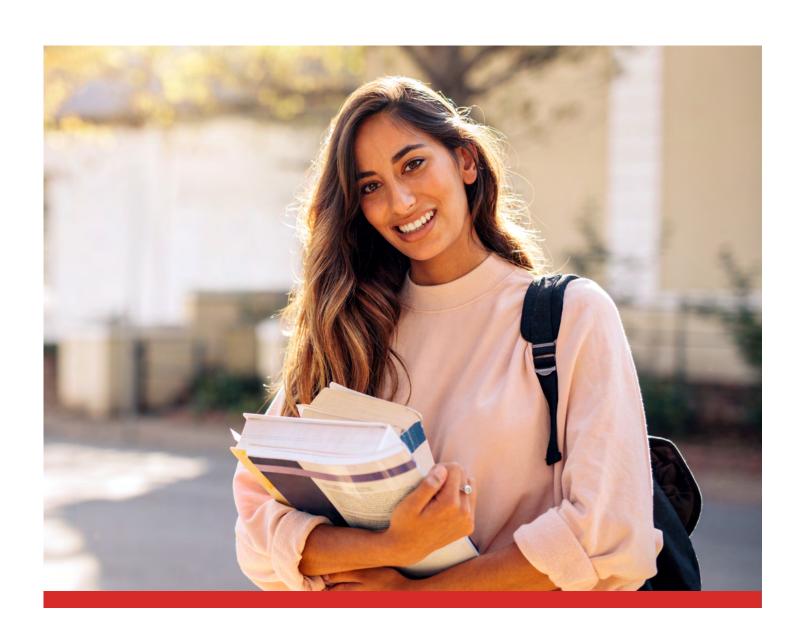


PROSPECTUS 2023



CRICOS Provider Number 03133G Registered Training Organisation Number 40312

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Welcome to AIBT

Adelaide Institute of Business and Technology (AIBT) is a diverse community of learners from many cultures, nationalities, religions and languages. We support an inclusive community as it enriches everyone's collective experience. We have our campuses strategically located in the heart of the CBD in Adelaide and Melbourne with convenient access to all public transport and many wonderful amenities right at our doorsteps.

As an education provider, AIBT provides nationally accredited courses to both domestic and international students. Our courses range from Certificate II to Graduate Diploma level. We offer a broad range of offerings in areas of industry skills demanded by Australian employers.

AIBT is committed to providing quality teaching and learning with integrity to achieve skilled and job-ready graduates. Our courses are developed through industry consultation to ensure employability of our students. We work closely with industry to ensure our students are well trained with real skills for the challenges at the workplace.

We understand that student welfare and education are two sides of the same coin. Positive student experiences are a critical aspect of a successful learning environment. AIBT student support and welfare frameworks ensure student needs are well addressed. Whether this is academic support, support with the English language, or personal difficulties impacting on study, we have a comprehensive range of support services to enhance learning, adjustment, safety and security.

We enjoy a good reputation as evidenced through critical reflections, continuous improvement data and feedback from students, staff and industry. We take pride in seeing our students achieve their goals either through job outcomes or further studies.

ADELAIDE



Adelaide is known as the education paradise of Australia, providing a quiet, safe and convenient environment for international students to learn and socialise. Adelaide has over 170 years' worth of delivering the best quality education as the state specialises in helping individuals fulfil their potential both academically and professionally. The state has a proud reputation for being the home of a number of Nobel Laureates and Rhodes Scholars. Adelaide is also renowned for connecting education with industry, allowing graduates to be better prepared than our counterparts in Melbourne or Sydney. Maintaining a strong link between industry and academia allows students to keep up to date with relevant changes within their chosen fields, thus increasing their chances of employment post-graduation.

Our Adelaide Campus is set on Level 4 - 5, 127 Rundle Mall, Adelaide. Located in the heart of the city, AIBT gives you direct access to key facilities such as libraries, shopping centres, food courts and public transport. Our Adelaide Rundle Mall campus has more than 20 classrooms, computer rooms, simulated learning areas, student lounges, student study rooms, a student kitchen and eating areas. We provide our students with a safe and welcoming learning environment.









MELBOURNE



Time and again, Melbourne is named among the world's most livable cities. It is a safe and vibrant city that offers world-class study options, services and the widest range of things to do. Melbourne is a global knowledge hub that attracts the world's best academics and researchers. Often called Australia's cultural capital, Melbourne hosts major global drawcards such as the Australian Open tennis championship, Spring Racing Carnival, and world-renowned music, arts and literary festivals thus making Melbourne one of the most sought after cities to pursue study.

Adelaide Institute of Business and Tehchnology (AIBT) Melbourne campus is strategically located in the heart of Melbourne CBD.

Students will get to treasure the pleasure of learning in a safe, friendly and relaxing environment in and around the bustling city of Melbourne; where public transport, shopping, entertainment, cafes and restaurants are within easy walking distance. Some of the famous Melbourne landmarks are a short walk or tram ride away from our campuses including the Queen Victoria Market, Federation Square, and the Yarra River. There are also a host of museums and galleries as well as the annual calendar of festivals which Melbourne is famous for.









Our Professional TRAINERS





Faraz Khan

Faraz is AIBT's Information Technology Coordinator. His educational background is in Digital Communications and Masters in Science (Digital Communication Networks) from London Metropolitan University. Additionally, he has a Masters in Business Administration degree and worked for iiNet and IP Partners for 3 years. Previously, he has worked as an ICT Trainer for Jabin Hopkins Institute of Technology providing training in ICT for Certificate 3, Certificate 4, Diploma and Advanced Diploma Level. He has various vendor-based certifications throughout his 17 year career which included CISCO, Microsoft, Juniper and VMWARE.

Ann Grenci



Ann is a qualified and experienced educator with a Bachelor of Teaching - Education & Training of Adults, qualifications in Business Management, Hospitality, Real Estate, Project Management, Retail and Police studies.

