AIBT

ADELAIDE
INSTITUTE
of BUSINESS & TECHNOLOGY

# Prospectus

## International and Domestic
## 2025 - 2026

# Contents

# 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 in 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. This is academic support, support with the English language and 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. This includes academic support, language, and literacy 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 fulfill 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 better opportunities. 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 tokey 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 liveable 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. Australia's cultural capital, Melbourne hosts major global drawcards such as the Australian 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 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 for Melbourne is famous.
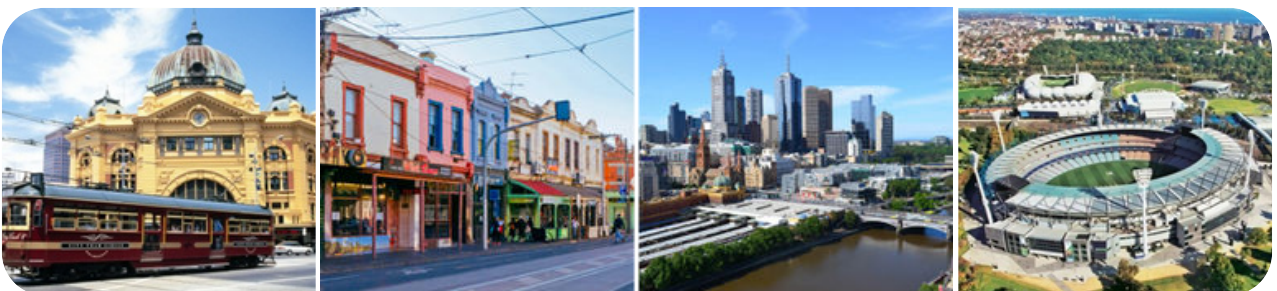
# Our Professional Trainers

