





# ABOUT US

## *Who we are*

We are not afraid to challenge the status quo. We embrace new methodologies and are driven by our mission to transform student's lives, shaping the next generation of global professionals. Through innovative programs that align with the high standards of Australasia Technology Institute, we equip our students for life and beyond.



### **Interactive Learning**

Interactive learning is a hands-on, real-world approach to education. It gives students the ability to learn through participation. They attain knowledge through gathering information, processing it by solving problems, and articulating what they have discovered to the class.



### **Exclusive Support**

The Australasia Technology Institute takes time to listen to its students. We established a Student Support Class, where a Trainer can assist you by giving you the attention you need to excel in the class environment. Don't hesitate to reach out and come to a Support Class; we are happy to help.

## Our Mission

We transform students' lives by giving them access to one of our leading courses. Our exceptional staff enhance ATI's national and international aspirations by:

- Delivering a comprehensive and innovative range of education services
- Extending ATI's presence in global networks and channels

## Our Values

Our values are PRIDE – five principles which drive the way we work.



### Passion

*We love our work and we believe that what we do makes a difference*



### Responsive

*We respond rather than react to challenges, we can adapt to change*



### Innovative

*We embrace different approaches and dare to try new things*



### Diversity

*We work in an open-minded, safe and inclusive environment for everyone*



### Engagement

*We value the contribution of team members as we work towards shared goals*



# ABOUT AUSTRALIA



Australia is a culturally diverse country with people from many different backgrounds living and working together. We are open and friendly and value cultural diversity and our multicultural lifestyle. We enjoy outdoor barbeques (BBQs), going to the beach, theatre, museums and restaurants.

From the moment you arrive, you'll receive a warm welcome and have many opportunities to develop long lasting friendships. Sydney is the largest and oldest city in Australia. Located in the New South Wales. Sydney is also home to two of Australia's most famous landmarks, the Sydney Opera House and the Sydney Harbour Bridge.

## SNAPSHOT OF AUSTRALIA

**Full Title:** Commonwealth of Australia  
**Population:** 25,687,041 people (June 2020)  
**Capital City:** Canberra  
**Main Language:** English + more than 300 others  
**Largest City:** Sydney Population 5.3 million (June 2019)  
**Currency:** Australian dollar (AUD)  
**Life Exoecrancy:** 85 Years (women) 80.9 years (men)  
**International Students:** 752,715 (2019)  
**Proportion of Population Born Overseas:** 29.7% ( June 2020)  
**Life Expectancy:** Women 85 years, Men 81 years

*For more details, please visit the Department of Foreign Affairs and Trade (<https://www.dfat.gov.au/about-australia#study>)*

## FUN FACTS

- > Australia is a multicultural nation.
- > Australia is the world's third most popular destination for international students.
- > Australia is the fourth largest economy in the Asia region and is the 12th largest economy in the world.
- > Australia consistently ranks in the World Health Organization's best performing group of countries for healthy life expectancy and health expenditure per person.

## NEW SOUTH WALES

[www.destinationnsw.com.au](http://www.destinationnsw.com.au)  
**Capital:** Sydney  
**January:** 66 - 80°F, 19 - 27°C  
**July:** 46 - 60°F, 8 - 16°C

# OUR COURSES

## **CHILDCARE COURSES**

CHC30121 Certificate III in Early Childhood Education and Care  
CHC50121 Diploma of Early Childhood Education and Care

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## **AGED CARE COURSES**

CHC33021 Certificate III in individual support (Aging& Disability)  
CHC43015 Certificate IV in Ageing Support  
CHC52021 Diploma of Community Services (Case Management)

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## **IT COURSES**

ICT40120 Certificate IV in Information Technology  
ICT50220 Diploma of Information Technology  
ICT60220 Advanced Diploma of Information Technology

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## **BUSINESS COURSES**

BSB30120 Certificate III in Business  
BSB40120 Certificate IV in Business  
BSB50120 Diploma of Business  
BSB60120 Advanced Diploma of Business

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## **MARKETING COURSES**

BSB40820 Certificate IV in Marketing and Communication  
BSB50620 Diploma of Marketing and Communication  
BSB60520 Advanced Diploma of Marketing and Communication

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## **MANAGEMENT COURSES**

BSB40920 Certificate IV in Project Management Practice  
BSB50820 Diploma of Project Management  
BSB60720 Advanced Diploma of Program Management



## Childcare

# CHC30121

## Certificate III in Early Childhood Education and Care



CRICOS Course Code: 115291F

### Course Duration

52 weeks

### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

### Delivery Mode

- Face to face: 15 hours /w
- Supervised distance: 5 hours /w
- Total field placement: 160 hours

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have an IELTS of 5.5 or equivalent score
- A working with children check is required