Ann currently works as a business development manager and consultant and as an industry trainer and assessor and a mentor and coach. She is a strong advocate of continual learning and innovation in business leadership and management and personal development.



Leu is passionate about the delivery of quality training and has over 30 years of business and technology experience, training and facilitating within government, private sectors and simulated business environments. Leu is a patient, enthusiastic and focused trainer who communicates clearly and effectively within diverse environments, incorporating innovation and resources for an enjoyable learning experience.

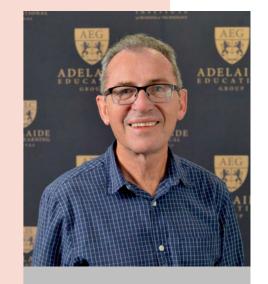


Leu Zaknich



Andrew is a very experienced trainer who has designed and taught Certificate III and Certificate IV in Business, Micro-Business and in Leadership and Management.

Andrew has been a business coach, coaching and training individuals and groups in all aspects of business operations, and especially in how to set and achieve goals and promote their businesses.



Andrew Inglis

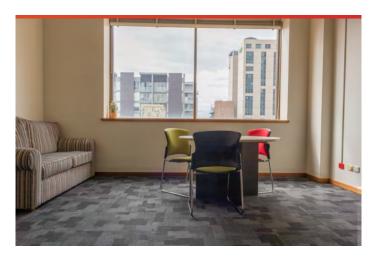


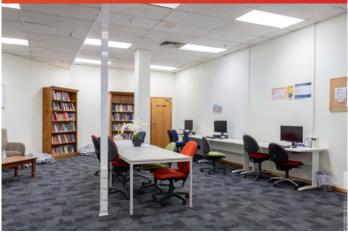


Our Facilities









WHY AIBT?

1. Multiple start dates and delivery methods

We know that students do change their minds with their school core subjects once the year has commenced. Our flexible VET course options can work for such students. Individual Study Plans are developed to ensure students finish in time for their chosen pathway outcomes. In addition, we deliver intensive Fast Track Certificate III courses in the school holidays to support VET For School students who may have busy commitments during term-time. All our courses use a mixed delivery mode. And we use a variety of assessment methods. Students can access our experienced learning support team in Adelaide and Melbourne campus.

2. Cost Effective career pathway to University

Save time and money by investing in your future at AIBT. You can continue with AIBT post school Diplomas and Graduate Diploma courses, full-time or part-time. Recognised by universities Australia-wide, these fully accredited post-school qualifications are less expensive than university and can give you the equivalent of up to 1.5 years of a degree in credit – meaning you pay less for the same quality education.

3. Convenient & Safe Locations

Located in the heart of the Adelaide and Melbourne city centres, AIBT gives you direct access to key facilities such as libraries, shopping centres, food courts and public transport. On campus, you will be welcomed by our friendly staff and experience a collegiate learning environment in which students collaborate with each other, sharing their many varied and amazing backgrounds and cultures.

4. Experienced and Caring Trainers

Our qualified AIBT trainers all have industry experience, ensuring you get training which is up-todate and relevant for your future career. Trainers take an individualised approach to each student and provide intensive support to ensure successful completion of our courses.

5. Welcoming & strong learning and well-being support

We consider each student as an individual person and have services in place to provide a variety of support, not just for academic matters but also for wellbeing. Where we can't meet a student's unique needs we have a network of specialist support services that can help.



CRICOS 108109A BSB30120

Certificate III in Business

This qualification reflects the role of individuals in a variety of Business Services job roles. It is especially for these individuals are establishing their own work performance. They carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.



(L) Duration

1 Year-full time study

Academic Entry Requirement Completion of Year 10, or equivalent in AQF

Intakes

February, April, July, October

English Requirement *
Minimum IELTS of 4.5;

or equivalent

*Applies to International Students only

B Cost

International \$18,000 Domestic (Self-funded) & VET for School

Please contact us

(VET for School must be studying at a South Australian school)

Material Fee - \$500 Enrolment Fee - \$300

(non-refundable)



Course Structure

Core Units

| BSBCRT311 | Apply critical thinking skills in a team environment |
|-----------|--|
| BSBPEF201 | Support personal wellbeing in the workplace |
| BSBSUS211 | Participate in sustainable work practices |
| BSBTWK301 | Use inclusive work practice |
| BSBWHS311 | Assist with maintaining workplace safety |
| BSBXCM301 | Engage in workplace communication |

Elective Units

| BSBTEC202 | Use digital technologies to communicate in a work |
|-----------|---|
| | environment |
| BSBTEC301 | Design and produce business documents |
| BSBTEC302 | Design and produce spreadsheets |
| BSBTEC303 | Create electronic presentations |
| BSBWRT311 | Write simple documents |
| BSBXCS303 | Securely manage personally identifiable information and |
| | workplace information |
| BSBOPS302 | Identify business risk |



Domestic Students only **BSB30120**

Certificate III in Business (Medical Administration)

This qualification reflects the role of individuals in a variety of business services job roles. It is particularly applied to individuals who want to develop or enhance competency working in medical administration contexts.



(L) Duration

1 Year-full time study (Fast track options available)

Academic Entry Requirement Completion of Year 10, or equivalent in AQF

Intakes

February, April, July, October

Cost

Domestic (Self-funded) & **VET for School**

Please contact us

(VET for School must be studying at a South Australian school)

Material Fee - \$500 Enrolment Fee - \$300

(non-refundable)

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Course Structure

Core Units

| BSBSUS211 | Participate in sustainable work practices |
|-----------|--|
| BSBXCM301 | Engage in workplace communication |
| BSBWHS311 | Assist with maintaining workplace safety |
| BSBTWK301 | Use inclusive work practices |
| BSBPEF201 | Support personal wellbeing in the workplace |
| BSBCRT311 | Apply critical thinking skills in a team environment |

Elective Units

| BSBTEC303 | Create electronic presentations |
|-----------|--|
| BSBWRT311 | Write simple documents |
| BSBOPS302 | Identify business risk |
| BSBMED301 | Interpret and apply medical terminology appropriately |
| BSBMED302 | Prepare and process medical accounts |
| BSBMED303 | Maintain patients records |
| BSBMED305 | Apply the principles of confidentiality, privacy, and security |

within the medical environment

Domestic Students only **BSB30320**

Certificate III in Legal Services

This qualification reflects the role of individuals who use a broad range of administrative competencies in legal environment. They may also provide technical advice and support to their team.



