WARWICK
INSTITUTE OF AUSTRALIA

WARWICK
— INSTITUTE OF
AUSTRALIA.

2021 COURSE GUIDE

www.**warwick**.edu.au

WELCOME TO TIMES EDUCATION GROUP

With 6 colleges, 10 campuses in 3 states, and thousands of satisfied students, Times Education is a leader is private international education in Australia.

As the founder and CEO, I am proud of the programs and educational opportunities that Times Education Group offers to its many students across our bright modern campuses in Sydney, Brisbane, and Perth. With programs in business, IT, accounting, marketing, leadership & management, aged & community care, childcare, and hospitality, our vocational programs are continuing to grow and change to meet the needs of the growing and challenging workforce.

Our vocational classes offer students real-world experiences and simulations to prepare them to succeed in the Australian context. Students are given practical, hands-on knowledge from current industry professionals which prepare them for successful job opportunities with their internationally recognised qualifications.

The International Institute of Business & Technology provides higher education diplomas and pathways to prestigious universities and degrees in Australia.

Times Education Group provides NEAS quality endorsed English language education as Times Academy and Charleston English prepare students for their lives and further studies in Australia. With interactive preparatory English courses for children, teens, and adults, we have a class that meets the language needs for all groups of students.

Our focus across the whole group is excellence in learning and teaching. We have well-qualified professors, teachers and trainers who have relevant wisdom, knowledge, and skills that they are eager to share with their students. With a focus on student services, we aim to support and care for our students inside and outside of the classroom.

Education is the key to the future. Let Times Education open that door for you.

Warwick Institute of Australia is a proud member of the Times Education Group Australia

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

Heidi Reid

Chief Academic Officer,
Times Education Group Australia

We are delighted that you are considering Times Education Group for your Further Education

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WHY CHOOSE
WARWICK INSTITUTE OF AUSTRALIA

Warwick Institute of Australia is a progressive Registered Training Organisation (RTO), registered on the National Training Register, accredited by the Australian Skills Quality Authority (ASQA) and authorised to deliver Nationally Recognised Training within the Australian Qualifications Framework. We are listed on the Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS).

15 Hours face to face and 5 hours online teaching each week with hands-on and relevant course materials focused on practical teaching methods.

A personalised and supportive learning environment to meet individual student needs.
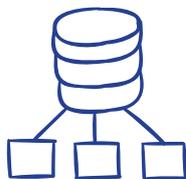
Our courses are delivered in 9 week tuition weeks and 4 weeks break per academic calendar year.

Pathways to universities with articulation arrangements for advanced credit standing at selected universities programs.

STUDENT SUPPORT
SERVICES & FACILITIES

ORIENTATION
AND ENROLMENT

The Orientation session is usually held on the Thursday 9.00am prior to the course commencement date. On that day, students will get to meet with our friendly staff, have a tour of the campus, receive the timetable, a student ID card and have a chance to ask any questions about the course and living in Australia. New students will be provided with a USB lanyard which contains all the information they need to know about Warwick Institute of Australia and a copy of all the forms you will need get whilst studying with us.

CAMPUS AND FACILITIES

Warwick Institute of Australia has a large modern campus. We use only the latest software and equipment for our courses and provide campus-wide WiFi internet access to our students. Students have a comfortable self-study area with a library stocked with the latest reference materials; as well as a large student common room with basic kitchen amenities (such as a microwave, fridge and vending machine). Our kitchen always stocks tea and coffee, which is free of charge for all our students. There is also a separate lounge area where you can spend time enjoying the large screen television or playing games with your friends.

STUDENT WELFARE
AND SUPPORT

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

FURTHER STUDIES
AND PATHWAYS

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

CERTIFICATE I >> **CERTIFICATE II** >> **CERTIFICATE III** >> **CERTIFICATE III**

GRADUATE DIPLOMA << **ADVANCED DIPLOMA** << **DIPLOMA**

HIGHER EDUCATION

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

Articulation Partners

To find out more about your entry and credit pathways, Please contact us for more details at: info@warwick.edu.au