### CAREER OPPORTUNITIES

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator
- In Outside School Hours Care (OSHC) and Vacation Care – 5-12 years olds



### UNITS OF COMPETENCY

There are 15 Core and 2 Elective units in this course totaling 17 units of study.

| Unit Code                     | Unit Name                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------|
| <small>CORE</small> CHCECE030 | Support inclusion and diversity                                                       |
| <small>CORE</small> CHCECE031 | Support children's health, safety and wellbeing                                       |
| <small>CORE</small> CHCECE032 | Nurture babies and toddlers                                                           |
| <small>CORE</small> CHCECE033 | Develop positive and respectful relationships with children                           |
| <small>CORE</small> CHCECE034 | Use an approved learning framework to guide practice                                  |
| <small>CORE</small> CHCECE035 | Support the holistic learning and development of children                             |
| <small>CORE</small> CHCECE036 | Provide experiences to support children's play and learning                           |
| <small>CORE</small> CHCECE037 | Support children to connect with the natural environment                              |
| <small>CORE</small> CHCECE038 | Observe children to inform practice                                                   |
| <small>CORE</small> CHCECE054 | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures |
| <small>CORE</small> CHCECE055 | Meet legal and ethical obligations in children's education and care                   |
| <small>CORE</small> CHCECE056 | Work effectively in children's education and care                                     |
| <small>CORE</small> CHCPRT001 | Identify and respond to children and young people at risk                             |
| <small>CORE</small> HLTAID012 | Provide first aid in an education and care setting                                    |
| <small>CORE</small> HLTWHS001 | Participate in workplace health and safety                                            |
| HLTFSE001                     | Follow basic food safety practices                                                    |
| BSBSTR401                     | Promote innovation in team environments                                               |



**Childcare**

# CHC50121

## Diploma of Early Childhood Education and Care



CRICOS Course Code: 115381D

**Course Duration**  
78 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours /w  
-Supervised distance: 5 hours /w  
-Total field placement: 300 hours

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



**ENTRY REQUIREMENTS**

- Be a minimum of 18 years of age
- Have an IELTS of 5.5 or equivalent score
- A working with children check is required
- Entry to this qualification is open to individuals who: hold a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.



**CAREER OPPORTUNITIES**

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator
- Room leaders
- Nominated or authorized supervisor for a Centre under 29 children



**UNITS OF COMPETENCY**

There are 12 Core and 3 Elective units in this course totaling 15 units of study.

| Unit Code      | Unit Name                                                             |
|----------------|-----------------------------------------------------------------------|
| CORE BSBTWK502 | Manage team effectiveness                                             |
| CORE CHCECE041 | Maintain a safe and healthy environment for children                  |
| CORE CHCECE042 | Foster holistic early childhood learning, development and wellbeing   |
| CORE CHCECE043 | Nurture creativity in children                                        |
| CORE CHCECE044 | Facilitate compliance in a children's education and care service      |
| CORE CHCECE045 | Foster positive and respectful interactions and behaviour in children |
| CORE CHCECE046 | Implement strategies for the inclusion of all children                |
| CORE CHCECE047 | Analyse information to inform children's learning                     |
| CORE CHCECE048 | Plan and implement children's education and care curriculum           |
| CORE CHCECE049 | Embed environmental responsibility in service operations              |
| CORE CHCECE050 | Work in partnership with children's families                          |
| CORE CHCPRP003 | Reflect on and improve own professional practice                      |
| CHCECE053      | Respond to grievances and complaints about the service                |
| BSBPFE502      | Develop and use emotional intelligence                                |
| CHCECE051      | Promote equity in access to the service                               |



**Aged care**

# CHC33021

## Certificate III in Individual Support (Ageing & Disability)



CRICOS Course Code: 114588H

**Course Duration**  
52 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours /w  
-Supervised distance: 5 hours /w  
-Total field placement: 120 hours

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or other reasons. These individuals take responsibility for their outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge and theoretical knowledge of the concepts and practices required to provide person-centred support.



**ENTRY REQUIREMENTS**

- Be a minimum of 18 years of age
- Have an IELTS of 5.5 or equivalent score



**CAREER OPPORTUNITIES**

- Care Assistant
- Residential Support Worker
- Community Care Worker



**UNITS OF COMPETENCY**

There are 9 Core and 6 Elective units in this course totaling 15 units of study.