(L) Duration

1 Year full-time study (Fast track options available)

Academic Entry Requirement Completion of Year 10, or equivalent in AQF



February, April, July, October



Domestic (Self-funded) & VET for School

Please contact us

(VET for School must be studying at a South Australian school)

Material Fee - \$500 Enrolment Fee - \$300

(non-refundable)

Course Structure

Core Units

| BSBTEC201 | Use business software applications |
|-----------|---|
| BSBLEG314 | Protect information in a legal services environment |
| BSBLEG311 | Work in a legal services environment |
| BSBXCM301 | Engage in workplace communication |

Elective Units

| BSBLEG312 | Carry out search of the public record |
|-----------|---|
| BSBLEG315 | Assist in planning activities in a legal services environment |
| BSBLEG421 | Apply understanding of the Australian legal system |
| BSBOPS305 | Process customer complaints |
| BSBWHS211 | Contribute to the health and safety of self and others |
| BSBWRT311 | Write simple documents |



CRICOS 103937E BSB30220

Certificate III in Entrepreneurship and New Business

This qualification reflects the role of individuals establishing or carrying on business as a sole trader or contractor, as well as those supporting the establishment of a new venture as part of a larger organisation.

Adelaide / Melbourne

(L) Duration

1 Year full-time study

Academic Entry Requirement Completion of Year 10, or equivalent in AQF

Intakes

February, April, July, October

English Requirement *

Minimum IELTS of 4.5; or equivalent

*Applies to International Students only

□ Cost

International \$12,000 Domestic (Self-funded) & **VET for School**

Please contact us

(VET for School must be studying at a South Australian school)

Material Fee - \$400 Enrolment Fee - \$300

(non-refundable)

- Course Structure

Core Units

BSBESB301 Investigate business opportunities BSBESB302 Develop and present business proposals BSBESB303 Organise finances for new business ventures BSBESB305 Address compliance requirements for new business ventures

Elective Units

BSBESB304 Determine resources requirements for new business ventures Maintain financial records BSBFIN302 BSBOPS302 Identify business risk BSBOPS304 Deliver and monitor a service to customer BSBOPS305 Process customer complaints BSBPUR301 Purchase goods and services

CRICOS 108111G BSB40320

Certificate IV in Entrepreneurship and New Business

This qualification reflects the role of individuals establishing or operating a business providing selfemployment, as well as those establishing a new venture as part of a larger organisation. They can use well developed skills and a broad knowledge base to solve a range of unpredictable problems and analyse and evaluate information from a variety of sources.

Adelaide / Melbourne

(L) Duration

1 Year full-time study

Academic Entry Requirement Completion of Year 11, or equivalent in AQF

Intakes

February, April, July, October

English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

□ Cost

International \$12,000 **Domestic** Please contact us (Self-funded)

Material Fee - \$400 Enrolment Fee - \$300 (non-refundable)

Course Structure

Core Units

BSBESB401 Research and develop business plans BSBESB402 Establish legal and risk management requirements of new business ventures BSBESB403 Plan finances for new business ventures BSBESB404 Market new business ventures

Elective Units

| BSBESB301 | Investigate business opportunities |
|-----------|--|
| BSBESB302 | Develop and present business proposals |
| BSBINS401 | Analyse and present research information |
| BSBMKG431 | Assess marketing opportunities |
| BSBMKG434 | Promote products and services |
| BSBSTR401 | Promote innovation in team environments |

CRICOS 106957K BSB40120

Certificate IV in Business

This qualification reflects the role of individuals in a variety of business services job roles. These individuals may have supervisory roles, and carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.



(L) Duration

1 Year full-time study

Academic Entry Requirement

Completion of Year 11, or equivalent in AQF

Intakes

February, April, July, October



Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

Cost

International \$16,000 **Domestic** Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300

(non-refundable)

Course Structure

Core Units

| BSBCRT411 | Apply critical thinking to work practices |
|-----------|---|
| BSBTEC404 | Use digital technologies to collaborate in a work environment |
| BSBTWK401 | Build and maintain business relationships |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| BSBWRT411 | Write complex documents |
| BSBXCM401 | Apply communication strategies in the workplace |
| | |

Elective Units

| BSBPEF401 | Manage personal health and wellbeing |
|-----------|---|
| BSBPEF402 | Develop personal work priorities |
| BSBCMM411 | Make presentations |
| BSBCRT412 | Articulate, present and debate ideas |
| BSBSTR401 | Promote innovation in team environments |
| BSBXTW401 | Lead and facilitate a team |

CRICOS 107001K BSB50120

Diploma of Business

This qualification reflects the role of individuals in a variety of business services job roles. These individuals may have frontline management positions, and carry out moderately complex tasks in a specialist field of expertise that requires business operations skills.