Griffith UNIVERSITY
Queensland, Australia

CRICOS PROVIDER CODE
00233E

une University of New England

CRICOS PROVIDER CODE
00003G

Southern Cross University

CRICOS PROVIDER CODE
01241G

TORRENS UNIVERSITY AUSTRALIA

CRICOS PROVIDER CODE
03389E

CRICOS Course Code: 105461J | **BSB20120**

CERTIFICATE II IN WORKPLACE SKILLS

Course Summary:

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Entry Requirement:

• Be 18 years of age or over; AND
• Have completed Year 10 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 4.0 or equivalent

Job Roles:

• Office Receptionist
• Administrative Assistant

Pathways from the qualification:

BSB30120 Certificate III in Business or a range of Certificate III qualifications

Course Structure:

This qualification is made up of 10 units of competency - 5 core units and 5 elective units

Unit Code	Unit Title	Duration 26 Weeks
BSBWHS211	Contribute to the health and safety of self and others	
BSBPEF202	Plan and apply time management	
BSBOPS201	Work effectively in business environments	
BSBCMM211	Apply communication skills	
BSBSUS211	Participate in sustainable work practices	
BSBTEC201	Use business software applications	
BSBTEC202	Use digital technologies to communicate in a work environment	
BSBCRT201	Develop and apply thinking and problem solving skills	
BSBOPS203	Deliver a service to customers	
BSBTWK201	Work effectively with others	

CERTIFICATE III IN ENTREPRENEURSHIP AND NEW BUSINESS

Course Summary:

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.

These individuals apply a broad range of competencies in varied contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a small team.

Entry Requirement:

• Be 18 years of age or over; AND
• Have completed Year 11 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 5.0 or equivalent

Job Roles:

• New Business Operator
• Sole Trader
• Independent Contractor

Pathways from the qualification:

BSB40320 Certificate IV in Entrepreneurship and New Business or a range of other Certificate IV qualifications

Course Structure:

This qualification is made up of 10 units of competency - 4 core units and 6 elective units

Unit Code	Unit Title	Duration 52 Weeks
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	
BSBHRM415	Coordinate recruitment and onboarding	
BSBSTR401	Promote innovation in team environments	
BSBTWK401	Build and maintain business relationships	
BSBWHS311	Assist with maintaining workplace safety	
BSBXCM301	Engage in workplace communication	
BSBPEF301	Organise personal work priorities	

CERTIFICATE IV IN ENTREPRENEURSHIP AND NEW BUSINESS

Course Summary:

This qualification reflects the role of individuals establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

These individuals 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. They may provide leadership and guidance to others and have responsibility for the output of others.

Entry Requirement:

• Be 18 years of age or over; AND
• Have completed Year 11 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 5.0 or equivalent

Job Roles:

• Small Business Manager
• Business Owner

Pathways from the qualification:

BSB50120 Diploma of Business or a range of other Diploma qualifications

Course Structure:

This qualification is made up of 10 units of competency - 4 core units and 6 elective units

Unit Code	Unit Title	Duration 52 Weeks
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	
BSBESB405	Manage compliance for small businesses	
BSBESB406	Establish operational strategies and procedures for new business ventures	
BSBESB407	Manage finances for new business ventures	
BSBHRM523	Coordinate the learning and development of teams and individuals	
BSBLDR412	Communicate effectively as a workplace leader	
BSBLDR413	Lead effective workplace relationships	

DIPLOMA OF BUSINESS (OPERATIONS)

Course Summary:

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

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

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

- Frontline Manager / Team Leader
- Business Development Manager
- Administration Manager

Pathways from the qualification:

BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications

Course Structure:

This qualification is made up of 10 units of competency - 5 core units and 7 elective units

Unit Code	Unit Title	Duration 52 Weeks
BSBSUS511	Develop workplace policies and procedures for sustainability	
BSBCRT511	Develop critical thinking in others	
BSBFIN501	Manage budgets and financial plans	
BSBOPS501	Manage business resources	
BSBXCM501	Lead communication in the workplace	
BSBHRM525	Manage recruitment and onboarding	
BSBHRM526	Manage payroll	
BSBOPS502	Manage business operational plans	
BSBOPS404	Implement customer service strategies	
BSBOPS505	Manage organisational customer service	
BSBOPS503	Develop administrative systems	
BSBOPS504	Manage business risk	

ADVANCED DIPLOMA OF BUSINESS

Course Summary:

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

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

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

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). Or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

- Business Development Manager
- Business Analyst

Pathways from the qualification:

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

Course Structure:

This qualification is made up of 10 units of competency - 5 core units and 5 elective units

Unit Code	Unit Title	Duration 52 Weeks
BSBOPS601	Develop and implement business plans	
BSBFIN601	Manage organisational finances	
BSBCRT611	Apply critical thinking for complex problem solving	
BSBSUS601	Lead corporate social responsibility	
BSBTEC601	Review organisational digital strategy	
BSBHRM614	Contribute to strategic workforce planning	
BSBSTR602	Develop organisational strategies	
BSBSTR603	Develop business continuity plans	
BSBWHS521	Ensure a safe workplace for a work area	
BSBLDR602	Provide leadership across the organisation	

DIPLOMA OF PROJECT MANAGEMENT

Course Summary:

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

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

Entry Requirements:

it is recommended that individuals should:
- be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Job Roles:

- Project Manager
- Project Team Leader

Pathways from the qualification:

BSB60720 Advanced Diploma of Program Management or other Advanced Diploma qualifications.

Delivery Mode:

- Classroom
- Blended (onshore international students/domestic students)
- Online (offshore students/domestic students)

Course Structure:

This qualification is made up of 12 units of competency - 8 core units and 4 elective units

Unit Code	Unit Title	Duration 52 Weeks
BSBPMG530	Manage project scope	
BSBPMG531	Manage project time	
BSBPMG532	Manage project quality	
BSBPMG533	Manage project cost	
BSBPMG534	Manage project human resources	
BSBPMG535	Manage project information and communication	
BSBPMG536	Manage project risk	
BSBPMG540	Manage project integration	
BSBPEF501	Manage personal and professional development	
BSBPMG537	Manage project procurement	
BSBPMG538	Manage project stakeholder engagement	
BSBCMM511	Communicate with influence	

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

Course Summary:

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

Entry Requirements:

it is recommended that individuals should:
- be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- Have completed one of the following qualifications:
  - BSB50820 Diploma of Project Management; or
  - BSB51415 Diploma of Project Management (or a superseded equivalent version).
  - Or Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

Job Roles:

- Program Manager

Pathways from the qualification:

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

Delivery Mode:

- Classroom
- Blended (onshore international students/domestic students)
- Online (offshore students/domestic students)

Course Structure:

This qualification is made up of 12 units of competency - 4 core units and 8 elective units

Unit Code	Unit Title	Duration 52 Weeks
BSBPMG630	Enable program execution	
BSBPMG634	Facilitate stakeholder engagement	
BSBPMG635	Implement program governance	
BSBPMG636	Manage benefits	
BSBPEF502	Develop and use emotional intelligence	
BSBPMG631	Manage program delivery	
BSBPMG632	Manage program risk	
BSBPMG633	Provide leadership for the program	
BSBPMG637	Engage in collaborative alliances	
BSBAUD601	Establish and manage compliance management systems	
BSBMKG624	Manage market research	
BSBMKG625	Implement and manage international marketing programs	

CERTIFICATE IV IN INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

Course Summary:

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.

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.0 or equivalent

Job Roles:

- Computer technician
- Customer support
- Customer support professional
- Information systems operator
- Network operations technician
- PC support
- Systems administrator
- Systems Support
- Technical support
- User support technician

Pathways from the qualification:

ICT50220 Diploma of Information Technology or a range of other Diploma qualifications.

Course Structure:

This qualification is made up of 20 units of competency - 7 core units and 13 elective units

Unit Code	Unit Title	Duration 52 Weeks
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	
ICTPRG434	Automate processes	
ICTPRG430	Apply introductory object-oriented language skills	
ICTPRG441	Apply skills in object-oriented design	
ICTPRG446	Prepare software development review	
ICTICT430	Apply software development methodologies	
ICTICT435	Create technical documentation	
ICTICT441	Provide one-to-one instructions	
ICTSAD402	Develop and present ICT feasibility reports	
ICTWEB441	Produce basic client-side script	
ICTWEB444	Create responsive website layouts	
ICTWEB447	Build basic website using development software and ICT tools	
ICTWEB452	Create a markup language document	
ICTPMG411	Support small scale ICT projects	

DIPLOMA OF INFORMATION TECHNOLOGY

(BUSINESS ANALYSIS, SYSTEMS ANALYSIS)

Course Summary:

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.

