

Choose your studies.

2024 - 2025 Course Guide

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 in 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.

TABLE OF CONTENT

- 4 Why Choose Warwick Institute of Australia**
- 5 Student Support Services & Facilities**
- 6 Further Studies and Pathways**

- 7 Business and Management Courses**
 - Certificate III in Entrepreneurship and New Business
 - Certificate IV in Entrepreneurship and New Business
 - Diploma of Business
 - Advanced Diploma of Business
 - Diploma of Project Management
 - Advanced Diploma of Program Management

- 11 Marketing Courses**
 - Certificate IV in Marketing and Communication
 - Diploma of Marketing and Communication
 - Advanced Diploma of Marketing and Communication

- 13 Digital Marketing Courses**
 - Diploma of Digital Marketing
 - Advanced Diploma of Digital Marketing

- 15 Graduate Diploma of Management**
 - Graduate Diploma of Management (Learning)

- 16 Real Estate Courses**
 - Certificate IV in Real Estate Practice
 - Diploma of of Property (Agency Management)

- 19 Living and Studying in Australia**
- 22 Fees & Charges**
- 23 How to Apply**

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

WHY CHOOSE WARWICK INSTITUTE OF AUSTRALIA



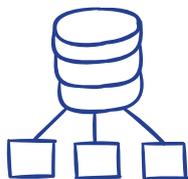
Warwick Institute of Australia is a progressive Registered Training Organisation (RTO), registered on the National Training Register, accredited by the Australian Skills Quality Authority (ASQA) and authorised to deliver Nationally Recognised Training within the Australian Qualifications Framework. We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



14 Hours face to face and 6 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 and have a chance to ask any questions about the course and living in Australia.

CAMPUS AND FACILITIES

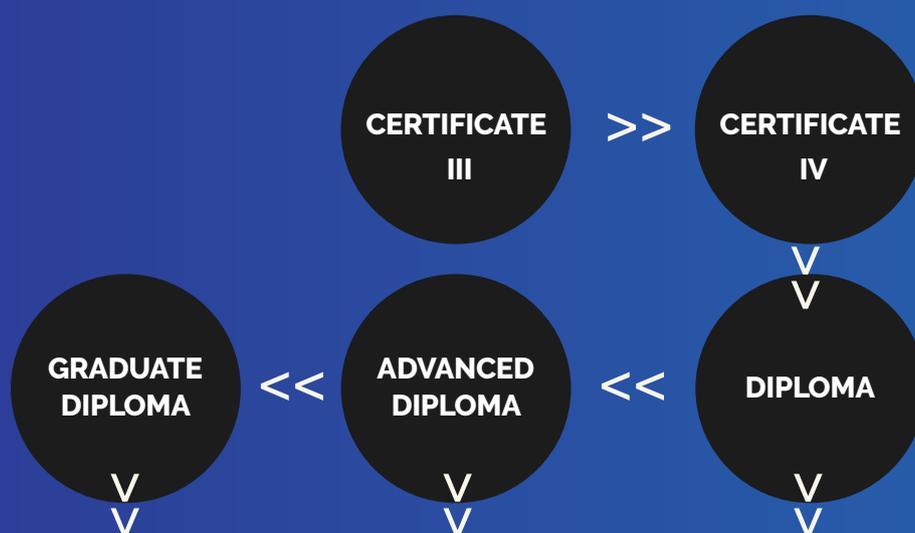
Warwick Institute of Australia has a large modern campuses. We use only the latest software and equipment for our courses and provide campus-wide WiFi internet access to our students. Students have a comfortable self-study area; as well as a large student common room with basic kitchen amenities (such 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.