(L) Duration

1 Year full-time study

Academic Entry Requirement

Completion of Year 12, or equivalent in AQF

Successful completion of Certificate IV in Business

Intakes

February, April, July, October

English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

B Cost

International \$16,000 Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300 (non-refundable)

☐ Course Structure

Core Units

| BSBCRT511 | Develop critical thinking in others |
|-----------|--|
| BSBFIN501 | Manage budgets and financial plans |
| BSBOPS501 | Manage business resources |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| BSBXCM501 | Lead communication in the workplace |
| | |

Elective Units

| BSBFIN601 | Manage organisational finances |
|-----------|---|
| BSBOPS502 | Manage business operational plans |
| BSBOPS504 | Manage business risk |
| BSBPMG430 | Undertake project work |
| BSBTWK503 | Manage meetings |
| BSBLDR523 | Lead and manage effective workplace relationships |
| BSBPEF501 | Manage personal and professional development |



CRICOS 108112F BSB50420

Diploma of Leadership and Management

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



(L) Duration

1 Year full-time study

Academic Entry Requirement

-Completion of Year 12, or equivalent in AQF

Successful completion of Certificate IV in Business

Intakes

February, April, July, October

🚣 English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

Cost

International \$12,000 Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300

(non-refundable)

Course Structure

Core Units

| BSBCMM511 | Communicate with influence |
|-----------|---|
| BSBCRT511 | Develop critical thinking in others |
| BSBLDR523 | Lead and manage effective workplace relationships |
| BSBOPS502 | Manage business operational plans |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBTWK502 | Manage team effectiveness |

| BSBFIN501 | Manage budgets and financial plans |
|-----------|--|
| BSBLDR522 | Manage people performance |
| BSBOPS504 | Manage business risk |
| BSBPEF501 | Manage personal and professional development |
| BSBTWK503 | Manage meetings |
| BSBXCM501 | Lead communication in the workplace |

CRICOS 107000M BSB60120

Advanced Diploma of Business

This qualification reflects the role of individuals in a variety of business services job roles. These individuals may have general management positions, and carry out complex tasks in a specialist field of expertise.



(L) Duration

1 Year full-time study

Academic Entry Requirement

Diploma or Advanced Diploma from BSB Training Package

Or

2 years of equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.



February, April, July, October



Minimum IELTS of 5.5; or equivalent

*Applies to International Students only



International \$16,000

Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300 (non-refundable)

Course Structure

Core Units

| BSBCRT611 | Apply critical thinking for complex problem solving |
|-----------|---|
| BSBFIN601 | Manage organisational finances |
| BSBOPS601 | Develop and implement business plans |
| BSBSUS601 | Lead corporate social responsibility |
| BSBTEC601 | Review organisational digital strategy |

| BSBINS601 | Manage knowledge and information |
|-----------|---|
| BSBLDR601 | Lead and manage organisational change |
| BSBWHS521 | Ensure a safe workplace for a work area |
| BSBCRT511 | Develop critical thinking in others |
| BSBOPS504 | Manage business risk |



CRICOS 108113E BSB60420

Advanced Diploma of Leadership and Management

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. They may 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.



(L) Duration

1 Year full-time study

Academic Entry Requirement

Completed BSB Training Package Diploma or Advanced Diploma

Or

2 years of full-time relevant workplace experience in an operational or leadership role in an enterprise.



February, April, July, October

English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only



International \$12,000

Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300 (non-refundable)

Course Structure

Core Units

| BSBCRT611 | Apply critical thinking for complex problem solving |
|-----------|---|
| BSBLDR601 | Lead and manage organizational change |
| BSBLDR602 | Provide leadership across the organization |
| BSBOPS601 | Develop and implement business plans |
| BSBSTR601 | Manage innovation and continuous improvement |

| BSBCMM511 | Communicate with influence |
|-----------|---|
| BSBCRT511 | Develop critical thinking in others |
| BSBHRM614 | Contribute to strategic workforce development |
| BSBSTR801 | Lead innovative thinking and practice |
| BSBSUS601 | Lead corporate social responsibility |

s and

CRICOS 108114D BSB80320

Graduate Diploma of Strategic Leaderhip

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles. They may make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts, with full responsibility and accountability for personal outputs and for the work or function of others.t



(L) Duration

1 Year full-time study

Academic Entry Requirement

Australian Bachelor degree (AQF Level 7) or equivalent

Or

AQF Level 6 Diploma or equivalent with 2+ years of relevant work experience

Or

Minimum 5 years relevant work experience at managerial/supervisory level

Intakes

February, April, July, October

English Requirement *

Minimum IELTS of 6.0; or equivalent

*Applies to International Students only

Cost

International \$18,000

Domestic Please contact us
(Self-funded)

Material Fee - \$500 Enrolment Fee - \$300

(non-refundable)



Course Structure

Core Units

BSBLDR811 Lead strategic transformation

BSBSTR802 Lead strategic planning processes for an organization

Elective Units

| BSBFIN801 | Lead financial strategy development |
|-----------|--|
| BSBINS603 | Initiate and lead applied research |
| BSBLDR812 | Develop and cultivate collaborative partnerships |

relationships

BSBSTR801 Lead innovative thinking and practice

BSBSTR803 Establish business continuity management strategies

BSBHRM613 Contribute to the development of learning and

development strategies



CRICOS 107002J BSB80120

Graduate Diploma of Management (Learning)

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design, and execute major learning and development functions within an organisation.

Adelaide / Melbourne

Duration

1 Year full-time study

Academic Entry Requirement

Australian Bachelor degree (AQF Level 7) or equivalent

Or

AQF Level 6 Diploma or equivalent with 2+ years of relevant work experience

Or

Minimum 5 years relevant work experience at managerial/supervisory level

Intakes

February, April, July, October

English Requirement *

Minimum IELTS of 6.0; or equivalent

*Applies to International Students only

Cost

International \$18,000 Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300 (non-refundable)



Course Structure

Core Units

BSBHRM613 Contribute to the development of learning and

development strategies

BSBLDR811 Lead strategic transformation

TAELED803 Implement improved learning practice

Elective Units

BSBCRT611 Apply critical thinking for complex problem solving

BSBINS603 Initiate and lead applied research

BSBLDR601 Lead and manage organisational change

BSBSTR801 Lead innovative thinking and practice

BSBFIN801 Lead financial strategy development





Domestic Students Only ICT20120

Certificate II in Applied Digital Technologies

This qualification provides the skills and knowledge to use basic applied digital technologies in varied contexts. It is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills.



