



AUSTRALIAN PRIME
EDUCATION AND TRAINING



Australian Prime Education and Training
(APET)
Leading Vocational School in Australia

Australian Prime Education and Training Pty Ltd

ABN: 65 648 358 169

RTO: 45788 CRICOS: 03972A

Phone: +61 2 9290 3115

Email: admin@australianprime.edu.au

Website: www.australianprime.edu.au

Address: Level 1, 56-58 York Street, Sydney NSW Australia 2000

Suite 1.01, Level 1, 12 Bulter Road, Hurstville NSW Australia 2220



Why Study at APET

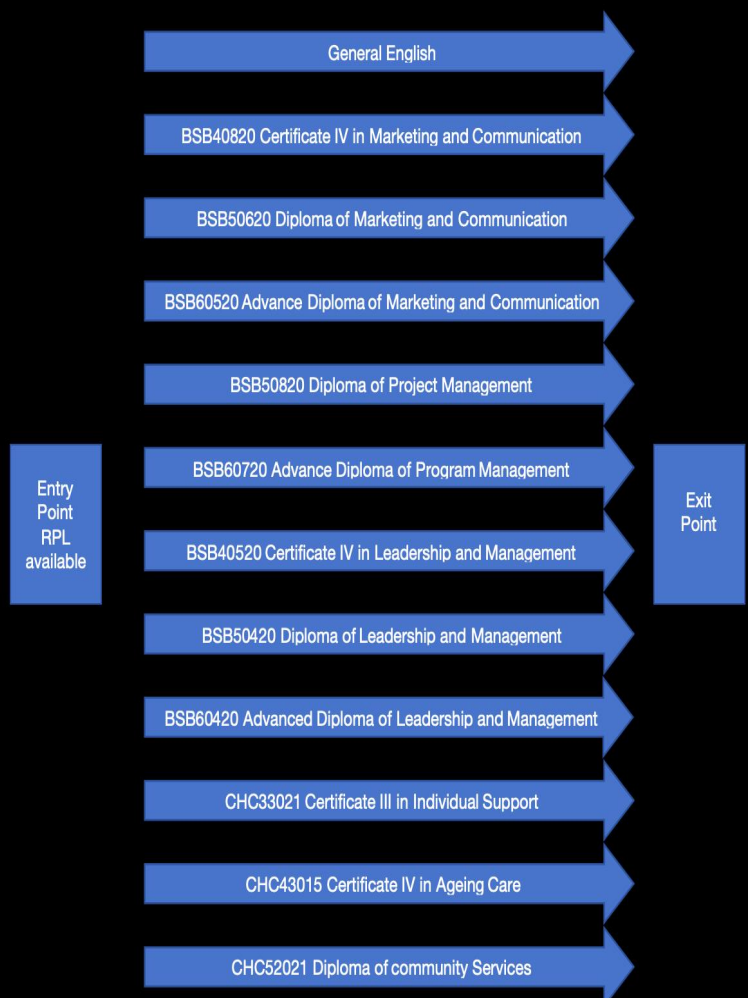
- Small –medium class
- Dedicated trainers who are developed, quailed, experienced and skilled in working with both domestic and international students.
- A challenging, rigorous, academic approach where all students are encouraged and supported to achieve their full potential.
- Private study/resource support facilities. Access to computer and web-based learning materials.
- Individual academic counseling as required.
- An environment of integrity, diversity and tolerance.
- A culture that respects openness, inclusiveness and collegiality.
- APET is committed to equity, ethics, innovation and excellence.

Qualification Pathway

At APET, we offer the Australian National Accredited courses in Marketing Communication, Project Management, Leadership Management, Individual Support, Ageing Care, and Community Service.