**Ann Grenci**
VET for Schools Coordinator /
Business Development Manager

**Charlotte Mukamuberwa**
CHC Student Placement /
Course Coordinator

**Faraz Khan**
Course Coordinator - Information and
Communication Technology

**Dr. Sadat Khan**
Course Coordinator
Business

**Irma Kuci**
Director of Studies /
TESOL Coordinator

**Steven Chai**
VET Trainer and  Assessor Business

**Leu Zaknich**
VET Trainer and Assessors

**How Kee Chin**
VET Trainer and Assessors

**Andrew Inglis**
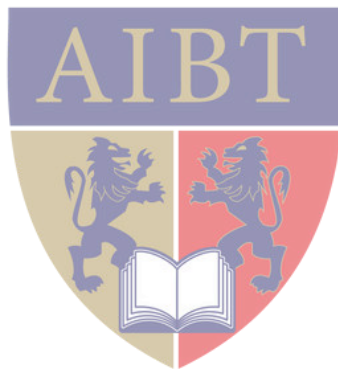VET Trainer and Assessors

# Our Professional Trainers

**Dr. Judith Thomas**
VET Trainer and Assessors and
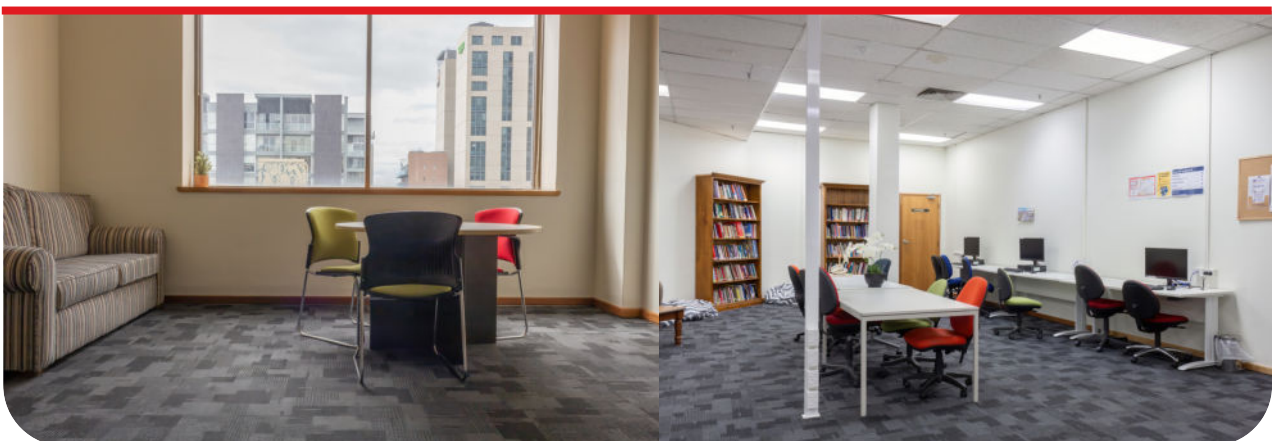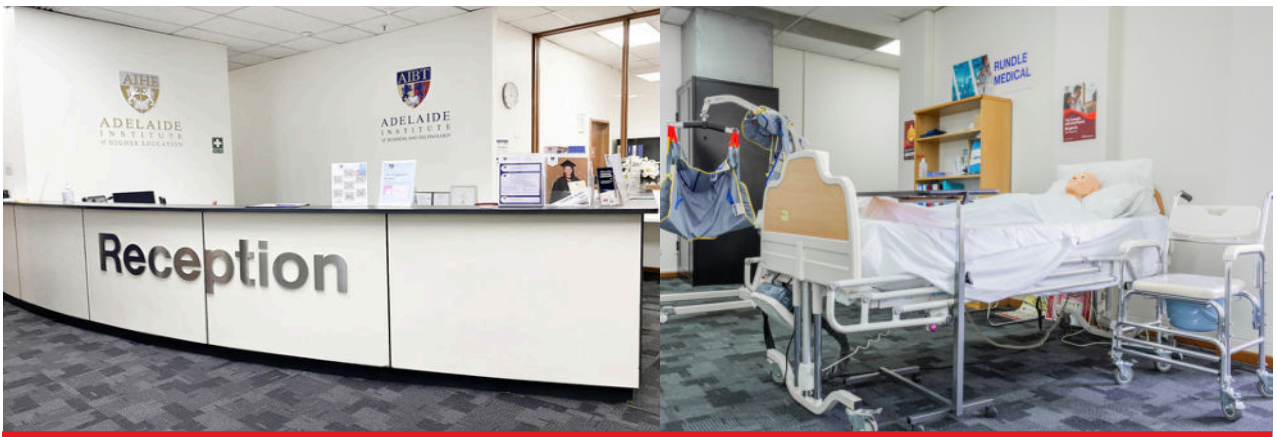Academic English

**Wesley Li**
VET Trainer and Assessors

**Gurpreet Kaur**
VET Trainer and Assessors

AIBT

ADELAIDE
INSTITUTE
*of* BUSINESS *&* TECHNOLOGY

# 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. 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 and 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-to- dateand 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 haveservices 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.

# BUSINESS

- BSB30120 CERTIFICATE III IN BUSINESS
- BSB30120 CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)
- BSB30320 CERTIFICATE III IN LEGAL SERVICES
- BSB30220 CERTIFICATE III IN ENTREPRENEURSHIP AND NEW BUSINESS
- BSB40120 CERTIFICATE IV IN BUSINESS
- BSB50120 DIPLOMA OF BUSINESS
- BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT
- BSB60120 ADVANCED DIPLOMA OF BUSINESS
- BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
- BSB80320 GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP
- BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

**BSB30120**

# Certificate III in Business

CRICOS 108109A

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

**Campus**
Adelaide / Melbourne

**Duration**
1 Year-full time study

**Academic Entry Requirement**
Completion of Year 9, 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 - $500
Enrolment Fee - $300
(non-refundable)

## Course Structure

### Core Units

| | |
|---|---|
| BSBCRT311 | Apply critical thinking skills in a team environment |
| BSBWHS311 | Assist with maintaining workplace safety |
| BSBXCM301 | Engage in workplace communication |
| BSBSUS211 | Participate in sustainable work practices |
| BSBPEF201 | Support personal wellbeing in the workplace |
| BSBWK301 | Use inclusive work practice |

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

**BSB30120**

# Certificate III in Business (Medical Administration)

Domestic Students only

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.

