



CROWN INSTITUTE OF BUSINESS AND TECHNOLOGY



www.cibt.edu.au



Student satisfaction and career success
drive everything we do at CIBT.

Message from CEO

As the CEO of Crown Institute of Business & Technology, it is my honour to welcome you to our institution. At CIBT, we understand that embarking on an educational journey is both exciting and transformative. That's why we are committed to supporting you every step of the way.

CIBT is more than a place of learning, it is a space where you can grow, connect, and thrive. Our dedicated team are passionate about creating an environment where you feel valued and empowered to achieve your goals. With a focus on practical skills and industry-relevant knowledge, we prepare our students to confidently navigate the challenges of today's professional world.

We are inspired by the diversity of our students, who bring unique perspectives from across the globe. Together, we create a collaborative and enriching learning experience that builds lifelong connections and opens doors to new opportunities.

Whether your ambition is to advance your career, gain meaningful employment, or pursue further education, CIBT is here to help you unlock your full potential. I warmly invite you to explore our website, visit our campuses, and connect with our team to discover how we can help you succeed.

Jackie Nedelkoski
Chief Executive Officer



Welcome

Established in 2008, Crown Institute of Business and Technology strive to create a brighter future for all of our students and prepare them for their chosen career path in Accounting, Business, Marketing and Communication, Information Technology and Leadership and Management. Empowering students from around the world to challenge them academically and socially, CIBT provides an environment that nurtures development and guides students to career opportunities after graduation. Our modern campuses in Sydney CBD, North Sydney, Hurstville and Canberra offer students an interactive learning environment that fosters modern learning.

CIBT is made up of culturally and linguistically diverse staffs who shares the same passion and interest as our organisation. Our objectives consist of adopting best practices to ensure our courses and training staff follow both Australian and Global best practices in education. We encourage diversity by welcoming students of all backgrounds and cultures to enrol in our courses and work to create an open, welcoming atmosphere. Most importantly, we don't just teach, instead we work collaboratively to transform our students into confident, competent professionals with all the skills and knowledge they need to succeed.

Why choose CIBT?

01

We are nationally well-recognised by employers and they understand that our graduates have received the kind of career training it takes to succeed in their chosen profession.

02

We give you practical hands-on training which helps you get ready for the job market.

03

We have highly-experienced teachers and instructors. We only recruit qualified professionals with years of experience.

04

We are a multicultural college. Our staffs come from a variety of backgrounds, so you'll never feel lonely.

05

We are centrally located in Sydney CBD, North Sydney, Hurstville and in Canberra. All of our campuses are close to public Transport. We are only a couple of minutes from the breathtaking views of Sydney Harbour Bridge, Opera House, shopping facilities and other major commercial hubs in Sydney and in Canberra.





Our Campuses

New South Wales – Sydney CBD, North Sydney & Hurstville

Crown Institute of Business and Technology has campuses in Sydney CBD, North Sydney, and Hurstville—each offering convenient access to public transport and a unique student experience. The Sydney CBD campus is located in the heart of the city, close to iconic landmarks, shopping, and cultural attractions. North Sydney provides a professional, business-focused environment, while Hurstville offers a vibrant, multicultural setting with affordable living and local amenities. Studying in Sydney gives students the best of both worlds—academic opportunity and an exciting lifestyle. With excellent public transport and nearby suburbs like Redfern, Newtown, and Glebe, getting around the city is easy and enjoyable.



Staying at Sydney

Sydney is one of the world's most liveable cities, offering a mix of urban convenience and natural beauty. Students can choose from a variety of accommodation options in the city or nearby suburbs such as Redfern, Newtown, and Glebe—all well connected by public transport. With its iconic beaches, coastal walks, cultural events, and culinary diversity, Sydney offers an enriching student experience both inside and outside the classroom.

Australian Capital Territory – Belconnen, Canberra

Our Canberra campus is conveniently located in the suburb of Belconnen, within walking distance of public transport and just a short ride from the city centre. The campus offers a calm and student-friendly environment, ideal for focused study while still being close to key amenities.

Staying at Belconnen

Belconnen is one of the fastest-growing suburbs in Canberra's west, offering excellent facilities for students. Our campus is just a seven-minute walk from Westfield Belconnen, home to over 200 shops, including major retailers such as Myer, Woolworths, Coles, and Hoyts Cinemas. The area also features scenic Lake Ginninderra, local cafes, parks, and well-established residential communities. A café located on the ground floor of our building adds to the everyday convenience for our students.



Our Courses

Crown Institute of Business and Technology offers quality Vocational courses in Accounting, Early Childhood and Care, Hospitality, Leadership and Management, Information Technology, Marketing and Communication and local and international students.

Early Childhood Education and Care

Certificate III in Early Childhood Education and Care
CRICOS Course Code: 116563A | National Course Code: CHC30121

Diploma of Early Childhood Education and Care
CRICOS Course Code: 116564M | National Course Code: CHC50121

Community Services

Certificate III in Individual Support
CRICOS Course Code: 114133F | National Course Code: CHC33021

Diploma of Community Services
CRICOS Course Code: 114134E | National Course Code: CHC52021

Leadership and Management

Certificate IV in Leadership and Management
CRICOS Course Code: 103954D | National Course Code: BSB40520

Diploma of Marketing and Communication
CRICOS Course Code: 103533C | National Course Code: BSB50420

Advanced Diploma of Leadership and Management
CRICOS Course Code: 104836B | National Course Code: BSB60420

Management

Graduate Diploma of Management (Learning)
CRICOS Course Code: 104837A | National Course Code: BSB80120

Project Management

Diploma of Project Management (Construction)
CRICOS Course Code: 117297F | National Course Code: BSB50820

Marketing and Communication

Certificate IV in Marketing and Communication
CRICOS Course Code: 103531E | National Course Code: BSB40820

Diploma of Marketing and Communication
CRICOS Course Code: 103533C | National Course Code: BSB50620

Advanced Diploma of Marketing and Communication
CRICOS Course Code: 103532D | National Course Code: BSB60520

Hospitality

Certificate IV in Kitchen Management
CRICOS Course Code: 112465B | National Course Code: SIT40521

Diploma of Hospitality Management
CRICOS Course Code: 112466A | National Course Code: SIT50422

Accounting

Certificate IV in Accounting and Bookkeeping
CRICOS Course Code: 109976E | National Course Code: FNS40222

Diploma of Accounting
CRICOS Course Code: 111544M | National Course Code: FNS50222

Advanced Diploma of Accounting
CRICOS Course Code: 111545K | National Course Code: FNS60222

Information Technology

Diploma of Information Technology
CRICOS Course Code: 105210F | National Course Code: ICT50220

Advanced Diploma of Information Technology
CRICOS Course Code: 105211E | National Course Code: ICT60220

Short Courses

White Card Course First Aid Course
Unit Code: CPCWHS1001 Unit Codes: HLTAID011, HLTAID012, HLTAID009

CPR Course
Unit Code: HLTAID009

Delivery Modes

CIBT uses a blended learning methodology that combines classroom-based instruction with computer-mediated activities. This approach has been shown to enhance student engagement, satisfaction, and learning outcomes. Students participate in on-campus learning supported by online activities through our Learning Management System (MOODLE), providing a flexible and interactive educational experience.