Our course is appropriate and open for those:

- Experienced in Marketing Communication, Project Management, Leadership Management, Individual Support, Ageing Care, and Community Service who wish to develop and refine their skills further
- Who want to develop their Marketing Communication, Project Management, Leadership Management, Individual Support, ageing care, and Community Service to a sufficient level to enter into a university-level
- Who is seeking to be promoted or who is currently employed and seeking to take on a supervisory role in Marketing Communication, Project Management, Leadership Management, Individual Support, ageing care, and Community Service
- Who are fully experienced within this vocational area and are seeking formal recognition of their existing skills
- New migrants who are fully experienced within this vocational area from overseas who wish to upgrade their skills to local industry requirements
- University graduates who wish to gain competency-based skills in Marketing Communication, Project Management, Leadership Management, Individual Support, Ageing Care, and Community Service sector before gain an employment
- A recent high school leaver is aiming to cultivate their business management abilities to enter the workforce.



Living and Studying in Australia

There are many facts about Australia which will surprise you. Apart from its wonderful climate and easy going way of life, Australia has a lot more to offer to anyone who chooses to come here to study or settle. A few facts first : did you know Australia has the third highest number of international students in the world behind only the United Kingdom and the United States despite having a population of only 23 million? Not surprising when you consider Australia has seven of the top 100 universities in the world! In fact, Australia sits above the likes of Germany, the Netherlands and Japan, ranking eighth in the Universitas 2012 U21 Ranking of National Higher Education Systems.

The VET (Vocational Education & Training) sector in Australia also attracts students from around the world - thanks to their range of courses which are known to focus more on providing practical and work-orientated occupational skills. Most VET courses are provided through Registered Training Organisations (RTOs) such as APET, as well as government institutions, called Technical and Further Education (TAFE) institutions. VET courses are part of national training packages that are updated regularly in consultation with relevant industry bodies. VET courses, particularly at the diploma and advanced diploma level, can often lead into higher education courses such as bachelor degrees.



Let's look at the lifestyle as well. Australia has five of the 30 best cities in the world for students based on student mix, affordability, quality of life, and employer activity – all important elements for students when choosing the best study destination. And with more than a \$200 million provided by the Australian Government each year in international scholarships, it can be even easier for you to come and experience the difference an Australian education can make to your future career opportunities.

Living Cost in Australia

Accommodation		Other Living Expense	
Hotel	\$300to \$500 per week	Groceries and eating out	\$80 to \$280 per week
Shared Rental	\$85 to \$215 per week	Gas, electricity	\$35 to \$140 per week
Homestay	\$235 to \$325 per week	Phone and Internet	\$20 to \$55 per week
Rental	\$165 to \$440 per week	Public transport	\$15 to \$55 per week
Boarding schools	\$11,000 to \$22,000 a year	Car (after purchase)	\$150 to \$260 per week
		Entertainment	\$80 to \$150 per week

FACILITIES AVAILABLE FOR STUDENTS



Class Room

Class rooms are fully equipped with white boards, data projectors and internet connection. Furnished with study table and lecture chairs.

Computer Lab

The college has dedicated computer labs for training purposes as well as for after class work by students. Other computers are available for student assessment purposes in the open study area. Computer labs are connected to printers and are equipped with the latest software and high speed internet.



Wireless Campus, Printing and Photocopying Facilities

All students have access to printing and photocopying facilities for course related materials. These facilities are available on a user- pays basis. Please contact the Student Service department for further information. All classrooms and open study areas provide wireless computer connections for all students. We strongly recommend that each student acquires a notebook computer of their own, to increase their study effectiveness.

Student Support and Learning Assistance Center

Learning Assistance is available for students requiring additional academic support or remedial English Language assistance. Study skills workshops are available to help students learn how to succeed in their studies. One-to-one assistance with assignments and assessments tasks is provided by appointment





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Australian Prime Education and Training Pty Ltd

General English

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 108453G

Course Description

The General English course is designed to prepare you for conversation, everyday situations and daily interactions that take place when travelling or living in an English-speaking country. The course is offered over 6 levels, from beginner level to advanced.

This course is delivered face-to-face in a classroom-based setting. The timetable for this course will be advised in your Offer Letter and Student Agreement. You are required to attend classes for 20 hours per week for the number of weeks that you enrolled into. This will depend on your English language level as tested through a placement test. Holiday breaks are as indicated in your timetable.

Teaching Information

This course is delivered face-to-face in a classroom-based setting. The timetable for this course will be advised in your Offer Letter and Student Agreement.

