



# ACBI

AUSTRALIAN COLLEGE OF  
BUSINESS INTELLIGENCE

ENVIRONMENTAL MANAGEMENT & SUSTAINABILITY



INFORMATION, DIGITAL MEDIA, TECHNOLOGY



MARKETING AND COMMUNICATIONS



ENTERPRISE RESOURCE PLANNING



LEADERSHIP AND MANAGEMENT



INTERNATIONAL BUSINESS



SOCIAL MEDIA MARKETING



PROJECT MANAGEMENT



HR MANAGEMENT



GRAPHIC DESIGN



RTO CODE: 40835

CRICOS CODE: 03426E

# WELCOME



The Australian College of Business Intelligence (ACBI) aims to provide students and professionals with increased skills to enable them to enter and compete in the Australian marketplace.

The entry level training offerings start with introducing students from schools and universities to the employment market through job ready courses. ACBI also offers re-skilling of young professionals and up-skilling of mature, experienced workers with the aim that they better meet the needs of the industry. Our goal is to graduate practicing professionals who are at the leading edge of their profession.

ACBI's flagship program, the Diploma of Enterprise Resource Planning (ERP), designed by ERP qualified trainers, covers the business processes in a typical ERP system, including Procurement, Materials Planning, Warehouse Management, Customer Service, Production Planning, Financial Management and Human Resources. Units provide course participants

with a deep understanding of each individual process and its component steps along with the implications for related processes.

In addition to the ERP training, ACBI is an official SAP Partner and also offers SAP certification via standalone courses or the online SAP Learning Hub.

Other Australian College of Business Intelligence courses which complement our Enterprise Resource Planning and SAP offerings are in the fields of Business, Marketing, HR and IT.

ACBI provides a unique China focus to all of our offerings with optional Mandarin language classes and a China Study Tour available. These optional short programs are suited to small business operators or professionals who need the skills and basic knowledge to do business in China.

***"Helping youth find their place in the workforce;  
helping workers re-skill for new roles".***

Our shared corporate social responsibility.



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# ◀ LIVING IN SYDNEY AUSTRALIA

The Australian College of Business Intelligence is located right in the heart of Sydney's CBD and only five minutes from Central Station and Haymarket.

Living in Australia will be a new experience for international students. Sydney has been the most popular destination for international students coming to Australia since 2000.

Sydney has a great public transport network, covering buses, trains, light rail and ferries. These services run frequently with considerate timetables.

## THE COST OF LIVING

Depending on your accommodation preference, annual living costs for Sydney are between AUD12,000 - AUD18,000 (not including study). For example, monthly mobile phone costs are AUD20, take away coffee AUD4, a beer AUD5, and a McDonald's burger AUD6.

## WHERE WILL I LIVE?

Accommodation: Feeling secure and at ease in your surroundings contributes to the educational success of our students. We are able to advise you on homestay providers so you can select the right home when you move to Australia.

### ON ARRIVAL

- › Overseas students health cover (OSHC)
- › Assist with:
  - Airport pick up
  - Bank account
  - Accommodation

### DURING STUDY

- › Education counselling
- › Welfare counselling
- › RPL
- › Printing and photocopying services
- › Student ID cards
- › Internet services
- › Transport tickets for international students
- › Student events and activities

### CAREER

- › Tax file number
- › Career counselling

### ALUMNI

- › Certificate and transcript copies
- › Re-enrolment
- › Social contact



# ◀ WORKING IN AUSTRALIA

Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your field.

Most student visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break. However, before you undertake any paid work you need to make sure your visa allows you to work.

## INTERNSHIPS

Internships: Paid or unpaid internships can be a great way to get exposure to the professional, financial and creative industries.

## PAID WORK

**Paid work:** Australia has a wide range of industries and many have part time employment opportunities, including:

**Retail:** Supermarkets, department and clothing stores

**Hospitality:** Cafes, bars and restaurants

**Tourism:** Hotels and motels

**Agricultural:** Farming and fruit-picking

**Sales and telemarketing**

**Administration or Clerical roles**

**Tutoring**

If you have existing qualifications and/or professional work experience, you may be able to secure casual or part time work in your field. Before undertaking any paid work individuals need to ensure that their visa permits part time work.

## USI

Every student receiving training in Australia needs to have a Unique Student Identifier (USI). Your Unique Student Identifier will help keep your training records and results together in an online account controlled by you.


Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results.

By having a USI you will be able to access your training records and results (or transcript) whenever you need them. For example, for a new employer or when you enrol to study at a new training organisation.

Your USI can be accessed online from your computer, tablet or smart phone and gives you access to your training records and results at your fingertips.







# ◀ STUDENT & STUDY SUPPORT

Students at the Australian College of Business Intelligence have access to a wide range of support services to ensure their experience is positive and productive.

**Study Skills Workshops:** These free additional sessions are run on a regular basis and are optional for students to attend.