Protection of fee paid in advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant field or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

Training and Other Facilities

CIBT trains and assesses its students from its campuses in Sydney CBD, North Sydney, Hurstville and Canberra which are fully equipped with required facilities including modern computer labs with internet access, data projectors & resources borrowing facility, printing & photocopy facility and a student common area.



Articulation & Pathways

Under the principles of mutual recognition, qualifications and Statements of Attainment issued by CIBT are recognised by other Registered Training Organisations (RTOs) across Australia. Upon successful completion of a vocational qualification, students may be eligible for credit or exemption in related courses. Graduates can also explore pathway opportunities into higher education qualifications.



Certificate IV in Accounting and Bookkeeping

National Course Code: FNS40222 | CRICOS Course Code: 109976E | Duration: 52 weeks

Course Description

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

Graduates of this qualification should be able to work in various accounting job roles with duties such as completing Business Activity Statements (BAS) and lodging taxes, operational reporting, producing non-complex management reports including compiling budget information, compiling data for job costing reports, supervising the operation of computer-based financial systems, classifying, recording and reporting accounting information, maintaining inventory records, managing a small office, ensuring relevant legal requirements

are adhered. Job roles may include Accounts Receivable and Payable Clerks, Payroll clerks, Bookkeepers, General Clerical Assistants & Trainee Accountants.

Target Group

The target group for the FNS40222 Certificate IV in Accounting and Bookkeeping is people who have an interest in the accounting and book-keeping aspect of the financial services industry and would like to commence their career in accounting sector. The program is designed for local and international students wishing to develop their existing accounting skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to FNS50217 Diploma of Accounting. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Certificate IV in Accounting and Bookkeeping. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Accounting and BookkeepingAsia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 13 units of competency (10 Core and 3 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate IV in Accounting and Bookkeeping qualification.

Unit Code	Unit Title	Core/Elective
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC421	Prepare financial reports	Core
FNSTPB412	Establish and maintain payroll systems	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC426	Set up and operate computerised accounting systems	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSACC412	Prepare operational budgets	Core
BSBTEC302	Design and produce spreadsheets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC413	Make decisions in a legal context	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
FNSACC323	Perform financial calculations	Elective



Diploma of Accounting

National Course Code: FNS50222 | CRICOS Course Code: 111544M | Duration: 65 weeks

Course Description

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent):

- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set, or
- FNS40222 Certificate IV in Accounting and Bookkeeping.

Vocational Outcomes

The primary pathway from this qualification is employment in accounting job roles with duties such as introducing and maintaining accounting systems, maintaining internal control systems, preparing financial statements for a non-reporting entity, preparing tax returns, reporting on business performance & preparing accounting reports for management. Job roles may vary across the various sectors, but may include Accountants, Senior Financial Clerks & Account managers.

Target Group

The target group for the FNS50222 Diploma of Accounting is local and international students wishing to develop their existing accounting skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to FNS60217 Advanced Diploma of Accounting. The course provides a solid overview of financial sector with an operational knowledge in general accounting and related areas. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online MOODLE Learning Management System (MOODLE).

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Diploma of Accounting. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Accounting.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 11 units of competency (7 Core and 4 Electives) are delivered throughout the 65 Weeks (45 weeks tuition and 20 weeks holiday). All units of competency must be completed to receive a Diploma of Accounting qualification.

Unit Code	Unit Title	Core/Elective
FNSACC522	Prepare tax documentation for individuals	Core
BSBTEC402	Design and produce complex spreadsheets	Core
FNSACC521	Provide financial and business performance information	Core
FNSACC523	Manage budgets and forecasts	Core
FNSACC524	Prepare financial reports for corporate entities	Core
FNSACC527	Provide management accounting information	Core
FNSACC526	Implement and maintain internal control procedures	Core
FNSACC505	Establish and Maintain Accounting Information Systems	Elective
BSBLDR413	Lead effective workplace relationships	Elective
FNSACC321	Process financial transactions and extract interim reports	Elective
FNSACC421	Prepare financial reports	Elective



Advanced Diploma of Accounting

National Course Code: FNS60222 | CRICOS Course Code: 111545K | Duration: 78 weeks

Course Description

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad parameters.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Prior to commencing this qualification an individual must have completed the following qualifications (or equivalent):
FNS50222 Diploma of Accounting; or its superseded version
FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.

Vocational Outcomes

Graduates with proper employability skills should be able

to work as an Accountant, Financial Accounting Officer and Costing Project Manager.

Target Group

The target group for this qualification includes candidates who wish to upgrade their Diploma of Accounting so they can ascend their career ladder as an Accountant, and/or progress to bachelor's degree. Students can build strong foundation in accounting and learn about financial management, auditing, management accounting, and taxation. This may include local and international student with Diploma of Accounting or equivalent qualification with some vocational experience.

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Advanced Diploma of Accounting. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Advanced Diploma of Accounting.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 14 units of competency (3 Core and 11 Electives) are delivered throughout the 78 Weeks (54 weeks tuition and 24 weeks holiday). All units of competency must be completed to receive an Advanced Diploma of Accounting qualification.

Unit Code	Unit Title	Core/Elective
FNSACC634	Monitor corporate governance activities	Core
FNSINC611	Apply economic principles to work in the financial services industry	Core
FNSINC612	Interpret and use financial statistics and tools	Core
FNSACC523	Manage budgets and forecasts	Elective
FNSACC526	Implement and maintain internal control procedures	Elective
FNSACC521	Provide financial and business performance information	Elective
FNSACC522	Prepare tax documentation for individuals	Elective
FNSACC527	Provide management accounting information	Elective
FNSACC524	Prepare financial reports for corporate entities	Elective
FNSACC601	Prepare and administer tax documentation for legal entities	Elective
FNSACC609	Evaluate financial risk	Elective
FNSACC614	Prepare complex corporate financial reports	Elective
FNSACC613	Prepare and analyse management accounting information	Elective
FNSACC608	Evaluate organisation's financial performance	Elective



Certificate III in Early Childhood Education and Care

National Course Code: CHC30121 | CRICOS Course Code: 116563A | Duration: 52 weeks | Work Placement: 162 hours

Course Description

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

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of least 162 hours of work in a regulated children’s education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

This qualification reflects the role of educators in early childhood education and care who work in regulated children’s education and care services in Australia. They support children’s wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed

skills and knowledge using discretion and judgement when carrying out their work in the context of established policies and procedures. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification are:

- Early Childhood Educator
- Assistant room leader
- Playgroup Supervisor
- Outside of School Care Assistant
- Family Day Care Educator
- Recreation Assistant

Target Group

The target group for CHC30121 Certificate III in Early Childhood Education & Care is people Who have an interest in the Early Childhood Education Sector and in particular in having the desire to develop employment skills within the Childcare Industry.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student’s interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 16 hours/week of classroom-based delivery on campus and for 4 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE). During the course, students will engage in 162 hours of work placement in a licensed early childhood setting.

