



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D



Business

Offshore International Student

2 Years Package Course Business

Tuition fee: A\$ 20,000 | Enrolment fee: A\$ 200 | Material fee: A\$300 per course

A\$ 20,000
LIMITED TIME
OFFER

BSB40120

Certificate IV in Business

CRICOS COURSE CODE: 107605D

BSB 50120

Diploma of Business

CRICOS COURSE CODE: 107606C

Build the skills you need for the job you want!

We aim to skill the future workforce through high quality personalised education and training

www.aabt.edu.au

Level 3, 382 Lonsdale St Melbourne VIC 3000

AABT Brochure - Offshore - Business v 1.3- January 2023



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Welcome to Australian Academy

We aim to skill the future workforce through high quality, personalised education and training. We are committed to ensure our students get the highest level of practical training to build the job-ready workforce. We are constantly adapting our courses and facilities to suit local community and international industry needs.

We understand your need

Once you make the decision to study at Australian Academy in beautiful Melbourne, we want you to be able to feel fully at home. We understand how important it is to have a nurturing and non-judgemental setting to be able to really, truly feel educated and empowered to learn. We also understand that life can be stressful, busy and demanding, so always have our resident counsellor available for our students when they want support. There are many social events throughout the year that bring our student community together, so you will feel accepted and part of something special.

Our Values

At Australian Academy we are fully committed to excellence in education. We continually update our standards as a Registered Training Organisation as well as being a CRICOS Provider. We have a strong ambition to imbuing educational values in every single class, and every experience within our campus community for our students.

A place of acceptance, fairness and diversity, we are celebrants of difference and we aim to provide a continuity of support for those who learn with us.

Packaged Course for Business

Total Tuition Fees - A\$ 20,000 (Duration - 2 Years)

BSB 40120

Certificate IV in Business

CRICOS COURSE CODE: 1107605D

52 Weeks (One year)



BSB 50120

Diploma of Business

CRICOS COURSE CODE: 107606C

52 Weeks (One year) *(After 20 Weeks Credit Transfer from Certificate IV)*

**Admission
open**

One time enrolment fee: A\$ 200 and Material fee: A\$ 300 per course



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Why choose Australian Academy?



Great Location & facilities

Located in the heart of the city, Australian Academy is moments away from some of Melbourne's greatest attractions.



Top Faculty

Our trainers are professional, friendly and bring real-world experience to the subjects they teach.



Friendly Staffs

Our support staff are caring and put you at the heart of everything we do. They are always on your side!



Job-Ready Skills

Our courses are latest and aligned with industry needs, to help you develop job-ready skills.



Easy Start Dates

We have new student intakes every few weeks. No need to wait.



Clear Career Pathways

We guide and help students progress on to other universities or training providers.



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Certificate IV in Business

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

Academic and age requirements

Prospective Australian Academy international students are required to demonstrate their capacity to complete the course successfully. Students applying for Diploma level will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification. The minimum age for entry to this program is 18 years above at the date of your enrolment.

Career opportunities

Graduates may work in the following:

- Administrator
- Personal Assistant
- Office Administrator
- Project Officer

Australian Academy does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

After successfully achieving BSB40120 Certificate IV in Business, candidates may undertake BSB50120 Diploma of Business. Participants who exit this course at any time prior to completion will receive a statement of Attainment for the units of competency they have successfully achieved

Assessment

This program is delivered under competency-based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student a remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, case studies, role plays and skills demonstration.



BSB 40120

Certificate IV in Business

CRICOS Course Code: 107605D

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



Course structure

Core Units

- BSBCRT411** Apply critical thinking to work practices
- BSBWHS411** implement and monitor WHS policies, procedures and programs
- BSBTWK401** Build and maintain business relationships
- BSBPWF402** Develop personal work priorities
- BSBCMM411** Make presentations
- BSBHRM413** Support the learning and development of teams and individuals

Elective Units

- BSBTEC404** use digital technologies to collaborate in a work environment
- BSBWRT411** Write complex documents
- BSBPWF401** Manage personal health and wellbeing
- BSBXCM401** Apply communications strategies in the workplace
- BSBSTR402** Implement continuous improvement
- BSBLDR411** Demonstrate leadership in the workplace.

Course duration

This program is delivered over a total duration of 52 weeks including holidays and term breaks. This total duration consists of 40 weeks of course delivery plus up to 12 weeks holiday/ break time depending upon the intake. Twenty hours (20) of classes are scheduled for each week of delivery.