Topics covered included:

- › Interview techniques
- › Exam preparation and exam techniques
- › Essay writing

## STAY SOCIAL



Australian College of  
Business Intelligence



@acbisydne

## RECOGNITION OF PRIOR LEARNING

Students have the option to apply for Recognition of Prior Learning (RPL). This involves the assessment of unrecognised learning against the requirements of a qualification and removes the need for duplication of learning. This can save students time and money.

For more information please refer to our Student Pre-Enrolment Handbook or contact us.

## ACADEMIC PROGRESS & ATTENDANCE

As part of student visa requirements under the Department of Home Affairs (DHA) regulations, international students may be reported for unsatisfactory academic progress and/or for unsatisfactory attendance. Please see the Student Pre-Enrolment Handbook for more details.

## CAMPUS FACILITIES:

- › Convenient access to food and transport
- › Computers in common areas
- › Well equipped, spacious classrooms
- › Fully air conditioned throughout
- › Free Wi-Fi for students use
- › Beverage and snack vending machines
- › Filtered drinking water

# ◀ STUDY METHODS



## SKILL DEVELOPMENT WORKSHOPS

We have an optional range of skill development workshops at no extra cost, available for students who would like to gain additional practical skills in their chosen field to support their learning journey.

## BLENDED LEARNING

This is a combination of on campus and online training. It includes; mentoring, coaching, social networking, community forums, exam preparation, and classroom activities, in order to give flexibility to our students.

For example, students will be studying 2 to 3 sessions per week by undertaking assessment tasks, presentations, reports, online forums and exams.

## ONLINE

When part of your course is delivered online, you'll have access to your learning materials and assessments in elearning. [acbi.edu.au](http://acbi.edu.au) our virtual campus. You can also access a range of additional study resources, engage with your Trainers and Assessors and fellow students, upload your assessments, access your grades and find a 'Study Buddy' in our system.







# ◀ HOW TO APPLY DIRECTLY

## 1.

Submit your application through our online application portal at

[www.acbi.edu.au](http://www.acbi.edu.au)

## 2.

Entry requirements check – ACBI's admissions team will check placement availability for your chosen course and ensure that you have met the necessary academic and English language entry requirements for the course you wish to study.

## 3.

If your application is successful, we will issue you an offer including:

- A letter of offer
- Acceptance of Offer documents

## 4.

To accept your offer, and confirm your place, you are required to:

- Sign and return the 'Acceptance of Offer' document
- Make payment as outlined in your offer letter



# 5.

A welcome letter will be sent to you confirming your course and necessary details. Along with this welcome letter, you will receive:

- The Electronic Confirmation of Enrolment document (eCOE) to apply for your Student Visa

# 6.

You will now need to apply for your visa to travel to Australia at your nearest Australian Overseas Diplomatic Mission. Please refer to the Department of Immigration and Border Protection for details.

[www.immi.gov.au](http://www.immi.gov.au)

## HOW TO APPLY THROUGH AN AGENT

Visit an ACBI representative in your country or Australia to apply. Our overseas representatives are listed on the ACBI website.

[www.acbi.edu.au](http://www.acbi.edu.au)

## ◀ ICT30118

# CERTIFICATE III IN INFORMATION, DIGITAL MEDIA TECHNOLOGY

### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

### COURSE DURATION:

52 weeks

### QUALIFICATION:

ICT30115 Certificate III in  
Information, Digital  
Media Technology



### NATIONAL RECOGNISED TRAINING:

Yes

### POTENTIAL JOBS:

Help Desk Officer  
ICT Operations Support  
ICT User Support  
Technical Support

### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as  
Australian College of Business Intelligence.

RTO Code: 40835

CRICOS Provider Code: 03426E

CRICOS Course Code: 089098E

ABN: 191 581 045 66

The ICT30118 Certificate III in Information, Digital Media and Technology is specifically formulated for individuals that want to gain a new skill set in the IT sector. Upon finishing this course, graduates will have the skillset and qualification to work as an advanced ICT user.

This Certificate consists of a number of units which provide the theoretical and practical knowledge to effectively carry out a range of tasks. Content in this course includes how to implement and monitor environmentally sustainable work practices, install and optimise operating system software, build simple websites using commercial programs and much more.

Career options that range from this course include help desk officer, ICT operations support, ICT user support as well as technical support.