Course Completion

Students obtaining a ‘Competent’ result for all the units in this qualification will achieve Certificate III in Early Childhood Education & Care. A statement of attainment will be issued only for the units in which a student has been found ‘Competent’.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate III in Early Childhood Education & Care.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 17 units of competency (15 Core and 2 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate III in Early Childhood Education & Care qualification.

Unit Code	Unit Title	Core/Elective
CHCECE031	Support Children's health, Safety and Wellbeing	Core
CHCECE055	Meet Legal and Ethical Obligations in Children's Education and Care	Core
CHCPRT001	Identify & Respond to children and young people at risk	Core
HLTAID012	Provide First Aid in an education & care setting	Core
HLTWH5001	Participate in workplace health and safety	Core
CHCECE032	Nurture babies & toddlers	Core
CHCECE034	Use an approved learning framework to guide practice	Core
CHCECE056	Work effectively in children's education and care	Core
CHCECE038	Observe children to inform practice	Core
CHCECE033	Develop positive and respectful relationships with children	Core
CHCECE030	Support inclusion and diversity	Core
CHCECE036	Provide experiences to support children's play and learning	Core
CHCECE035	Support the holistic learning and development of children	Core
CHCECE037	Support children to connect with the natural environment	Core
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	Core
CHCDIV001	Work with diverse people	Elective
HLTFSE001	Follow basic food safety practices	Elective



Diploma of Early Childhood Education and Care

National Course Code: CHC50121 | CRICOS Course Code: 116564M | Duration: 52 weeks | Work Placement: 288 hours

Course Description

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations.

Early childhood educators work in long day care centres, family day care, preschools or kindergartens. To achieve this qualification, the individual must have completed a total of least 288 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

Entry requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised. Entry to this qualification is open to individuals who:

- hold a CHC30121 Certificate III in Early Childhood Education and Care or
- CHC30113 Certificate III in Early Childhood Education and Care

Vocational Outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification are:

- Early Childhood Educator
- Nominated Supervisor role
- Educational Leader
- Playgroup Supervisor
- Outside of School Care Coordinator
- Family Day Care Coordinator
- Room Leader

Target Group

The target group for CHC50121 Diploma of Early Childhood Education & care is people who have an interest in the Early Childhood Education Sector and in particular in having the desire to develop employment skills within the Childcare industry. The target participants for this course are students who seek employment in early childhood education and the care industry or existing workers working in the industry seeking to obtain a formal Qualification. This group may include domestic and/or overseas students.

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 16 hours/week of classroom-based delivery on campus and for 4 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE). During the course, students will engage in 288 hours of work placement in a licensed early childhood setting.

Course Completion

Students obtaining a 'competent' result for all the units in this qualification will achieve Diploma of Early Childhood Education & Care. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Early Childhood Education & care.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 15 units of competency (12 Core and 3 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Diploma of Early Childhood Education and care qualification.

Unit Code	Unit Title	Core/Elective
CHCECE047	Analyse information to inform children's learning	Core
CHCECE048	Plan and implement children's education and care curriculum	Core
CHCECE043	Nurture creativity in children	Core
CHCECE049	Embed environmental responsibility in service operations	Core
CHCECE044	Facilitate compliance in a children's education and care service	Core
CHCECE042	Foster holistic early childhood learning, development and wellbeing	Core
CHCECE045	Foster positive and respectful interactions and behaviour in children	Core
CHCECE046	Implement strategies for the inclusion of all children	Core
CHCECE041	Maintain a safe and healthy environment for children	Core
CHCECE050	Work in partnership with children's families	Core
CHCPRP003	Reflect on and improve own professional practice	Core
CHCECE053	Respond to grievances and complaints about the service	Elective
CHCECE052	Plan service and supports for children and families	Elective
BSBHRM413	Support the learning and development of teams and individuals	Elective



Certificate IV in Kitchen Management

National Course Code: SIT40521 | CRICOS Course Code: 112465B | Duration: 78 weeks

Course Description

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen.They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

Successful completion of the SIT40521 Certificate IV in Kitchen Management can lead to a range of possible career opportunities including:

- Chef
- Chef de partie - a station chef or line cook who is in charge of a particular area of production in the kitchen. For example:

- Saute chef
- Fish chef
- Grill chef
- Vegetable chef
- Pastry chef
- Sous chef
- Roast chef
- Fry chef
- Pantry chef

Target Group

Target groups for the SIT40521 Certificate IV in Kitchen Management are students who are seeking to develop their skills and knowledge in Kitchen Management to further their career prospects or study pathways or seeking to enter a new industry sector. The program is designed for local and international students wishing to develop their existing Hospitality Management skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to SIT50422 Diploma of Hospitality Management. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Course Completion

Students obtaining a ‘Competent’ result for all the units in this qualification will achieve Certificate IV in Kitchen Management. A statement of attainment will be issued only for the units in which a student has been found ‘Competent’.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Kitchen Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 33 units of competency (27 Core and 6 Electives) are delivered throughout the 78 Weeks (60 weeks of delivery and 18 weeks of holidays/break). All units of competency must be completed to receive a Certificate IV in Kitchen Management qualification.

Unit Code	Unit Title	Core/Elective
SITHCCC023	Use food preparation equipment	Core
SITHCCC027	Prepare dishes using basic methods of cookery	Core
SITHCCC028	Prepare appetisers and salads	Core
SITHCCC029	Prepare stocks, sauces and soups	Core
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC031	Prepare vegetarian and vegan dishes	Core
SITHCCC035	Prepare poultry dishes	Core
SITHCCC036	Prepare meat dishes	Core
SITHCCC037	Prepare seafood dishes	Core

Unit Code	Unit Title	Core/Elective
SITHCCC041	Produce cakes, pastries and breads	Core
SITHCCC042	Prepare food to meet special dietary requirements	Core
SITHCCC043	Work effectively as a cook	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP012	Develop recipes for special dietary requirements	Core
SITHKOP013	Plan cooking operations	Core
SITHKOP015	Design and cost menus	Core
SITHPAT016	Produce desserts	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008	Develop and implement a food safety program	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006	Receive, store and maintain stock	Core
SITXMG004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITHCCC038	Produce and serve food for buffets	Elective
SITHCCC026	Package prepared foodstuffs	Elective
SITHCCC040	Prepare and serve cheese	Elective
BSBSUS211	Participate in sustainable work practices	Elective
BSBTEC301	Design and produce business documents	Elective
BSBTWK501	Lead diversity and inclusion	Elective



Diploma of Hospitality Management

National Course Code: SIT50422 | CRICOS Course Code: 112466A | Duration: 26 weeks

Course Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming. The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

CIBT has set the entry requirements for this qualification and there is No Direct entry to the SIT50422 Diploma of Hospitality Management. All Students must complete SIT40521 Certificate IV in Kitchen management and CIBT will assess every individual

application to SIT50422 and provide recognition through a Credit Transfer arrangement for the expected 19 units of competency.

