student visa permits work and understand the stipulations to remain compliant with Australian immigration laws. Embracing the opportunity to work while you study not only helps with financial support, but it can also give you invaluable industry exposure and enhance your study experience in Australia.

Visa Compliance

Embarking on your journey with us begins with securing your place in your chosen course and receiving your Confirmation of Enrolment (CoE). This document is crucial as it enables you to move forward to the next critical step: applying for your student visa. For comprehensive and up-to-date information on the visa application process, including document checklists and submission guidelines, please visit the official website at www.immi.homeaffairs.gov.au. It's essential to initiate this process well in advance of your course start date, as visa procedures can be time-consuming.

In the event that your visa application is not successful, rest assured that we have policies in place to minimise your inconvenience. Offshore students who have not yet arrived in Australia will be eligible for a full refund of any fees paid. For students already in Australia whose visa is refused post-course commencement, our college's refund policy will take effect, providing terms for reimbursement for the remaining study period and uncompleted study units. Your educational journey is important to us, and we endeavour to support you through every step of the visa application process.

OSHC

Overseas Student Health Cover (OSHC) is a mandatory health insurance for international students that ensures access to medical and hospital care during your stay in Australia. To meet visa requirements, you must purchase OSHC before your arrival, with coverage beginning from the moment you land in Australia and lasting for the entire duration of your visit.
For comprehensive details on OSHC, visit the official Department of Home Affairs student health insurance page. While we may recommend an OSHC provider, you have the freedom to select from any of the five authorised providers in Australia, which include:
» Australian Health Management
» Allianz Global Assistance
» BUPA Australia
» Medibank Private
» NIB

Selecting the appropriate OSHC provider is crucial, as it guarantees coverage for a variety of medical services, potentially preventing costly medical treatments. Remember to review each provider's plans carefully to select the one that best suits your health needs and budget.

You can visit the websites of these providers to find detailed information on what they cover and to decide which provider is right for you. You should note that your OSHC does not cover dental, optical, or physiotherapy. If you want to be covered for these treatments, speak to your OSHC provider. For more information on what your OSHC insurance covers, as well as what to do if you need treatment, refer to the Department of Health FAQ: http://www.health.gov.au/internet/main/publishing. nsf/- content/primary-ahphc-faq

Travel Insurance

Travel insurance is an essential consideration for your peace of mind while studying abroad. It protects against unforeseen circumstances, such as flight cancellations, lost baggage, or the loss of personal items. Numerous providers offer a range of travel insurance options, each with different levels of coverage to suit your individual needs and travel plans.

Before deciding on a policy, research and compare the offers from various insurance companies to find the one that best aligns with your requirements. Keep in mind that while travel insurance is not mandatory, like OSHC, it is highly recommended to ensure that non-medical-related incidents do not disrupt your studies or cause financial strain during your time in Australia.

Planning to Departure (Your Journey to Australia)

Passport and Visa Requirements:

Before you embark on your journey to Australia, ensure your passport is valid for at least six months beyond your intended date of entry. Keep all your visa-related documents organised and accessible. To enhance security, create duplicates of your passport to prevent potential problems in the event of its loss or theft.

Packing for Sydney and Adelaide:

Both Sydney and Adelaide experience mild-to-cool winters and warm-to-hot summers due to their climates. Heavy winter clothing is typically unnecessary; instead, layered outfits can suffice. Consider bringing personal mementos that can provide comfort as you adjust to your new environment. Remember, airline baggage limits often range from 15 to 30kg (33 to 66lb), so pack wisely. Visit www.bom.gov.au for current weather updates across Australia.

Managing Your Finances in Australia

It's advisable to carry a small amount of Australian currency for initial expenses upon arrival, avoiding large sums for safety reasons. Ensure you have access to AUD $1,500 to $3,000 upon arrival to comfortably settle in. If you're bringing over AUD $10,000 in cash or equivalent in foreign currency, it must be declared to Customs officials at the point of entry to comply with Australian regulations.

Understanding the Cost of Living in Sydney and Adelaide

Preparing financially for your studies in Australia is crucial. The cost of living, apart from tuition fees, is approximately $29,710 per year. This estimate typically includes essentials such as accommodation, meals, public transport, clothing, entertainment, and miscellaneous items like books and stationery. However, since lifestyle choices can vary, it is highly recommended to conduct thorough research to budget effectively for living expenses in Sydney and Adelaide according to your specific needs and preferences.

Your Arrival and Setting into Australia

When you're en route to Australia, the airline will hand you an 'Incoming Passenger Card' to fill out. Ensure you provide accurate and truthful responses, especially when declaring any items in your baggage to customs officials. On landing, follow the signage to immigration, where you'll present your passport, visa, and completed declaration card, along with potentially showing your Confirmation of Enrolment (CoE), insurance details, and certain important documents like your birth certificate and medical records. After immigration clearance, retrieve your luggage and head to customs for any necessary checks. Should you require assistance upon arrival, airport officials are readily available to help.

