



Course Guide



WELCOME TO BERKELEY BUSINESS INSTITUTE WHERE YOUR FUTURE STARTS

Berkeley Business Institute (BBI) is a fully accredited Registered Training Organisation located in the Central Business District of Sydney. BBI offer courses ranging from Certificates to Advanced Diplomas in vocational areas including, Business, Leadership and Management, Marketing and Communication and Project Management. We are a leader in our field and cater specifically for international students but all students are welcome.

BBI offers state of the art facilities in an outstanding, modern campus. Students have access to the latest technology, learning materials and first-class Trainers. Our Trainers pride themselves on the knowledge they impart upon our students and BBI also value the administrative and academic support given to each and every student. We aim to provide the best educational experience possible to ensure that you, the student, are fully equipped to enter the world of work when you have graduated.

We welcome each and every student as an individual with their own learning needs and look forward to seeing you in the very near future.

All the best with your future aspirations and Berkeley Business Institute will do everything possible to ensure you achieve these.



GAI WARNER

Principal Executive Officer





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CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

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.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online + Work Placement	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.
- A working with children check is required for work placement and for gaining employment.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC30121 a person could seek employment opportunities in roles such as:

- ✓ Early Childhood Educator
- ✓ Family day care educator
- ✓ Preschool assistant
- ✓ Nanny or in home care educator

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake CHC50121 Diploma of Early Childhood Education and Care or a range of Diploma level qualifications within the CHC Community Services Training Package, or other Training Packages.

TIMETABLE & SCHEDULE

- **Face to Face**
 - 13.5 hours / week
 - 9:30 - 16:15 (break included)
 - Monday & Tuesday
- **Online Study**
 - Week 1 to Week 3 - 6.5 hours / week
 - Week 4 to week 52 - 1.5 hours / week

QUALIFICATION STRUCTURE

HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCECE034	Use an approved learning framework to guide practice
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE033	Develop positive and respectful relationships with children
CHCECE038	Observe children to inform practice
CHCECE037	Support children to connect with the natural environment
CHCECE036	Provide experiences to support children's play and learning
CHCECE035	Support the holistic learning and development of children
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC009	Support the holistic development of children in school age care
CHCECE030	Support inclusion and diversity
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCDIV001	Work with diverse people
CHCECE056	Work effectively in children's education and care

• Work Placement

Students are required to participate in a minimum of 170-hour practical placement within an accredited early childhood education and care service. Students are responsible for finding their own work placement however BBI has agreements with different Childcare centres which students may contact if they can't find their own.

TERM	WEEK	HOUR
Term 1	Week 3 - 9	35
Term 2	Week 14 - 22	45
Term 3	Week 27 - 35	45
Term 4	Week 40 - 48	45
		TOTAL: 170

DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

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. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online + Work Placement	20 hours / week

ENTRY REQUIREMENT

Entry to this qualification is limited to those who have completed the following units:

- CHC30121 Certificate III in Early Childhood Education and Care, or
 - CHC30113 Certificate III in Early Childhood Education and Care
- It is recommended that individuals should also:
- be 18 years or older; and
 - have completed Year 11 or its equivalent with suitable English language skills.
 - International Students are also required to have an English ability at the IELTS 6.0 or equivalent.
 - A working with children check is required for work placement and for gaining employment.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC50121 a person could seek employment opportunities in roles such as:

- ✓ Early Childhood Educator
- ✓ Family day care educator
- ✓ Preschool assistant
- ✓ Nanny or in home care educator
- ✓ Room leaders
- ✓ Nominated or authorized supervisor for a Centre under 29 children

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake Higher Education pathways exist depending on the university, courses include Bachelor of Early Childhood Master of Teaching (Birth to 12 years old).

QUALIFICATION STRUCTURE

CHCMGT003	Lead the work team
CHCDIV003	Manage and promote diversity
BSBTWK502	Manage team effectiveness
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE049	Embed environmental responsibility in service operations
CHCECE047	Analyse information to inform children's learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE046	Implement strategies for the inclusion of all children
CHCECE043	Nurture creativity in children
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE050	Work in partnership with children's families
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE041	Maintain a safe and healthy environment for children
CHCPRP003	Reflect on and improve own professional practice
BSBHRM413	Support the learning and development of team and individuals

TIMETABLE & SCHEDULE

• Face to Face

- 13.5 hours / week
- Wednesday & Thursday
- 9:30 - 16:15 (break included)

• Online Study

TERM	WEEK	HOUR
Term 1	Week 1 - 2	6.5
Term 3	Week 25 - 36	6.5

• Work Placement

Students are required to participate in a minimum of 282-hour practical placement within an accredited early childhood education and care service. Students are responsible for finding their own work placement however BBI has agreements with different Childcare centres which students may contact if they can't find their own.