Vocational Outcomes

Graduates of this qualification should be able to work as a manager in a hospitality and kitchen management business such as restaurant, hotel, club, pub, cafe and coffee shop. Possible job titles for a manager in hospitality and kitchen management include:

- Chef de cuisine
- Sous chef
- Restaurant Manager
- Banquet or Function Manager
- Cafe Manager

Target Group

The target group for the SIT50422 Diploma of Hospitality Management are students who are seeking to develop their skills and knowledge in Hospitality Management to further their career prospects or study pathways. This course is a “pathway” model from Certificate IV in Kitchen Management. The program is designed for local and international students wishing to develop their existing hospitality management skills and to those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to Advanced Diploma of Hospitality Management. International students will come from a range of countries spanning Asia, Eastern Europe and

the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Course Completion

Students obtaining a ‘Competent’ result for all the units in this qualification will achieve Diploma of Hospitality Management. A statement of attainment will be issued only for the units in which a student has been found ‘Competent’.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Hospitality Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

There are 28 units of competency (11 Core and 17 Electives) in this Qualification. 19 units will be credit transferred from SIT40521 Certificate IV in Kitchen Management and the remaining 9 units will be delivered throughout the 26 Weeks (20 weeks of delivery and 6 weeks of holidays/break) in SIT50422 Diploma of Hospitality Management. All units of competency must be completed to receive a Diploma of Hospitality Management qualification.

Unit Code	Unit Title	Core/Elective
SITXCCS015	Enhance customer service experiences	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXMG004	Monitor work operations	Core
SITXMG005	Establish and conduct business relationships	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXFSA005	Use hygienic practices for food safety	Elective
SITHCCC043	Work effectively as a cook	Elective
SITHCCC023	Use food preparation equipment	Elective
SITHCCC027	Prepare dishes using basic methods of cookery	Elective
SITHCCC028	Prepare appetisers and salads	Elective
SITHCCC029	Prepare stocks, sauces and soups	Elective
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	Elective
SITHCCC035	Prepare poultry dishes	Elective
SITHCCC037	Prepare seafood dishes	Elective
SITHCCC036	Prepare meat dishes	Elective
SITHCCC042	Prepare food to meet special dietary requirements	Elective
SITHIND006	Source and use information on the hospitality industry	Elective
SITXFSA006	Participate in safe food handling practices	Elective
BSBCMM411	Make presentations	Elective
BSBTWK501	Lead diversity and inclusion	Elective
SITXHRM010	Recruit, select and induct staff	Elective
BSBTWK503	Manage meetings	Elective



Certificate IV in Leadership and Management

National Course Code: BSB40520 | CRICOS Course Code: 103954D | Duration: 52 weeks

Course Description

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

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Preferred pathways for candidates considering this qualification include Certificate III in Business or other relevant qualifications or with vocational experience in a supervisory role but no formal qualification. Examples of indicative job roles for candidates seeking entry based upon their vocational experience may include:

- Coordinator
- Customer Service Advisor
- Leading Hand
- Import/Export Clerk
- Supervisor
- Office Administrator
- Team Leader
- Student Services Officer.
- Accounts Clerk

Vocational Outcomes

Graduates of this qualification with proper employability skills should be able to work as Coordinator, leading Hand or Supervisor. Certificate IV in Leadership and Management will give students the skills and knowledge to face the challenges of a management role and move forward in your career. The program is organised so that students are provided with Work Health and Safety, Customer Service, Research, Communication, Project Management, Relationship Management and General Administration Skills.

Target Group

The target group for the BSB42015 Certificate IV in Leadership and Management are people who want to move into management role where they are required to supervise others. Certificate IV in Leadership and Management is also suitable for individuals who currently hold positions where they are required to manage others and wish to acquire formal qualifications. The program is designed for local and international students wishing to develop their skills in front line management and those who are already working in industry and wish to articulate to Diploma of Leadership and Management. International students will come from a range of countries spanning Asia, Eastern Europe, South America and the Middle East.

Course Completion

Students obtaining a 'Competent' result for all the units studied

will achieve Certificate IV in Leadership and management. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Leadership and Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 12 units of competency (5 Core and 7 Electives) are delivered throughout the 52 Weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to receive a Certificate IV in Leadership and Management qualification.

Unit Code	Unit Title	Core/Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBPEF402	Develop personal work priorities	Elective
BSBTWK401	Build and maintain business relationships	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBLDR521	Lead the development of diverse workforces	Elective
BSBOPS404	Implement customer service strategies	Elective
BSBPMG430	Undertake project work	Elective



Diploma of Leadership and Management

National Course Code: BSB50420 | CRICOS Course Code: 104182B | Duration: 52 weeks

Course Description

This qualification reflects the role of individuals who 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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

This qualification provides the skills, knowledge and competencies to deal with relevant real-life situations in the workplace for an individual to function as a Business Manager, Business Consultant and Small Business Owner/Manager/team Leader.

Target Group

The target group for this qualification are candidates who require skills in Business and Management area. This may include local and International students with Certificate IV in

leadership and Management or other relevant qualification and employees with some vocational experience but without formal supervision or management qualifications.

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Diploma of Leadership and Management. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Leadership and Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 12 units of competency (6 Core and 6 Electives) are delivered throughout the 65 Weeks (45 weeks tuition and 20 weeks holiday). All units of competency must be completed to receive a Diploma of Leadership and Management qualification.

Unit Code	Unit Title	Core/Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBOPS505	Manage organisational customer service	Elective
BSBLDR521	Lead the development of diverse workforces	Elective
BSBOPS504	Manage business risk	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBPMG430	Undertake project work	Elective
BSBLDR602	Provide leadership across the organisation	Elective





Advanced Diploma of Leadership and Management

National Course Code: BSB60420 | CRICOS Course Code: 104836B | Duration: 65 weeks

Course Description

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 or respond to complex problems.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised. This course is available for those who have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Vocational Outcomes

Role of graduates may vary from sector to sector. However, graduates with proper employability skills should be able to work as a Manager, Project Manager and Team Leader.

Target Group

The target group for this qualification includes candidates who wish to improve their skills to analyse, design and execute the judgement using wide range of technical and managerial skills such as change management, leadership practice, strategic planning, sustainability, marketing planning, and risk management. All participants recruited will have a minimum of Diploma of Leadership and Management or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Advanced Diploma of Leadership and Management. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Advanced Diploma of Leadership and Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment

will be conducted through take home research assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 10 units of competency (5 Core and 5 Electives) are required to attain a BSB60420 Advanced Diploma of Leadership and Management qualification. This course is delivered throughout 65 weeks (45 weeks tuition and 20 weeks holiday).

Unit Code	Unit Title	Core/Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBPMG633	Provide leadership for the program	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBPEF501	Manage personal and professional development	Elective



Graduate Diploma of Management (Learning)

National Course Code: BSB80120 | CRICOS Course Code: 104837A | Duration: 104 weeks

Course Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised. However, the preferred pathway for the candidate considering this qualification includes Advanced Diploma of Leadership and Management or other equivalent qualification/s or with substantial vocational experience, in Business Management but without a formal qualification.

Vocational Outcomes

This qualification provides the skills, knowledge and competencies to deal with relevant real-life situations in the

workplace for an individual to function as a Manager or who want to get into senior executive positions across a range of organisations.

Target Group

The target group for this qualification are candidates seeking to pursue a career in organisation learning and capability development. This may include local and International students who wish to start their career in Management Sector and seeking pathway to higher-level qualifications.