| Unit Code              | Unit Name                                                                  |
|------------------------|----------------------------------------------------------------------------|
| <b>ccore</b> CHCCS031  | Provide individualised support                                             |
| <b>ccore</b> CHCCS038  | Facilitate the empowerment of people receiving support                     |
| <b>ccore</b> CHCCS040  | Support independence and well being                                        |
| <b>ccore</b> CHCCS041  | Recognise health body systems                                              |
| <b>ccore</b> CHCCOM005 | Communicate and work in health or community services                       |
| <b>ccore</b> CHCLEG001 | Work legally and ethically                                                 |
| <b>ccore</b> CHCDIV001 | Work with diverse people                                                   |
| <b>ccore</b> HLTWHS002 | Follow safe work practices for direct client care                          |
| CHCAGE011              | Provide support to people living with dementia                             |
| CHCAGE013              | Work effectively in aged care                                              |
| <b>ccore</b> HLTINF006 | Apply basic principles and practices of infection prevention and control   |
| CHCPAL003              | Deliver care services using a palliative approach                          |
| CHCDIS011              | Contribute to ongoing skills development using a strengths- based approach |
| CHCDIS012              | Support community participation and social inclusion                       |
| CHCDIS020              | Work effectively in disability support                                     |





**Aged care**

# CHC43015

## Certificate IV in Ageing Support

CRICOS Course Code: 114589G




**Course Duration**  
78 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.
















**Delivery Mode**  
-Face to face: 15 hours /w  
-Supervised distance: 5 hours /w  
-Total field placement: 216 hours

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or other reasons. These individuals take responsibility for their outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge and theoretical knowledge of the concepts and practices required to provide person-centred support.

 **ENTRY REQUIREMENTS**  
- Be a minimum of 18 years of age  
- Have an IELTS of 5.5 or equivalent score

 **CAREER OPPORTUNITIES**  
- Community Program Coordinator  
- Support Worker (Community Services)  
- Care Supervisor

 **UNITS OF COMPETENCY**  
There are 15 Core and 3 Elective units in this course totaling 18 units of study.

| Unit Code                                                                                     | Unit Name                                                        |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|  CHCCS011  | Meet personal support needs                                      |
|  CHCAGE001 | Facilitate the empowerment of older people                       |
|  CHCAGE005 | Provide support to people living with dementia                   |
| CHCDIV002                                                                                     | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCCS019                                                                                      | Recognise and respond to crisis situations                       |
|  CHCDIV001 | Work with diverse people                                         |
|  HCPAL001  | Deliver care services using a palliative approach                |
| HLTAID011                                                                                     | Provide first aid                                                |
|  CHCCS023  | Support independence and wellbeing                               |
|  HLTAAP001 | Recognize healthy body systems                                   |
|  HLTWHS002 | Follow safe work practices for direct client care                |
|  CHCPRP001 | Develop and maintain networks and collaborative partnerships     |
|  CHCLEG003 | Manage legal and ethical compliance                              |
|  CHCADV001 | Facilitate the interests and rights of clients                   |
|  CHCAGE003 | Coordinate services for older people                             |
|  CHCCS006  | Facilitate individual service planning and delivery              |
|  CHCAGE004 | Implement interventions with older people at risk                |
|  CHCCS025  | Support relationships with carers and families                   |



## Community Services

# CHC52021

## Diploma of Community Services (Case Management)



CRICOS Course Code: 114590C

**Course Duration**  
104 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours /w  
-Supervised distance: 5 hours /w  
-Total field placement: 432 hours

This qualification reflects the role of community service workers involved in delivering, managing and coordinating person-centred services to individuals, groups, and communities. At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management. Workers support people in making changes in their lives to improve personal and social well-being and may also be responsible for supervising other workers and volunteers. They may also undertake case management and program coordination.

**ENTRY REQUIREMENTS**  
- Be a minimum of 18 years of age  
- Have an IELTS of 5.5 or equivalent score

**CAREER OPPORTUNITIES**  
- Senior Youth Worker  
- Aboriginal Housing Worker  
- Assistant Community Services Worker

**UNITS OF COMPETENCY**  
There are 12 Core and 8 Elective units in this course totaling 20 units of study.

| Unit Code | Unit Name                                                                        |
|-----------|----------------------------------------------------------------------------------|
| CHCCCS004 | Assess co-existing needs                                                         |
| CHCCCS007 | Develop and implement service programs                                           |
| CHCCCS019 | Recognise and respond to crisis situations                                       |
| CHCCSM013 | Facilitate and review case management                                            |
| CHCDEV005 | Analyse impacts of sociological factors on people in community work and services |
| CHCDFV001 | Recognise and respond appropriately to domestic and family violence              |
| CHCDIV001 | Work with diverse people                                                         |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety                 |
| CHCLEG003 | Manage legal and ethical compliance                                              |
| CHCMGT005 | Facilitate workplace debriefing and support processes                            |
| CHCPRP003 | Reflect on and improve own professional practice                                 |
| HLTWHS003 | Maintain work health and safety                                                  |
| CHCCSM009 | Facilitate goal-directed planning                                                |
| CHCCSM010 | Implement case management practice                                               |
| CHCCSM012 | Coordinate complex case requirements                                             |
| CHCCSM014 | Provide case management supervision                                              |
| CHCCSM016 | Undertake advanced assessments                                                   |
| CHCCCS038 | Facilitate the empowerment of people receiving support                           |
| CHCCSL003 | Facilitate the counselling relationship and process                              |
| CHCCSL002 | Apply specialist interpersonal and counselling interview skills                  |