HIGHER EDUCATION

Credit packages and articulation arrangements will vary between institutions 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



CRICOS 00233E



CRICOS 00003G



CRICOS 01241G



CRICOS 03389E



**BUSINESS &
MANAGEMENT**

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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

Job Roles:

- New Business Operator
- Independent Contractor
- Sole Trader

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	
BSBSTRA401	Promote innovation in team environments	
BSBTWK401	Build and maintain business relationships	
BSBWHS311	Assist with maintaining workplace safety	
BSBXC301	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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

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	
BSBST602	Develop organisational strategies	
BSBST603	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:

- 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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

Pathways from the qualification:

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

Job Roles:

- Project Manager
- Project Team Leader

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
BSBPMPG530	Manage project scope	
BSBPMPG531	Manage project time	
BSBPMPG532	Manage project quality	
BSBPMPG533	Manage project cost	
BSBPMPG534	Manage project human resources	
BSBPMPG535	Manage project information and communication	
BSBPMPG536	Manage project risk	
BSBPMPG540	Manage project integration	
BSBPEF501	Manage personal and professional development	
BSBPMPG537	Manage project procurement	
BSBPMPG538	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.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Entry Requirements:

- 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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.
- 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.

Pathways from the qualification:

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

Job Roles:

- Program Manager

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
BSBPMPG630	Enable program execution	
BSBPMPG634	Facilitate stakeholder engagement	
BSBPMPG635	Implement program governance	
BSBPMPG636	Manage benefits	
BSBPEF502	Develop and use emotional intelligence	
BSBPMPG631	Manage program delivery	
BSBPMPG632	Manage program risk	
BSBPMPG633	Provide leadership for the program	
BSBPMPG637	Engage in collaborative alliances	
BSBAUD601	Establish and manage compliance management systems	
BSBMKG624	Manage market research	
BSBMKG625	Implement and manage international marketing programs	



MARKETING

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.

Entry Requirements:

- 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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

Pathways from the qualification:

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

Job Roles:

- Public Relations Officer
- Marketing Officer
- Marketing Coordinator

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	

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.

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:

- 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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.
- Have completed BSB42415 Certificate IV in Marketing and Communication
- Or 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.

Pathways from the qualification:

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

Job Roles:

- Marketing Lead
- Marketing Manager

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:

- 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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.
- Have completed BSB52415 Diploma of Marketing and Communication
- Or 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.

Pathways from the qualification:

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

Job Roles:

- Communications Lead
- Advertising Lead
- Public Relations Manager

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:

- Be 18 years or older;
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.
- Completion of a Diploma, or above qualification in a related field of study.

Pathways from the qualification:

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

Job Roles:

- RTO Manager
- RTO Director

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



**REAL
ESTATE**

NSW REAL ESTATE 3 LEVELS OF LICENCING



QLD REAL ESTATE 2 LEVELS OF LICENSING



*NOTE: The real estate courses meet the Real Estate Licences' academic requirement of NSW Fair Trading and QLD Government.

WIA does not guarantee that NSW Fair Trading/ QLD Government will grant a certificate or licence. Applications for licensing are at the sole discretion of NSW Fair Trading/ QLD Government.

CRICOS Course Code: 108194K | CPP41419

CERTIFICATE IV IN REAL ESTATE PRACTICE

Course Summary:

This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions.

This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.

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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

Job Roles:

- Auctioneer
- Stock and Station Agent
- Business Broker, Business Agent, Franchise Broker
- Property Manager, Body Corporate Manager
- Real Estate Agent
- Real Estate Representative, Real Estate Salesperson, Real Estate Sub-agent, Property Portfolio Officer, Buyer's Agent

Pathways from the qualification:

CPP51119 Diploma of Property (Agency Management) or a range of other Diploma qualifications.

Course Structure:

This qualification is made up of 18 units of competency - 5 core units and 13 elective units

Unit Code	Unit Title	Duration
CPPREP4001	Prepare for professional practice in real estate	52 Weeks
CPPREP4002	Access and interpret ethical practice in real estate	
CPPREP4003	Access and interpret legislation in real estate	
CPPREP4004	Establish marketing and communication profiles in real estate	
CPPREP4005	Prepare for professional practice in real estate	
CPPREP4101	Appraise property for sale or lease	
CPPREP4102	Market property	
CPPREP4103	Establish vendor relationships	
CPPREP4104	Establish buyer relationships	
CPPREP4105	Sell property	
CPPREP4121	Establish landlord relationships	
CPPREP4122	Manage tenant relationships	
CPPREP4123	Manage tenancy	
CPPREP4124	End tenancy	
CPPREP4125	Transact in trust accounts	
CPPREP4161	Undertake pre-auction processes	
CPPREP4162	Conduct and complete sale by auction	
CPPREP4163	Complete post-auction process and contract execution	

DIPLOMA OF OF PROPERTY (AGENCY MANAGEMENT)

Course Summary:

This qualification reflects the role of real estate principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control real estate functions.