CODE	UNIT
ICTWEB301	Create a simple markup language document
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTWEB302	Build simple websites using commercial programs
ICTICT301	Create user documentation
ICTSAS308	Run standard diagnostic tests
ICTICT202	Work and communicate effectively in an ICT environment
BSBSUS401	Implement and monitor environmentally sustainable work practices
ICTICT307	Customise packaged software applications for clients
ICTICT203	Operate application software packages
ICTICT304	Implement system software changes
ICTWEB201	Use social media tools for collaboration and engagement
ICTICT308	Use advanced features of computer applications
ICTICT302	Install and optimise operating system software
ICTNWK303	Configure and administer a network operating system
ICTSAS305	Provide IT advice to clients
ICTPRG301	Apply introductory programming techniques
ICTICT409	Develop macros and templates for clients using standard products



# ICT50915 ◀ DIPLOMA OF DIGITAL MEDIA TECHNOLOGIES

CODE	UNIT
ICTWEB516	Research and apply emerging web technology trends
ICTICT511	Match ICT needs with the strategic direction of the enterprise
ICTICT515	Verify client business requirements
ICTPMG501	Manage ICT projects
ICTICT514	Identify and manage the implementation of current industry specific technologies
BSBMKG524	Design effective user experiences
CUAPOS201	Perform basic vision and sound editing
ICTDMT501	Incorporate and edit digital video
ICTGAM504	Manage interactive media production
ICTPRG413	Use a library or pre-existing components
BSBEBU511	Develop and implement an e-business strategy
ICTPRG409	Develop mobile applications
ICTWEB429	Create a markup language document to specification
BSBWHS501	Ensure a safe workplace
ICTWEB501	Build a dynamic website
ICTICT419	Work effectively in the digital media industry
ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
BSBCRT501	Originate and Develop Concepts

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 089094J ABN: 191 581 045 66

The ICT50915 Diploma of Digital Media Technologies will teach you to design and develop media technologies, code websites and mobile applications, edit digital videos and manage IT projects. If you spend hours browsing the web, blogging, watching YouTube videos, and fiddling with apps on smartphones, then this is the right course for you.

This Diploma course offers hands on experience. You'll work on exciting projects and pick up a plethora of tools and tricks to stand out from the crowd. Start a new, dynamic career across digital media with one of ACBI's most popular courses.

## DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

## COURSE DURATION: 78 weeks

## QUALIFICATION:

ICT50915 Diploma of Digital Media Technologies

## NATIONAL RECOGNISED TRAINING: Yes



## POTENTIAL JOBS:

Digital Media Designer	Digital Media Producer
Digital Media Developer	Web developer
Web Designer	Game designer
Authoring Specialist	Mobile App developer

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

ICT60115 ◀

# ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

This Diploma offers a practical teaching approach in all aspects of computing and information technology.

CODE	UNIT
ICTICT602	Develop contracts and manage contracted performance
BSBWOR502	Lead and manage team effectiveness
ICTPMG606	Manage ICT project quality
ICTPMG607	Manage and control ICT project risks
ICTSAS601	Implement change management processes
ICTPMG609	Plan and direct complex ICT projects
ICTSUS601	Integrate sustainability in ICT planning and design projects
ICTWEB505	Develop complex webpage layout
ICTICT610	Manage copyright, ethics and privacy in an ICT environment
ICTICT608	Interact with clients on a business level
ICTICT508	Evaluate vendor products and equipment
ICTWEB501	Build a dynamic website
ICTSAD505	Develop technical requirements for business solutions
ICTICT603	Manage the use of appropriate development methodologies
ICTPRG602	Manage the development of technical solutions from business specifications
ICTSAD504	Implement quality assurance processes for business solutions

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 091978K ABN: 191 581 045 66

The world is undergoing an information explosion. At the same time, business is becoming more competitive. People with the skills to help businesses innovate and better service their customers are incredibly valuable.

This course adopts a practice-based approach to ICT education and the course content is a mix of theory and practice. As well as gaining strong technical skills in ICT, students gain skills in business analysis, problem solving, teamwork and communication. Employers look for graduates with industry experience and, in this course, students are exposed to real ICT problems.

## DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

## COURSE DURATION:

104 weeks

## QUALIFICATION:

ICT60115 Advanced Diploma of Information Technology



## NATIONAL RECOGNISED TRAINING:

Yes

## POTENTIAL JOBS:

Business Analyst	Software Developer
ICT Project Manager	Web Developer
Network Specialist	Systems Analyst

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18





This qualification reflects the role of individuals who are engaged in environmental management and sustainability in a range of workplace contexts.

It covers the skills and knowledge required to monitor and address environmental issues in a variety of industry sectors including sustainable work practices, environmental management plans, carbon emissions and waste management, and provides a good foundation for individuals wishing to pursue further studies/careers in various aspects of environmental management and sustainability.

CODE	UNIT
BSBSMB410	Review and implement energy efficiency in business operations
BSBWHS402	Assist with compliance with WHS laws
BSBRSK401	Identify risk and apply risk management processes
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBSUS402	Implement an environmental management plan
BSBSUS403	Measure, monitor and reduce carbon emissions
BSBSUS404	Assess, implement, monitor and report on waste management

#### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence.