IT

# ICT40120

## Certificate IV in Information Technology

### Specialisations in Networking and System Administration Support

CRICOS Code: 108659D



#### Course Duration

52 weeks

#### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

#### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

This qualification reflects the role of job-ready individuals who are 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. The skills required for these roles may include, but are not restricted to: Systems administration support - implementing maintenance procedures and support to help troubleshoot system applications. Web development - designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents.



#### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



#### CAREER OPPORTUNITIES

- Computer Technician
- Client Support Officer
- Network Operations Technician



#### UNITS OF COMPETENCY

There are 7 Core and 13 Elective units in this course totaling 20 units of study.

| Unit Code | Unit Name                                                       |
|-----------|-----------------------------------------------------------------|
| BSBCRT411 | Apply critical thinking to work practices                       |
| 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                        |
| ICTNWK420 | Install and configure virtual machines                          |
| ICTNWK421 | Install, configure and test network security                    |
| ICTNWK422 | Install and manage servers                                      |
| ICTNWK423 | Manage network and data integrity                               |
| ICTNWK424 | Install and operate small enterprise branch networks            |
| ICTNWK429 | Install hardware to networks                                    |
| ICTTEN434 | Install, configure and test internet protocol network devices   |
| ICTICT445 | Connect and configure devices and hardware components           |
| ICTSAS436 | Evaluate ICT system status                                      |
| ICTSAS438 | Implement maintenance procedures                                |
| ICTSAS441 | Support ICT system software                                     |
| ICTSAS442 | Provide first-level remote help desk support                    |
| ICTSAS443 | Support operating system users and troubleshoot applications    |



RTO Code: 45475 | CRICOS Provider Number: 03751C



IT

# ICT50220

## Diploma of Information Technology

### Specialisation in Cyber Security, Database Management and System

CRICOS Course Code: 108660M



NATIONALLY RECOGNISED TRAINING

#### Course Duration

76 weeks

#### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

#### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

This qualification reflects the role of individuals in various information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across various industries, business functions and departments or as a business owner (sole trader/contractor). The skills required for these roles may include, but are not restricted to: business analysis - designing and implementing technical requirements, quality assurance processes and contingency plans for businesses.



#### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



#### CAREER OPPORTUNITIES

- IT Office Manager
- General Application Support Officer



#### UNITS OF COMPETENCY

There are 6 Core and 14 Elective units in this course totaling 20 units of study.

| Unit Code | Unit Name                                                        |
|-----------|------------------------------------------------------------------|
| 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                                           |
| ICTCY5407 | Gather, analyse and interpret threat data                        |
| ICTCY5610 | Protect critical infrastructure for organisations                |
| ICTCY5613 | Utilise design methodologies for security architecture           |
| ICTSAS524 | Develop, implement and evaluate an incident response plan        |
| ICTSAS526 | Review and update disaster recovery and contingency plans        |
| ICTDB5503 | Create a data warehouse                                          |
| ICTDB5505 | Monitor and improve knowledge management systems                 |
| ICTDB5506 | Design databases                                                 |
| ICTDB5507 | Integrate databases with websites                                |
| ICTSAD502 | Model data processes                                             |
| ICTNWK615 | Design and configure desktop virtualisation                      |
| ICTSAS512 | Review and manage delivery of maintenance services               |
| ICTSAS518 | Install and upgrade operating systems                            |
| ICTSAS524 | Develop, implement and evaluate an incident response plan        |

IT

# ICT60220

## Advanced Diploma of Information Technology Specialisation in Telecommunication Networking Engineering



CRICOS Course Code: 108661K

### Course Duration

104 weeks

### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

This qualification reflects the role of individuals in various information and communications technology (ICT) roles who have significant experience in specialist technical skills or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across various industries and business functions or as a business owner (sole trader/contractor). The skills required for these roles may include, but are not restricted to: IT strategy and organisational development - managing and communicating strategic ICT business solutions.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



### CAREER OPPORTUNITIES

- eLearning Manager
- Enterprise Architecture Manager
- Software Manager



### UNITS OF COMPETENCY

There are 6 Core and 10 Elective units in this course totaling 16 units of study.

