

BERKELEY

BUSINESS INSTITUTE

B



2019 COURSE
GUIDE



Berkeley Business Institute (BBI) is a progressive Registered Training Organisation (RTO) located in the heart of beautiful Sydney. We enrol students from all around the world and offer first class courses and facilities. Our management team and teaching staff are committed to giving you the best possible educational experience whilst you study with BBI.



BERKE BUSIN INSTIT



CONTENT

04

Living and Studying in Sydney, Australia

06

Why Choose Berkeley Business Institute

08-11

Course Information

- 08 Certificate IV in Business Administration
- 09 Diploma of Business Administration
- 10 Advanced Diploma of Business
- 11 Diploma of Project Management
- 12 Advanced Diploma of Program Management
- 13 Certificate IV in Marketing and Communication
- 14 Diploma of Marketing and Communication
- 15 Advanced Diploma of Marketing and Communication

16

Study Pathways, Entry Requirements

17

Fees & Charges, Intake Dates , Timetable

18

How to Apply



LIVING AND STUDYING

ESTIMATED COST OF LIVING

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

Students should have at least AUD \$2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car.

For more information, visit www.studyinaustralia.gov.au

FIND WORK WHILE YOU STUDY

As an international student you are allowed to work for 40 hours per fortnight. The Permission to work is automatically included with your student visa. A variety of casual jobs can be found in cafés, restaurants and other retail outlets. Australia's minimum wage depends on your age, job classification and what industrial instrument these are covered by.

For more information, visit www.fairwork.gov.au





SYDNEY AUSTRALIA

Sydney is one of the world's most loved cities and it has a sunny and vibrant atmosphere that attracts people from around the world.

OVERSEAS STUDENT HEALTH COVER

The health care system in Australia is one of the best but the cost of treatment can be expensive. While you are enjoying your student life in Sydney, the last thing you want to worry about is medical expenses if you get sick or have an accident. It is a visa requirement that all international students have Overseas Student Health Cover (OSHC) for the duration of their student visa.



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

Sydney is the largest city and the most popular city in Australia. It has the world famous Opera House and beautiful Sydney Harbour Bridge. Sydney is a cosmopolitan city with many restaurants and shopping areas within a short distance to stunning beaches and parks. There are always plenty of things to do while living and studying in Sydney.

WHY CHOOSE BERKELEY BUSIN INSTITUTE

WHAT WE OFFER

- Structured formal training for theory-based units
- Classes are held in well equipped computer labs
- Study in a small group under direct supervision
- Learners' guides and study materials will be provided for each class.
- Assessments can take the form of role plays, case studies, practical demonstrations and written tests

ORIENTATION AND ENROLMENT

Orientation is usually held on the Thursday prior to the course commences dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At orientation, students will get to meet our friendly staff, have a tour of the campus, receive their timetable, their student ID card and have a chance to ask any questions about the course and living in Australia. Students will be provided with your free USB lanyard which contains all the information you need to know about BBI and a copy of all forms they will need whilst studying with us.



BUSINESS

B

JOIN BBI



STUDENT SUPPORT

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



ACADEMIC SUPPORT

Academic staff at Berkeley Business Institute are all highly qualified and stay up-to-date with the most current industry information. They have all the academic credentials required to ensure you, as a student, are trained for success in your future career.





CERTIFICATE IV IN BUSINESS ADMINISTRATION

CRICOS COURSE CODE 099874J | BSB40515

This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others.

ENTRY REQUIREMENTS

Entry requirements:

There are no entry requirements for this qualification however it is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.

International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

PATHWAYS FROM THE QUALIFICATION

BSB50415 Diploma of Business Administration or a range of other Diploma qualifications

POTENTIAL JOB (Vocational Outcomes)

- Accounts Supervisor
- Executive Personal Assist
- Office Administrator
- Project Assistant

QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBCMM401	Make a presentation
BSBREL401	Establish networks
BSBADM405	Organise meetings
BSBRES411	Analyse and present research information
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets

BSBWRT401	Write complex documents
BSBMKG413	Promote products and services
BSBCUS402	Address customer needs
BSBITU404	Produce complex desktop published documents



DIPLOMA OF BUSINESS ADMINISTRATION

CRICOS COURSE CODE 087311K | BSB50415

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialized, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

ENTRY REQUIREMENTS

It is recommended that individuals should:

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

PATHWAYS FROM THE QUALIFICATION

BSB60215 Advanced Diploma of Business or other Advanced Diploma qualifications

POTENTIAL JOB

Administration Manager,
General Office Manager or Office
Manager.