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Graduate Diploma of Management (Learning). A Statement of Attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Graduate Diploma of Management (Learning).

Assessments

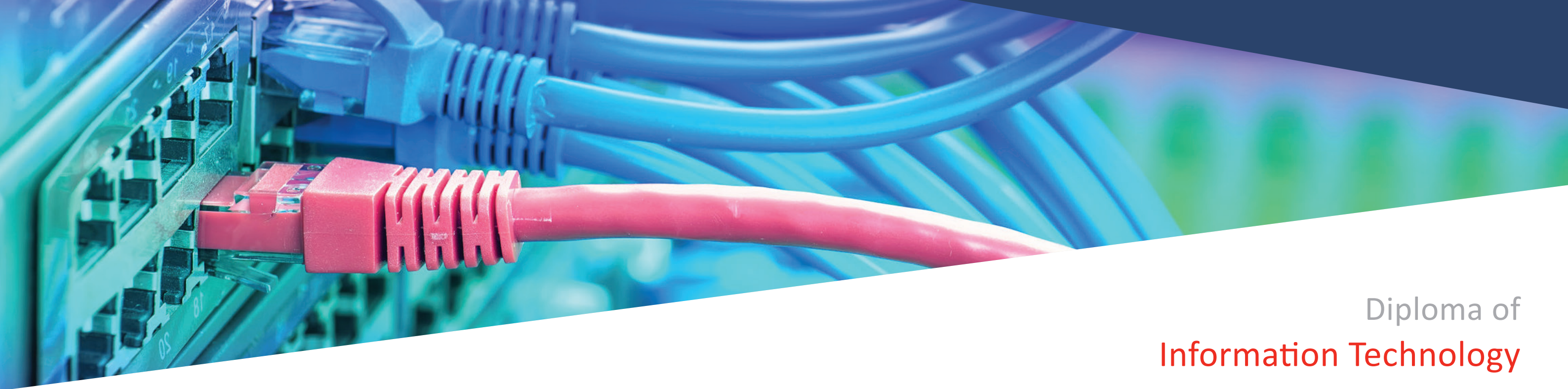
Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment

will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 8 units of competency (3 Core and 5 Electives) are delivered throughout the 52 Weeks (40 weeks tuition and 12 weeks holiday). All units of competency must be completed to receive a Graduate Diploma of Management (Learning) qualification.

Unit Code	Unit Title	Core/Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBSTR801	Lead innovative thinking and practice	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBHRM611	Contribute to organisational performance development	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective
BSBCRT611	Apply critical thinking for complex problem solving	Elective



Diploma of Information Technology

National Course Code: ICT50220 | CRICOS Course Code: 105210F | Duration: 65 weeks

Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

Entry Requirement

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcome

Successful completion of the ICT50220 Diploma of Information Technology can lead to a range of possible career opportunities including ICT Office Manager, ICT Systems Administrator, Information Systems Office Manager and Office Systems Administrator.

Target Group

The target group for the ICT50220 Diploma of Information Technology is local and international students wishing to develop their existing Information Technology skills and those

who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects. The course provides a solid overview of Information and Communication technology industry with an operational knowledge in IT and related area. International students will come from a range of countries spanning Asia, Eastern Europe and Middle East. Many international students have industry experience and wish to receive an Australian qualification. Participants who do not have any industry experience will not be disadvantaged as delivery involves workplace simulations exercises and projects

Course Completion

Students obtaining a ‘Competent’ result for all the units studied will achieve a Diploma of Information Technology. A Statement of Attainment will be issued only for the units in which a student has been found ‘Competent’.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Information Technology.

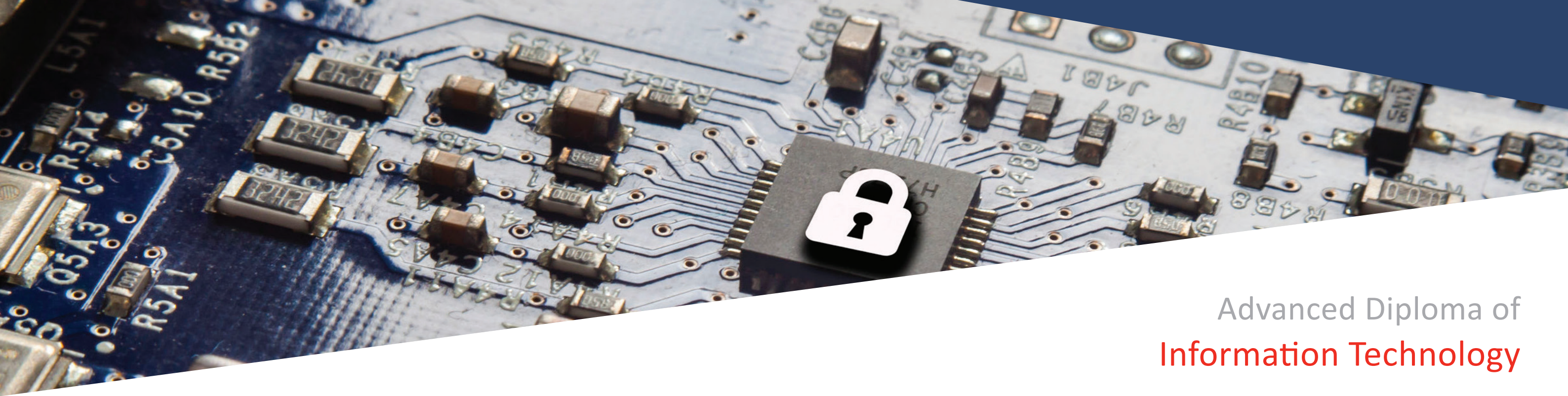
Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 20 units of competency (6 Core and 14 Electives) are delivered throughout 65 Weeks (45 weeks tuition and 20 weeks holiday). All units of competency must be completed to attain ICT50220 Diploma of Information Technology.

Unit Code	Unit Title	Core/Elective
BSBCRT512	Originate and develop concepts	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
BSBXTW401	Lead and facilitate a team	Core
ICTICT517	Match ICT needs with the strategic direction of the organisation	Core
ICTICT532	Apply IP, ethics and privacy in ICT environments	Core
ICTSAS527	Manage client problems	Core
ICTSAS518	Install and upgrade operating systems	Elective
ICTICT523	Gather data to identify business requirements	Elective
ICTNWK553	Configure enterprise virtual computing environments	Elective
ICTICT519	Develop detailed component specifications from project specifications	Elective
ICTNWK542	Install, operate and troubleshoot medium enterprise routers	Elective
ICTNWK543	Install, operate and troubleshoot medium enterprise switches	Elective
ICTWEB513	Build dynamic websites	Elective
ICTSAS530	Use network tools	Elective
ICTPMG505	Manage ICT projects	Elective
ICTWEB517	Create web-based programs	Elective
ICTICT518	Research and review hardware technology options for organisations	Elective
ICTPRG530	Manage projects using software management tools	Elective
ICTPRG532	Apply advanced object-oriented language skills	Elective
ICTNWK562	Configure internet gateways	Elective



Advanced Diploma of Information Technology

National Course Code: ICT60220 | CRICOS Course Code: 105211E | Duration: 52 weeks

Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5). If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

- Upon successful completion of this Qualification with proper employability skills you should be able to work as:
- Software Manager
- System/Network Administrator/Coordinator
- IT Security Administrator
- ICT Business Analyst

Target Group

The target group for the ICT60220 Advanced Diploma of Information Technology is local and international students

wishing to develop their existing Information Technology skills and those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects. The course provides a solid overview of the Information and Communication Technology industry with operational knowledge in IT and related area. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification. Participants who do not have any industry experience will not be disadvantaged as delivery involves workplace simulations exercises and projects.