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Diploma of Business

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.

Academic and age requirements

Prospective Australian Academy international students are required to demonstrate their capacity to complete the course successfully. International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification. The minimum age for entry to this program is 18 years above at the date of your enrolment.

Career opportunities

Graduates may work in the following:

- **Executive Officers**
- **Program Consultants**
- **Team Leader**
- **Program Coordinators**

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Pathways

After successfully achieving BSB50120 Diploma of Business, Candidates may undertake BSB60120 Advanced Diploma of Business. Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

Assessment

This program is delivered under competency-based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student a remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, case studies, role plays and skills demonstration.



BSB 50120 Diploma of Business

CRICOS Course Code: 107606C

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



Course structure

Core Units

- BSBCRT511** Develop critical thinking in others
- BSBFIN501** Manage budgets and financial plans
- BSBOPS501** Manage business resources
- BSBUS511** Develop workplace policies and procedures for sustainability
- BSBXCM501** Lead communication in the workplace

Elective Units

- BSBOPS504** Manage business risk
- BSBPMG430** Undertake project work
- BSBTWK503** Manage meetings
- BSBSTR503** Develop organisational policy
- BSBLDR522** Manage people performance
- BSBMKG550** Promote products and services to international markets
- BSBTWK401** Build and maintain business relationships

Course duration

This program is delivered over a total duration of 76 weeks including holidays and term breaks. This total duration consists of 60 weeks of course delivery plus up to 16 weeks holiday / break time depending upon the intake. Twenty hours of classes are scheduled for each week of delivery.



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Offshore - Business promotional package fee for 2023

COURSE	TERMS Including Term Breaks	TUITION FEE	PACKAGE FEE & DURATION
BSB 40120 Certificate IV in Business CRICOS COURSE CODE: 107605D	4 Terms 52 Weeks (One year)	A\$ 12,000 Enrolment fee: A\$ 200 Material fee: A\$ 300	<div> A\$ 24,000 A\$ 20,000 Total 8 Terms (2 Years) (After Scholarships and 2 terms credit transfers) One time enrolment fee: A\$ 200 and Material fee: A\$ 300 per course </div>
BSB 50120 Diploma of Business CRICOS COURSE CODE: 107606C	4 Terms 52 Weeks (One year) <i>(After 20 Weeks Credit Transfer from Certificate IV)</i>	A\$ 12,000 Enrolment fee: A\$ 200 Material fee: A\$ 300	

*Prerequisite for BSB 50120 is BSB 40120

Important Information

Above packaged course fee is limited time offer for 2022. Application fee A\$200 for package course is payable one time and non-refundable. Course duration includes term breaks. Course study duration may vary depending upon the students credit transfer and RPL granted. Packaged courses are shorter duration due to credit transfer.

Course information is subject to change. Download the electronic version of prospectus at www.aabt.edu.au. Students can find further information at training.gov.au or speak to AABT staff or more details. Course fees and other charges are quoted on AUD and are subject to change without prior notice.

Intake Dates

2023

16 Jan 2023

27 Feb 2023

10 Apr 2023

08 May 2023

03 Jul 2023

31 Jul 2023

25 Sep 2023

23 Oct 2023

What we offer

01 Commitment

We are committed to ensure our students get the highest level of practical training to build the job-ready workforce.

02 Quality

High quality, personalised education and training by adapting our courses and facilities to suit local and international industry needs.

03 Entrepreneurship

We provide entrepreneurial guidance & opportunity to every individual students to unleash their potential to become a business owner

04 Leadership

We help our students to build leadership skills to promote teamwork to enhance the strength of an organisation and work collectively towards achieving success

05 Facilities

Our State-of-the-Art facilities to empower the students and trainers for the best quality outcomes.

06 Mentoring

Our continues mentoring service helps students to ignite with there potentials.

07 Wellbeing

We take wellbeing of our students seriously by ensuring they are in good state of mind to achieve their dreams.

08 Hope to success

We are committed to ensure our students get the highest level of practical training to build the job-ready workforce.

Empowering students of today to create the world of tomorrow!



Step by step process to enrol with Australian Academy of Business & Technology

Apply for Admission

Application Assessed

Receive Letter of Offer & CoE

Pay Tuition Fee

Apply for a Student visa

Plan for Travelling to Australia

Attend Orientation Programme

Start your Academic journey!





CONTACT US



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Build the skills you need for the job you want!

We aim to skill the future workforce through high quality personalised education and training.