QUALIFICATION STRUCTURE

Duration 47 Weeks

BSBADM502	Manage meetings
BSBITB511	Establish and maintain a network of digital devices
BSBMGT517	Manage operational plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBPMG522	Undertake project work
BSBADM504	Plan or review administration systems
BSBWOR501	Manage personal work priorities and professional development
BSBADM506	Manage business documents design and development

ADVANCED DIPLOMA OF BUSINESS

CRICOS COURSE CODE 087538B | BSB60215

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

ENTRY REQUIREMENTS

It is recommended that individuals should:

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

PATHWAYS FROM THE QUALIFICATION

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

POTENTIAL JOB

Executive Director, Executive Manager or Director, Manager- Human Resources – Strategy and Senior Executive.

QUALIFICATION STRUCTURE

Duration 47 Weeks

BSBADV602	Develop an advertising campaign
BSBMGT615	Contribute to organisation development
BSBINN601	Lead and manage organisational change
BSBINM601	Manage knowledge and information
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBMGT617	Develop and implement a business plan
BSBFIM601	Manage finances



DIPLOMA OF PROJECT MANAGEMENT

CRICOS COURSE CODE 097682M | BSB51415

This business qualification is designed for:

- Individuals aspiring to careers requiring project plan, task analysis, quality measurement and execute project decisions.
- Individuals wanting to master project management skills to become a project leader.
- Those wishing to upgrade project management skills in line with current best project management practice.

ENTRY REQUIREMENTS

It is recommended that individuals should:

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

PATHWAYS FROM THE QUALIFICATION

BSB61218 Advanced Diploma of Program Management or other Advanced Diploma qualifications

POTENTIAL JOB

- Branch/Section Leader - Project Management
- Project Manager
- Project Manager - Construction/Health

QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBPMG511 Manage project scope
BSBPMG512 Manage project time
BSBPMG513 Manage project quality
BSBPMG514 Manage project cost
BSBPMG515 Manage project human resources
BSBPMG516 Manage project information and communication

BSBPMG517 Manage project risk
BSBPMG521 Manage project integration
BSBPMG519 Manage project stakeholder engagement
BSBWOR502 Lead and manage team effectiveness
BSBPMG518 Manage project procurement
BSBPMG520 Manage project governance



ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

CRICOS COURSE CODE 098956D | BSB61218

This business qualification is designed for:

- Individuals aspiring to careers requiring direct, plan and lead a range of projects or program functions
- Individuals wanting to master project management skills to become a program leader.
- Those wishing to upgrade program management skills in line with current best program management practice.
- Individuals who are program managers, managing or directing a suite of projects (a program) to achieve organisational objectives

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

- Have completed a Diploma of Project Management qualification. or
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.
- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

PATHWAYS FROM THE QUALIFICATION

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

POTENTIAL JOB

- Program Manager

QUALIFICATION STRUCTURE

Duration 78 Weeks

BSBPMG610 Enable program execution
BSBPMG621 Facilitate stakeholder engagement
BSBPMG622 Implement program governance
BSBPMG623 Manage benefits
BSBMGT520 Plan and manage the flexible workforce
BSBFIM601 Manage finances

BSBINN601 Lead and manage organisational change
BSBPMG615 Manage program delivery
BSBPMG616 Manage program risk
BSBPMG617 Provide leadership for the program
BSBPMG624 Engage in collaborative alliances
ICTICT602 Develop contracts and manage contracted performance



CERTIFICATE IV IN MARKETING AND COMMUNICATION

CRICOS COURSE CODE 099875G | BSB42415

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 provide leadership and guidance to others with some limited responsibility for the output of others; however they typically report to more senior practitioners.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification however it is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.

International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL JOB (Vocational Outcomes)

- Advertising Account Coordinator
- Marketing and Communications Consultant
- Direct Marketing Officer
- Market Research Assistant
- Marketing Coordinator
- Marketing Officer
- Media Assistant
- Media Planner

PATHWAYS FROM THE QUALIFICATION

BSB52415 Diploma of Marketing and Communication or a range of other Diploma qualifications

QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBCMM401	Make a presentation	BSBMKG413	Promote products and services
BSBCRT401	Articulate, present and debate ideas	BSBMKG401	Profile the market
BSBMGT407	Apply digital solutions to work processes	BSBMKG419	Analyse consumer behaviour
BSBMKG417	Apply marketing communication across a convergent industry	BSBRES411	Analyse and present research information
BSBMKG418	Develop and apply knowledge of marketing communication industry	BSBWRT401	Write complex documents
		BSBMKG408	Conduct market research
		BSBMKG414	Undertake marketing activities

DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS COURSE CODE 099876G | BSB52415

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

PATHWAYS FROM THE QUALIFICATION

BSB61315 Advanced Diploma of Marketing and Communication or a range of other Advanced Diploma qualifications