**Campus**
Adelaide

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

**Academic Entry Requirement**
Completion of Year 9, 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)

Enrolment Fee - $300
(non-refundable)

## Course Structure

### Core Units

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

### Elective Units

| | |
|---|---|
| BSBMED305 | Apply the principles of confidentiality, privacy, and security within the medical environment |
| BSBTEC301 | Design and produce business documents |
| BSBOPS302 | Identify business risk |
| BSBMED301 | Interpret and apply medical terminology appropriately |
| BSBMED303 | Maintain patients records |
| BSBMED302 | Prepare and process medical accounts |
| BSBWRT311 | Write simple documents |

JobReady & Government subsidy may apply. Contact us for information.

**BSB30320**

# Certificate III in Legal Services

Domestic Students only

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.

**Campus**
Adelaide

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

**Academic Entry Requirement**
Completion of Year 9, 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)

Enrolment Fee - $300
(non-refundable)

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

**BSB30220**

# Certificate III in Entrepreneurship and New Business

Domestic Students only

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.

**Campus**
Adelaide / Melbourne

**Duration**
1 Year-full time study

**Academic Entry Requirement**
Completion of Year 9, 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)

Enrolment Fee - $300
(non-refundable)

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

**BSB40120**

# Certificate IV in Business

CRICOS 108110H

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.

**Campus**
Adelaide / Melbourne

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

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

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

**BSB50120**

# Diploma of Business

CRICOS 107001K

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.

**Campus**
Adelaide / Melbourne

**Duration**
1 Year-full time study

**Academic Entry Requirement**
Completion of Year 12, or equivalent in AQF

OR 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 (Self-funded)
Please contact us

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

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

**BSB50420**

# Diploma of Leadership and Management

CRICOS 108112F

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, as well as identify, analyse, and synthesise information from a variety of sources.

**Campus**
Adelaide / Melbourne

**Duration**
1 Year-full time study

**Academic Entry Requirement**
Completion of Year 12, or equivalent in AQF

OR 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 (Self-funded)
Please contact us

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

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.
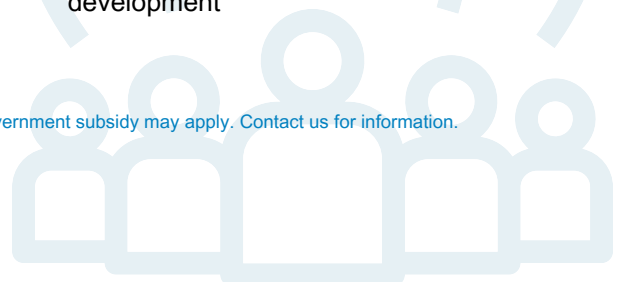
**BSB60120**

# Advanced Diploma of Business

CRICOS 107000M

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.

**Campus**
Adelaide / Melbourne

**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.

**Intakes**
February, April, July, October

**English Requirement ***
Minimum IELTS of 5.5; or equivalent
*Applies to International Students only*

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

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

## Course Structure

### Core Units

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

### Elective Units

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

**BSB60420**

# Advanced Diploma of Leadership and Management

CRICOS 108113E

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

**Campus**
Adelaide / Melbourne

**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.

**Intakes**
February, April, July, October

**English Requirement \***
Minimum IELTS of 5.5; or equivalent
*Applies to International Students only*

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

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 |
| BSBOPS601 | Develop and implement business plans |
| BSBSTR601 | Manage innovation and continuous improvement |
| BSBLDR602 | Provide leadership across the organization |

### Elective Units

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

**BSB80320**

# Graduate Diploma of Strategic Leadership

CRICOS 108114D

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: 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.

**Campus**
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 $20,000
Domestic (Self-funded)
Please contact us

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

## Course Structure

### Core Units

| | |
|---|---|
| BSBSTR802 | Lead strategic planning processes for an organization |
| BSBLDR811 | Lead strategic transformation |

### Elective Units

| | |
|---|---|
| BSBLDR812 | Develop and cultivate collaborative partnerships and relationships |
| BSBSTR803 | Establish business continuity management strategies |
| BSBUS601 | Lead corporate social responsibility |
| BSBSTR801 | Lead innovative thinking and practice |
| BSBLDR602 | Provide leadership across the organisation |
| BSBTEC601 | Review organisational digital strategy |

**BSB80120**

# Graduate Diploma of Management (Learning)

CRICOS 107002J

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.

