



2015 | INTERNATIONAL STUDENTS COURSE GUIDE



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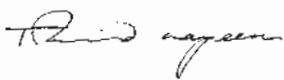
WELCOME

Message From the Academic Director

As an Academic Director at Universal Institute of Technology (UIT), I am extremely pleased that you have taken the time to learn more about our unique academic programs and the potential they hold in shaping the global business leaders of tomorrow. Our mission is very clear –“provide excellent education and life changing experience”. At UIT, we have a fantastic group of academic staff and very supportive student services and administration team. In addition, student satisfaction is our high priority. We are determined to deliver the best outcomes for more than 1,500 students currently studying with us and help them to realise their potential and achieve their career aspirations. We know that our practice-based learning approach, flexibility of study (off-campus program) and wide range of innovative learning technologies and tools all contribute to a positive student experience. We also regularly review and update our materials and incorporate new ways of delivery.

As an academic, I personally want to help our students to develop certain essential skills and flexibility to thrive in any economy. We are essentially transforming the UIT as an Institute to meet the changing demands of a global economy. It's the best time to be a part of this Institution. In the year ahead I want to build on our reputation as a leading education provider in all of our programs we offer to our students.

Lastly, being in heart of Melbourne has a huge influence on what we do. Not only in terms of the city as a most eventful place, but of Melbourne as a vibrant community which has long welcomed people from all over the world and is now host to many thriving communities – it is a very exciting time. So join us and let us be part of your exciting journey!



Dr. Tahmid Nayeem PhD.
Academic Director

Testimonials



Gamze Ersan from TURKEY

I have been in Melbourne for two months and UIT has helped me to get used to Melbourne. I have met people from different nationalities and cultures. I am profoundly grateful to UIT for their generous support.



Bruno Danielle from ITALY

UIT has a very convenient location, just in the heart of the city of Melbourne. People in the school are so friendly and I have met a lot of new friends. The staff are very supportive and teachers are excellent.



Dayoung Hong from KOREA

I have been living in Australia for seven months now and I am feeling very good so far. I think UIT has very good facilities. I am currently doing intermediate level class and there are not many students from Korea in my class which is great. I am glad to study here.

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CBD Campus



Classrooms / Computer labs with Internet facilities
Library with Computers and Internet facilities
Student Lounge with kitchen facilities
Student Photocopying / Printing

Location



Level 1, 131 Queen Street, Melbourne

WHY UIT

Universal Institute of Technology is a leading institute which offers ELICOS & Vocational courses that attract students from all parts of the world. UIT provides students with the opportunity to study at a quality institution in the cosmopolitan atmosphere of Melbourne, recently named 2014's most livable city in the world.

For more information regarding studying and living in Australia for yourself and your family visit: <http://www.studyinaustralia.gov.au/>



STRICT ENGLISH ONLY POLICY



MODERN FACILITIES

Credit Transfer / RPL

UIT recognises the Australian Quality Framework qualifications and Statements of Attainment issued by any other Australian RTOs therefore you may be eligible for Credit Transfer if you have completed the same (or equivalent) unit(s) with another education provider (RTO).

Recognition of prior learning (RPL), is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering. Candidates need to apply in writing for CT/RPL and provide verified evidence. For more information please contact our Admissions department.

Pathway

EAP / IELTS Exam Preparation
Upper Intermediate Level

EAP / IELTS
Advanced Level



- Kangan IELTS 5.5 entry courses
E.g. Certificate IV in Accounting and more courses

- Kangan IELTS 6.0 entry courses
E.g. Diploma of Nursing and more courses

*Please contact UIT marketing team for further information

EAP / IELTS Exam Preparation
Upper Intermediate Level

Diploma / Advanced
Diploma of Management



- Bachelor of Business (Information Systems)
- Bachelor of Business (Marketing)

* Double Specialisation also available

* Package CoE available

*SVP approved provider

EAP / IELTS Exam Preparation
Upper Intermediate Level



- TAFE courses (Management)

* Box Hill Bachelor Course:
Advanced Level EAP / IELTS required

* Package CoE available for MIBT

Cert IV in Business +
Diploma Of Management



- Bachelor of Business Administration
- Bachelor of Business (Executive Administration)
- Bachelor of Business (Marketing Management)

*Package CoE available

Advanced Diploma Of
Management



- Bachelor of Business
- 10 Unit Exemption (save 1 year 3 months)
- Bachelor of Business (Management)
- 12 Unit Exemption (save 1 year 6 months)

STREAMLINED VISA PROCESSING

The Australian Government has expanded streamlined visa processing(SVP) for Advanced Diploma's in the vocational education and training(VET) sector.

Streamlined visa processing means these applicants are treated as though they are lower migration risk (similar to the current Assessment Level 1) regardless of their country of origin.

Streamlined visa processing for this visa is designed for international students applying to study in Australia at a non-university higher education provider. Student may be eligible for streamlined visa processing if your main course of study is an Advanced Diploma (Higher Education) from UIT.



