

# BERKELEY

BUSINESS INSTITUTE

B



2020 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.

# BERKELEY BUSINESS INSTITUTE

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# LIVING AND STUDYING

## 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.

### ESTIMATED COST OF LIVING

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$21,041 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](http://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](http://www.fairwork.gov.au)

### 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 BUSINESS 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.

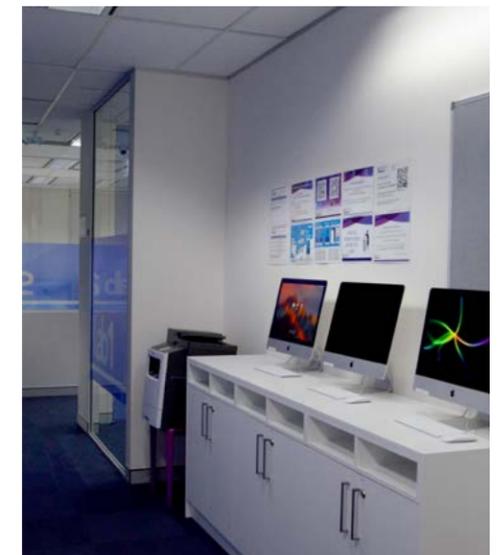


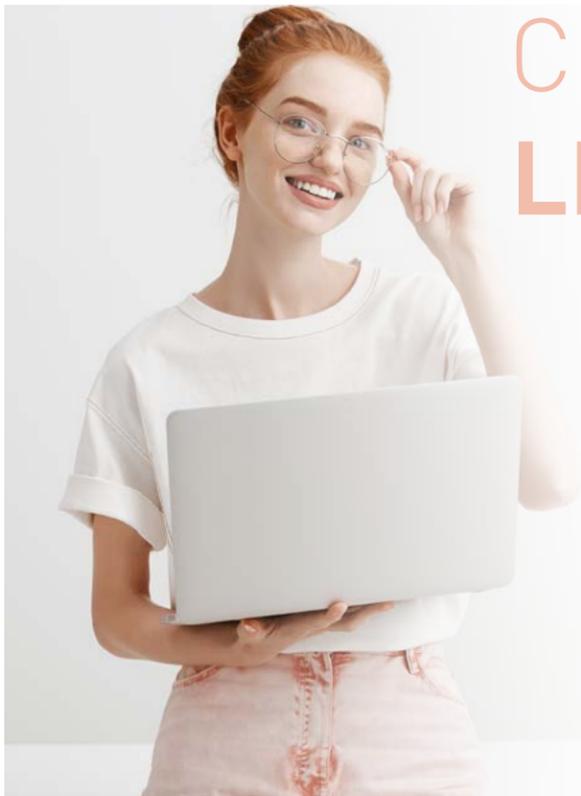
## STUDENT SUPPORT

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 LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE 0101453 | BSB42015

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

## ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. 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

After achieving this qualification candidates may choose to study BSB51918 Diploma of Leadership and Management or other Diploma qualifications.

## POTENTIAL JOB

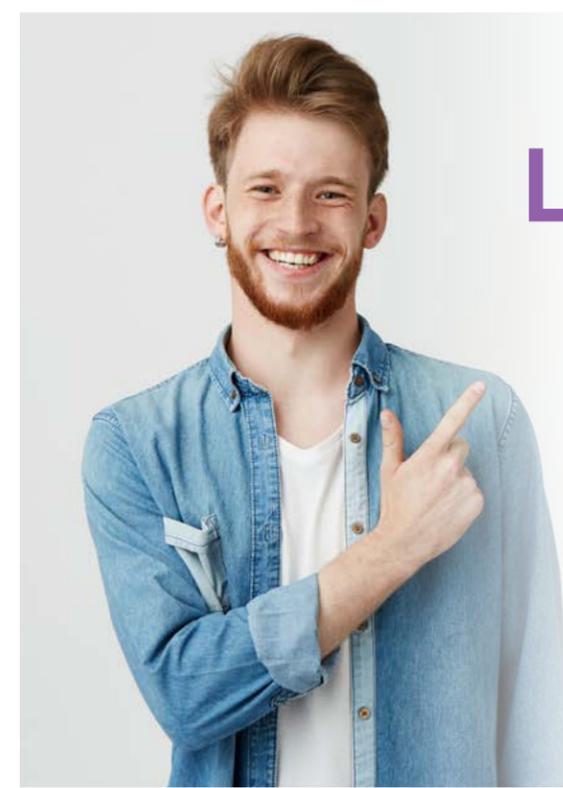
Job roles and titles may vary across different industry sectors. Upon successful completion of BSB42015, a person could seek employment opportunities in various business and commercial enterprises as:

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

## QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBLDR401	Communicate effectively as a workplace leader	BSBINN301	Promote innovation in a team environment
BSBLDR402	Lead effective workplace relationships	BSBCMM401	Make a presentation
BSBLDR403	Lead team effectiveness	BSBWRT401	Write complex documents
BSBMGT402	Implement operational plan	BSBCUS402	Address customer needs
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBRES411	Analyse and present research information
BSBWOR404	Develop work priorities		
BSBRISK401	Identify risk and apply risk management processes		



# DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE 0101454 | BSB51918

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. 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

BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications

## POTENTIAL JOB (Vocational Outcomes)

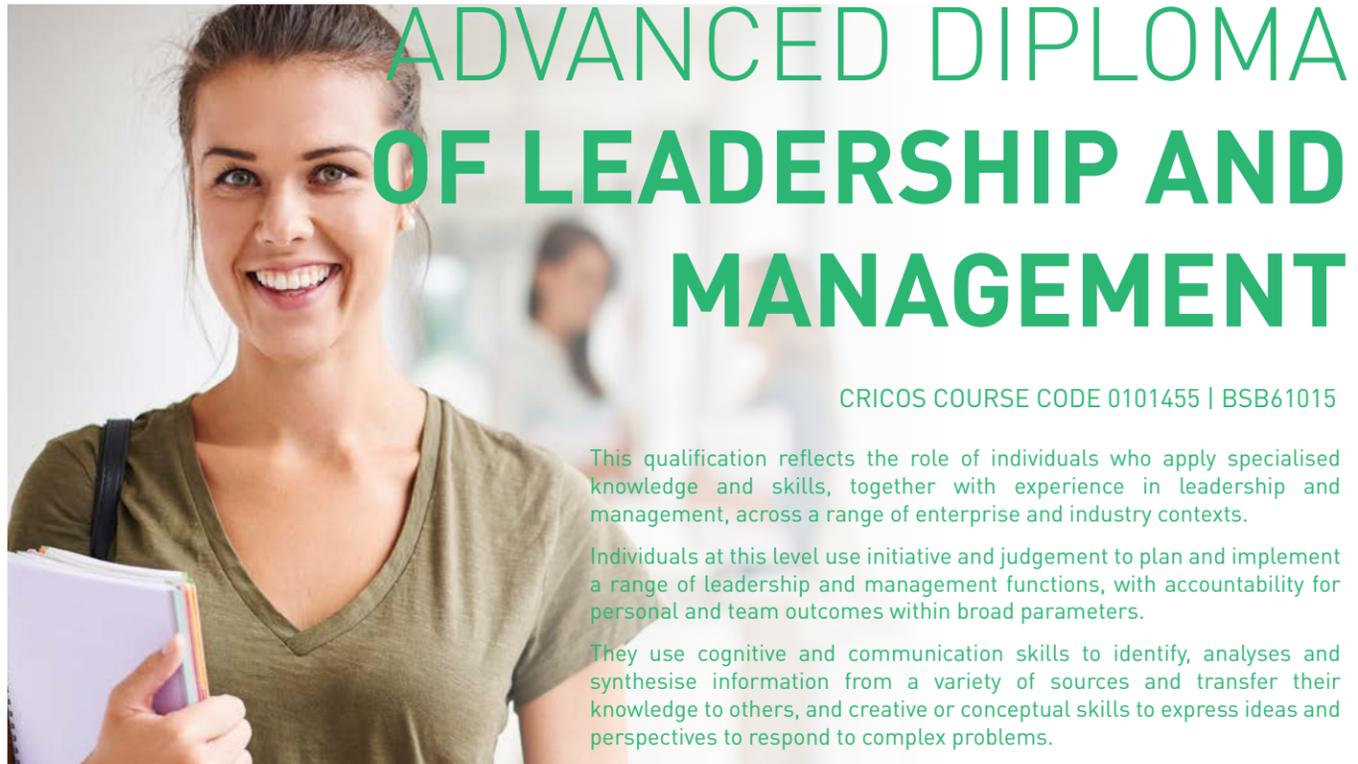
Job roles and titles may vary across different industry sectors. Upon successful completion of BSB51918, a person could seek employment opportunities in various business and commercial enterprises as:

- Manager.
- Supervisors

## QUALIFICATION STRUCTURE

Duration 104 Weeks

BSBLDR511	Develop and use emotional intelligence	BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT517	Manage operational plan	BSBPMG522	Undertake project work
BSBLDR502	Lead and manage effective workplace relationships	BSBRISK501	Manage risk
BSBWOR502	Lead and manage team effectiveness	BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans	BSBADM506	Manage business document design and development
BSBCUS501	Manage quality customer service	BSBSUS501	Develop workplace policy and procedures for sustainability



# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE 0101455 | BSB61015

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.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives to respond to complex problems.

## ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. 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

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

## POTENTIAL JOB (Vocational Outcomes)

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB61015, a person could seek employment opportunities in various business and commercial enterprises as:

- Area Manager
- Department Manager
- Regional Manager.

## QUALIFICATION STRUCTURE

Duration 78 Weeks

BSBFIM601	Manage finances	BSBCOM603	Plan and establish compliance management systems
BSBINN601	Lead and manage organisational change	BSBMKG609	Develop a Marketing Plan
BSBMGT605	Provide leadership across the organisation	BSBHRM602	Manage human resources strategic planning
BSBMGT617	Develop and implement a business plan	BSBMKG608	Develop organisational marketing objectives
BSBINM601	Manage Knowledge and Information	BSBWHS605	Develop, implement and maintain WHS management systems
BSBMGT608	Manage innovation and continuous improvement		
BSBMGT616	Develop and Implement Strategic Plans		



# 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	BSBWRT401	Write complex documents
BSBRE401	Establish networks	BSBMKG413	Promote products and services
BSBADM405	Organise meetings	BSBCUS402	Address customer needs
BSBRES411	Analyse and present research information	BSBITU404	Produce complex desktop published documents
BSBITU401	Design and develop complex text documents		
BSBITU402	Develop and use complex spreadsheets		



# 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
- 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
- Director,
- Manager
- Human Resources Strategy
- 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		



# STUDY PATHWAYS

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)

## MODE OF COURSE DELIVERY

75% Face-to-face and 25% Online

(During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.)

## 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](http://www.berkeley.edu.au)

## INTAKE DATES

	TERM1	TERM2	TERM3	TERM4
<b>2021</b>	11 Jan	12 Apr	12 Jul	11 Oct
<b>2022</b>	10 Jan	11 Apr	11 Jul	10 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
<b>1</b>	8.45 16.45	8.45 16.45				
<b>2</b>			8.45 16.45	8.45 16.45		
<b>3</b>					8.45 16.45	8.45 16.45
<b>4</b>	17.00 22.00	17.00 22.00	17.00 22.00			
<b>5</b>				17.00 22.00	17.00 22.00	17.00 22.00