**Campus**
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 $20,000
Domestic (Self-funded)
Please contact us

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

## Course Structure

### Core Units

| | |
|---|---|
| BSBHRM613 | Contribute to the development of learning and development strategies |
| TAELED803 | Implement improved learning practice |
| BSBLDR811 | Lead strategic transformation |

### Elective Units

| | |
|---|---|
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBINS603 | Initiate and lead applied research |
| BSBLDR601 | Lead and manage organisational change |
| BSBFIN801 | Lead financial strategy development |
| BSBSTR801 | Lead innovative thinking and practice |

# INFORMATION TECHNOLOGY

- ICT20120  CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES
- ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY
- ICT40120 CERTIFICATE IV IN INFORMATION TECHNOLOGY
- ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY
- ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

**ICT20120**

# Certificate II in Applied Digital Technologies

Domestic Students Only

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.

**Campus**
Adelaide / Melbourne

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

**Academic Entry Requirement**
 Completion of Year 9, 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)

Enrolment Fee - $300
(non-refundable)

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

**ICT30120**

# Certificate III in Information Technology

CRICOS 108948F

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.

**Campus**
Adelaide / Melbourne

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

**Academic Entry Requirement**
 Completion of Year 9, 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 - $500
Enrolment Fee - $300
(non-refundable)

# Course Structure

## Core Units

| BSBCRT311 | Apply critical thinking skills in a team environment |
| ICTPRG302 | Apply introductory programming techniques |
| ICTICT313 | Identify IP, ethics and privacy policies in ICT environments |
| ICTSAS305 | Provide ICT advice to clients |
| BSBXCS303 | Securely manage personally identifiable information and workplace information |
| BSBXTW301 | Work in a team |

## Elective Units

| BSBXCS404 | Contribute to cyber security risk management |
| ICTSAS311 | Maintain computer hardware |
| ICTNWK309 | Configure and administer network operating system |
| ICTICT443 | Work collaboratively in the ICT industry |
| ICTWEB304 | Build simple web pages |
| ICTWEB305 | Produce digital images for the web |

JobReady & Government subsidy may apply. Contact us for information.

**ICT40120**

# Certificate IV in Information Technology

CRICOS 108949E

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

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

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

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

## Course Structure

### Core Units

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

### Elective Units

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

JobReady & Government subsidy may apply. Contact us for information.

## ICT50220

# Diploma of Information Technology

CRICOS 107003H

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.

**Campus**
Adelaide / Melbourne

**Duration**
1 Year-full time study

**Academic Entry Requirement**
Completion of Year 12; or equivalent;
OR
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 (Self-funded)
Please contact us

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

# Course Structure

## Core Units

| | |
|---|---|
| ICTICT532 | Apply IP, ethics and privacy policies in ICT environments |
| BSBXTW401 | Lead and facilitate a team |
| ICTSAS527 | Manage client problems |
| ICTICT517 | Match ICT needs with the strategic direction of the organisation |
| BSBCRT512 | Originate and develop concepts |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |

## Elective Units

| | |
|---|---|
| ICTGAM542 | Animate 3-D characters for digital games |
| ICTPRG547 | Apply advanced programming skills in another language |
| ICTGAM423 | Apply artificial intelligence in game development |
| ICTPRG549 | Apply intermediate object-oriented language skills |
| ICTWEB513 | Build dynamic websites |
| ICTGAM533 | Create complex 3-D interactive games |
| ICTIOT503 | Design and test IoT devices and networks |
| ICTDBS506 | Design databases |
| ICTNWK540 | Design, build and test network servers |
| ICTWEB519 | Develop complex web page layouts |
| ICTDBS507 | Integrate databases with websites |
| ICTNWK546 | Manage network security |
| ICTIOT502 | Program IoT devices |
| ICTSAS526 | Review and update disaster recovery and contingency plans |

JobReady & Government subsidy may apply. Contact us for information.