| Unit Code             | Unit Name                                                                           |
|-----------------------|-------------------------------------------------------------------------------------|
| <b>core</b> BSBCRT611 | Apply critical thinking for complex problem solving                                 |
| <b>core</b> BSBTWK502 | Manage team effectiveness                                                           |
| <b>core</b> BSBXCS402 | Promote workplace cyber security awareness and best practices                       |
| <b>core</b> ICTICT608 | Interact with clients on a business level                                           |
| <b>core</b> ICTICT618 | Manage IP, ethics and privacy in ICT environments                                   |
| <b>core</b> ICTSAD609 | Plan and monitor business analysis activities in an ICT environment                 |
| ICTNPL413             | Evaluate networking regulations and legislation for the telecommunications industry |
| ICTNWK612             | Plan and manage troubleshooting advanced enterprise networks                        |
| ICTPMG613             | Manage ICT project planning                                                         |
| ICTTEN615             | Manage network traffic                                                              |
| ICTTEN622             | Produce ICT network architecture designs                                            |
| ICTNPL413             | Evaluate networking regulations and legislation for the telecommunications industry |
| ICTNWK559             | Install an enterprise virtual computing environment                                 |
| ICTNWK561             | Design enterprise wireless local area networks                                      |
| ICTSUS604             | Prepare business cases for sustainability and competitive advantage in ICT projects |
| ICTTEN622             | Produce ICT network architecture designs                                            |



**BUSINESS**

# BSB30120

## Certificate III in Business (Administration)



CRICOS Course Code: 108656G

**Course Duration**  
52 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours per week  
-Supervised distance: 5 hours per week

The Certificate III in Business qualification prepares students for various Business services job roles. These individuals are likely to establish their work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment, and relevant theoretical knowledge. They may provide technical advice and support to a team.

- ENTRY REQUIREMENTS**
- Be a minimum of 18 years of age
  - Have completed Year 10 or equivalent
  - Have an IELTS of 5.5 or equivalent score

- CAREER OPPORTUNITIES**
- Records Clerk
  - Administrative Assistant
  - Customer Service Representative

**UNITS OF COMPETENCY**  
There are 6 Core and 7 Elective units in this course totaling 13 units of study.

| Unit Code | Unit Name                                            |
|-----------|------------------------------------------------------|
| BSBCRT311 | Apply critical thinking skills in a team environment |
| BSBPEF201 | Support personal wellbeing in the workplace          |
| BSBUS211  | Participate in sustainable work practices            |
| BSBTWK301 | Use inclusive work practices                         |
| BSBWHS311 | Assist with maintaining workplace safety             |
| BSBXCM301 | Engage in workplace communication                    |
| BSBSTR301 | Contribute to continuous improvement                 |
| BSBTEC302 | Design and produce spreadsheets                      |
| BSBTEC301 | Design and produce business documents                |
| BSBTEC303 | Create electronic presentations                      |
| BSBCRT412 | Articulate, present and debate ideas                 |
| BSBOPS302 | Identify business risk                               |
| BSBOPS304 | Deliver and monitor a service to customers           |

## BUSINESS

# BSB40120

## Certificate IV in Business

CRICOS Course Code: 106607K



### Course Duration

52 weeks

### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

This qualification reflects individuals' roles in various Business Services. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from various sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



### CAREER OPPORTUNITIES

- Office Administrator
- Sustainability Manager/Officer
- Trade Coordinator



### UNITS OF COMPETENCY

There are 6 Core and 6 Elective units in this course totaling 12 units of study.

| Unit Code             | Unit Name                                                     |
|-----------------------|---------------------------------------------------------------|
| <b>core</b> BSBWHS411 | Implement and monitor WHS policies, procedures and programs   |
| <b>core</b> BSBCRT411 | Apply critical thinking to work practices                     |
| <b>core</b> BSBWRT411 | Write complex documents                                       |
| <b>core</b> BSBTWK401 | Build and maintain business relationships                     |
| <b>core</b> BSBTEC404 | Use digital technologies to collaborate in a work environment |
| <b>core</b> BSBXCM401 | Apply communication strategies in the workplace               |
| BSBPEF402             | Develop personal work priorities                              |
| BSBPEF403             | Lead personal development                                     |
| BSBOPS405             | Organise business meetings                                    |
| BSBPMG430             | Undertake project work                                        |
| BSBTEC401             | Design and produce complex text documents                     |
| BSBTEC402             | Design and produce complex spreadsheets                       |



**BUSINESS**

# BSB50120

## Diploma of Business Specialisation in Operations



CRICOS Course Code: 108657F

**Course Duration**  
76 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours per week  
-Supervised distance: 5 hours per week

This qualification reflects the roles of individuals in a variety of Business Services. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from various sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.



