

# BERKELEY

**BUSINESS** INSTITUTE



**2021**

**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 103976J | BSB40520

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 undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

## POTENTIAL JOB

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40520, a person could seek employment opportunities in various business and commercial enterprises as:

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

## QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBLDR411	Demonstrate leadership in the workplace	BSBSUS411	Implement and monitor environmentally sustainable work practices
BBLDR413	Lead effective workplace relationships		
BSBOPS402	Coordinate business operational plans	BSBLDR412	Communicate effectively as a workplace leader
BSBXCM401	Apply communication strategies in the workplace	BSBSTR401	Promote innovation in team environments
BSBWHS411	Implement and monitor WHS policies, procedures and programs	BSBOPS403	Apply business risk management processes
BSBWRT411	Write complex documents		
BSBLDR414	Lead team effectiveness	BSBXTW401	Lead and facilitate a team



# DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE 104252D | BSB50420

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

After achieving this qualification candidates may undertake a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

## POTENTIAL JOB (Vocational Outcomes)

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50420, a person could seek employment opportunities in various business and commercial enterprises as:


- Manager.
- Supervisors

## QUALIFICATION STRUCTURE

Duration 104 Weeks

BSBCMM511	Communicate with influence	BSBSTR502	Facilitate continuous improvement
BSBCRT511	Develop critical thinking in others	BSBLDR522	Manage people performance
BSBLDR523	Lead and manage effective workplace relationships	BSBOPS504	Manage business risk
BSBOPS502	Manage business operational plans	BSBOPS505	Manage organisational customer service
BSBPEF502	Develop and use emotional intelligence	BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK502	Manage team effectiveness	BSBFIN501	Manage budgets and financial plans





# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE 105035E | BSB60420

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, analyses 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

It is recommended that individuals should:

- be 18 years or older; and
- have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- 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 undertake a higher Education or a range of other Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

### 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
- Chief Executive Officer
- Business Analyst



# CERTIFICATE IV IN BUSINESS (ADMINISTRATION)

CRICOS COURSE CODE 105031J | BSB40120

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

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

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

### POTENTIAL JOB (Vocational Outcomes)

- Trade Coordinator
- Executive Personal Assist
- Office Administrator
- Analyst

## QUALIFICATION STRUCTURE

Duration 104 Weeks

BSBLDR601	Lead and manage organisational change	BSBWHS605	Develop, implement and maintain WHS management systems
BSBLDR602	Provide leadership across the organisation	BSBAUD601	Establish and manage compliance management systems
BSBOPS601	Develop and implement business plans	BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBSTR602	Develop organisational strategies	BSBSTR601	Manage innovation and continuous improvement
BSBHRM614	Contribute to strategic workforce planning		
BSBCRT611	Apply critical thinking for complex problem solving		

## QUALIFICATION STRUCTURE

Duration 52 Weeks

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



# DIPLOMA OF BUSINESS (Operations)

CRICOS COURSE CODE 105032H | BSB50120

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

## ENTRY 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

After achieving this qualification candidates may undertake a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

## POTENTIAL JOB

- Administration Manager,
- General Office Manager
- Office Manager.

## QUALIFICATION STRUCTURE

Duration 78 Weeks

BSBCRT511	Develop critical thinking in others	BSBOPS504	Manage business risk
BSBFIN501	Manage budgets and financial plans	BSBTWK503	Manage meetings
BSBOPS501	Manage business resources	BSBOPS505	Manage organisational customer service
BSBSUS511	Develop workplace policies and procedures for sustainability	BSBHRM525	Manage recruitment and onboarding
BSBXCM501	Lead communication in the workplace	BSBSTR502	Facilitate continuous improvement
BSBOPS502	Manage business operational plans		
BSBOPS503	Develop administrative systems		



# ADVANCED DIPLOMA OF BUSINESS

CRICOS COURSE CODE 105033G | BSB60120

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities. Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

## ENTRY REQUIREMENTS

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- 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 undertake a higher Education or a range of other Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

## POTENTIAL JOB

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

## QUALIFICATION STRUCTURE

Duration 104 Weeks

BSBCRT611	Apply critical thinking for complex problem solving	BSBSTR602	Develop organisational strategies
BSBFIN601	Manage organisational finances	BSBAUD601	Establish and manage compliance management systems
BSBOPS601	Develop and implement business plans		
BSBSUS601	Lead corporate social responsibility		
BSBTEC601	Review organisational digital strategy		
BSBINS601	Manage knowledge and information		
BSBLDR601	Lead and manage organisational change		
BSBSTR601	Manage innovation and continuous improvement		





# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

CRICOS COURSE CODE 105095D | BSB40920

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

### ENTRY REQUIREMENTS

- It is recommended that individuals should:
- Be 18 years or older; and
  - Have completed Year 11 or its equivalent with suitable English language skills.
  - International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

### PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

### POTENTIAL JOB

- Project analyst
- Project Officer
- Project records officer
- Project administrator/ coordinator

### QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBPMG420 Apply project scope management techniques	BSBPMG426 Apply project risk management techniques
BSBPMG421 Apply project time management techniques	BSBPMG427 Apply project procurement procedures
BSBPMG422 Apply project quality management techniques	BSBPMG428 Apply project life cycle management processes
BSBPMG423 Apply project cost management techniques	
BSBPMG424 Apply project human resources management approaches	
BSBPMG425 Apply project information management and communications techniques	



# DIPLOMA OF PROJECT MANAGEMENT

CRICOS COURSE CODE 104054K | BSB50820

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

### ENTRY REQUIREMENTS

- 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 undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

### POTENTIAL JOB

- Project contract manager
- Project leader/team leader
- Project manager (industry specific)
- Project vendor manager

### QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBPMG530 Manage project scope	BSBPMG536 Manage project risk
BSBPMG531 Manage project time	BSBPMG540 Manage project integration
BSBPMG532 Manage project quality	BSBPMG538 Manage project stakeholder engagement
BSBPMG533 Manage project cost	BSBTWK502 Manage team effectiveness
BSBPMG534 Manage project human resources	BSBPMG537 Manage project procurement
BSBPMG535 Manage project information and communication	BSBPMG539 Manage project governance





# ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

CRICOS COURSE CODE 104446E | BSB60720

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

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

## ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

- 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.

- Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version). or
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

## PATHWAYS FROM THE QUALIFICATION

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

## POTENTIAL JOB

- Program Manager

## QUALIFICATION STRUCTURE

Duration 78 Weeks

BSBPMG630 Enable program execution  
BSBPMG634 Facilitate stakeholder engagement  
BSBPMG635 Implement program governance  
BSBPMG636 Manage benefits  
BSBFIN601 Manage organisational finances  
ICTICT612 Develop contracts and manage contract performance

BSBLDR601 Lead and manage organisational change  
BSBPMG631 Manage program delivery  
BSBPMG632 Manage program risk  
BSBPMG633 Provide leadership for the program  
BSBPMG637 Engage in collaborative alliances  
BSBSTR601 Manage innovation and continuous improvement



# CERTIFICATE IV IN MARKETING AND COMMUNICATION

CRICOS COURSE CODE 105036D | BSB40820

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## 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

BSB50620 Diploma of Marketing and Communication or a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

## QUALIFICATION STRUCTURE

Duration 52 Weeks

BSBCMM411 Make a presentation  
BSBCRT412 Articulate, present and debate ideas  
BSBOPS403 Apply business risk management processes  
BSBMKG440 Apply marketing communication across a convergent industry  
BSBMKG439 Develop and apply knowledge of marketing communication industry

BSBMKG434 Promote products and services  
BSBMKG433 Undertake marketing activities  
BSBMKG435 Analyse consumer behaviour  
BSBINS401 Analyse and present research information  
BSBWRT411 Write complex documents  
BSBMKG431 Assess marketing opportunities  
BSBPEF402 Develop personal work priorities

# DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS COURSE CODE 105037C | BSB50620

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

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

## PATHWAYS FROM THE QUALIFICATION

BSB60520 Advanced Diploma of Marketing and Communication or a range of Advanced Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

## 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 BSBCMM411 Make presentations;
  - o BSBCRT412 Articulate, present and debate ideas;
  - o BSBMKG433 Undertake marketing activities;
  - o BSBMKG435 Analyse consumer behaviour;
  - o BSBMKG439 Develop and apply knowledge of communications industry; and
  - o BSBWRT411 Write complex documents.
- 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

BSBMKG552 Design and develop marketing communication plans	BSBFIN501 Manage budgets and financial plans
BSBPMG430 Undertake project work	BSBMKG544 Plan and monitor direct marketing activities
BSBMKG541 Identify and evaluate marketing opportunities	BSBMKG546 Develop social media engagement plans
BSBMKG542 Establish and monitor the marketing mix	BSBOPS504 Manage business risk
BSBMKG545 Conduct a marketing audit	BSBMKG555 Write persuasive copy
BSBMKG543 Plan and interpret market research	BSBMKG549 Profile and analyse consumer behaviour for international markets

# ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS COURSE CODE 105038B | BSB60520

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

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

## 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 the following units (or equivalent competencies):
  - o BSBMKG541 Identify and evaluate marketing opportunities;
  - o BSBMKG542 Establish and monitor the marketing mix;
  - o BSBMKG552 Design and develop marketing communication plans;
  - o BSBMKG555 Write persuasive copy; and
  - o BSBPMG430 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 104 Weeks

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



# 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.

## CERTIFICATE IV

Business  
Marketing & Communication  
Project Management Practice  
Leadership & Management



## DIPLOMA

Business  
Marketing & Communication  
Project Management  
Leadership & Management



## ADVANCED DIPLOMA

Business  
Marketing & Communication  
Program Management  
Leadership & Management



## 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

**67% Face-to-face and 33% 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

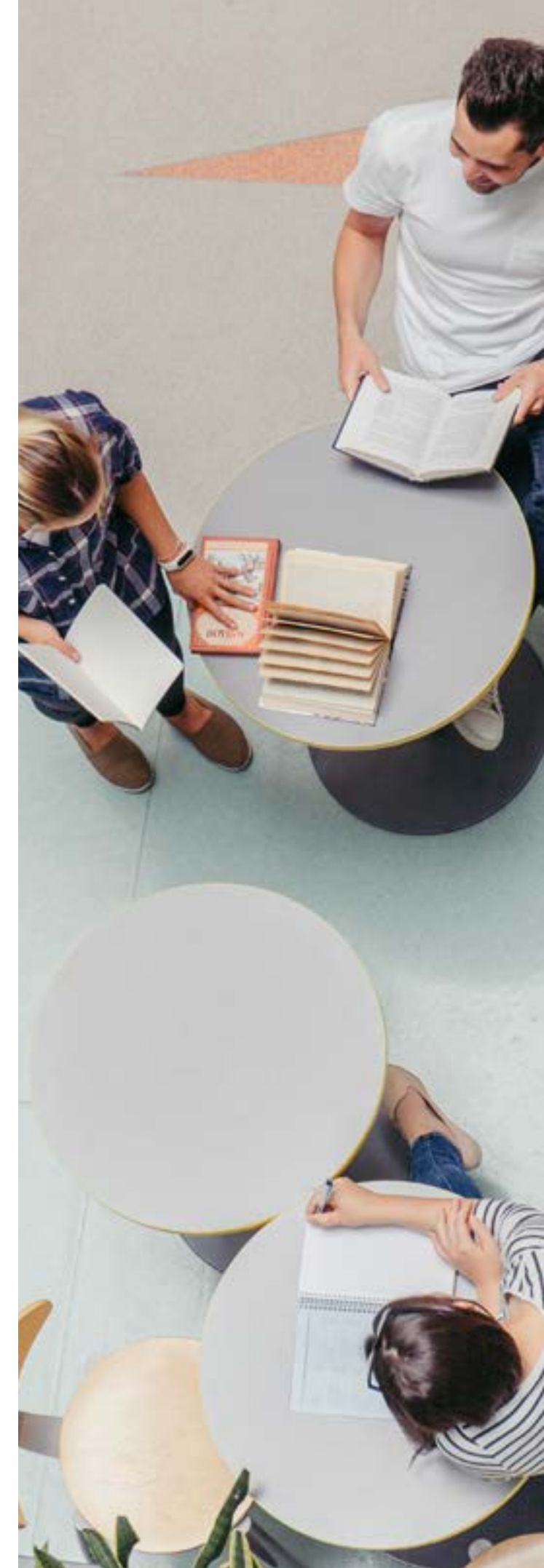
Choose when you want to study. BBI has 4 intake dates all year round, the more intake dates please contact our staff. Don't wait and start whenever you like!

## 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	SUN
<b>1</b>	7:30 14:45	7:30 14:45					
<b>2</b>	15:00 22:15	15:00 22:15					
<b>3</b>			7:30 14:45	7:30 14:45			
<b>4</b>			15:00 22:15	15:00 22:15			
<b>5</b>					7:30 14:45	7:30 14:45	
<b>6</b>					15:00 22:15	15:00 22:15	
<b>7</b>							7:30 14:45 & 15:00 22:15

\* During the Covid-19 pandemic, all of our courses will be delivered online. 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**

Suite 2, Level 1, 338 Pitt St. Sydney NSW 2000

OR email to : [info@berkeley.edu.au](mailto:info@berkeley.edu.au)

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### 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

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.

Oct 2020, Version 8



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 Website



Facebook



SUITE 2, L1, 338 PITT ST. SYDNEY NSW 2000



+61 2 8316 6666



[INFO@BERKELEY.EDU.AU](mailto:INFO@BERKELEY.EDU.AU)



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