**ICT60220**

# Advanced Diploma of Information Technology

CRICOS 107010J

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).

**Campus**
Adelaide / Melbourne

**Duration**
2 Year-full time study

**Academic Entry Requirement**
Completion of Year 12; or
equivalent;
OR
Successful completion of Diploma of IT

**Intakes**
February, April, July, October

**English Requirement \***
Minimum IELTS of 5.5; or
equivalent
*\*Applies to International Students only*

**Cost**
International $30,000
Domestic (Self-funded)
Please contact us

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

## 🗄 Course Structure

### Core Units

| | |
|---|---|
| BSBCRT611 | Apply critical thinking for complex problem solving |
| ICTICT608 | Interact with clients on a business level |
| ICTICT618 | Manage IP, ethics and privacy in ICT environments |
| BSBTWK502 | Manage team effectiveness |
| ICTSAD609 | Plan and monitor business analysis activities in an ICT environment |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |

### Elective Units

| | |
|---|---|
| ICTWEB513 | Build dynamic websites |
| ICTDBS506 | Design databases |
| ICTPRG603 | Develop advanced mobile multi-touch applications |
| ICTNPL413 | Evaluate networking regulations and legislation for the telecommunications industry |
| ICTPRG537 | Implement security for applications |
| ICTDBS507 | Integrate databases with websites |
| ICTPMG613 | Manage ICT project planning |
| ICTTEN615 | Manage network traffic |
| ICTNWK612 | Plan and manage troubleshooting advanced integrated IP networks |
| ICTTEN622 | Produce ICT network architecture designs |

JobReady & Government subsidy may apply. Contact us for information.

# HEALTH & COMMUNITY SERVICES

- CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT
- CHC52025 DIPLOMA OF COMMUNITY SERVICES (CASE MANAGEMENT)

**CHC33021**

# Certificate III in Individual Support

CRICOS 113823K

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.

**Campus**
Adelaide / Melbourne

**Duration**
6 months
Work Placement: 120 Hours *(Inclusive)*

**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 (Self-funded)
Please contact us

Material Fee - $500
Enrolment Fee - $300 (non-refundable)
Placement Fee - $400

## Course Structure

### Core Units

| | |
|---|---|
| HLTINFO06 | Apply basic principles and practices of infection prevention and control |
| CHCCOM005 | Communicate and work in health or community services |
| CHCCCS038 | Facilitate the empowerment of people receiving support |
| HLTWHS002 | Follow safework practices for direct client care |
| CHCCCS031 | Provide individualised support |
| CHCCCS041 | Recognise healthy body systems |
| CHCCCS040 | Support independence and wellbeing |
| CHCLEG001 | Work legally and ethically |
| CHCDIV001 | Work with diverse people |

### Elective Units

| | |
|---|---|
| CHCPAL003 | Deliver care services using a palliative approach |
| CHCCCS033 | Identify and report abuse |
| CHCAGE012 | Provide food service |
| CHCAGE011 | Provide support to people living with dementia |
| CHCAGE007 | Recognise and report risk of falls |
| CHCAGE013 | Work effectively in aged care |

Additional Placement Requirements to be prepared by the Student:

**Adelaide Campus:**

• National Police Clearance Certificate

• DHS screening & background checks

• First Aid certificate

• Statutory declaration

• Evidence of vaccination (seasonal flu & COVID)

**Melbourne Campus:**

• National Police Clearance Certificate

• NDIS screening check

• First Aid certificate

• Statutory declaration

• Evidence of vaccination (seasonal flu & COVID)

## CHC52025

# Diploma of Community Services (Case Management)

### CRICOS 113822M

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.