Course Duration

10 weeks per level and three weeks break between each level.

The number of weeks that you will complete will depend on your English language level as tested through a placement test.

Course Progress

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Tuition Fees

\$220 per week. Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Course Description

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement: Nil

Course Purpose: The General English course is designed to prepare students for conversation, everyday situations and daily interactions that take place when travelling or living in an English speaking country. Students learn and practice the four macro-skills of listening, reading, writing and speaking in an interactive environment. Levels of difficulty increase over the duration of the course to assist students to develop their skills and to be more confident and fluent in English.

The course is structured into 6 levels (Starter, Elementary, Pre-intermediate, Intermediate, Upper Intermediate and Advanced). Each of the levels has a duration of 10 weeks (the study period) and the course in total is 60 weeks. The specific outcomes for each level are detailed in the section of this curriculum document on course outcomes.

Relationship with other courses: Successful completion of this course may allow the student to study other ELICOS courses such as English for Academic Purposes or Vocational Education and Training or Higher Education courses.

Articulation arrangements

Articulation may be sought at a later date with registered training organisations and tertiary education providers

Profile of target learner group

The profile of the target learner group is as follows:

- Age group: 18 and above
- Nationality: Students come from a range of overseas countries.
- Aims: The target group is seeking to develop their English language skills so as to be able to communicate effectively in a range of situations.
- Experience: The target group may have little or no understanding of the Australian way of life or cultural expectations.

Learner needs are addressed in a number of ways as follows:

Students commence at the level according to their current ability. Where a student is having difficulty they may be placed at a different level (where possible) or provided with additional support as per the Teaching and Assessment Policy and Procedure.

The needs of students from different age groups and learning capabilities are met by:

- adapting learning materials and activities to suit the cohort or specific students.
- tailoring activities to specific levels and breaking the group into smaller groups
- allowing students who are more advanced to assist those at a lower level, for example, by pairing these students during activities

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure

This course is delivered face-to-face in a classroom-based setting. The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 20 hours per week for the number of weeks that you enrolled into. This will depend on your English language level as tested through a placement test. Holiday breaks are as indicated in your timetable.

Class sessions include a mix of different activities to help you improve your English language skills/

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Reception Hours:

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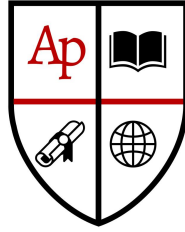
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Australian Prime Education and Training Pty Ltd

BSB40820 Certificate IV of Marketing and Communication

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 108448D

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.

Qualification

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.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Students who complete this course may wish to continue their education into the BSB50620 Diploma of Marketing and Communication or a range of Diploma qualifications, as well as higher education qualifications in marketing and communication.

Tuition Fees

\$ 8,800*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB40820 Certificate IV in Marketing and Communication. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure

Total 12 units, 6 core units and 6 elective units

- | | |
|---|---|
| BSBCMM411 Make presentations (Core) | BSBPEF402 Develop personal work priorities (Elective) |
| BSBCRT412 Articulate, present and debate ideas (Core) | BSBTEC303 Create electronic presentations (Elective) |
| BSBMKG433 Undertake marketing activities (Core) | |
| BSBMKG435 Analyse consumer behaviour (Core) | |
| BSBMKG439 Develop and apply knowledge of communications industry (Core) | |
| BSBWRT411 Write complex documents (Core) | |
| BSBMKG434 Promote products and services (Elective) | |
| BSBMKG440 Apply marketing communication across a convergent industry (Elective) | |
| BSBCRT411 Apply Critical thinking to work practices (Elective) | |

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Reception Hours:

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Australian Prime Education and Training Pty Ltd

BSB50620 Diploma of Marketing and Communication

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 108449C

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.

Qualification

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.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Students who complete this course may wish to continue their education into the BSB60520 Advanced Diploma of Marketing and Communication or a range of Advanced Diploma qualifications, as well as higher education qualifications in marketing and communication.

Tuition Fees

\$ 8,800*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College and have completed Year 12 or equivalent.

Qualification Requirement:

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.