TERM	WEEK	HOUR
Term 1	Week 3 - 10	52
Term 2	Week 14 - 23	65
Term 3	Week 27 - 34	52
Term 3	Week 35 - 36	48
Term 4	Week 40 - 49	65

TOTAL: 282

DIPLOMA OF SCHOOL AGE EDUCATION & CARE

This qualification reflects the role of educators who are responsible for the day-to-day running of a regulated school age education and care service in Australia. They plan, implement and manage programs across all areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. Educators have responsibility for the supervision of volunteers and/or other staff. Educators in this context work in outside school hours care and vacation care.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
65 weeks	Face to face + Online + Work Placement	20 hours / week

ENTRY REQUIREMENT

It is recommended that individuals should also:

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.
- A working with children check is required for work placement and for gaining employment.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across school age education and care settings. Upon successful completion of CHC50221 a person could seek employment opportunities in roles such as:

- ✓ Afterschool Care Coordinator
- ✓ Educator
- ✓ Out of School Hours Care Worker
- ✓ Vacation care educator/ Coordinator

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake: Higher Education pathways exist depending on the university, courses include:

- ✓ Bachelor of Early Childhood
- ✓ Master of Teaching (Birth to 12 years old)

QUALIFICATION STRUCTURE

BSBLDR523	Lead and manage effective workplace relationships
CHCCCS007	Develop and implement service programs
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCDIV003	Manage legal and ethical compliance
CHCLEG003	Embed environmental responsibility in service operations
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC006	Support children to participate in school age care
CHCSAC007	Develop and implement play and leisure experiences in school age care
CHCSAC008	Work collaboratively and respectfully with school age children
CHCSAC010	Foster holistic learning, development and wellbeing for school age children
HLTAID012	Provide First Aid in an education and care setting
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace
HLTWHS003	Maintain work health and safety
SISXDIS001	Facilitate inclusion for people with a disability
CHCPRP003	Reflect on and improve own professional practice
BSBHRM413	Support the learning and development of teams and individuals
BSBTWK502	Manage team effectiveness
CHCCOM002	Develop communication to build relationships
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCFAM002	Work with a child focused approach
CHCMGT003	Lead the work team
SISXCAI007	Assist with activities not requiring equipment
CHCECE041	Maintain a safe and healthy environment for children

TIMETABLE & SCHEDULE

• Face to Face

- 13.5 hours / week
- Two days per week
- 9:30 - 16:15 (break included)

• Online Learning and Work Placement

Students enrolled in the CHC50221 Diploma of School Age Education and Care are required to participate in a minimum of 288 hours practical placement within an accredited early childhood education and care service. Noting this, student will commence their work placement from term 2.

TERM	WEEK	ONLINE STUDY
Term 1	Week 1 - 9	6.5 hours per week

TERM	WEEK	WORK PLACEMENT
Term 2 - 5	Week 1 - 8	6.5 hours x 1 week = 52 hours/term
	Week 9	20 hours x 1 week = 20 hours/term
		TOTAL: 288

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

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.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed a Bachelor degree in related fields of study, or have completed an Advanced Diploma qualification in related fields of study and 1 year equivalent relevant workplace experience.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake further higher education (Master degree or above).

QUALIFICATION STRUCTURE

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBFIN801	Lead financial strategy development
BSBSTR802	Lead strategic planning processes for an organisation
BSBLDR812	Develop and cultivate collaborative partnerships and relationships

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✔ Career Development Manager (Education Sector)
- ✔ RTO Manager
- ✔ RTO Education Advisor

CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

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.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

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

- ✓ Coordinator (Business Operations)
- ✓ Warehouse Team Leader
- ✓ Distribution Centre Supervisor
- ✓ Supervisor
- ✓ Line Manager
- ✓ Leading Hand
- ✓ Production Supervisor
- ✓ Sales Team Manager
- ✓ Team Leader
- ✓ Frontline Sales Manager
- ✓ Freight Administrative Supervisor

QUALIFICATION STRUCTURE

BSBLDR411	Demonstrate leadership in the workplace
BLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
BSBLDR414	Lead team effectiveness
BSBSTR401	Promote innovation in team environments
BSBOPS403	Apply business risk management processes
BSBWRT411	Write complex documents
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBLDR412	Communicate effectively as a workplace leader

PATHWAYS FROM THE QUALIFICATION

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

DIPLOMA OF LEADERSHIP & MANAGEMENT

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

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

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

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

- ✔ Transport Manager
- ✔ Distribution Centre Manager
- ✔ Information Services Manager
- ✔ Corporate Services Manager
- ✔ Public Sector Manager
- ✔ Senior Manager (Public Sector)
- ✔ Office Manager
- ✔ Legal Practice Manager
- ✔ Operations Manager
- ✔ Warehouse Manager
- ✔ Business Development Manager
- ✔ Production Manager
- ✔ Business Manager

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

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

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

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60420, a person could seek employment opportunities in various business and commercial enterprises as:

- ✔ Managing Director
- ✔ Manager
- ✔ Department Manager
- ✔ Chief Executive Officer
- ✔ Quarry Business Manager
- ✔ Area Manager
- ✔ Business Analyst
- ✔ Business Development Director
- ✔ Senior Executive
- ✔ Executive Director

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

CERTIFICATE IV IN MARKETING & COMMUNICATION

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.