POTENTIAL JOB

- Marketing Manager
- Campaign Manager
- Executive Assistant

ENTRY REQUIREMENTS

Entry to this qualification is limited to those individuals who:

- have completed all core units in BSB42415 Certificate IV in Marketing and Communication which are-
 - o BSBCMM401 Make a presentation
 - o BSBCRT401 Articulate, present and debate ideas
 - o BSBMGT407 Apply digital solutions to work processes
 - o BSBMKG417 Apply marketing communication across a convergent industry
 - o BSBMKG418 Develop and apply knowledge of marketing communication industry
 - are 18 years or older; and
 - have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

QUALIFICATION STRUCTURE

Duration 78 Weeks

BSBMKG507	Interpret market trends and developments	BSBADV507	Develop a media plan
BSBMKG523	Design and develop an integrated marketing communication plan	BSBMKG506	Plan market research
BSBPMG522	Undertake project work	BSBMKG510	Plan e-marketing communications
BSBMKG501	Identify and evaluate marketing opportunities	BSBMKG508	Plan direct marketing activities
BSBMKG502	Establish and adjust the marketing mix	BSBMKG537	Develop a social media engagement plan
BSBMKG515	Conduct a marketing audit	BSBMKG516	Profile international markets



ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS COURSE CODE 099877F | BSB61315

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

PATHWAYS FROM THE QUALIFICATION

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

POTENTIAL JOB

- Marketing director
- Marketing strategist
- Global Account Manager

ENTRY REQUIREMENTS

Entry to this qualification is limited to those individuals who:

- have completed all core units in BSB52415 Diploma of Marketing and Communication which are-
 - o BSBMKG507 Interpret market trends and developments
 - o BSBMKG523 Design and develop an integrated marketing communication plan
 - o BSBPMG522 Undertake project work
- are 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills.

International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

QUALIFICATION STRUCTURE

Duration 78 Weeks

BSBADV602	Develop an advertising campaign	BSBMKG603	Manage the marketing process
BSBMGT616	Develop and implement strategic plans	BSBMKG607	Manage market research
BSBMKG609	Develop a marketing plan	BSBMKG608	Develop organisational marketing objectives
BSBFIM601	Manage finances	BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan	BSBCOM603	Plan and establish compliance management systems
BSBMGT608	Manage innovation and continuous improvement		
BSBINM601	Manage knowledge and information		



By studying Vocational Education and Training courses students can also use the qualification gained to enter a range of Tertiary Institutions like Universities and other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study and can be applied for separately.



HIGHER EDUCATION

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

ENTRY REQUIREMENTS

Below are our academic entry requirement for both domestic and international students.

All Students MUST

- Be 18 years of age or over;
- Have completed Year 11/12 or its equivalent;

International Students MUST

- Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent)

FEES & CHARGES

Enrolment/Application fee (not refundable)	AUD\$200
Confirmation of Enrolment (COE) fee (not refundable)	AUD\$50
Material fee (per term)	AUD\$50
Priority Processing fee	AUD\$50
Change of Course fee	AUD\$200
Deferment fee	AUD\$250

For holidays please refer to the **Academic Calendar**. For fees please refer to **Fees & Payment** on the website, www.berkeley.edu.au

INTAKE DATES

	TERM1	TERM2	TERM3	TERM4
2019	07 Jan	08 Apr	08 Jul	08 Oct
2020	06 Jan	06 Apr	06 Jul	06 Oct
2021	11 Jan	12 Apr	12 Jul	11 Oct

Choose when you want to study. BBI has 4 intake dates all year round, the more intake dates please contact our staff. Don't wait and start whenever you like!

TIMETABLE

At BBI, we provided a flexible timetable for students to enjoy their student life to the maximum. Our students can choose the study timetable that suits their lifestyle and be able to enjoy life outside the classroom. We try to cater to all student needs and hope students can enjoy their time in Sydney, Australia.

SHIFT	MON	TUE	WED	THUR	FRI	SAT
1	8.45 16.45	8.45 16.45				
2			8.45 16.45	8.45 16.45		
3					8.45 16.45	8.45 16.45
4	17.45 21.45	17.45 21.45	17.45 21.45	17.45 21.45		





HOW TO APPLY

1

CHOOSE COURSE

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

2

COMPLETE THE ENROLMENT FORM

Read the terms & conditions and the Student Handbook available from our website then complete the enrolment form online or request a paper enrolment form.

3

PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example, certified copies of passport, education qualifications, English qualifications, any working experience (if relevant) and RPL application (if relevant).