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB50620 Diploma of Marketing and Communication. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure

Total 12 units, 5 core units and 7 elective units

BSBMKG541 Identify and evaluate marketing opportunities (Core)	BSBPEF501 Manage personal and professional development (Elective)
BSBMKG542 Establish and monitor the marketing mix (Core)	BSBST501 Establish innovative work environments (Elective)
BSBMKG552 Design and develop marketing communication plans (Core)	
BSBMKG555 Write persuasive copy (Core)	
BSBPMG430 Undertake project work (Core)	
BSBMKG543 Plan and interpret marketing research (Elective)	
BSBMKG545 Conduct marketing audits (Elective)	
BSBMKG546 Develop social media engagement plans (Elective)	
BSBCMM511 Communicate with influence (Elective)	
BSBCRT512 Originate and develop concepts (Elective)	

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Australian Prime Education and Training Pty Ltd

BSB60520 Advanced Diploma of Marketing and Communication

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 108451J

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.

Qualification

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.

Course Duration

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.

Pathways

Potential employment options are in marketing and communication in a range of industry areas.

Students who complete this course may wish to continue their education into higher education qualifications in marketing and communication.

Tuition Fees

\$13,200*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College and have completed Year 12 or equivalent.

Qualification Requirement:

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

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB60520 Advanced Diploma of Marketing and Communication. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure

Total 12 units, 4 core units and 8 elective units

BSBMKG621 Develop organisation marketing strategy (Core)	BSBSTR601 Manage innovation and continuous improvement (Elective)
BSBMKG622 Manage organisational marketing processes (Core)	BSBTEC601 Review organisational digital strategy (Elective)
BSBMKG623 Develop marketing plans (Core)	
BSBTWK601 Develop and maintain strategic business networks (Core)	
BSBMKG624 Manage market research (Elective)	
BSBMKG626 Develop advertising campaigns (Elective)	
BSBFIN501 Manage budgets and financial plans (Elective)	
BSBCRT611 Apply critical thinking (Elective)	
BSBLDR601 Lead and manage organisational change (Elective)	
BSBOPS601 Develop and implement business plans (Elective)	

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Australian Prime Education and Training Pty Ltd

BSB50820 Diploma of Project Management

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 108450K

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.

Qualification

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.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Students who complete this course may wish to continue their education into the BSB60720 Advanced Diploma of Program Management or a range of Advanced Diploma qualifications, as well as higher education qualifications in project and leadership management.

Tuition Fees

\$ 8,800*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB50820 Diploma of Project Management. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure

Total 12 units, 8 core units and 4 elective units

BSBPMG530 Manage project scope (Core)	BSBPEF501 Manage personal and professional development (Elective)
BSBPMG531 Manage project time (Core)	BSBTWK502 Manage team effectiveness (Elective)
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)	
BSBCMM511 Communicate with influence (Elective)	
BSBCRT511 Develop critical thinking in others (Elective)	

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Australian Prime Education and Training Pty Ltd

BSB60720 Advanced Diploma of Program Management

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 108452H

Course Description

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

Qualification

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.

Course Duration

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.

Pathways

Potential employment options are in program management roles in a range of industry areas.

Students who complete this course may wish to continue their education into higher education qualifications in program management.

Tuition Fees

\$13,200*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version).

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB60720 Advanced Diploma of Program Management. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 12 units, 4 core units and 8 elective units

- | | |
|--|--|
| BSBPMG630 Enable program execution (Core) | BSBPMG637 Engage in collaborative alliances (Elective) |
| BSBPMG634 Facilitate stakeholder engagement (Core) | BSBMGT006 Develop a business case (Elective) |
| BSBPMG635 Implement program governance (Core) | |
| BSBPMG636 Manage benefits (Core) | |
| BSBFIN601 Manage organisational finances (Elective) | |
| BSBLDR601 Lead and manage organisational change (Elective) | |
| BSBPEF502 Develop and use emotional intelligence (Elective) | |
| BSBCRT611 Apply critical thinking for complex problem solving (Elective) | |
| BSBINS601 Manage knowledge and information (Elective) | |
| BSBSTR601 Manage innovation and continuous improvement (Elective) | |

Delivery Location:

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Classroom hours:

Monday to Sunday: As per the time table and group assigned.