**ENTRY REQUIREMENTS**

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



**CAREER OPPORTUNITIES**

- Office Administrator
- Sustainability Manager/Officer
- Trade Coordinator



**UNITS OF COMPETENCY**

There are 5 Core and 7 Elective units in this course totaling 12 units of study.

| Unit Code             | Unit Name                                                    |
|-----------------------|--------------------------------------------------------------|
| <b>core</b> BSBCRT511 | Develop critical thinking in others                          |
| <b>core</b> BSBFIN501 | Manage budgets and financial plans                           |
| <b>core</b> BSBOP5501 | Manage business resources                                    |
| <b>core</b> BSBUS511  | Develop workplace policies and procedures for sustainability |
| <b>core</b> BSBXCM501 | Lead communication in the workplace                          |
| BSBOP5502             | Manage business operational plans                            |
| BSBOP5503             | Develop administrative systems                               |
| BSBOP5504             | Manage business risk                                         |
| BSBTWK503             | Manage meetings                                              |
| BSBOP5505             | Manage organisational customer service                       |
| BSBHRM525             | Manage recruitment and onboarding                            |
| BSBSTR502             | Facilitate continuous improvement                            |





## BUSINESS

# BSB60120

## Advanced Diploma of Business



CRICOS Course Code: 108658E

### Course Duration

104 weeks

### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

The Advanced Diploma of Business qualification reflects the role of individuals in various 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 often contribute to setting the strategic direction for a work area. The qualification suits individuals responsible for the supervision and leadership of a team or work area (including managing staff performance and making staffing decisions).



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score
- 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.








### CAREER OPPORTUNITIES

- Quarry Business Manager
- Business Analyst
- Senior Executive
- Business Development Director
- Administrator



### UNITS OF COMPETENCY

There are 5 Core and 5 Elective units in this course totaling 10 units of study.

| Unit Code                                                                                     | Unit Name                                           |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------|
|  BSBCRT611 | Apply critical thinking for complex problem solving |
|  BSBFIN601 | Manage organisational finances                      |
|  BSBOPS601 | Develop and implement business plans                |
|  BSBUS601  | Lead corporate social responsibility                |
|  BSBTEC601 | Review organisational digital strategy              |
| BSBINS601                                                                                     | Manage knowledge and information                    |
| BSBLDR601                                                                                     | Lead and manage organisational change               |
| BSBST601                                                                                      | Manage innovation and continuous improvement        |
| BSBSTR602                                                                                     | Develop organisational strategies                   |
| BSBAUD601                                                                                     | Establish and manage compliance management systems  |



## Marketing

# BSB40820

## Certificate IV in Marketing and Communication



CRICOS Course Code: 113117C

**Course Duration**  
52 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours per week  
-Supervised distance: 5 hours per week

This qualification reflects the role of individuals who use well-developed marketing and communication skills and a broad knowledge base in various contexts. This qualification applies to individuals in full-time marketing roles and those responsible for an organisation's marketing in addition to other duties. Individuals in these roles use solutions to a range of unpredictable problems and analyse and evaluate information from various sources.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



### CAREER OPPORTUNITIES

- Media Planner
- Direct Marketing Officer
- Assistant Advertising Account Planner



### UNITS OF COMPETENCY

There are 6 Core and 6 Elective units in this course totaling 12 units of study.

| Unit Code | Unit Name                                                  |
|-----------|------------------------------------------------------------|
| BSBM411   | Make presentations                                         |
| BSBM412   | Articulate, present and debate ideas                       |
| BSBM433   | Undertake marketing activities                             |
| BSBM435   | Analyse consumer behaviour                                 |
| BSBM439   | Develop and apply knowledge of communications industry     |
| BSBM411   | Write complex documents                                    |
| BSBM431   | Assess marketing opportunities                             |
| BSBM434   | Promote products and services                              |
| BSBM440   | Apply marketing communication across a convergent industry |
| BSB403    | Apply business risk management processes                   |
| BSB402    | Develop personal work priorities                           |
| BSB401    | Analyse and present research information                   |



## Marketing

# BSB50620

## Diploma of Marketing and Communication



CRICOS Course Code: 113118B

### Course Duration

52 weeks

### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and demonstrate various skills to ensure that functions are conducted effectively in an organisation or business area. Typically, the individuals would be responsible for the work of other staff and lead teams. This qualification applies to individuals in full-time marketing roles and those responsible for an organisation's marketing in addition to other duties.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score.
- Have completed all core units in BSB42415 Certificate IV in Marketing and Communication or equivalent competencies which are-
  - 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



### CAREER OPPORTUNITIES

- Product Manager
- Public Relations Manager
- Marketing Manager/Coordinator
- Campaign Manager



### UNITS OF COMPETENCY

There are 5 Core and 7 Elective units in this course totaling 12 units of study.