4

SUBMIT APPLICATION

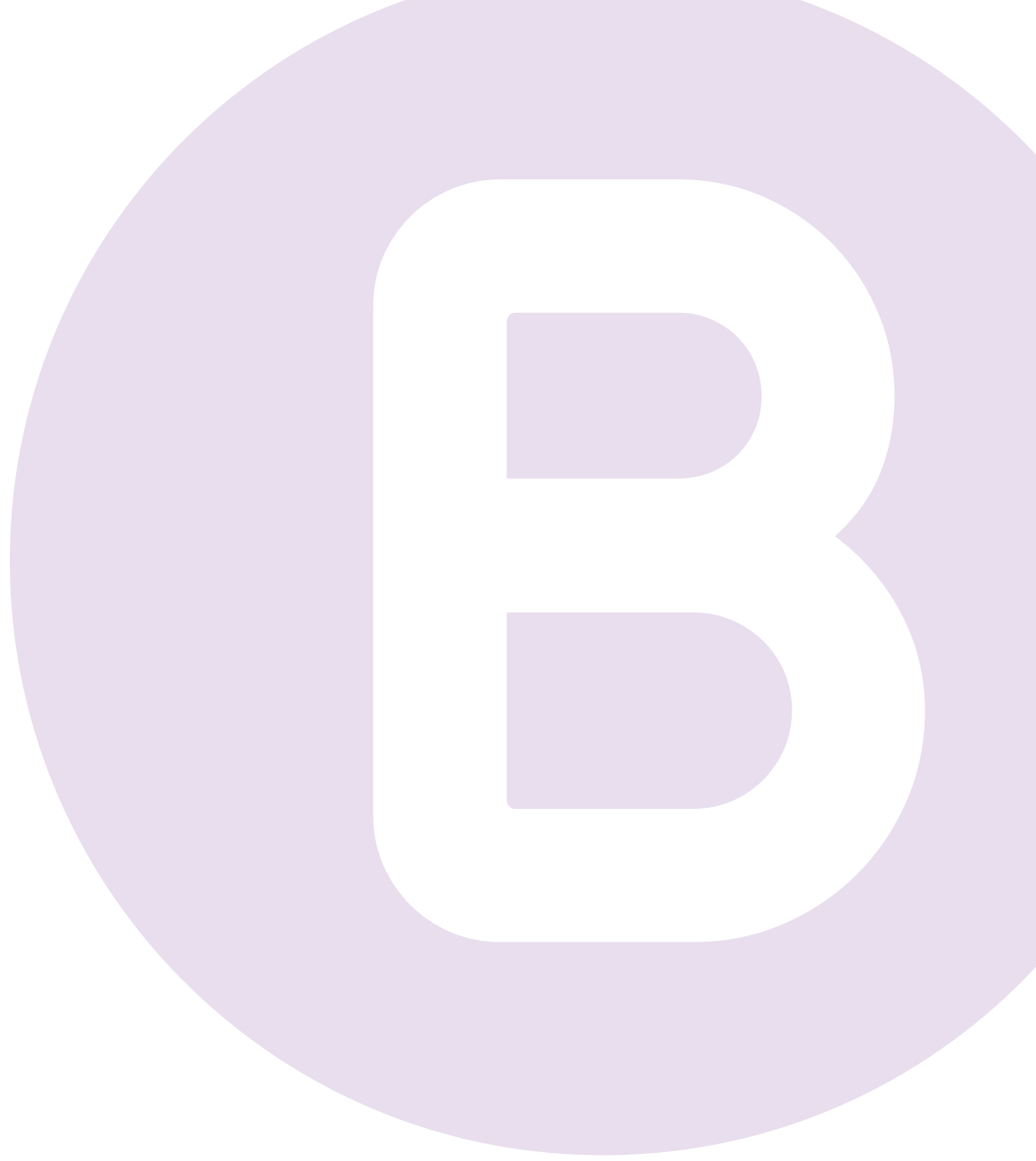
Return your application form and the necessary documents to :

Berkeley Business Institute
Level 1, 338 Pitt St. Sydney NSW 2000
OR email to : info@berkeley.edu.au

5

RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess your suitability to the course that you have applied for. If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!



STUDY WITH US

The information in this brochure is correct as of January 2019. Changes in circumstances after this date may alter the accuracy of the information. BBI reserves the right to alter any matter described in this brochure without notice. See BBI price list for full details. Readers are responsible for verifying information that pertains to them by contacting the college.

Version Jan 2019

www.berkeley.edu.au

 Website



Facebook



L1, 338 PITT ST. SYDNEY NSW 2000



+61 2 8316 6666



INFO@BERKELEY.EDU.AU



BBI.Australia

DISCLAIMER: The information in this brochure is correct as of Dec 2018. Changes in circumstances after this date may alter the accuracy of the information. BBI 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 College.

JAN 2019, Version 6