Reception Hours:

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



Australian Prime Education and Training Pty Ltd

ABN: 65 648 358 169

RTO: 45788 CRICOS: 03972A

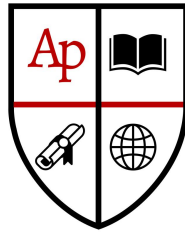
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Australian Prime Education and Training Pty Ltd

BSB40520 Certificate IV in Leadership and Management

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 114678F

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 are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

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

Qualification

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 Project Coordinator, Project Administrator, Assistant Project Manager.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Potential employment options are in a range of leadership and management roles in a range of industry areas.

Students who complete this course may wish to continue their education into the BSB50420 Diploma of Leadership and Management or a range of qualifications at Diploma level from the BSB Business Services Training Package.

Tuition Fees

\$ 8,800*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB40520 Certificate IV in Leadership and Management. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 12 units, 5 core units and 7 elective units

BSBLDR411 Demonstrate leadership in workplace (Core)

BSBPMG430 Undertake project work (Elective)

BSBLDR413 Lead effective workplace relationships (Core)

BSBOPS404 Implement customer service strategies (Elective)

BSBOPS402 Coordinate business operational plans (Core)

BSBXCM401 Apply communication strategies in the workplace

(Core)

BSBXTW401 Lead and facilitate a team (Core)

BSBLDR521 Lead the development of diverse workforces

(Elective)

BSBSTR401 Promote Innovation in team environments (Elective)

BSBLDR412 Communicate effectively as a workplace leader

(Elective)

BSBPEF402 Develop personal work priorities (Elective)

BSBCRT412 Articulate, present and debate ideas (Elective)

Delivery Location:

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Classroom hours:

Monday to Sunday: As per the time table and group assigned.

Reception Hours:

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Australian Prime Education and Training Pty Ltd

BSB50420 Diploma of Leadership and Management

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 114679E

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.

Qualification

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 Cooperate General Manager.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Potential employment options are leadership and management roles in a range of industry areas. Students who complete this course may wish to continue their education into the BSB60420 Advanced Diploma of Leadership and Management, a range of other Advanced Diplomas or higher education qualifications in leadership and management.

Tuition Fees

\$ 8,800*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB50425 Diploma of Leadership and Management. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 12 units, 6 core units and 6 elective units

BSBCMM511 Communicate with influence (Core)	BSBPEF501 Manage personal and professional development (Elective)
BSBCRT511 Develop critical thinking in others (Core)	BSBSTR501 Establish innovative work environments (Elective)
BSBLDR523 Lead and manage effective workplace relationships (Core)	BSBTWK503 Manage meeting (Elective)
BSBOPS502 Manage business operational plans (Core)	
BSBPEF502 Develop and use emotional intelligence (Core)	
BSBTWK502 Manage team effectiveness (Core)	
BSBCRT512 Originate and develop concepts (Elective)	
BSBOPS503 Develop administrative systems (Elective)	
BSBOPS505 Manage organisational customer service (Elective)	

Delivery Location:

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Classroom hours:

Monday to Sunday: As per the time table and group assigned.

Reception Hours:

Monday to Friday: 8:30 am to 9:00 pm

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Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Australian Prime Education and Training Pty Ltd

BSB60420 Advanced Diploma of Leadership and Management

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 114680A

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.

Qualification

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 Cooperate General Manager.

Course Duration

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.

Pathways

Potential employment options are leadership and management roles in a range of industry areas.

Students who complete this course may wish to continue their education into higher education qualifications in business or management.

Tuition Fees

\$13,200*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

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.