(L) Duration

1 Year full-time study (Fast track options available)

Academic Entry Requirement

Completion of Year 9, or equivalent in AQF



February, April, July, October



Domestic (Self-funded) & VET for School

Please contact us

(VET for School must be studying at a South Australian school)

Material Fee - \$1,000

Enrolment Fee - \$300

(non-refundable)



Course Structure

Core Units

| BSBSUS211 | Participate in sustainable work practices |
|-----------|--|
| BSBTEC202 | Use digital technologies to communicate in a work |
| | environment |
| BSBWHS211 | Contribute to the health and safety of self and others |
| ICTICT213 | Use computer operating systems and hardware |
| ICTICT214 | Operate application software packages |
| ICTICT215 | Operate digital media technology packages |

| BSBTEC201 | Use business software applications |
|-----------|---|
| BSBTEC301 | Design and produce business documents |
| BSBTEC303 | Create electronic presentations |
| BSBXCS303 | Securely manage personally identifiable information and |
| | workplace information |
| BSBCRT201 | Develop and apply thinking and problem-solving skills |
| BSBWRT311 | Write simple documents |

CRICOS 108948F ICT30120

Certificate III in Information Technology

The Certificate III in Information Technology provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

❷ Campus

Adelaide / Melbourne

(L) Duration

1 Year full-time study (Fast track options available)

Academic Entry Requirement

Completion of Year 10, or equivalent in AQF

Intakes

February, April, July, October



English Requirement *

Minimum IELTS of 4.5: or equivalent

*Applies to International Students only



Cost

International \$18,000 Domestic (Self-funded) & **VET for School**

Please contact us

(VET for School must be studying at a South Australian school)

Material Fee - \$1.000 Enrolment Fee - \$300

(non-refundable)



Course Structure

Core Units

BSBCRT311 Apply critical thinking skills in a team environment

BSBXCS303 Securely manage personally identifiable information and

workplace information

BSBXTW301 Work in a team

ICTICT313 Identify IP, ethics and privacy policies in ICT environments

ICTPRG302 Apply introductory programming techniques

ICTSAS305 Provide ICT advice to clients

Elective Units

BSBXCS404 Contribute to cyber security risk management

ICTSAS311 Maintain computer hardware

ICTNWK309 Configure and administer network operating system

Work collaboratively in the ICT industry ICTICT443

ICTWEB304 Build simple web pages

ICTWEB305 Produce digital images for the web



CRICOS 108949E ICT40120

Certificate IV in Information Technology

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.



⊗ Campus

Adelaide / Melbourne



1 Year full-time study (Fast track options available)

Academic Entry Requirement

Completion of Year 11, or equivalent in AQF



February, April, July, October



English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only



Cost

International \$18,000 **Domestic** Please contact us (Self-funded)

Material Fee - \$1,000 Enrolment Fee - \$300

(non-refundable)



Course Structure

Core Units

| BSBCRT404 | Apply advanced critical thinking to work processes |
|-----------|---|
| BSBXCS404 | Contribute to cyber security risk management |
| ICTICT426 | Identify and evaluate emerging technologies and practices |
| ICTICT443 | Work collaboratively in the ICT industry |
| ICTICT451 | Comply with IP, ethics and privacy policies in ICT environments |
| ICTPRG302 | Apply introductory programming techniques |
| ICTSAS432 | Identify and resolve client ICT problems |
| | |

Elective Units

| ICTCYS401 | Design and implement network security infrastructure for an organization |
|-----------|--|
| ICTCYS402 | Identify and confirm cyber security incidents |
| ICTCYS403 | Plan and implement information security strategies for an organization |
| ICTCYS404 | Run vulnerability assessments for an organization |
| ICTCYS405 | Develop cyber security incident response plans |
| ICTCYS406 | Respond to cyber security incidents |
| ICTCYS407 | Gather, analyze and interpret threat data |
| ICTICT424 | Address cyber security requirements |
| ICTGAM423 | Apply artificial intelligence in game development |
| ICTGAM542 | Animate 3-D characters for digital games |
| ICTGAM533 | Create complex 3-D interactive games |
| ICTPRG549 | Apply intermediate object-oriented language skills |
| ICTPRG547 | Apply advanced programming skills in another language |
| | |

CRICOS 107003H ICT50220

Diploma of Information Technology

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in specialist fields, working independently, as part of a team or leading deliverables with others.



Adelaide / Melbourne

(L) Duration

1 Year full-time study

Academic Entry Requirement

Completion of Year 12: or equivalent:

Successful completion of Certificate IV in Business

Intakes

February, April, July, October

English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

Cost

International \$18,000 Domestic Please contact us

(Self-funded)

Material Fee - \$1,000 Enrolment Fee - \$300

(non-refundable)



Course Structure

Core Units

ICTSAS527 Manage client problems
BSBCRT512 Originate and develop concepts
BSBXTW401 Lead and facilitate a team

ICTICT517 Match ICT needs with the strategic direction of the organisation

ICTICT532 Apply IP, ethics and privacy policies in ICT environments

BSBXCS402 Promote workplace cyber security awareness and best practices

Elective Units

ICTSAS526 Review and update disaster recovery and contingency plans

ICTNWK540 Design, build and test network servers

ICTNWK546 Manage network security

ICTGAM542 Animate 3-D characters for digital games

ICTGAM423 Apply artificial intelligence in game development

ICTGAM533 Create complex 3-D interactive games

ICTPRG549 Apply intermediate object-oriented language skills

ICTPRG547 Apply advanced programming skills in another language

ICTWEB519 Develop complex web page layouts

ICTWEB513 Build dynamic websites

ICTDBS506 Design databases

ICTDBS507 Integrate databases with websites

ICTIOT502 Program IoT devices

ICTIOT503 Design and test IoT devices and networks



CRICOS 107010J ICT60220

Advanced Diploma of Information Technology

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant 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).