Course Completion

Students obtaining a 'Competent' result for all the units studied in this qualification will achieve Advanced Diploma of Information Technology. A Statement of Attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Advanced Diploma of Information Technology.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 16 units of competency (6 Core and 10 Electives) are delivered throughout 52 weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to attain ICT60220 Advanced Diploma of Information Technology.

Unit Code	Unit Title	Core/Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBTWK502	Manage team effectiveness	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
ICTICT608	Interact with clients on a business level	Core
ICTICT618	Manage IP, ethics and privacy in ICT environments	Core
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	Core
ICTNWK615	Design and configure desktop virtualisation	Elective
ICTNWK537	Implement secure encryption technologies	Elective
ICTNWK544	Design and implement a security perimeter for ICT networks	Elective
ICTNWK619	Plan, configure and test advanced server-based security	Elective
ICTSUS603	Integrate sustainability in ICT planning and design projects	Elective
ICTTEN622	Produce ICT network architecture designs	Elective
ICTNWK621	Configure network devices for a secure network infrastructure	Elective
ICTNWK622	Configure and manage intrusion prevention system on network sensors	Elective
ICTNWK546	Manage network security	Elective
ICTNWK618	Design and implement a security system	Elective



Certificate IV in Marketing and Communication

National Course Code: BSB40820 | CRICOS Course Code: 03531E | Duration: 52 weeks

Course Description

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

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

Successful completion of the BSB40820 Certificate IV in Marketing and Communication can lead to a range of possible career opportunities including Market Research Assistant, Marketing or Communication Officer or Advertising, Media or Public Relations Officer.

Target Group

The target group for the BSB40820 Certificate IV in Marketing and Communication are local and international students wishing to develop their existing Marketing and Communication skills and those who are already working in the industry and

wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to BSB40820 Certificate IV in Marketing and Communication. The course provides a solid overview of Marketing and Communication industry with an operational knowledge to become an invaluable member of any team. International students will come from a range of countries spanning Asia, Eastern Europe and Middle East. Many international students have industry experience and wish to receive an Australian qualification. Participants who do not have any industry experience will not be disadvantaged as delivery involves workplace simulations exercises and projects.

Course Completion

Students obtaining a 'Competent' result for all the units studied will achieve a Certificate IV in Marketing and Communication. A Statement of Attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Certificate IV in Marketing and Communication.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 12 units of competency (6 Core and 6 Electives) are delivered throughout 52 weeks (36 weeks tuition and 16 weeks holiday). All units of competency must be completed to attain BSB40820 Certificate IV in Marketing and Communication.

Unit Code	Unit Title	Core/Elective
BSBCMM411	Make presentations	Core
BSBCRT412	Articulate, present and debate ideas	Core
BSBMKG433	Undertake marketing activities	Core
BSBWRT411	Write complex documents	Core
BSBMKG439	Develop and apply knowledge of communications industry	Core
BSBMKG435	Analyse consumer behaviour	Core
BSBMKG431	Assess marketing opportunities	Elective
BSBFIN401	Report on financial activity	Elective
BSBMKG432	Research international markets	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBMKG434	Promote products and services	Elective
BSBCRT411	Apply critical thinking to work practices	Elective



Diploma of Marketing and Communication

National Course Code: BSB50620 | CRICOS Course Code: 103533C | Duration: 78 weeks

Course Description

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.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Entry to this qualification is limited to those who:

- Have completed BSB42415 Certificate IV in Marketing and Communication, or
- Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have

- been mapped as equivalent, or
- Have two years equivalent full-time relevant work experience.

Vocational Outcomes

Successful completion of the BSB50620 Diploma of Marketing and Communication can lead to a range of possible career opportunities including Account Manager (Advertising), Marketing and Communication Manager, Sales Manager, Marketing Team Leader, Executive Assistant, Campaign Manager and International Marketing Manager/Coordinator (Education).

Target Group

The target group for the BSB50620 Diploma of Marketing and Communication are local and international students wishing to develop their existing Marketing and Communication skills and those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to BSB50620 Diploma of Marketing and Communication. This course will help to provide a sound theoretical knowledge base in marketing and communication and demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. International students will come from a range of countries spanning Asia, Eastern Europe and Middle East. Many international students have industry experience and wish to receive an Australian qualification. Participants who do not have any industry experience will not be disadvantaged as delivery involves workplace simulations exercises and projects.

Course Completion

Students obtaining a 'Competent' result for all the units studied will achieve a Diploma of Marketing and Communication. A Statement of Attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Marketing and Communication.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 12 units of competency (5 Core and 7 Electives) are delivered throughout 78 weeks (54 weeks tuition and 24 weeks holiday). All units of competency must be completed to attain BSB50620 Diploma of Marketing and Communication.

Unit Code	Unit Title	Core/Elective
BSBMKG541	Identify and evaluate marketing opportunities	Core
BSBMKG542	Establish and monitor the marketing mix	Core
BSBMKG552	Design and develop marketing communication plans	Core
BSBMKG555	Write persuasive copy	Core
BSBPMG430	Undertake project work	Core
BSBMKG543	Plan and interpret market research	Elective
BSBMKG544	Plan and monitor direct marketing activities	Elective
BSBMKG545	Conduct marketing audits	Elective
BSBMKG550	Promote products and services to international markets	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBOP504	Manage business risk	Elective
BSBOP505	Manage organisational customer service	Elective



Advanced Diploma of Marketing and Communication

National Course Code: BSB60520 | CRICOS Course Code: 103532D | Duration: 78 weeks

Course Description

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.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5). If the level of English is insufficient, a suitable course can be organised.

Entry to this qualification is limited to those who:

- Have completed BSB52415 Diploma of Marketing and Communication, or
- Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent, or
- Have four years equivalent full-time relevant work experience

Vocational Outcomes

Successful completion of the BSB60520 Advanced Diploma of Marketing and Communication can lead to a range of possible career opportunities including Marketing Manager, Marketing Director, Advertising Account Director, Client Service Executive and Client Service Director.

Target Group

The target group for the BSB60520 Advanced Diploma of Marketing and Communication are local and international students wishing to develop their existing Marketing and Communication skills and those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to articulate to BSB60520 Advanced Diploma of Marketing and Communication. This course will enhance your leadership skills and help you provide strategic direction in the marketing and communications area and design marketing programs for an organisation. International students will come from a range of countries spanning Asia, Eastern Europe and Middle East. Many international students have industry experience and wish to receive an Australian qualification. Participants who do not have any industry experience will not be disadvantaged as delivery involves workplace simulations exercises and projects.