Transport Post-Arrival

Once you have cleared customs and collected your bags, you will go into the arrivals hall. If you need to exchange some money for Australian dollars, you will find many currency exchange booths throughout the airport.

Sydney

Sydney International Airport is located about 15 minutes from the CBD. You can get from the airport to your accommodation by taxi or by public transport. If you have arranged to have friends or relatives meet you, they will be waiting for you in the arrivals hall.

Adelaide

Adelaide Airport is located about 20 minutes from the CBD. Similar to Sydney, you can use a taxi or public transport to reach your accommodation. Friends or relatives can meet you in the arrivals hall.

Accommodation Options for Students

Homestay Arrangements

While the Academy does not offer its own accommodation, it can connect you with a homestay agency to help you find a suitable living arrangement with a local family, enhancing your cultural experience.

Renting Houses or Apartments

For a more permanent living solution, consider renting a house or apartment. The costs and lease conditions vary, so it's crucial to research and visit various suburbs to ensure you find a comfortable and suitable area to live in.

Hostel Living for Short-Term Stays

Hostels are ideal for short-term accommodation, providing furnished rooms along with shared amenities like bathrooms, laundry facilities, lounges, and often internet access. It's wise to inspect multiple hostels before making a decision. Note that most hostels operate under the Rooming House Act, and signing a lease with them grants you certain protections under the Residential Tenancies Act.

Shared Accommodation

Sharing a house or apartment is common among students and can be a budget-friendly option. It also provides social benefits, such as language practice and learning about different cultures. To understand your rights and responsibilities when renting shared accommodation, visit the NSW Fair Trading website: Renting and Tenancy.

English Language Support

Assistance Through Sister Organization:
Victorian Institute of Education offers continuous English language support via its affiliate, Southern English College. Additionally, it provides aid with study skills for all enrolled students. For tailored support, students are encouraged to reach out and discuss their individual requirements.

Student Counselling Services

Comprehensive Welfare Services:
At Victorian Institute of Education, a broad spectrum of welfare services is available to aid international students in their mental, physical, social, and spiritual health. These services are accessible either directly or through referral and encompass guidance on accommodation, counselling, emergency assistance, issues of equity and disabilities, financial and legal matters, health care, mental health, peer mentoring, social interaction activities, spiritual concerns, and stress management. Academic and study-related advice is also provided.

External Support Resources
For situations requiring external assistance, services such as the 131114 helpline offer confidential counselling. This service is dedicated to listening, understanding, and caring for everyone. It also directs students to additional community support options across Australia. This helpline can be used by those seeking telephone counselling for any concern. These services are available to students at no extra charge. Contact details for welfare services and further information can be requested from the institute.

How to Apply to Study at
Victorian Institute of Education

Embarking on your educational journey at Victorian Institute of Educationis a straightforward process. Here's your step-by-step guide to apply:

01 Application Form Completion

Start by accurately filling out the application form. Ensure all the required fields are completed with current and correct information.

02 Submission of Application

Gather all relevant supporting documents that are listed as necessary for the application. Submit these along with your completed application form directly to the Victorian Institute of Education.

03 Application Assessment

The Institute's admissions team will carefully assess your application to determine your suitability for the course you've applied for.
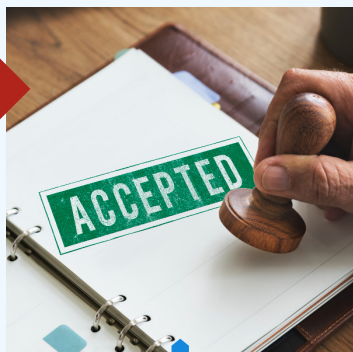
04 Offer Letter Issuance

If your application is successful, you will receive an Offer Letter along with a Student Agreement from the Victorian Institute of Education.
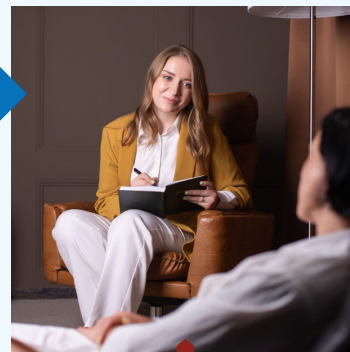
05 Agreement and Payment

Take the time to read and understand the Student Agreement. Once you're confident, sign the agreement and return it to the Institute. Following this, make your first tuition payment as per the instructions provided.

06 Confirmation of Enrolment (COE)

Upon receipt of the signed Student Agreement and your first payment, the Victorian Institute of Education will issue your Confirmation of Enrolment (COE).

07 Visa Application

With your COE, you can now proceed to apply for your student visa. The application can be completed online at the Australian Immigration Website.

08 Orientation Information

After your enrolment is confirmed and you have your visa, the Victorian Institute of Education will provide you with information regarding the orientation program. Plan your travel so you can arrive with ample time to attend the orientation, as it's an integral part of starting your studies.

Remember to stay informed about each step and keep in touch with the admissions office if you have any questions or need guidance throughout the application process.

Victorian Institute of Education

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