This course can also be completed with a specialisation, offered as an Advanced Diploma of Information Technology (Telecommunications Network Engineering).



Adelaide / Melbourne



2 Year full-time study



Academic Entry Requirement

Successful completion of Diploma of IT



February, April, July, October



📙 English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only



Cost

International \$15,000 Domestic Please contact us (Self-funded)

Material Fee - \$1,000 Enrolment Fee - \$300 (non-refundable)



Course Structure

Core Units

BSBCRT611 Apply critical thinking for complex problem solving

BSBTWK502 Manage team effectiveness

BSBXCS402 Promote workplace cyber security awareness and best practices

ICTICT618 Manage IP, ethics and privacy in ICT environments

ICTSAD609 Plan and monitor business analysis activities in an ICT environment

ICTICT608 Interact with clients on a business level

Elective Units

ICTNPL413 Evaluate networking regulations and legislation for the

telecommunications industry

ICTNWK612 Plan and manage troubleshooting advanced integrated IP networks

ICTTEN615 Manage network traffic

ICTTEN622 Produce ICT network architecture designs

ICTPRG603 Develop advanced mobile multi-touch applications

ICTPRG537 Implement security for applications

ICTPMG613 Manage ICT project planning ICTWEB513

Build dynamic websites ICTDBS506 Design databases

ICTDBS507 Integrate databases with websites





CHC33015

Superseded

Certificate III in Individual Support

This qualification reflects the roles of health care workers in the community-setting home care and/or residential facilities who follow an individualised plan and provide person-centered care to individuals who may require support due to ageing or disability or from needing home support. The work involves using consideration and judgement in relation to individual support as well as taking responsibility for oneself. The students will gain a range of factual, practical and procedural knowledge, as well as theoretical knowledge of the concepts and practices required to provide person-centred care and approach.



Adelaide / Melbourne



1 Year full-time study Work Placement : 120 Hours

Academic Entry Requirement

- Completion of Year 10; or equivalent; - Require physical attributes suitable for placement in the individual support industry that encompasses manual handling of equipment and clients
- **Intakes**

February, April, July, October

English Requirement *

Minimum IELTS of 5.5;

or equivalent

*Applies to International Students only

Cost

International \$8,000

Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300

Course Structure

Core Units

CHCCCS015 Provide individualised support
CHCCCS023 Support independence and well being

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people CHCLEG001 Work legally and ethically

HLTAAP001 Recognise healthy body systems

HLTWHS002 Follow safe work practices for direct client care

Elective Units

CHCAGE001 Facilitate the empowerment of older people
CHCAGE005 Provide support to people living with dementia

CHCCS011 Meet personal support needs

HLTINF001 Comply with infection prevention and control policies and procedures

CHCPAL001 Deliver care services using palliative approach
CHCDIS007 Facilitate the empowerment of people with disability

The CHC33015 Certificate III in Individual Support qualification ("old course") has been superseded in the national training system. AIBT plans to offer the replacement qualification, CHC33021 Certificate III in Individual Support ("new course"), later in 2023.

All students enrolled in the old course must be completed no later than 21 November, or transition to the new course before that date. Any student starting the old course now will be required to transition to the new course later in the year. The details of that transition will be provided closer to that time.

AIBT welcomes enrolments into the old course and will provide transition to the new course for each student.

Please note CoEs cannot be issued for the Certificate III of Individual Support new course until that course is added to AIBT's scope of registration. Existing CoEs for the old Certificate III of Individual Support will be updated as individual students transition later in the year.

CHC52015

Superseded

Diploma of Community Services

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups, and communities. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Adelaide / Melbourne

(L) Duration

2 Year full-time study Work Placement : 100 Hours

Academic Entry Requirement

- Completion of Year 11; or equivalent; - Require physical attributes suitable for placement in the individual support industry that encompasses manual bandling of equipment and clients



February, April, July, October

English Requirement *
Minimum IELTS of 5.5;
or equivalent

*Applies to International Students only



International \$10,000 Domestic Please contact us (Self-funded)

Material Fee - \$500 Enrolment Fee - \$300

Course Structure

Core Units

CHCCCS007

| ommunication strategies |
|--|
| ommunication strategies |
| ociological factors on clients in community work a |
| |
| e diversity |
| hical compliance |
| debriefing and support processes |
| ve own professional practice |
| and safety |
| |

Develop and implement service programs

Elective Units

| CHCCSM004 | Coordinate complex case requirements |
|-----------|--|
| CHCCSM005 | Develop, facilitate, and review all aspects of case management |
| CHCCSM006 | Provide case management supervision |
| CHCCCS004 | Assess co-existing needs |
| CHCCOM005 | Communicate and work in health or community services |
| CHCDIV001 | Work with diverse people |
| CHCMGT003 | Lead the work team |
| BSBWOR403 | Manage stress in the workplace |

The CHC52015 Diploma of Community Services qualification ("old course") has been superseded in the national training system. AIBT plans to offer the replacement qualification, CHC52021 Diploma of Community Services ("new course"), later in 2023.

All students enrolled in the old course must be completed no later than 6 December, or transition to the new course before that date. Any student starting the old course now will be required to transition to the new course later in the year. The details of that transition will be provided closer to that time.

AIBT welcomes enrolments into the old course and will provide transition to the new course for each student.

Please note CoEs cannot be issued for the Diploma of Community Services new course until that course is added to AIBT's scope of registration. Existing CoEs for the old Diploma of Community Services will be updated as individual students transition later in the year.



Domestic Students Only SIT30821

Certificate III in Commercial Cookery

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.