This qualification applies to residential or commercial practice in real estate sales, real estate property management, strata management, business broking, stock and station, or auctioneering.

Staff who hold this qualification are responsible and accountable for the work of others and are engaged with:

- understanding business systems, structures, property agency practices and business entities
- understanding legal and ethical frameworks for property agency operations
- developing systems, procedures and protocols for managing property agency functions
- establishing and controlling trust accounts and property agency business finances
- coordinating ethics, risk and consumer protection systems to meet industry legal and customer expectations and requirements
- developing and maintaining knowledge of industry trends
- developing and maintaining relationships with lessors, tenants, vendors and buyers, buyers' agents
- establishing and implementing strategic business plans and operational plans
- establishing and implementing agency and individual branding
- leading and managing people, including recruitment, induction, coaching and mentoring for teams and individuals
- managing work health and safety (WHS) risk to ensure a safe working environment in the real estate industry

Course Structure:

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

Unit Code	Unit Title	Duration 52 Weeks
CPPREP5001	Manage compliance in the property industry	
CPPREP5002	Establish and monitor property industry trust account management practices	
CPPREP5003	Manage ethical practice in the property industry	
CPPREP5004	Manage a safe workplace in the property industry	
CPPREP5005	Manage teams in the property industry	
CPPREP5006	Manage operational finances in the property industry	
CPPREP5007	Develop a strategic business plan in the property industry	
CPPREP5010	Manage customer service activities in the property industry	
BSBLDR522	Manage people performance	
BSBLDR602	Provide leadership across the organisation	
BSBMKG543	Plan and interpret market research	
BSBOPS502	Manage business operational plans	

Entry Requirement:

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 6.0 or equivalent.
- Student who wish to apply VET courses directly without IELTS 6.0 or equivalent, can package with ELICOS or complete college EPT test.

Job Roles:

- Real Estate Agency Principal
- Strata Management Principal
- Agency Manager
- Agency Director

Pathways from the qualification:

CPP60421 Advanced Diploma of Building Design or a range of other Advanced Diploma qualifications.

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 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 generally allowed to work for 40 hours per fortnight whilst studying full-time. From time to time, work restrictions are relaxed to meet skill shortage demands. Students are encouraged to keep themselves updated with work limitations applicable to them at all times. 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. Times Education is in partnership with nib - a popular insurance company with international students.



STUDENT GRADUATION



FEES & CHARGES

Enrolment/Application Fee (not refundable)	AUD \$200
Administration Fee	AUD \$500
Change of Course Fee / Course Location Fee (Course variation fee)	AUD \$200
Material Fee (per term)	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 Student fees & charges page that is available on our website at www.warwick.edu.au

INTAKE DATES

2025 INTAKES

- 06 Jan
- 07 Apr
- 07 Jul
- 07 Oct

2026 INTAKES

- 05 Jan
- 07 Apr
- 06 Jul
- 06 Oct

2027 INTAKES

- 04 Jan
- 05 Apr
- 05 Jul
- 05 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 and life balance. Our students can select a study timetable from a variety of options that suits their lifestyle needs. We hope that students enjoy their time at WIA, 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

**ACHIVING
EXCELLENCE
TOGETHER**

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. Alternatively, students can apply using the Online Enrolment Form available at www.warwick.edu.au

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: L5, 8 Quay St, Haymarket, NSW 2000

Brisbane Campus: L2, 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!

IG
ENCE
ER!

WARWICK



INSTITUTE OF AUSTRALIA

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

Sydney Campus

L5, 8 Quay Street, Haymarket, NSW 2000

T: +61 2 9211 8838

Brisbane Campus

Level 2, 316 Adelaide Street, Brisbane QLD 4000 Australia

T: +61 7 3071 9999

E: info@warwick.edu.au

w: www.warwick.edu.au

 Facebook



 WeChat



 Instagram



 YouTube



WARWICK
INSTITUTE OF
AUSTRALIA.