**Campus**
Adelaide / Melbourne

**Duration**
 2 Year full-time study
Work Placement: 100 Hours

**Academic Entry Requirement**
- Completion of Year 12; 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 $20,000
Domestic (Self-funded)
Please contact us

Material Fee - $500
Enrolment Fee - $300 (non-refundable)
Placement Fee - $400

# Course Structure

## Core Units

| | |
|---|---|
| CHCDEV005 | Analyse impacts of sociological factors on people in community work and services |
| CHCDIV001 | Work with diverse people |
| CHCCCS007 | Develop and implement service programs |
| CHCLEG003 | Manage legal and ethical compliance |
| CHCPRP003 | Reflect on and improve own professional practice |
| CHCCCS004 | Assess co-existing needs |
| CHCMGT005 | Facilitate workplace debriefing and support processes |
| CHCCCS019 | Recognise and respond to crisis situations |
| HLTWHS003 | Maintain work health and safety (core) |
| CHCDFV001 | Recognise and respond appropriately to domestic and family violence |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCCSM017 | Facilitate and review case management |

## Elective Units

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

# HOSPITALITY

- SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY
- SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT
- SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

**SIT30821**

# Certificate III in Commercial Cookery

Domestic Students Only

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.

**Campus**
Adelaide

**Duration**
64 weeks
Work Placement: 440 Hours

**Academic Entry Requirement**
- Completion of Year 10; or equivalent;

**Intakes**
February, April, July, October

**English Requirement ***
Minimum IELTS of 5.5; or equivalent

**Cost**
Domestic (Self-funded)
Please contact us

Material Fee - $1,600
Equipment Fee - $800
Enrolment Fee - $300
(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

| | |
|---|---|
| SITXWHS006 | Identify hazards, assess and control safety risks |
| BSBSUS211 | Participate in sustainable work practices |
| SITXFSA007 | Transport and store food |
| SITHASC022 | Prepare Asian stocks and soups |
| SITHCCC040 | Prepare and serve cheese |

**SIT40521**

# Certificate IV in Kitchen Management

CRICOS 112217G

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.

**Campus**
Adelaide

**Duration**
1.5 Years
Work Placement: 440 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 (Self-funded)
Please contact us

Material Fee - $1,600
Equipment Fee - $800
Enrolment Fee - $300
(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 |
| 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 | 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 |

**SIT50422**

# Diploma of Hospitality Management

CRICOS 112218F

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, hotels, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

**Campus**
Adelaide

**Duration**
1.5 Years
Work Placement: 440 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*

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

Material Fee - $1,600
Equipment Fee - $800
Enrolment Fee - $300
(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 |
| SITXFIN010 | practices |
| | Prepare and monitor budgets |
| SITXGLC002 | Identify and manage legal risks and comply with |
| SITXMGT005 | law Establish and conduct business relationships |

### Elective Units

| | |
|---|---|
| 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 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 |
| 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 |

**11109NAT**

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

CRICOS 111467H

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 eight 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.

**Campus**
Adelaide

**Duration**
1 Year full-time study

**Academic Entry Requirement**
Successful completion of a Bachelor degree, or an advanced Diploma, or equivalent with relevant working experience (including internships).

**Intakes**
February, April, July, October

**English Requirement ***
Minimum IELTS of 6.0; or equivalent
*Applies to International Students only*

**Cost**
International $20,000
Domestic (Self-funded)
Please contact us

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

## 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 |

**EAP**

# English for Academic Purposes (Elementary to Advanced)

CRICOS 083251E

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.

**Campus**
Adelaide / Melbourne

**Duration**
Up to 52 weeks
*10 weeks per term - Minimum 5 weeks*

**Academic Entry Requirement**
AIBT Entry Test

**Intakes**
February, April, July, October

**Cost**
$350 per week
Material Fee - $10 per week
Enrolment Fee - $300
(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.

# How to Apply

*Step-by-step guide to apply with AIBT*

## Apply for Offer
Apply for offer with the help of our authorised education agent

## Conditional Offer
Receive conditional offer within 48 hours.

## Submission of Genuine Student Assessment Form
Submit the form as per the requirements mentioned on the offer.

## Payment Approval / Payment
Once the Genuine Student Form has been assessed and approved, you can proceed to the payment.