Course Completion

Students obtaining a 'Competent' result for all the units studied will achieve Advanced Diploma of Marketing and Communication. A Statement of Attainment will be issued only for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT Trainers/Assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Advanced Diploma of Marketing and Communication.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

Course Structure

The 12 units of competency (4 Core and 8 Electives) are delivered throughout 78 weeks (54 weeks tuition and 24 weeks holiday). All units of competency must be completed to attain BSB60520 Advanced Diploma of Marketing and Communication.

Unit Code	Unit Title	Core/Elective
BSBMKG621	Develop organisational marketing strategy	Core
BSBMKG623	Develop marketing plans	Core
BSBMKG622	Manage organisational marketing processes	Core
BSBTWK601	Develop and maintain strategic business networks	Core
BSBMKG624	Manage market research	Elective
BSBMKG625	Implement and manage international marketing programs	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBMKG626	Develop advertising campaigns	Elective
BSBTEC601	Review organisational digital strategy	Elective
BSBMKG627	Review organisational digital strategy	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective



Certificate III

Certificate III in Individual Support
(aging and disability)

National Course Code: CHC33021 | CRICOS Course Code: 114133F | Duration: 52 weeks

Course Description

This qualification is designed to increase your skills and knowledge in providing physical and emotional support for the elderly. It is designed to reflect the role of care workers in community and residential settings who provide personalised plans to assist people who need support for ageing and/or disability related reasons. Individual support work involves application of technical and theoretical and procedural knowledge to practice high quality support and care for the vulnerable elderly.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

Successful completion of the CHC33021 Certificate III in Individual Support can lead to a range of possible career opportunities including:

- Support Worker
- Residential Care worker
- Family Support Worker
- Home Care assistant
- Personalised Care Worker
- Aged care Worker

Target Group

Target groups for the Certificate III in Individual Support course are learners who are seeking to develop their skills and knowledge in the community services and health field to further their career prospects or study pathways to enter into an expanding industry. The program is designed for local and international students wishing to develop procedural and technical knowledge on providing assistance and professional care within the aged care and disability sector. Those who are already working in the industry and wish to obtain the qualification to broaden their knowledge, skills and career prospects or wish to upgrade their current skills and knowledge. Students who wish to study within a field that offers employability opportunities will excel as this course gives direct access to the industry through work placement components which can lead to furthering career opportunities. International students will come from a range of countries spanning Asia, Eastern Europe and the Middle East. Many international students have industry experience and wish to receive an Australian qualification.

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will attain a Certificate III in Individual Support. A statement of attainment will be issued for the units in which a student has been found 'Competent'.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced within the relevant field. They all have a Certificate IV in Training and Assessment TAE40116 plus expert industry experience with currency within the relevant industry along with the up to date qualifications to provide high quality training in the field of individual support.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through a range of assessments including work placement logs, simulation, projects, case studies, short answers, and presentation.

Course Structure

The units of competency (9 Core and 6 Electives) are delivered throughout the 52 Weeks (40 weeks of delivery and 12 weeks of holidays/break). All units of competency must be completed to receive a Certificate III in Individual Support qualification.

Unit Code	Unit Title	Core/Elective
CHCCCS031	Provide individualised support	Core
CHCCCS038	Facilitate the empowerment of people receiving support	Core
CHCCCS040	Support independence and well being	Core
CHCCCS041	Recognise healthy body systems	Core
CHCCOM005	Communicate and work in health or community services	Core
CHCLEG001	Work legally and ethically	Core
CHCDIV001	Work with diverse people	Core
HLTWHS002	Follow safe work practices for direct client care	Core
HLTINF006	Apply basic principles and practices of infection prevention and control	Core
CHCAGE011	Provide support to people living with dementia	Elective
CHCAGE013	Work effectively in aged care	Elective
CHCPAL003	Deliver care services using a palliative approach	Elective
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach	Elective
CHCDIS012	Support community participation and social inclusion	Elective
CHCDIS020	Work effectively in disability support	Elective



Diploma of Community Services

National Course Code: CHC52021 | CRICOS Course Code: 114134E | Duration: 104 weeks

Course Description

The Diploma of Community Services reflects the roles of community services workers involved in managing, coordinating, and delivering person centered services to individuals, groups and communities. This course is designed for learners to develop specialised skills to work autonomously within a range of areas and work under broad directions from senior management. At this level workers will gain required knowledge to work in roles ranging from coordinator to case manager or development of new business opportunities within the Community Services sector.

Entry Requirements

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised. Upper Intermediate level of English completed in Australia.Successful completion of Crown Institute of Business and Technology's Placement Test. Students must be 18 years and over to enrol.

Vocational Outcomes

Successful completion of the CHC52021 Diploma of Community Services can lead to a range of possible career opportunities including:

- Community Care Manager
 - Community Services Coordinator
 - Case Worker
 - Welfare Support Worker
 - Senior Youth Worker
 - Disability Team Leader
- Community Development Worker for Social Housing
 - Early intervention worker
 - Support Facilitator
 - Family Services Coordinator
 - Case Coordinator

Target Group

Target groups for the Diploma of Community Services include learners who are seeking to develop their skills and knowledge in the community services and health field to further their career prospects or study pathways to enter into an expanding industry with further study pathways into undergrad courses. The program is designed for local and international students wishing to develop procedural and technical knowledge on legal and regulatory requirements of working within the community services sector. This course is also designed for those who are already working in the community services industry and wish to obtain the current qualification to broaden their knowledge, skills and career prospects. Students who wish to study within a field that offers employability opportunities will excel as this course gives direct access to the industry through work placement components which can lead to furthering career opportunities. This course offers direct entry to relevant undergraduate courses such as Bachelor of Community Services.

Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will attain a Diploma of Community Services CHC52021.

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced within the relevant field. They all have a Certificate IV in Training and Assessment plus expert experience with currency within the relevant industry along with the up-to-date qualifications to provide high quality training in the field of Community Services. Our Trainers and Assessors are current within the Community Services sector and ensure learners are supported to receive practical industry skills to enhance their employability skills.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through a range of assessments including work placement logs, simulation, projects, case studies, short answers, and presentation

Course Structure

The units of competency (12 Core and 8 Electives) are delivered throughout the 104 Weeks (80 weeks of delivery inclusive of field placement and 24 weeks of holidays/break). All units of competency must be completed to receive a Diploma of Community Services qualification.

Unit Code	Unit Title	Core/Elective
CHCCCS004	Assess co-existing needs	Core
CHCCCS007	Develop and implement service programs	Core
CHCCCS019	Recognise and respond to crisis situations	Core
CHCCSM013	Facilitate and review case management	Core
CHCDEV005	Analyse impacts of sociological factors on people in community work and services	Core
CHCDFV001	Recognise and respond appropriately to domestic and family violence	Core
CHCDIV001	Work with diverse people	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCMGT005	Facilitate workplace debriefing and support processes	Core
CHCPRP003	Reflect on and improve own professional practice	Core
HLTWH5003	Maintain work health and safety	Core
CHCCSM009	Facilitate goal-directed planning	Elective
CHCCSM010	Implement case management practice	Elective
CHCCSM012	Coordinate complex case requirements	Elective
CHCCSM014	Provide case management supervision	Elective
CHCCSM016	Undertake advanced assessments	Elective
CHCCCS038	Facilitate the empowerment of people receiving support	Elective
CHCPRP001	Develop and maintain networks and collaborative partnerships	Elective
CHCCSL002	Apply specialist interpersonal and counselling interview skills	Elective



Diploma of Project Management

National Course Code: BSB50820 | CRICOS Course Code: 117297F | Duration: 50 weeks

Course Description

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

The course will be available for those students who completed year 12 or equivalent. International students require a minimum English level of IELTS 6.0 (with no individual band less than 5.5) If the level of English is insufficient, a suitable course can be organised.