Entry Requirement:

• Be 18 years of age or over; AND
• Have completed Year 12 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

• Applications architect
• Business analyst
• Systems analyst
• Systems architect
• Information technology analyst

Pathways from the qualification:

ICT60220 Advanced Diploma of Information Technology or a range of other Advanced Diploma qualifications or other higher education sector qualifications

Course Structure:

This qualification is made up of 20 units of competency - 6 core units and 14 elective units

Unit Code	Unit Title	Duration 78 Weeks
BSBCRT512	Originate and develop concepts	
BSBXCS402	Promote workplace cyber security awareness and best practices	
BSBXTW401	Lead and facilitate a team	
ICTICT517	Match ICT needs with the strategic direction of the organisation	
ICTICT532	Apply IP, ethics and privacy policies in ICT environments	
ICTSAS527	Manage client problems	
ICTSAD507	Design and implement quality assurance processes for business solutions	
ICTSAD508	Develop technical requirements for business solutions	
ICTSAD509	Produce ICT feasibility reports	
ICTSAS502	Establish and maintain client user liaison	
ICTSAS526	Review and update disaster recovery and contingency plans	
ICTNWK548	Model preferred system solutions	
ICTSAD501	Model data objects	
ICTSAD502	Model data processes	
ICTSAS506	Update ICT system operational procedures	
ICTSAS520	Develop detailed test plans	
ICTNWK529	Install and manage complex ICT networks	
ICTNWK561	Design enterprise wireless local area networks	
ICTNWK531	Configure an internet gateway	
BSBPMG539	Manage project governance	

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

(IT STRATEGY AND ORGANISATIONAL DEVELOPMENT, SYSTEMS DEVELOPMENT AND ANALYSIS)

Course Summary:

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Entry Requirement:

• Be 18 years of age or over; AND
• Have completed Year 12 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

• Business analyst
• Business process analyst
• Business systems analyst
• ICT business manager
• ICT manager
• Project manager
• Quality assurance (IT projects)
• Requirements analyst
• Solution analyst

Pathways from the qualification:

Candidates may undertake ICT Vocational Graduate Certificate qualifications or other higher education sector qualifications

Course Structure:

This qualification is made up of 16 units of competency - 6 core units and 10 elective units

Unit Code	Unit Title	Duration 52 Weeks
ICTICT608	Interact with clients on a business level	
ICTICT618	Manage IP, ethics and privacy in ICT environments	
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	
BSBCRT611	Apply critical thinking for complex problem solving	
BSBTWK502	Manage team effectiveness	
BSBXCS402	Promote workplace cyber security awareness and best practices	
ICTPRG605	Manage development of technical solutions from business specifications	
ICTSAD610	Analyse stakeholder requirements	
ICTSAD612	Implement and maintain uses of containerisation	
ICTSAD613	Install and configure container orchestration services	
ICTICT611	Develop ICT strategic business plans	
ICTSAD604	Manage and communicate ICT solutions	
ICTSAD608	Perform ICT-focused enterprise analysis	
ICTSAD611	Manage assessment and validation of ICT solutions	
ICTSUS603	Integrate sustainability in ICT planning and design projects	
ICTNWK615	Design and configure desktop virtualisation	

CRICOS Course Code: 105464F | **BSB40820**

CERTIFICATE IV IN MARKETING AND COMMUNICATION

Course Summary:

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

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements:

it is recommended that individuals should:
• be 18 years or older; and
• Have completed Year 11 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 5.0 or equivalent.