RTO Code: 40835

CRICOS Provider Code: 03426E

CRICOS Course Code: 095436G

ABN: 191 581 045 66

◀ BSB42315

# CERTIFICATE IV IN ENVIRONMENTAL MANAGEMENT & SUSTAINABILITY

#### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

#### COURSE DURATION:

52 weeks

#### QUALIFICATION:

BSB42315 Certificate IV in Environmental Management and Sustainability



#### NATIONAL RECOGNISED TRAINING:

Yes

#### POTENTIAL JOBS:

Environmental Management Officer  
Sustainability Project Leader  
Environmental Projects Manager

#### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

◀ BSB41515

# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE



This qualification reflects the role of individuals who apply knowledge, practical skills and experience in managing projects across a range of enterprise and industry contexts.

The BSB41515 Certificate IV in Project Management Practice is suitable for autonomous individuals who identify and apply project management skills and knowledge in a wide variety of contexts. Individuals in these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

#### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

#### COURSE DURATION:

26 weeks

#### QUALIFICATION:

BSB41515 Certificate IV  
in Project Management Practice

#### NATIONAL RECOGNISED TRAINING:

Yes

#### POTENTIAL JOBS:

Project Analyst  
Project Officer  
Project Records Officer  
Project Administrator/Coordinator

#### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

#### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence.

RTO Code: 40835

CRICOS Provider Code: 03426E

CRICOS Course Code: 098240G

ABN: 191 581 045 66



CODE	UNIT
BSBPMG409	Apply project scope management techniques
BSBPMG410	Apply project time management techniques
BSBPMG411	Apply project quality management techniques
BSBPMG415	Apply project risk management techniques
BSBPMG412	Apply project cost management techniques
BSBPMG417	Apply project life cycle management processes
BSBPMG418	Apply project stakeholder engagement techniques
BSBPMG414	Apply project information management and communications techniques
BSBCUE405	Survey stakeholders to gather and record information



◀ BSB51415

# DIPLOMA OF PROJECT MANAGEMENT

This qualification reflects the role of individuals who apply project management skills and knowledge.

They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a theoretical knowledge base and use a range of specialized, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

## DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

## COURSE DURATION:

52 weeks

## QUALIFICATION:

BSB51415 Diploma of Project Management



## NATIONAL RECOGNISED TRAINING:

Yes

## POTENTIAL JOBS:

Project Coordinator  
Project Administrator  
Project Manager  
Project Team Leader

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence.

RTO Code: 40835      CRICOS Provider Code: 03426E  
CRICOS Course Code: 094314D      ABN: 191 581 045 66

CODE	UNIT
BSBPMG519	Manage project stakeholder engagement
BSBMGT516	Facilitate continuous improvement
BSBPMG520	Manage project governance
BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG515	Manage project human resources
BSBPMG514	Manage project cost
BSBPMG513	Manage project quality
BSBPMG518	Manage project procurement
BSBPMG517	Manage project risk
BSBPMG516	Manage project information and communication
BSBPMG521	Manage project integration

## ◀ BSB61015

# ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

From managing change, finances, developing marketing plans and marketing objectives, we, at the Australian College of Business Intelligence will give you all the tools you need to confidently pursue a leadership role.

CODE	UNIT
BSBMGT624	Develop and implement corporate social responsibility
BSBFIM601	Manage finances
BSBRISK501	Manage risk
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT615	Contribute to organisation development
BSBWHS605	Develop, implement and maintain WHS management systems
BSBMGT619	Identify and implement business innovation
BSBMGT608	Manage innovation and continuous improvement
BSBMGT617	Develop and implement a business plan
BSBMGT616	Develop and implement strategic plans
BSBDIV601	Develop and implement diversity policy

### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

### COURSE DURATION:

52 weeks

### QUALIFICATION:

BSB61015 Advanced Diploma of Leadership and Management



### NATIONAL RECOGNISED TRAINING:

Yes

### POTENTIAL JOBS:

Managerial Roles  
Area Manager  
Department Manager  
Team Leader  
Regional Manager

### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 094315C ABN: 191 581 045 66





BSB41015 ◀

# CERTIFICATE IV IN HUMAN RESOURCES

The BSB41015 Certificate IV in Human Resources is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers.

## DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

## COURSE DURATION:

39 weeks

## QUALIFICATION:

BSB41015 Certificate IV in Human Resources



## NATIONAL RECOGNISED TRAINING:

Yes

## POTENTIAL JOBS:

Human Resources Officer  
Human Resources Assistant/Administrator  
Human Resources Coordinator

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

Workplace responsibilities would be determined at a workplace level. The individuals may just have responsibility for a singular aspect of human resources such as remuneration, or depending the size of the company may require to work across all aspects of human resources.

CODE	UNIT
BSBHRM403	Support performance-management processes
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR402	Lead effective workplace relationships
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK411	Support employee and industrial relations procedures
BSBCUS403	Implement customer service standards
BSBEMS404	Manage the recruitment process for client organisations
BSBINN301	Promote innovation in a team environment
BSBLED401	Develop teams and individuals

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 098241F ABN: 191 581 045 66

◀ BSB50618

# DIPLOMA OF HUMAN RESOURCES MANAGEMENT



Enhance your career opportunities with the BSB50618 Diploma of Human Resource Management. This course is specifically designed for individuals that wish to learn new skills in Human Resources and Management in a corporate environment.

## DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

## COURSE DURATION:

52 weeks

## QUALIFICATION:

BSB50615 Diploma of Human Resources Management



## NATIONAL RECOGNISED TRAINING:

Yes

## POTENTIAL JOBS:

Human Resources Advisor  
Human Resources Consultant  
Human Resources Manager

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as  
Australian College of Business Intelligence.  
RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 089096G ABN: 191 581 045 66

This Diploma, combined with workplace experience, will give graduates the ability to become leaders in their particular industry. This course incorporates a range of different learning materials. These include managing human resource services, managing recruitment selection and induction processes, developing and managing performances, management processes, managing employee relations, and much more.

On completion of this course, job opportunities include human resource advisor, human resources consultant and human resources manager.

CODE	UNIT
BSBHRM502	Manage human resources management information systems
BSBHRM512	Develop and manage performance management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBHRM501	Manage human resources services
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM513	Manage workforce planning
BSBHRM505	Manage remuneration and employee benefits
BSBWRK520	Manage employee relations
BSBRK501	Manage Risk



10656NAT ◀

# DIPLOMA OF ENTERPRISE RESOURCE PLANNING

## DELIVERY MODE:

Blended learning 33% online  
and 67% face to face on ACBI campus.

## COURSE DURATION:

52 weeks

## QUALIFICATION:

10656NAT Diploma of  
Enterprise Resource Planning



## NATIONAL RECOGNISED TRAINING:

Yes

## POTENTIAL JOBS:

ERP Consultant  
ERP Systems Operation  
ERP Project Management  
Functional Analysis

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence.

RTO Code: 40835

CRICOS Provider Code: 03426E

CRICOS Course Code: 096148G

ABN: 191 581 045 66

The Australian College of Business Intelligence has developed a revolutionary new 10656NAT Diploma of Enterprise Resource Planning. This diploma is accredited by the Australian Skills Quality Authority (ASQA), and is the only one of its kind in Australia

The 10656NAT Diploma of Enterprise Resource Planning is targeted at professionals who are looking to boost their potential future employability. It has been developed via consultation with industry experts to deliver skills in ERP systems such as SAP, ORACLE and Microsoft Dynamics.

Throughout this course, students will learn valuable skills on how to support the implementation and maintenance of ERP systems.

CODE	UNIT
BSBPMG515	Manage project human resources
BSBPMG522	Undertake project work
ERPBM001	Integrate accounting processes within an Enterprise Resource Planning processes
ERPBM002	Integrate production planning and procurement processes in an Enterprise Resource Planning system
ERPBM003	Integrate production and operations within an Enterprise Resource Planning system
ERPBM004	Integrate order fulfilment and customer service within Enterprise Resource Planning systems
MEM22017A	Coordinate continuous improvement and technical development
BSBWHS605	Develop, implement and maintain WHS management systems

◀ BSB41115

# CERTIFICATE IV IN INTERNATIONAL TRADE

The BSB41115 Certificate IV in International Trade is suitable for individuals who apply knowledge, practical skills in managing International Trade across a range of enterprise and industry contexts. Job roles could include export customer service coordinators, exporters, importers and trade coordinators.

They would be adept problem-solvers, could analyse a wide variety of information and may be responsible for the work of others. In most cases, they would report to a more senior international trade/business practitioner.

## DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

## COURSE DURATION:

26 weeks

## QUALIFICATION:

BSB41115 Certificate IV in International Trade

## NATIONAL RECOGNISED TRAINING:

Yes

## POTENTIAL JOBS:

International Freight Forwarder	
Export Customer Service	Coordinator
Import/ Export Coordinator	Exporter
Trade Coordinator	Importer

## ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

## QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 098242E ABN: 191 581 045 66



CODE	UNIT
BSBINT409	Plan for international trade
BSBINT401	Research international business opportunities
BSBMKG416	Market goods and services internationally
BSBREL403	Implement international client relationship strategies
BSBMKG414	Undertake marketing activities
BSBREL401	Establish networks
BSBMGT402	Implement operational plan
BSBINT405	Apply knowledge of import and export international conventions, laws and finance
BSBRSK401	Identify risk and apply risk management processes
BSBINT408	Prepare business advice on the taxes and duties for international trade transactions





◀ BSB50815

# DIPLOMA OF INTERNATIONAL BUSINESS

This qualification reflects the role of individuals who possess a theoretical knowledge base in international business management. They also demonstrate a range of managerial skills to ensure that international business activities are conducted effectively in an organisation or business area.

Professionals with this diploma would have the knowledge to lead teams conducting international business activities.