Vocational Outcomes

This qualification provides the skills, knowledge and competencies to deal with relevant real-life situations in the workplace for an individual to function as a Project Contract Manager, Team Leader (Industry Specific), Project Vendor Manager.

Target Group

The target group for this qualification is candidates who require skills in Business and Management area. This may include local and International students.

Course Completion

Students who achieve a ‘Competent’ result in all required units of study will be awarded the certificate for the qualification. A statement of attainment will be issued for any units in which the student has been assessed as ‘Competent.’

Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student’s interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 15 hours/week of classroom-based delivery on campus and for 5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Project Management.

Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through a range of assessments including work placement logs, simulation, projects, case studies, short answers, and presentation

Course Structure

The 12 units of competency (8 Core and 4 Electives) are delivered throughout the 50 Weeks (36 weeks delivery and 20 weeks holiday). All units of competency must be completed to receive a Diploma of Project Management qualification.

Unit Code	Unit Title	Core/Elective
BSBPMG530	Manage project scope	Core
BSBPMG531	Manage project time	Core
BSBPMG532	Manage project quality	Core
BSBPMG533	Manage project cost	Core
BSBPMG534	Manage project human resources	Core
BSBPMG535	Manage project information and communication	Core
BSBPMG536	Manage project risk	Core
BSBPMG540	Manage project integration	Core
BSBTWK502	Manage team effectiveness	Elective
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction	Elective
CPCCBC5009	Identify services layout and connection methods for Type B and C constructions	Elective
BSBPMG537	Manage project procurement	Elective



CPR Course

Course Name: HLTAID009

Course Name: Provide cardiopulmonary resuscitation

Course Length: 5 hours

Training Days: Monday to Saturday

Pre-requisite: None

The HLTAID009 Provide CPR Course at Crown Institute of Business Technology equips participants with essential CPR skills following Australian Resuscitation Council (ARC) guidelines. Key components include:

- Responding to Emergencies: Recognising emergencies, ensuring safety, and calling for assistance.
- Performing CPR: Conducting CPR in line with ARC standards, using an AED, and demonstrating respect toward casualties.
- Communicating Incident Details: Accurately reporting to emergency services, adhering to privacy protocols.
- Reviewing the Response: Recognising psychological impacts and contributing to response reviews.

Participants will gain confidence in CPR techniques for both adults and infants, practical knowledge of ARC guidelines, and effective communication skills in emergency scenarios.

First Aid Course

Course Code: HLTAID011

Course Name: Provide First Aid

Course Length: 6 hours

Training Days: Monday to Saturday

Pre-requisite: None

Crown Institute of Business and Technology's First Aid course gives participants the skills to respond to a range of emergencies, following Australian Resuscitation Council (ARC) guidelines and national standards.

Key areas include:

- Responding to emergencies – assessing situations, ensuring safety, and seeking help
- Providing first aid – treating asthma, anaphylaxis, bleeding, choking, burns, fractures, shock, and performing CPR
- Using equipment – operating AEDs, EpiPens, bandages, and other tools
- Reporting incidents – communicating with emergency services, completing workplace reports, and maintaining privacy
- Reviewing responses – reflecting on incidents and identifying ways to improve

Participants will build confidence in handling emergencies and learn practical skills for both work and community settings.



Short Courses

White Card Course

Course Code: CPCWHS1101

Course Name: Prepare to work safely in the construction industry

Course Length : 6 hours

Training Days: Monday to Saturday

Pre-requisite: Student must be 14 years old

The White Card Course equips you with essential knowledge of workplace health and safety in the construction industry.

Key topics include:

- Understanding WHS legislation
- Identifying construction hazards
- Risk management strategies
- Proper use of Personal Protective Equipment (PPE)
- Emergency response procedures

How to apply



COMPLETE AN ENROLMENT FORM

Complete the application form. Application forms can be found on our website: www.cibt.edu.au
If you are under 18 years of age, we will also require your parents or guardians signature on the form.



SUBMIT YOUR ENROLMENT FORM

Your completed enrolment form should be submitted with:

- (a) all your academic qualifications,
- (b) evidence of your English language proficiency; and
- (c) main page of your passport. All documents that are not in English must have certified translations.

If you have filled in a hard copy of the Student Enrolment Form, please send it with the certified copies of the documents above via post to the CIBT address below.

Crown Institute of Business and Technology
Level 11, 307 Pitt St
Sydney NSW 2000
P: +61 2 8034 6431

If you are lodging the Student Enrolment Form electronically, email soft copies of the certified copies of the documents at info@cibt.edu.au. You will be required to submit original copies upon commencement of the course.



MAKE A PAYMENT

After submission of the application form and all the required documents, wait for notification from CIBT. A Letter of Offer (LoO) will be sent if your application is successful. Your Letter of Offer will indicate the course you have been offered, the fees payable, and the course commencement date.

After receiving LoO make a payment for the fees via bank transfer payable to CIBT:
Account name: Crown Institute of Business and Technology, Pty Ltd Trust A/C
Bank name: Westpac Banking Corporation
BSB no: 032-099
Account no: 432853
Branch: 181 Miller Street, North Sydney, NSW 2060, Australia
Reference: Student Full Name

Payment can be made by Cash, Credit Card (Visa and Mastercard only), Eftpos, Cheque, Money Order, or Direct Deposit/Telegraphic Transfer. Please ensure when making payment that a copy of the remittance is also faxed to the college clearly stating the amount and for whom the payment is for.

(All payments are to be made in Australian dollars only)

Send a copy of the bank transfer to CIBT Finance Department and please include your full name on every transmission. Upon receipt of the payment, your place at CIBT will be confirmed. An electronic confirmation of enrolment (E-CoE) will be sent to the Australian Embassy in your home country, and a hard copy will be sent to you or your representative for your student visa application.

The enrolment procedure in relation to immigration requirements is of concern to most students. The requirements vary according to which country you come from, your major course of study, and whether or not you are applying for your visa from within Australia or from overseas.

For more information, please go to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> for general information on how to apply for an Australian Study visa. A part from student visa information, this site also includes information on tourist visa and working holiday visa.

GOVERNMENT ACCREDITED

CIBT is distinctive because of our facilities, commitment to professionalism and quality standards. We are dynamic and quickly adjust to the emerging skill needs of industry and our students. CIBT runs only those courses which are accredited by the appropriate government bodies.





CROWN INSTITUTE OF BUSINESS AND TECHNOLOGY

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