| Unit Code             | Unit Name                                                        |
|-----------------------|------------------------------------------------------------------|
| <b>CORE</b> BSBMKG541 | Identify and evaluate marketing opportunities                    |
| <b>CORE</b> BSBMKG542 | Establish and monitor the marketing mix                          |
| <b>CORE</b> BSBMKG552 | Design and develop marketing communication plans                 |
| <b>CORE</b> BSBMKG555 | Write persuasive copy                                            |
| <b>CORE</b> BSBPMG430 | Undertake project work                                           |
| BSBMKG543             | Plan and interpret market research                               |
| BSBMKG546             | Develop social media engagement plans                            |
| BSBMKG549             | Profile and analyse consumer behaviour for international markets |
| BSBCRT512             | Originate and develop concepts                                   |
| BSBFIN501             | Manage budgets and financial plans                               |
| BSBOPS504             | Manage business risk                                             |
| BSBOPS505             | Manage organisational customer service                           |



# Marketing

# BSB60520

## Advanced Diploma of Marketing and Communication



CRICOS Course Code: 113119A

**Course Duration**  
104 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours per week  
-Supervised distance: 5 hours per week

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



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score
- Have completed all core units in BSB52415 Diploma of Marketing and Communication or equivalent competencies which are-
  - 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



### CAREER OPPORTUNITIES

- Client Services Executive
- Marketing Director
- Advertising Account Director
- Marketing Strategist



### UNITS OF COMPETENCY

There are 4 Core and 8 Elective units in this course totaling 12 units of study.

| Unit Code             | Unit Name                                          |
|-----------------------|----------------------------------------------------|
| <b>CORE</b> BSBMKG621 | Develop organisational marketing strategy          |
| <b>CORE</b> BSBMKG622 | Manage organisational marketing processes          |
| <b>CORE</b> BSBMKG623 | Develop marketing plans                            |
| <b>CORE</b> BSBTWK601 | Develop and maintain strategic business networks   |
| BSBMKG624             | Manage market research                             |
| BSBMKG626             | Develop advertising campaigns                      |
| BSBLDR601             | Lead and manage organisational change              |
| BSBOPS601             | Develop and implement business plans               |
| BSBSTR601             | Manage innovation and continuous improvement       |
| BSBAUD601             | Establish and manage compliance management systems |
| BSBFIN601             | Manage organisational finances                     |
| BSBLDR602             | Provide leadership across the organisation         |



## Management

# BSB40920

## Certificate IV in Project Management Practice



CRICOS Course Code: 113120H

### Course Duration

52 weeks

### Tuition Fee

For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

### Delivery Mode

- Face to face: 15 hours per week
- Supervised distance: 5 hours per week

This qualification reflects the role of individuals who apply project management skills and knowledge in various contexts. The job roles related to this qualification may include Contracts Officer, Project Administrator and Quality Officer. Primarily, these roles would support broader project operations. They may selectively use project tools and methodologies to help support organisational or business activities.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



### CAREER OPPORTUNITIES

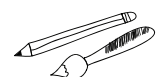
- Project Administrator/Coordinator
- Project Analyst
- Project Records Officer



### UNITS OF COMPETENCY

There are 3 Core and 6 Elective units in this course totaling 9 units of study.

| Unit Code             | Unit Name                                           |
|-----------------------|-----------------------------------------------------|
| <b>CORE</b> BSBPMG420 | Apply project scope management techniques           |
| <b>CORE</b> BSBPMG421 | Apply project time management techniques            |
| <b>CORE</b> BSBPMG422 | Apply project quality management techniques         |
| BSBPMG423             | Apply project cost management techniques            |
| BSBPMG424             | Apply project human resources management approaches |
| BSBPMG426             | Apply project risk management techniques            |
| BSBPMG535             | Manage project information and communication        |
| BSBPMG537             | Manage project procurement                          |
| BSBPMG540             | Manage project integration                          |





## Management

# BSB50820

## Diploma of Project Management



CRICOS Course Code: 113121G

**Course Duration**  
52 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours per week  
-Supervised distance: 5 hours per week

This qualification reflects the role of individuals who apply project management skills and knowledge in various contexts across several industry sectors. The job roles related to this qualification may include Project Manager and 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 work and the work of others.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score



### CAREER OPPORTUNITIES

- Project Contract Manager
- Project Leader/Team Leader
- Project Manager



### UNITS OF COMPETENCY

There are 8 Core and 4 Elective units in this course totaling 12 units of study.

| Unit Code             | Unit Name                                    |
|-----------------------|----------------------------------------------|
| <b>CORE</b> BSBPMG530 | Manage project scope                         |
| <b>CORE</b> BSBPMG531 | Manage project time                          |
| <b>CORE</b> BSBPMG532 | Manage project quality                       |
| <b>CORE</b> BSBPMG533 | Manage project cost                          |
| <b>CORE</b> BSBPMG534 | Manage project human resources               |
| <b>CORE</b> BSBPMG535 | Manage project information and communication |
| <b>CORE</b> BSBPMG536 | Manage project risk                          |
| <b>CORE</b> BSBPMG540 | Manage project integration                   |
| BSBPMG537             | Manage project procurement                   |
| BSBPMG538             | Manage project stakeholder engagement        |
| BSBPMG539             | Manage project governance                    |
| BSBTWK502             | Manage team effectiveness                    |



## Management

# BSB60720

## Advanced Diploma of Program Management



CRICOS Course Code: 113122F

**Course Duration**  
104 weeks

**Tuition Fee**  
For the latest course fees, visit our website at [www.atinstitute.edu.au](http://www.atinstitute.edu.au) or contact us.