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40820, a person could seek employment opportunities in various business and commercial enterprises as:

- ✔ Media Planner
- ✔ Community Relations Team Leader (Local Government)
- ✔ Direct Marketing Officer
- ✔ Assistant Advertising
- ✔ Account Planner
- ✔ Public Relations Officer
- ✔ Sales Administrator
- ✔ Assistant Account Manager (Advertising)
- ✔ Marketing Officer
- ✔ Copywriter
- ✔ Advertising Account Coordinator
- ✔ Market Research Assistant
- ✔ Marketing Coordinator
- ✔ Promotions Assistant Manager

QUALIFICATION STRUCTURE

BSBWRT411	Write complex documents
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBMKG439	Develop and apply knowledge of communications industry
BSBMKG440	Apply marketing communication across a convergent industry
BSBMKG433	Undertake marketing activities
BSBMKG435	Analyse consumer behaviour
BSBINS401	Analyse and present research information
BSBOPS403	Apply business risk management processes
BSBMKG431	Assess marketing opportunities
BSBMKG434	Promote products and services
BSBPEF402	Develop personal work priorities

PATHWAYS FROM THE QUALIFICATION

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

DIPLOMA OF MARKETING & COMMUNICATION

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.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

- Entry to this qualification is limited to those who 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
 - are 18 years or older; and
 - have completed Year 12 or its equivalent with suitable English language skills.
 - International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40820, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Sales Manager
- ✓ Product Manager
- ✓ Public Relations Manager
- ✓ Account Manager (Advertising)
- ✓ Marketing Manager
- ✓ Campaign Manager
- ✓ Marketing Coordinator
- ✓ Marketing Team Leader

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

ADVANCED DIPLOMA OF MARKETING & COMMUNICATION

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.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

- Entry to this qualification is limited to those who 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
 - are 18 years or older; and
 - have completed Year 12 or its equivalent with suitable English language skills.
 - International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60520, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Client Services Executive
- ✓ Marketing Director
- ✓ Advertising Account Director
- ✓ Client Services Director
- ✓ Marketing Strategist
- ✓ Advertising Account Planning Manager
- ✓ Marketing Manager

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

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

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40920, a person could seek employment opportunities in various business and commercial enterprises as:

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

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

DIPLOMA OF PROJECT MANAGEMENT

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.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50820, a person could seek employment opportunities in various business and commercial enterprises as:

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

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

ADVANCED DIPLOMA OF PROJECT MANAGEMENT

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

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

- Entry to this qualification is limited to those who have completed the following units (or equivalent competencies):
 - BSB50820 Diploma of Project Management; or
 - BSB51415 Diploma of Project Management.
 - Equivalent competencies are predecessors to these units, which have been mapped as equivalent.
- or
- Have two years equivalent full-time relevant work experience
 - Be 18 years or older; and
 - International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50820, a person could seek employment opportunities in various business and commercial enterprises as:

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

QUALIFICATION STRUCTURE

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBSTR601	Manage innovation and continuous improvement
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBPMG637	Engage in collaborative alliances
ICTICT612	Develop contracts and manage contract performance

PATHWAYS FROM THE QUALIFICATION

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

CERTIFICATE IV IN BUSINESS (ADMINISTRATION)

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

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40120, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Personal Assistant
- ✓ Office Administrator
- ✓ Sustainability Manager
- ✓ Sales Assistant
- ✓ Sustainability Officer
- ✓ Trade Coordinator
- ✓ Exporter
- ✓ Importer
- ✓ Assistant Records Manager
- ✓ Analyst
- ✓ Customer service assistant

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

DIPLOMA OF BUSINESS (OPERATIONS)

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

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50120, a person could seek employment opportunities in various business and commercial enterprises as:

- ✔ Executive Officer
- ✔ Business Development Manager
- ✔ Project Consultant
- ✔ Office Manager
- ✔ Business Sales Team Leader
- ✔ Administrator
- ✔ Corporate Services Manager
- ✔ Administration Manager
- ✔ Administration Manager (Local Government)
- ✔ Evaluation
- ✔ Records Management Coordinator
- ✔ Team Leader
- ✔ Unit Leader
- ✔ Project Coordinator
- ✔ Customer Service Manager

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

Further study in our Advanced Diploma to develop specialised technical and theoretical management skills, or a range of other Advanced Diploma qualifications.