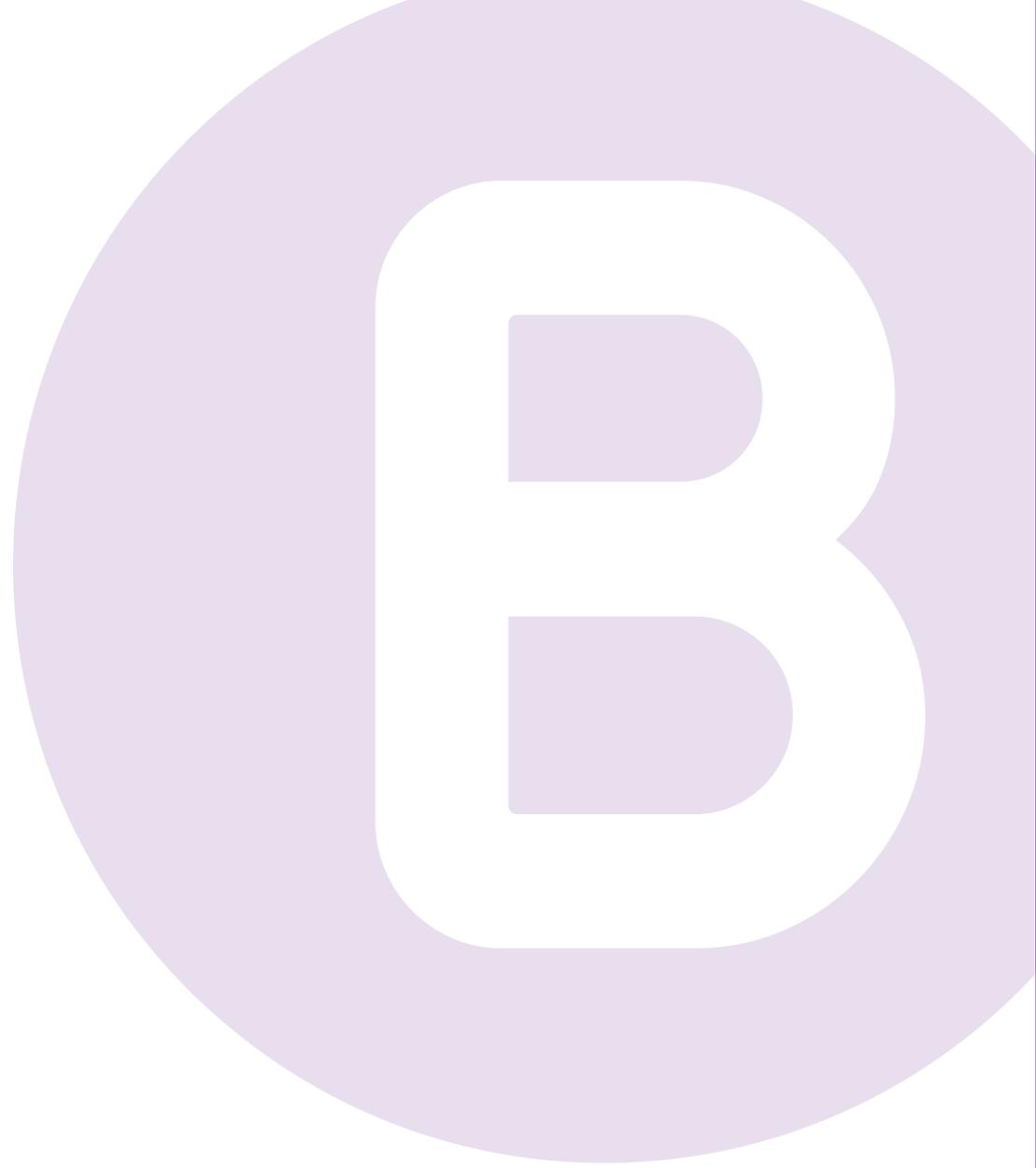
\* The Online Class timetable may differ from the actual[face-to-face] class timetable. The nature of student support and engagement may also vary during this online delivery period. Please contact the college if you have any enquiries regarding the mode of delivery and the timetable.



## HOW TO APPLY

- 1 CHOOSE COURSE**  
 Check out our course outline and entry requirements at [www.berkeley.edu.au](http://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](mailto: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!



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

# STUDY WITH US

 Website



Facebook



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 BBI.Australia

DISCLAIMER: The information in this brochure is correct as of October 2020. 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.