CODE	UNIT
BSBMKG511	Analyse data from international markets
BSBMKG517	Analyse consumer behaviour for specific international markets
BSBMKG516	Profile international markets
BSBMKG512	Forecast international market and business needs
BSBINT409	Plan for international trade
BSBMKG416	Market goods and services internationally
BSBMKG513	Promote products and services to international markets
BSBR501	Manage Risk

#### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 089092M ABN: 191 581 045 66

#### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

#### COURSE DURATION:

52 weeks

#### QUALIFICATION:

BSB50815 Diploma of International Business

#### NATIONALLY RECOGNISED TRAINING:

Yes

#### POTENTIAL JOBS:

Export Manager  
Import Manager  
Trade Manager

#### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18



◀ BSB42415

# CERTIFICATE IV IN MARKETING & COMMUNICATION



This qualification is suitable for those who use well developed marketing and communication skills, and a broad knowledge base in a wide variety of contexts.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may also provide leadership and guidance to others.

#### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

#### COURSE DURATION:

26 weeks

#### QUALIFICATION:

BSB42415 Certificate IV in  
Marketing and Communication



#### NATIONAL RECOGNISED TRAINING:

Yes

#### POTENTIAL JOBS:

Direct Marketing Officer	Media Planner
Marketing Coordinator	Public Relations Officer
Analyst	Sales Administrator

#### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

#### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence.

RTO Code: 40835 CRICOS Provider Code: 03426E

CRICOS Course Code: 094312F ABN: 191 581 045 66

CODE	UNIT
BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBMGT407	Apply digital solutions to work processes
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG418	Develop and apply knowledge of marketing communication industry
BSBFIA402	Report on financial activity
BSBIPR403	Protect and use brands and business identity
BSBMKG419	Analyse consumer behaviour
BSBPUB402	Develop public relations campaigns
BSBPUB403	Develop public relations documents
BSBWRT401	Write complex documents
CUAWRT401	Edit texts
BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBMGT407	Apply digital solutions to work processes
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG418	Develop and apply knowledge of marketing communication industry
BSBFIA402	Report on financial activity
BSBIPR403	Protect and use brands and business identity
BSBMKG419	Analyse consumer behaviour
BSBPUB402	Develop public relations campaigns
BSBPUB403	Develop public relations documents
BSBWRT401	Write complex documents
CUAWRT401	Edit texts





The 10118NAT Diploma of Social Media Marketing is a unique course specifically tailored to enhance knowledge in social media for business development.

This course is for students who wish to work as digital managers and social media marketing managers. It aims to provide graduates with social media and digital marketing knowledge and skills required to perform the functions associated with these roles.

The course is created by social media gurus from Australia, USA and the UK, the social media marketing skills will be immediately applicable in the real world.

You'll be setting up and managing social media accounts across a variety of channels, and you'll graduate with a complete portfolio of work that will showcase your strategic capability to employers.

### Why study social media?

- › Dynamic and fast growing industry
- › Immediately applicable
- › Hands on experience
- › Graduate with a business and personal portfolio

CODE	UNIT
SMMBPB504A	Establish and build a strong personal brand in social media
SMMEMS505A	Plan, implement and manage email marketing
BSBMKG502	Establish and adjust the marketing mix
BSBMKG507	Interpret market trends and developments
BSBPMG522	Undertake project work
BSBMKG523	Design and develop an integrated marketing communication plan
SMMM502A	Plan, implement and manage mainstream social media marketing strategies
SMMNSM503A	Plan, implement and manage niche social media marketing strategies
BSBFIM501	Manage budgets and financial plans

## ◀ 10118NAT

# DIPLOMA OF SOCIAL MEDIA MARKETING

### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

### COURSE DURATION:

52 weeks

### QUALIFICATION:

10118NAT Diploma of Social Media Marketing



### NATIONAL RECOGNISED TRAINING:

Yes

### POTENTIAL JOBS:

Social Media Coordinator	Head of Social Media
Digital Marketing Strategist	Social Media Manager
Content Marketing Manager	Social Media Consultant
Content Strategist	Social Media Strategist
Head of Digital Marketing	

### ENTRY REQUIREMENTS:

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker
- Be aged over 18

### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence.

RTO Code: 40835 CRICOS Provider Code: 03426E

CRICOS Course Code: 095437G ABN: 191 581 045 66

## ◀ BSB61315

# ADVANCED DIPLOMA OF MARKETING & COMMUNICATION

Marketing is, in principal, about satisfying the wants and needs of the customer. This qualification fosters an understanding of how organisations identify and nurture the needs and wants of the customer, and how they organise resources to satisfy these requirements. These elements become pivotal in building long-term, mutually rewarding relationships between the customer and organisation.

The core units will develop an understanding that can drive organisational growth through a profitable implementation of marketing strategies and thinking. It will develop practical marketing competencies and essential skills to implement a strategic marketing mentality that allow companies to improve their performance.

This course will equip you with the opportunity to extend your knowledge in the areas of communications, sales management, the development and introduction of new products, business-to-business marketing, technology and marketing, and the legal constraints and the ethical implications of marketing in Australia.

### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

### COURSE DURATION:

52 weeks

### QUALIFICATION:

BSB61315 Advanced Diploma of Marketing and Communication



### NATIONAL RECOGNISED TRAINING:

Yes

### POTENTIAL JOBS:

Public Relations  
Advertising  
Media  
Sales Management  
Business Management

### ENTRY REQUIREMENTS

- Every student will have an initial interview to assess their individual learning needs and their language, literacy and numeracy skills.
- Have completed all core units in BSB52415 Diploma of Marketing and Communication or Diploma of Social Media Marketing delivered by ACBI.
- Completed Australian Year 12 or equivalent
- IELTS 5.5 English language equivalence if a non-native English speaker.
- Be aged over 18.

CODE	UNIT
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBADV602	Develop an advertising campaign
BSBMGT608	Manage innovation and continuous improvement
BSBMGT616	Develop and implement strategic plans
BSBADV604	Execute an advertising campaign
BSBMKG606	Manage international marketing programs
BSBADV603	Manage advertising production
BSBDES602	Research global design trends
BSBINM601	Manage knowledge and information
SBMKG523	Design and develop an integrated marketing communication plan
BSBADV605	Evaluate campaign effectiveness

### QUALIFICATION ISSUED BY:

Australian Institute of Business Intelligence trading as Australian College of Business Intelligence. RTO Code: 40835 CRICOS Provider Code: 03426E  
CRICOS Course Code: 091977M ABN: 191 581 045 66

◀ CUA50715

# DIPLOMA OF GRAPHIC DESIGN

This qualification reflects the role of individuals working in a variety of sectors within print and digital media, who will find employment in design and advertising agencies.

The CUA50715 Diploma of Graphic Design has been designed to develop creative and technical skills, and to enhance professional development in the creation and design of visual communication contents.

#### DELIVERY MODE:

Blended learning 33% online and 67% face to face on ACBI campus.

#### COURSE DURATION:

78 weeks

#### QUALIFICATION:

CUA50715 Diploma of Graphic Design



#### NATIONAL RECOGNISED TRAINING:

Yes

#### POTENTIAL JOBS:

Brand and Identity Designer
Web Designer
Junior Art Director
Illustrator
Advertising
Magazine and Publishing Design

#### ENTRY REQUIREMENTS:

To enter this qualification, individuals must provide evidence of their technical skills and ability to:

- produce multiple examples of graphic design work that respond effectively to different design challenges;
- produce typography that supports the overall design solution;
- use graphic design industry software.

Skills may have been acquired through personal or work experience, or through formal study.

Student should also meet general entry requirements as following:

- Completed Australian Year 12 or equivalent;
- IELTS 5.5 English language equivalence if a non-native English speaker;
- Be aged over 18

#### CODE

#### UNIT

CUAGRD504	Create and manipulate graphics
CUAGRD503	Produce typographic design solutions.
CUAGRD501	Research visual communication history and theory
CUAACD501	Refine drawing and other visual representation tools.
CUAPHI513	Employ colour management in a digital imaging workplace
CUAACD512	Work with photomedia in creative practice
BSBADV509	Create mass print media advertisements
BSBCRT402	Collaborate in a creative process
BSBMKG421	Optimise digital media impact
CUADIG304	Create visual design components
CUAGRD502	Produce graphic designs for 2-D and 3-D applications
BSBCRT501	Originate and develop concepts
BSBWOR501	Manage personal work priorities and professional development
CUAGRD506	Develop graphic design practice to meet industry needs
BSBDES501	Implement design solutions
CUAPPR503	Present a body of own creative work
BSBDES403	Develop and extend design skills and practice
CUAGRD505	Design and manipulate complex layouts
BSBWHS501	Ensure a safe workplace

#### QUALIFICATION ISSUED BY:

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CRICOS Course Code: 098243D ABN: 191 581 045 66



# COURSE DURATION

COURSE		DURATION	FEES
ICT30115	Certificate III in Information, Digital Media and Technology	52 weeks	For more information, click on 'Price and Intake Dates' on our individual course pages at <a href="http://acbi.edu.au">acbi.edu.au</a>
ICT50915	Diploma of Digital Media Technologies	78 weeks	
ICT60115	Advanced Diploma of Information Technology	104 weeks	
BSB42315	Certificate IV in Environmental Management and Sustainability	52 weeks	
BSB41515	Certificate IV in Project Management Practice	26 weeks	
BSB51415	Diploma of Project Management	52 weeks	
BSB61015	Advanced Diploma of Leadership and Management	52 weeks	
BSB41015	Certificate IV in Human Resources	39 weeks	
BSB50618	Diploma of Human Resources	52 weeks	
10656NAT	Diploma of Enterprise Resource Planning	52 weeks	
BSB41115	Certificate IV in International Trade	26 weeks	
BSB50815	Diploma of International Business	52 weeks	
BSB42415	Certificate IV in Marketing and Communication	26 weeks	
10118NAT	Diploma of Social Media Marketing	52 weeks	
BSB61315	Advanced Diploma of Marketing and Communications	52 weeks	
CUA50715	Diploma of Graphic Design	78 weeks	