Job Roles:

• Public Relations Officer
• Marketing Officer
• Marketing Coordinator

Pathways from the qualification:

BSB50620 Diploma of Marketing and Communication or a range of other Diploma qualifications

Course Structure:

This qualification is made up of 12 units of competency - 6 core units and 6 elective units

Unit Code	Unit Title	Duration 52 Weeks
BSBCMM411	Make a presentations	
BSBCRT412	Articulate, present and debate ideas	
BSBMKG435	Analyse consumer behaviour	
BSBWRT411	Write complex documents	
BSBMKG433	Undertake marketing activities	
BSBMKG439	Develop and apply knowledge of communications industry	
BSBMKG440	Apply marketing communication across a convergent industry	
BSBMKG434	Promote products and services	
BSBMKG432	Research international markets	
BSBMKG437	Create and optimise digital media	
BSBCRT411	Apply critical thinking to work practices	
BSBCRT413	Collaborate in creative processes	

MARKETING

DIPLOMA OF MARKETING AND COMMUNICATION

Course Summary:

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

Entry Requirements:

it is recommended that individuals should:
- be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- Have completed the following units (or equivalent competencies):
  - BSBCMM411 Make presentations
  - BSBCRT412 Articulate, present and debate ideas
  - BSBMKG433 Undertake marketing activities
  - BSBMKG435 Analyse consumer behaviour
  - BSBMKG439 Develop and apply knowledge of communications industry
  - BSBWRT411 Write complex documents
    Equivalent competencies are predecessors to these units, which have been mapped as equivalent. Or Have two years equivalent full-time relevant work experience.

Job Roles:

- Marketing Lead
- Marketing Manager

Pathways from the qualification:

BSB60520 Advanced Diploma of Marketing and Communication or a range of other Advanced Diploma qualifications

Course Structure:

This qualification is made up of 12 units of competency - 5 core units and 7 elective units

Unit Code	Unit Title	Duration 78 Weeks
BSBMKG552	Design and develop marketing communication plans	
BSBPMG430	Undertake project work	
BSBMKG541	Identify and evaluate marketing opportunities	
BSBMKG542	Establish and monitor the marketing mix	
BSBMKG555	Write persuasive copy	
BSBMKG543	Plan and interpret market research	
BSBMKG544	Plan and monitor direct marketing activities	
BSBMKG545	Conduct marketing audits	
BSBMKG546	Develop social media engagement plans	
BSBMKG550	Promote products and services to international markets	
BSBDAT501	Analyse data	
BSBSTR501	Establish innovative work environments	

ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

Course Summary:

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

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

Entry Requirements:

it is recommended that individuals should:
- be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- Have completed the following units (or equivalent competencies):
  - BSBMKG541 Identify and evaluate marketing opportunities
  - BSBMKG542 Establish and monitor the marketing mix
  - BSBMKG552 Design and develop marketing communication plans
  - BSBMKG555 Write persuasive copy
  - BSBPMG430 Undertake project work
    Equivalent competencies are predecessors to these units, which have been mapped as equivalent. Or Have four years equivalent full-time relevant work experience.

Job Roles:

- Communications Lead
- Advertising Lead
- Public Relations Manager

Pathways from the qualification:

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

Course Structure:

This qualification is made up of 12 units of competency - 4 core unit and 8 elective units

Unit Code	Unit Title	Duration 78 Weeks
BSBMKG621	Develop organisational marketing strategy	
BSBMKG622	Manage organisational marketing processes	
BSBMKG623	Develop marketing plans	
BSBTWK601	Develop and maintain strategic business networks	
BSBMKG626	Develop advertising campaigns	
BSBMKG627	Execute advertising campaigns	
BSBMKG628	Lead organisational public relations	
BSBSTR601	Manage innovation and continuous improvement	
BSBLDR601	Lead and manage organisational change	
BSBCRT512	Originate and develop concepts	
BSBSTR801	Lead innovative thinking and practice	
BSBINS601	Manage knowledge and information	

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

Course Summary:

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

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

Entry Requirements:

it is recommended that individuals should:
• be 18 years or older; and
• Have completed Year 12 or its equivalent with suitable English language skills.
• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
• Bachelor degree (or equivalent) in a related field of study; OR Advanced Diploma qualification in a related field of study; OR Diploma qualification in a related field of study + 2 years full-time relevant work experience

### Job Roles:

• RTO Manager   • RTO Director

Pathways from the qualification:

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

Course Structure:

This qualification is made up of 8 units of competency - 3 core units and 5 elective units

Unit Code	Unit Title	Duration 52 Weeks
BSBHRM613	Contribute to the development of learning and development strategies	
BSBLDR811	Lead strategic transformation	
TAELED803	Implement improved learning practice	
BSBFIN801	Lead financial strategy development	
BSBHRM611	Contribute to organisational performance development	
BSBINS603	Initiate and lead applied research	
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	
BSBSTR802	Lead strategic planning processes for an organisation	

GRADUATE DIPLOMA

LIVING AND STUDYING IN AUSTRALIA

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

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

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

ESTIMATED COST
OF LIVING

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD $20,000 to cover the whole year of study in Sydney and Brisbane (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail leads to the CBD.