Adelaide

(L) Duration

64 weeks Work Placement: 440 Hours

Academic Entry Requirement

- Completion of Year 10; or equivalent;



February, April, July, October



🚣 English Requirement *

Minimum IELTS of 5.5; or equivalent



Cost

Domestic Please contact us (Self-funded)

Material Fee - \$1,350 Equipment - \$700 Enrolment Fee - \$200

(non-refundable)

Course Structure

Core Units

| SITXFSA005 | Use hygienic practices for food safety |
|------------|---|
| SITXFSA006 | Participate in safe food handling practices |
| SITXWHS005 | Participate in safe work practices |
| SITXINV006 | Receive, store and maintain stock |
| SITHKOP010 | Plan and cost recipes |
| SITHCCC023 | Use food preparation equipment |
| SITHKOP009 | Clean kitchen premises and equipment |
| SITHCCC027 | Prepare dishes using basic methods of cookery |
| SITXHRM007 | Coach others in job skills |
| SITHCCC043 | Work effectively as a cook |
| SITHCCC029 | Prepare stocks, sauces and soups |
| SITHCCC028 | Prepare appetisers and salads |
| SITHCCC030 | Prepare vegetable, fruit, eggs and farinaceous dishes |
| SITHCCC036 | Prepare meat dishes |
| SITHCCC035 | Prepare poultry dishes |
| SITHCCC037 | Prepare seafood dishes |
| SITHCCC031 | Prepare vegetarian and vegan dishes |
| SITHCCC042 | Prepare food to meet special dietary requirements |
| SITHCCC041 | Produce cakes, pastries and breads |
| SITHPAT016 | Produce desserts |

Elective Units

SITHCCC040

| SITXWHS006 | Identify hazards, assess and control safety risks |
|------------|---|
| BSBSUS211 | Participate in sustainable work practices |
| SITXFSA007 | Transport and store food |
| SITHASC022 | Prenare Asian stocks and souns |

Prepare and serve cheese



CRICOS 112217G SIT40521

Certificate IV in Kitchen Management

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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



(L) Duration

78 weeks Work Placement : 360 Hours

Academic Entry Requirement

- Completion of Year 11; or equivalent;

Intakes

February, April, July, October

🚣 English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

Cost

International \$18,000

Domestic Please contact us (Self-funded)

Material Fee - \$1,350 Equipment - \$700 Enrolment Fee - \$200

(non-refundable)

Course Structure

Core Units

SITXFSA005 Use hygienic practices for food safety SITXFSA006 Participate in safe food handling practices SITXFSA008 Develop and implement a food safety program SITXWHS007 Implement and monitor work health and safety practices SITXINV006 Receive store and maintain stock SITHKOP010 Plan and cost recipes SITHKOP012 Develop recipes for special dietary requirements SITHKOP013 Plan cooking operations SITHKOP015 Design and cost menus SITXFIN009 Manage finances within a budget SITXHRM009 Lead and manage people SITXCOM010 Manage conflict SITXHRM008 Roster staff SITXMGT004 Monitor work operations SITHCCC043 Work effectively as a cook SITHCCC023 Use food preparation equipment SITHCCC027 Prepare dishes using basic methods of cookery SITHCCC029 Prepare stocks, sauces and soups SITHCCC028 Prepare appetisers and salads SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous dishes SITHCCC036 Prepare meat dishes SITHCCC035 Prepare poultry dishes

Prepare seafood dishes

Prepare vegetarian and vegan dishes

Produce cakes, pastries and breads

Prepare food to meet special dietary requirements

Elective Units

SITHCCC037

SITHCCC031

SITHCCC042

SITHCCC041

SITHPAT016

SITHCCC040 Prepare and serve cheese
SITXWHS006 Identify hazards, assess and control safety risks
SITXCCS014 Provide service to customers
SITHASC022 Prepare Asian stocks and soups
SITXFSA007 Transport and store food
SITHCCC026 Package prepared foodstuffs

CRICOS 112218F SIT50422

Diploma of Hospitality Management

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.



(L) Duration

78 weeks Work Placement : 360 Hours

Academic Entry Requirement

- Completion of Year 12; or equivalent;

Intakes

February, April, July, October

🚣 English Requirement *

Minimum IELTS of 5.5; or equivalent

*Applies to International Students only

B Cost

International \$12,500

Domestic Please contact us (Self-funded)

Enrolment Fee - \$200

(non-refundable)

Course Structure

Core Units

| SITXFIN009 | Manage finances within a budget |
|------------|--|
| SITXHRM009 | Lead and manage people |
| SITXCOM010 | Manage conflict |
| SITXHRM008 | Roster staff |
| SITXMGT004 | Monitor work operations |
| SITXWHS007 | Implement and monitor work health and safety practices |
| SITXCCS015 | Enhance customer service experiences |
| SITXCCS016 | Develop and manage quality customer service practices |
| SITXFIN010 | Prepare and monitor budgets |
| SITXGLC002 | Identify and manage legal risks and comply with law |
| SITXMGT005 | Establish and conduct business relationships |

| SITXFSA005 | Use hygienic practices for food safety |
|------------|--|
| SITHCCC043 | Work effectively as a cook |
| SITHCCC023 | Use food preparation equipment |
| SITHCCC027 | Prepare dishes using basic methods of cookery |
| SITHCCC029 | Prepare stocks, sauces and soups |
| SITHCCC030 | Prepare vegetable, fruit, eggs and farinaceous dishe |
| SITHCCC036 | Prepare meat dishes |
| SITHCCC035 | Prepare poultry dishes |
| SITHCCC037 | Prepare seafood dishes |
| SITHCCC031 | Prepare vegetarian and vegan dishes |
| SITHCCC042 | Prepare food to meet special dietary requirements |
| SITHCCC041 | Produce cakes, pastries and breads |
| SITXFSA006 | Participate in safe food handling practices |
| SITXFSA008 | Develop and implement a food safety program |
| SITHKOP015 | Design and cost menus |
| SITHPAT016 | Produce desserts |
| SITXINV006 | Receive, store and maintain stock |



CRICOS 111467H
11109NAT

Graduate Diploma of Teaching English to Speakers of Other Languages (TESOL)

Graduate Diploma of TESOL is for students who wish to gain professional competence in TESOL for program planning, teaching and assessment. The course supports students' preparation, innovation and application of curriculum and teaching practices adapted to different contexts.