ADVANCED DIPLOMA OF BUSINESS

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

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

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

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

It is recommended that individuals should:

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60120, a person could seek employment opportunities in various business and commercial enterprises as:

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

QUALIFICATION STRUCTURE

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

PATHWAYS FROM THE QUALIFICATION

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

Study at Berkeley Business Institute

Fees & Charges

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

For information regarding school holidays, please refer to the Academic Calendar. For additional fee information, please refer to the to Student fees & charges page that is available on our website at www.berkeley.edu.au.

Intake Dates

	TERM1	TERM2	TERM3	TERM4
2024 Main Intake	08 Jan	08 Apr	08 Jul	07 Oct
2024 Mid Intake	05 Feb	06 May	05 Aug	04 Nov
2025 Main Intake	13 Jan	14 Apr	14 Jul	13 Oct
2025 Mid Intake	10 Feb	12 May	11 Aug	10 Nov

Choose when you want to study. Berkeley Business Institute has 4 main intake dates & 4 mid-intakes all year round. Don't wait and start whenever you like!

Sample Timetable

At Berkeley Business Institute we try our very best to accommodate our student's needs. We understand the importance of a good school life balance. Our students can select a study timetable from a variety of options that suite their lifestyle needs. We hope that students enjoy their time at Berkeley and Sydney, Australia.

SHIFT	MON	TUE	WED	THUR	FRI	SAT	SUN
1	7:30 14:45	7:30 14:45					
2	15:00 22:15	15:00 22:15					
3			7:30 14:45	7:30 14:45			
4			15:00 22:15	15:00 22:15			
5					7:30 14:45	7:30 14:45	
6					15:00 22:15	15:00 22:15	

Incredible Life at BBI



Orientation and enrollment

At Berkeley Institute we provide orientation at the start of every term for new students. Orientation is usually held Thursday mornings at 9AM prior to the course commencement date. This session is compulsory for all newly arriving international students. Students will get a chance to meet the staff, tour the campus, receive their timetables and student IDs. This also gives you the opportunity to ask any questions you might have about the program or living in Australia. Students will also receive their USB lanyards containing the Student Handbook and all forms relevant to their time at Berkeley.



Academic support

All of the academic staff members at Berkeley Business Institute are highly qualified. Trainers and assessors are certified with experience inside the classroom and in their fields. They are also aware of industry trends and stay up-to-date with the latest information to help you achieve your future career goals.



Flexible online study

Our online study option is available to all domestic and overseas students. This study pathway is best for students who prefer a flexible schedule that matches their daily routine and study at your own pace learning style. Students who enrol in our courses will have access to Berkeley Business Institute's learning resources through our online platform 'E-learning.' Studying the theory component of our course online will not change the learning outcomes required by the courses.



Student support

At the Berkeley Business Institute we seek to present students with the best service during their time of study. We offer welfare officers who provide on-going support services to students. This includes advice regarding academia, student visas, health insurance, welfare, social activities, and effective study methods. These welfare officers are also your main point of contact at BBI.







What we are offering

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

Living & Studying in Sydney

Sydney was the first city established in Australia. It's also the largest and most popular. This cosmopolitan city boasts the famous Sydney Opera House and Harbour Bridge. There are also numerous world-class restaurants and shopping areas. Students joining BBI will always have something to do whilst in Sydney.



-  Average temperature: 8.8°C – 25.8°C
-  Population: 4.627 million
-  236 days of sunshine a year
-  State capital of New South Wales
-  One of the world's most liveable cities
-  Cultural diversity

Overseas student health cover

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

Find work while you study

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

Estimated cost of living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$24,505 to cover the whole year of study in Sydney (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rails lead to the CBD.

Finding a place to live

There is a range of accommodation options available in Australia to suit your needs and budget. The most common types of accommodation are homestays and rentals.



Further Studies & Pathways

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institutes depending upon the course you wish to study and can be applied for separately.



HIGHER EDUCATION

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



Start Your Application

1 CHOOSE COURSE

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

2 COMPLETE THE ENROLMENT FORM

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

3 PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- ✓ Certified copies of passport
- ✓ Education qualifications
- ✓ English qualifications
- ✓ Working experience (if relevant)
- ✓ RPL application (if relevant)

4 SUBMIT APPLICATION

Return your application form and the necessary documents to :

Berkeley Business Institute
Suite 2, Level 1, 338 Pitt St. Sydney NSW 2000
OR email to : info@berkeley.edu.au

5 RECEIVE AN OFFER LETTER

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



DISCLAIMER: The information in this brochure is correct as of October 2024. Changes in circumstances after this date may alter the accuracy of the information. BBI reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the College.

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*Igniting Minds,
Shaping Futures.*



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