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

FIND WORK WHILE
YOU STUDY

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

OVERSEAS STUDENT
HEALTH COVER (OSHC)

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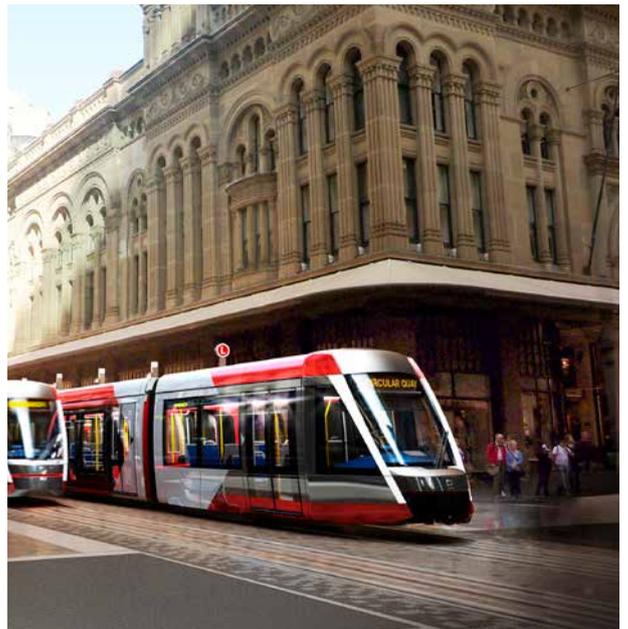
FEES & CHARGES

Enrolment/Application Fee (not refundable)	AUD $200
Change of Course Fee / Course Location Fee (Course variation fee)	AUD $200
Material Fee (per term)	
- CII in Workplace Skills	AUD $100/term
- Other Courses	AUD $50/term
Deferment/ Suspension/ Cancellation Fee	AUD $350
Priority Processing Fee	AUD $50
Confirmation of Enrolment Fee (COE)	AUD $50

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

INTAKE DATES

2021 INTAKES
- 11 Jan
- 12 Apr
- 12 Jul
- 11 Oct

2022 INTAKES
- 10 Jan
- 11 Apr
- 11 Jul
- 10 Oct

2023 INTAKES
- 09 Jan
- 11 Apr
- 10 Jul
- 09 Oct

Choose when you want to study. Warwick Institute of Australia has 4 main intake dates all year round. **Don't wait and start whenever you like!**

SAMPLE TIMETABLE

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

SHIFT	MON	TUE	WED	THUR	FRI	SAT
1	8:45 16:15	8:45 16:15				
2			8:45 16:15	8:45 16:15		
3					8:45 16:15	8:45 16:15
4	16:45 21:45	16:45 21:45	16:45 21:45			
5				16:45 21:45	16:45 21:45	16:45 21:45

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HOW **TO** APPLY ?

STEP 1: CHOOSE A COURSE

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

STEP 2: COMPLETE ENROLMENT FORM

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

STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

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

STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :

Warwick Institute of Australia

Sydney Campus: LG 320 Harris Street Pyrmont NSW 2009

Brisbane Campus: L3, 316 Adelaide St, Brisbane QLD 4000

OR email to : info@warwick.edu.au

STEP 5: RECEIVE AN OFFER LETTER

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

WARWICK
INSTITUTE OF AUSTRALIA

ABN : 47 111 067 586 **RTO** : 91270 **CRICOS PROVIDER CODE** : 02800G

Sydney Campus

Lower Ground 320 Harris Street Pyrmont NSW 2009 Australia
(Entrance via Allen Street)

T: +61 2 9211 8838

E: info@warwick.edu.au

Brisbane Campus

Level 3, 316 Adelaide Street, Brisbane QLD 4000 Australia

T: +61 7 3071 9999

E: admission_brisbane@warwick.edu.au

w: www.warwick.edu.au

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INSTITUTE OF AUSTRALIA.

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