**Delivery Mode**  
-Face to face: 15 hours per week  
-Supervised distance: 5 hours per week

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.



### ENTRY REQUIREMENTS

- Be a minimum of 18 years of age
- Have completed Year 12 or equivalent
- Have an IELTS of 5.5 or equivalent score
- 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.



### CAREER OPPORTUNITIES

- Project Director
- Project Management Section Leader
- Project Manager



### UNITS OF COMPETENCY

There are 4 Core and 8 Elective units in this course totaling 12 units of study.

| Unit Code             | Unit Name                                    |
|-----------------------|----------------------------------------------|
| <b>CORE</b> BSBPMG630 | Enable program execution                     |
| <b>CORE</b> BSBPMG634 | Facilitate stakeholder engagement            |
| <b>CORE</b> BSBPMG635 | Implement program governance                 |
| <b>CORE</b> BSBPMG636 | Manage benefits                              |
| BSBPMG631             | Manage program delivery                      |
| BSBPMG632             | Manage program risk                          |
| BSBPMG633             | Provide leadership for the program           |
| BSBSTR601             | Manage innovation and continuous improvement |
| BSBSUS601             | Lead corporate social responsibility         |
| BSBFIN601             | Manage organisational finances               |
| BSBLDR601             | Lead and manage organisational change        |
| BSBPEF502             | Develop and use emotional intelligence       |

## INTAKE DATES

### 2024

**08 JAN** | Term 1: 08 Jan - 07 Apr  
Mid-Intake: 12 Feb

**08 APR** | Term 2: 08 Apr - 07 Jul  
Mid-Intake: 13 May

**08 JUL** | Term 3: 08 Jul - 06 Oct  
Mid-Intake: 12 Aug

**07 OCT** | Term 4: 07 Oct - 05 Jan  
Mid-Intake: 11 Nov

**Mid-term intake DOES NOT APPLY**  
to the following courses:

- Advanced Diploma of Business
- Advanced Diploma of Marketing and Communication
- Advanced Diploma of Program Management
- Certificate III in Individual Support (Ageing & Disability)
- Certificate IV in Ageing Support
- Diploma of Community Services (Case Management)
- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care

### 2025

**06 JAN** | Term 1: 06 Jan - 06 Apr  
Mid-Intake: 10 Feb

**07 APR** | Term 2: 07 Apr - 06 Jul  
Mid-Intake: 12 May

**07 JUL** | Term 3: 07 Jul - 05 Oct  
Mid-Intake: 11 Aug

**06 OCT** | Term 4: 06 Oct - 04 Jan  
Mid-Intake: 10 Nov

### 2026

**05 JAN** | Term 1: 05 Jan - 05 Apr  
Mid-Intake: 09 Feb

**06 APR** | Term 2: 06 Apr - 05 Jul  
Mid-Intake: 11 May

**06 JUL** | Term 3: 06 Jul - 04 Oct  
Mid-Intake: 10 Aug

**05 OCT** | Term 4: 05 Oct - 03 Jan  
Mid-Intake: 09 Nov

## TIMETABLE (Timetables may vary depending on the unit schedules.)

|                               | MON | TUE | WED | THU | FRI | SAT |
|-------------------------------|-----|-----|-----|-----|-----|-----|
| Session 1 (08:00AM - 04:00PM) |     |     |     |     |     |     |
| Session 2 (04:15PM - 09:45PM) |     |     |     |     |     |     |

## TRAINING DELIVERY LOCATION

Training for this course is delivered at a modern multi classroom campus situated on Level 3 & 4, 191 Thomas Street Haymarket, NSW 2000 within a five-minute walk from Central Station.

## HOW CAN I ENROL IN THE COURSE?

You can call us, visit our office, engage an education agent or visit our website on the 'Apply Now' Page which will have:

1. Enrolment form
2. International Student Handbook
3. Guide to studying and living in Australia
4. Fee management policy
5. Privacy notice
6. USI procedure

Note: This Brochure should be read in conjunction with the Course Flyer and Australasia Technology Institute (website: <https://www.atinstitute.edu.au/>)







**AUSTRALASIA  
TECHNOLOGY INSTITUTE**

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