To achieve the qualification of Graduate Diploma of TESOL, Teaching English to Speakers of Other Languages, the students must complete six units of study and be assessed as competent in all the units. For each unit of study students join in knowledge and skill building tasks investigating aspects of language study and teaching.



Material Fee - \$500 Enrolment Fee - \$300



Course Structure

Qualification Units

| NAT11109001 | Research and write in TESOL |
|-------------|---|
| NAT11109002 | Design TESOL curriculum, lessons and materials |
| NAT11109003 | Develop assessment in TESOL |
| NAT11109004 | Deliver and evaluate lessons |
| NAT11109005 | Develop personal teaching practices in TESOL |
| NAT11109006 | Plan for professional development in TESOL practice |
| NAT11109007 | Develop and use surveys and questionnaires in a TESOL context |
| NAT11109008 | Develop an understanding of applied linguistics |



CRICOS 083251E

EAP

English for Academic Purposes (Elementary to Advanced)

AIBT provides EAP to students enrolled at AIBT and AIHE. EAP courses are available to students preparing to commence in certificates, diplomas, advanced diplomas, undergraduate and graduate diploma studies.



Adelaide / Melbourne

(L) Duration

Up to 52 weeks (10 weeks per term)

Academic Entry Requirement
AIBT Entry Test

Intakes

February, April, July, October

Cost

\$350 per week

Material Fee

\$10 per week

Enrolment Fee

\$150 (< 10 weeks)

\$300 (≥ 10 weeks)

(non-refundable)

Course Structure

Qualification Units

Speaking

Participating in discussions, delivery of presentation, making suggestions and giving opinions.

Reading

Using note – taking strategies, building vocabulary and text analysis.

Writing

Drafting and editing written tasks, researching, and essay / report writing.

Listening

Using note-taking strategies, summarizing and questioning.

University Articulations and Pathways

Gaining a qualification from the Adelaide Institute of Business and Technology (AIBT) earns you credit towards a degree at universities or higher education providers across Australia. The amount of credit granted varies with universities and higher education providers. Currently, AIBT has credit arrangements with the following institutions:



The University of South Australia (UniSA)

UniSA offers credit recognition for graduates of AIBT from Certificate IV to Advanced Diploma. Please visit the credit assessor page at the following address to get more information:

The University of South Australia (UniSA) http://creditassessor.unisa.edu.au/public/creditassessor/



Flinders University

Flinders University offers credit recognition for graduates of AIBT from Diploma to Graduate Diploma. Please visit the credit assessor page at the following address to get more information:

Flinders University http://www.flinders.edu.au/webapps/stusys/index.cfm/creditsearch/main/



Torrens University Australia (TUA)

TUA offers credit recognition for graduates of AIBT from Diploma to Graduate Diploma. Please send your inquiries to marketing@aeg.edu.au for more information.



Southern Cross University (SCU)

SCU offers credit recognition for graduates of AIBT from Diploma to Graduate Diploma. Please send your inquiries to marketing@aeg.edu.au for more information.

Student Testimonials



AIBT have offered an astounding level of support. They truly care for the students involved with the VET course and aim to achieve a pass on all criteria. Our teacher is very organised, and understands how overwhelming all our subjects can be, and hence, assists us in any way that might benefit us in our VET course; whether it be an extended due date, or sitting beside us to assist in our assignments. The e-books are quite handy and are always available when we need to refer to them. All in all, AIBT is very focused on their students excelling and succeeding in all criteria associated to the VET course.

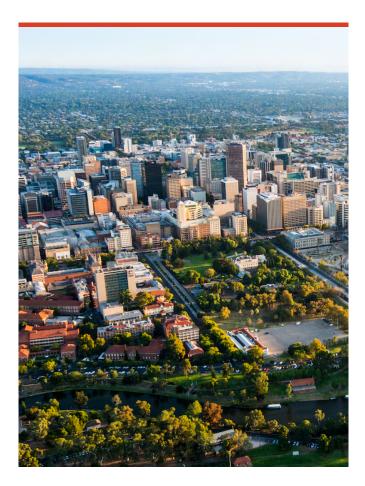
Kaitlin DL (Temple Christian College), Certificate III in Business Administration (Legal)

As an English teacher I wanted to further develop my skills as I began working predominately with students learning English as a second language. I wanted to ensure that I was able to wholly support them in understanding all the different features of English they would need in the classroom and in their daily lives. The Graduate Diploma of TESOL, which applies Halliday's Systemic Functional Linguistics, has provided me with a wealth of knowledge in my approach to teaching both English as an Additional Language and English Literature. It has given me greater awareness and understanding of the grammar, vocabulary and discourse structure of texts and to design language focused curriculum that further support students in their literacy development. This course has also allowed me to better support my colleagues who teach English language learners in their classroom and to give them the tools to design curriculum that develops their knowledge and literacy. I highly recommend the Graduate Diploma in TESOL at the Adelaide Research Institute to both prospective and experienced teachers wanting to further develop their literacy teaching skills.

Emma Law International Student Academic and Wellbeing Advisor Woodcroft College



AIBT IS COMMITTED TO HELPING YOU REACH YOUR POTENTIAL IN YOUR FUTURE CAREER





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Adelaide Institute of Business and Technology (AIBT) CRICOS Provider Number 03133G

Registered Training Organisation Number 40312 SACE School Number: 398