## Confirmation of Enrollment (COE)
Once the payment is received, we will issue the COE.

## Lodgement of Visa
You can then lodge the visa and wait for the visa outcome from DHA

## Student Support
You will be able to receive the student support in every step of your application to your arrival and during your study from us. In case of any clarifications required you can seek support to info@aibt.edu.au

**UPTO 30% SCHOLARSHIP AVAILABLE !**

# Academic Calendar 2025

## International and Domestic Students

### TERM DATES

**Term 1**
3 February - 11 April
**Term 2**
28 April - 4 July
**Term 3**
21 July - 26 September
**Term 4**
13 October - 19 December

### ORIENTATION DATES

**Adelaide Campus**
Term 1: 29 January
Term 2: 23 April
Term 3: 16 July
Term 4: 8 October

**Melbourne Campus**
Term 1: 28 January
Term 2: 22 April
Term 3: 15 July
Term 4: 7 October

### TERM BREAKS

**Term 1**
14 April - 25 April
**Term 2**
07 July - 18 July
**Term 3**
29 September - 10 October
**Term 4**
20 December - 30 January '26

## VET for Schools (Regular)

### TERM DATES

**Term 1**
3 February - 11 April
**Term 2**
28 April - 4 July
**Term 3**
21 July - 26 September
**Term 4**
13 October - 19 December

### ORIENTATION DATES

**Term 1**
24 January
**Term 2**
25 April
**Term 3**
18 July
**Term 4**
10 October

### TERM BREAKS

**Term 1**
14 April - 25 April
**Term 2**
07 July - 18 July
**Term 3**
29 September - 10 October
**Term 4**
20 December - 30 January '26

## VET for Schools (Intensive)

### TERM DATES

**Term 1**
14 April - 22 April
**Term 2**
7 July - 11 July
**Term 3**
29  September - 3 October
**Term 4**
8  December - 12 December

### ORIENTATION DATES

**Term 1**
11 April
**Term 2**
4 July
**Term 3**
26 September
**Term 4**
5 December

# 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:

## Adelaide Institute of Higher Education (AIHE)

AIHE offers credit recognition for graduates of AIBT from Certificate IV to Graduate Diploma. Please visit the credit assessor pageat the following address to get more information: Credit Transfer and Recognition of Prior Learning https://www.aihe.sa.edu.au/future-students/credit-transfer-and-recognition-of-prior-learning

## 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



*I've recently completed my Certificate III in Business at the Adelaide Institute of Business and Technology. This course has helped me to develop my professional and personal skills in pursuing a future career in business. One of the highlights I experienced during this course was the ability to have meetings with my peers and develop professional business documents. These real-world scenarios have helped me to see what a future career and business look like. Completing the Certificate 3 in Business has opened many future career options, and I highly recommend this to any student who wants to pursue a future in business.*

**James Snook, Certificate III in Business**
**Year 11 VFS Student from St. Peter's College**

*I'm currently studying the Certificate III in Legal Services at AIBT while also doing a Bachelor of Laws. I first heard about this course back in Year 12 and decided to enrol as soon as I graduated. I applied in July 2024 while also studying a Diploma of Social Sciences (Law) at UniSA, and it's been incredibly helpful.*
*This course has given me a great foundation in legal knowledge and what it's like working in a legal office. It confirmed my interest in law and helped me feel more confident starting my degree. My trainer, Leu, has been amazing in guiding me through the process.*
*If you're in Year 12 and considering law, I highly recommend doing this as a VET course. Whether you're heading to uni or looking for junior admin work in a legal firm, it's a great stepping stone. I also received a work experience offer at AIBT, which is an exciting opportunity!*

**Masoma Darwishi, Certificate III in Legal Services**
**Domestic Student**

# Student Testimonials

*During my VET course at AIBT, I learned many useful skills that can be applied in real workplaces. I learned how to write formal emails, check for risks in the workplace, hold meetings, and prepare a meeting agenda. These skills have helped me feel more confident and prepared for working in a professional business environment.*

*The learning environment was very supportive. My classmates were friendly and always willing to help when I had questions. We often worked together in group activities, which made learning more enjoyable. The trainers were also kind and explained things clearly. Overall, it was a great experience that helped me grow both personally and professionally.*

**Shuhan Zheng, Certificate III in Business**
**Year 12 VFS Student from St Peter's Girls' School**

*I chose to study Certificate III in Individual Support at AIBT because I grew up surrounded by my grandparents and they played a big role in raising us with love, care, and wisdom. Because of them, I learned the value of respect and compassion for the elderly. I've always wanted to give back the same love and support they gave us, not just to them but to other elderly people who may not have family around.*