EVENT	FIRST EVENT	SECOND AND SUBSEQUENT
Enrolment fee	AUD100	
Material fee	AUD150 For Diploma of Graphic Design only, material fee is AUD250.	
Change start date of eCoE	AUD100	AUD100
Course cancellation fee	AUD500	
Course transfer	If visa not granted: Free If visa is already granted: AUD100	AUD100
Re-assessment	Each unit: AUD100	Each unit: AUD100
RPL	Initial application: AUD200 Each Unit: AUD300	Each unit: AUD300
Course suspension	Student's choice: AUD100	
Optional SAP learning hub, student edition	One year access: AUD800 (non- refundable)	

For more information please  
see terms and conditions on our  
website.

All prices listed in this brochure  
are in Australian Dollars.



## ◀ CAMPUS LIFE



### MASTERCLASSES

Our Masterclasses curate a social experience to educate our future leaders on pathways for success, as well as insights within industry. Our past events have included discussions in social media marketing, motivational speakers and special guests.



### EXCURSIONS & ACTIVITIES

Throughout the year, we organise exciting new events to engage students with the perks of living in Sydney. From scenic coastal walks, surf camps and charity days, our activities are a great way to meet new people and live the Australian lifestyle to the fullest.





◀ To view photos or see upcoming events, follow @acbisdney on Facebook and Instagram!



## GRADUATIONS

At the end of your studies, we host graduation ceremonies to celebrate the fantastic efforts our students have achieved, and to send off our future leaders in a memorable way.



## ON-CAMPUS EVENTS

Each term, we hold numerous events across the campus. From student showcases, Melbourne Cup viewing parties and free LinkedIn photo-shoots, we want our students to get the most out of their learning experience.

# ◀ STUDENT TESTIMONIALS



"I joined ACBI 6 months ago and my experienced has been amazing with them.

I found the location really convenient, because it is in the heart of the city, 5 minutes from central station and close to many bus stops, so it fits perfectly with my everyday life style.

The staff is very kind and helpful. The teachers are amazing and really supportive . The college is equipped with great IT infrastructure and the latest technology which facilitates the delivery of each program.

I am 100% convinced to keep doing my studies with ACBI during my stay in Australia. Without a doubt, ACBI is a great place to be. During my course, I've learned a lot thanks to my teacher who is a fantastic person, always eager to pass his knowledge to all students. Moreover, he really knows what

he's talking about as he has professionally worked within the industry for several years.

What made my experience even more unforgettable was that I've met many interesting people from all over the world there. I'm sure that the knowledge and entire experience from my studies will be advantageous in my professional career."

***Gloria Cristina Garces Beltran from Colombia***

***Current Student Diploma of Digital Media Technologies***



"I started studying at ACBI one year ago and since the beginning, found the staff to be very friendly and always willing to help students with any problems or questions, even if it was not school related.

The school always organizes interesting events in order to get to know students from other classes and to also allow students with different talents to meet up and collaborate. The teachers are well prepared and they care about the students and their future.

I completed Certificate III in Digital Media Marketing where I mastered topics that I already had some knowledge in but I also learnt new skills, like how to build a website and how to properly use a range of different coding languages."

***Daniele Cazzato from Italy***

***Current Student Diploma of International Business***





# ◀ AT ACBI WE CREATE LEADERS

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The SRC works democratically to represent the student body in college decision-making as well as organise programs for students to participate in college life through structured and ongoing feedback and interaction on academic and non-academic matters.

## **SOCIAL AND CULTURAL EVENTS**

Our student cohort and staff members come from 65 different nationalities worldwide, and speak 15 different languages (as at February 2018). We celebrate our diversity through numerous social and cultural events organised throughout the year.

## **STUDENT LEADERSHIP AND DEVELOPMENT PROGRAMS**

Through the numerous programs in place, students are able to develop their leadership and communications skills in a safe and supportive environment. This is invaluable in assisting them to be job ready for the workplace.

## **SIMULATED WORKPLACE ENVIRONMENT**

An exciting initiative in 2018 is a simulated workplace environment (SWE) for students to put in practice what they have learnt in class. The SWE provides a safe platform for them to test and refine ideas, solutions, projects and businesses which they can bring to the real world through real-life individual projects as well as integrated projects involving students from various disciplines such as project management, information technology, social media marketing, human resources, leadership and management, and marketing and communication.



Australian College of Business Intelligence is part of the Australian Institute of Business Intelligence. a leader in providing academic support and career outcomes for students

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#### AUSTRALIAN COLLEGE OF BUSINESS INTELLIGENCE

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Disclaimer: The information in this brochure is correct as of February 2019. ACBI reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the Australian College Business Intelligence.