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 10 unit (s) of competency will achieve the nationally recognised award, BSB60420 Advanced Diploma of Leadership and Management. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 10 units, 5 core units and 5 elective units

BSBCRT611 Apply critical thinking for complex problem solving (Core)

BSBLDR601 Lead and manage organisational change (Core)

BSBLDR602 Provide leadership across the organisation (Core)

BSBOPS601 Provide leadership across the organisation (Core)

BSBSTR601 Manage innovation and continuous improvement (Core)

BSBPMG633 Provide leadership for the program (Elective)

BSBPMG637 Engage in collaborative alliances (Elective)

BSBSTR801 Lead innovative thinking and practice (Elective)

BSBAUD601 Establish and manage compliance management systems (Imported Elective)

BSBINS601 Manage knowledge and information (Imported Elective)

Delivery Location:

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Classroom hours:

Monday to Sunday: As per the time table and group assigned.

Reception Hours:

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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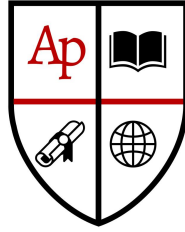
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Australian Prime Education and Training Pty Ltd

CHC33021 Certificate III in Individual Support

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 114681M

Course Description

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support. The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice. To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Qualification

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Potential employment options are in community, home or residential setting providing support to those who require support due to ageing, disability or other reasons. Students who complete this course may wish to continue their education into a range of community services qualification such as the CHC43121 Certificate IV in Disability Support or the CHC43021 Certificate IV in Ageing Support.

Tuition Fees

\$ 12,700*, Application fee of \$500* will apply to all new enrollments and material fee of \$200* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 15 unit (s) of competency will achieve the nationally recognised award, CHC33021 Certificate III in Individual Support. Learners completing less than 15 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 15 units, 9 core units and 6 elective units

CHCCCS031 Provide individualised support (Core)	HLTWH002 Follow safe work practices for direct client care (Core)
CHCCCS038 Facilitate the empowerment of people receiving support (Core)	CHCPAL003 Deliver care services using a palliative approach (Elective)
CHCCCS040 Support independence and wellbeing (Core)	CHCDIS011 Contribute to ongoing skills development using a strengths-based approach (Elective)
CHCCCS041 Recognise healthy body systems (Core)	CHCDIS012 Support community participation and social inclusion (Elective)
CHCCOM005 Communicate and work in health or community services (Core)	CHCDIS020 Work effectively in disability support (Elective)
CHCDIV001 Work with diverse people (Core)	CHCCCS036 Support relationships with carer and family (Elective)
CHCLEG001 Work legally and ethically (Core)	
HLTINF006 Apply basic principles and practices of infection prevention and control (Core)	
HTLAID011 Provide First Aid (Elective)	

Delivery Location:

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Classroom hours:

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Reception Hours:

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Australian Prime Education and Training Pty Ltd

CHC43015 Certificate IV in Ageing Support

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 114682K

Course Description

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters. To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Qualification

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments.

Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

Pathways

Potential employment options are in a range of community services and ageing support roles.

Students who complete this course may wish to continue their education into CHC52021 Diploma of Community Services or a range of other community services qualifications.

Tuition Fees

\$13,200*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 15 unit (s) of competency will achieve the nationally recognised award, CHC43015 Certificate IV in Aging Support. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 18 units, 15 core units and 3 elective units

CHCADV001 Facilitate the interests and rights of clients (Core)	CHCDIV001 Work with diverse people (Core)
CHCAGE001 Facilitate the empowerment of older people (Core)	CHCLEG003 Manage legal and ethical compliance (Core)
CHCAGE003 Coordinate services for older people (Core)	CHCPAL001 Work with diverse people (Core)
CHCAGE004 Implement interventions with older people at risk (Core)	CHCPRP001 Develop and maintain networks and collaborative partnerships (Core)
CHCAGE005 Provide support to people living with dementia (Core)	HLTAAP001 Recognise healthy body systems (Core)
CHCCCS006 Facilitate individual service planning and delivery (Core)	HLTWHS002 Follow safe work practices for director client care (Core)
CHCCCS011 Meet personal support needs (Core)	CHCCCS007 Develop and implement service programs (Elective)
CHCCCS023 Support independence and wellbeing (Core)	CHCCCS017 Provide loss and grief support (Elective)
CHCCCS025 Support relationships with carers and families (Core)	HLTWHS003 Maintain work health and safety (Elective)