*The trainers and support staff at AIBT were very supportive and approachable. They made the lessons easy to understand and were always ready to help whenever we had questions. Their guidance gave me the confidence to keep going and do my best.*

*During my work placement, I had the chance to apply everything I learned. I cared for elderly clients, listened to their stories, and helped them with daily tasks. It reminded me so much of being with my own grandparents. Every day felt meaningful, and I knew I was in the right place.*

*That experience prepared me well for my current job as a support worker. I now help people with disabilities, not just elderly in an aged care facility, and I always make sure they feel respected, safe, and cared for—just like how I would treat my own lola and other people that need comfort and care.*

*To anyone thinking about taking this course, I would say it's a beautiful journey. If you grew up loving your grandparents like I did, this is your chance to turn that love into a career where you can truly make a difference in someone's life. Also, this will give you opportunity not just in aged care but in other sectors like supporting people with disability.*

**Mary Jansen Encinares BAS, Certificate III in Individual Support**
**International Student from the Philippines**

# School Testimonial

Students from St Aloysius College have been accessing VET programs through AIBT for a number of years and have found courses and staff accessible and flexible. In particular, students enjoy the choice of attending either one evening per week or through the fast-track mode with attendance in blocks during school holiday periods. It is not unusual for students to be engaged in part-time or casual employment, and to have sporting commitments in addition to their schooling.

Therefore, the flexible options of attendance are suited to many and allow the incorporation of VET into their schedules. All courses completed by students are fully accredited and align with interests and SACE completion. AIBT offers a range of courses with those most commonly selected by St Aloysius College students being Certificate III Business, Certificate III Business (Medical Administration), and Certificate III in Legal Services. Communication between AIBT staff, students, parents, and the school has been open with clear processes in place for enrolment and completion. As a school Career Counsellor, I have found trainers and administrative staff to be most professional, accommodating, and encouraging for students.

Additional support is offered by trainers when required to ensure that students have every opportunity to complete their VET qualifications as well as SACE successfully. Student wellbeing is integral to the relationships developed which ultimately supports student success. AIBT continues to provide excellent VET opportunities for students at St Aloysius College and we look forward to continued collaboration in the future.

**Julie Stephenson**
VET and Careers Coordinator,
St Aloysius College

ST ALOYSIUS' COLLEGE
A Jesuit School for Boys • Founded 1879

# BARISTA SHORT COURSE

## Overview

This practical course prepares you for work in cafés and hospitality venues by teaching you how to make espresso coffee using commercial machines, select and grind beans, and serve a variety of coffee drinks with confidence.

You'll also learn important food safety and hygiene practices, how to identify and manage workplace hazards, and how to keep equipment clean and well-maintained.

By the end of the course, you'll have the skills and knowledge to work safely and confidently in a café environment.

**Time**
9:30 AM – 4:00 PM

**Location**
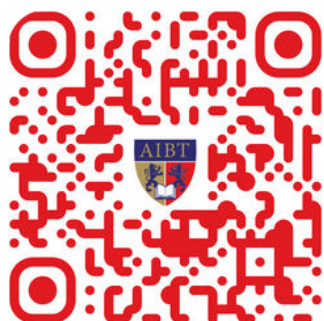Level 5/127 Rundle Mall Adelaide SA 5000

**Units covered:**
- SITXFSA005 – Use hygienic practices for food safety
- SITHFAB025 – Prepare and serve espresso coffee

**Total Fee**
$200

Limited slots available!
Scan the QR Code to register

## Important Dates

### VET for Schools (VFS) Students

Held every **3rd Tuesday** of the month

*Upcoming 2025 Dates:*
29 July | 19 August | 16 September | 21 October | 18 November | 16 December

*Students who complete the full Barista Short Course earn 5 SACE credit points.*

### International and Domestic Students

Held every **1st Tuesday** of the month

*Upcoming 2025 Dates:*
5 August | 2 September | 7 October | 4 November | 2 December

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