Delivery Location:

Level 1, 56-58 York Street, Sydney NSW Australia 2000

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Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



Australian Prime Education and Training Pty Ltd

ABN: 65 648 358 169

RTO: 45788 CRICOS: 03972A

Phone: +61 2 9290 3115

Email: admin@australianprime.edu.au

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Australian Prime Education and Training Pty Ltd

CHC52021 Diploma of Community Services

RTO CODE: 45788

CRICOS PROVIDER CODE: 03972A

CRICOS COURSE CODE : 114683J

Course Description

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities. At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management. Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination. To achieve this qualification, the candidate must have completed at least 200 hours of work as detailed in the Assessment Requirements of units of competency. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Qualification

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

Course Duration

This qualification will be delivered over 104 weeks, including 80 weeks of training and assessment spread over 8 terms of 10 weeks each and 24 weeks of holidays.

Pathways

Potential employment options are in a range of community services and ageing support roles.

Students who complete this course may wish to continue their education into CHC60312 Advanced Diploma of Community Sector Management or a range of other community services qualifications.

Tuition Fees

\$26,400*, Application fee of \$200* will apply to all new enrollments and material fee of \$600* will apply to all the enrollments.

* Fees and charges are subject to change with prior notice

Entry Requirements

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 20 unit (s) of competency will achieve the nationally recognised award, CHC52021 Diploma of Community Services. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

Course Structure Total 20 units, 12 core units and 8 elective units

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 clients 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)

HLTWHS003 Maintain work health and safety (Core)

CHCPOL003 Research and apply evidence to practice (Elective)

BSBPEF401 Manage personal health and wellbeing (Elective)

CHCCOM003 Develop workplace communication strategies (Elective)

CHCDIV003 Manage and promote diversity (Elective)

CHCMGT003 Lead the work team (Elective)

CHCPRP001 Develop and maintain networks and collaborative partnerships (Elective)

BSBTWK503 Manage meetings (Elective)

BSBPEF502 Develop and use emotional intelligence (Elective)

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Enrolment Conditions

Payment Schedule

The fees applicable to each course and category of student and fee payment schedules are detailed in the applicable Student Application Form. Contact the College to obtain details.

Visa refusal

Visa refusal prior to course commencement will result in 100% refund of Tuition Fees paid in advance paid within 14 days.

Student Default

An overseas student or intending overseas student “defaults”, in relation to a course at a location, if:

- a) the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- b) the student withdraws from the course at the location (either before or after the agreed starting day); or
- c) the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:

the student failed to pay an amount he or she was liable to pay the College, directly or indirectly, in order to undertake the course;

the student breached a condition of his or her student visa;
misbehavior by the student.

Student requested refunds

Refund requests must be in writing, signed and dated by the student, and delivered to the College in person, by email, fax or letter. Refund requirements when a student requests a refund are detailed in the applicable Written Agreement. Contact the College to obtain details.

Missed Payments

Students who do not make instalment payments by the due date will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one week suspension the student will have their enrolment cancelled.

Fee Changes

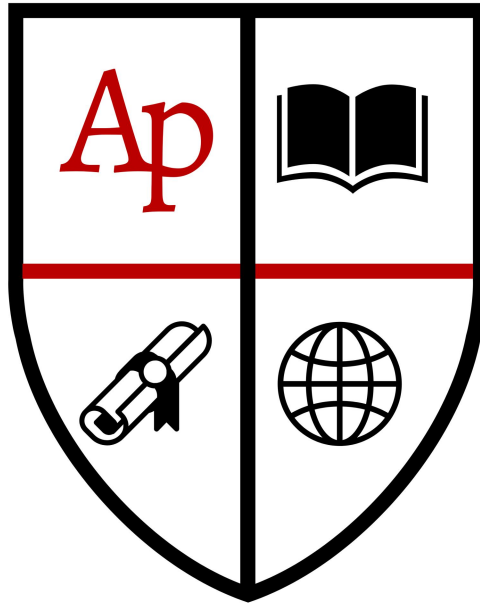
Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees

The Tuition Protection Service website is <https://tps.gov.au/>



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