Available Courses for SVP

Universal Institute of Technology is pleased to announce that we are now an approved SVP Provider for our Advanced Diploma Courses, which include:

- Advanced Diploma of Travel and Tourism
- Advanced Diploma of Marketing
- Advanced Diploma of Management
- Advanced Diploma of Project Management

How to Apply for SVP

Step 1

Step 2

Step 3

STUDENT SERVICES

Teachers and Staff



There are many things that make UIT a special place to study, but there is no doubt that our people are very important.

Our teachers and staff all love what they do, and do it extremely well. Naturally, all teachers at UIT are well qualified and experienced, and all take part in our regular Professional Development sessions.

Most of our staff and teachers at UIT have had the experience of living abroad and learning another language, so they understand exactly what students are dealing with and can relate directly to them.

At UIT you can always find someone to assist or advise you - our teachers are not only the best, but sensitive and caring too.

Personal Counselling

Student Counselling is available on campus for all UIT & Universal English students. All consultations and meetings are strictly private and confidential and held with our qualified counsellor.

The counsellor can assist on matters such as:

- Any personal issues or concerns
- Accommodation
- Medical issues and referrals
- Advice on policies and procedures
- Mental health
- Student initiatives and projects
- Personal support and mentoring
- Study problems



Activities & Clubs



- Job Club
- Music Club
- Bowling Club
- Conversation Club
- Pub Party Club
- Trip Club
- Karaoke Club, etc.



- Sports Activity (Rock Climbing, Trampoline, Canoeing, Melbourne Cup, F1, Australia Open, etc.)
- Museum Trip
- Ferry Trip
- Market Trip, etc.

ABOUT THE COURSE

This course is for anyone over 18 who would like to improve their English. It will help your English in a general way. It covers the areas of English that are useful in everyday life. This course covers all areas of English: speaking, listening, writing and reading. To help you with these skills, there will also be plenty of vocabulary, pronunciation and grammar practice.

We focus on the English that is most important to most people – that is, real life English.



SAMPLE TIMETABLE

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Review of previous week; test from course book CD-ROM relating to last week's work; feedback from the test.	Reading, discussion and vocabulary about personal appearance. Grammar: modifying adjectives	Listening, vocabulary and discussion: personality. Pronunciation: word stress	Listening, vocabulary and discussion: personality. Pronunciation: word stress	Diary activity Reading and communication activity: Role Plays
30 Minute Break					
Session 2	Intro to the week's topic: body part vocab. Picture story writing (All New Easy True Stories)	Guided discussion and writing: opinions about looks vs personality in a person. Grammar: first conditional	Reading and discussion: predicting personality Grammar: gerunds & infinitives. Listening and speaking: character traits	Computer room: web quiz about health and the body Grammar: purpose, reason & result. Writing: advice letter	Review of this week's work: discuss consequences of different lifestyles; discussing personalities of family & friends; game
Extra 1 hour	Optional self-study/homework time: self study rooms or empty classrooms can be used.				



GENERAL ENGLISH TIMETABLE

Our English Department has timetables for morning and afternoon classes. Students are allocated into a the class which is best suited to their English level for optimum learning. Although we try to accommodate student's work, family or other commitments, UIT does not allow students to choose their own timetable.

Morning timetable:
8:30am – 10:30am
11:00am – 1:00pm

Afternoon timetable:
1:15pm – 3:15pm
3:45pm – 5:45pm

ENGLISH FOR ACADEMIC PURPOSES/ IELTS EXAM PREPARATION

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$340 PER WEEK

ENTRY REQUIREMENTS
• IELTS 5.0 OR EQUIVALENT
• MINIMUM AGE OF 18

INTERMEDIATE, UPPER INTERMEDIATE AND ADVANCED

CRICOS COURSE CODE: 074230G

DURATION: 5 - 42 WEEKS

LEVEL COMPLETION: 12 WEEKS

MINIMUM ENROLMENT WEEKS: 4 WEEKS

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This course is for anyone over 18 who is preparing to study for a degree, advanced diploma or diploma where the study is in English. As this course has an IELTS exam preparation component, it is suitable for those who need an IELTS test result to apply for a future course. Even if your English is already good enough for university, an EAP course can help you understand how to do assignments well - and thus make your university study easier. It may even help you achieve higher grades.

This course covers academic English: the English you will need for further study and/or for the IELTS exam (Academic Module). It focuses on speaking, listening, writing and reading, and includes listening to lectures, speaking in tutorials, giving presentations, reading academic texts, and writing essays and reports. To help you with these skills, there will also be plenty of vocabulary and grammar activities to help you succeed in your future course.



SAMPLE TIMETABLE

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Discussion and vocabulary, family social issues IELTS speaking part 3 strategies and practice	Listening: specific information Referencing & avoiding plagiarism	Listening: predicting the focus of lectures from the introduction Listening and note-taking	Grammar: definite articles Reading: distinguishing facts from opinion	Reading: recognising main ideas, parallel expressions Exam strategies
30 Minutes Break					
Session 2	Reading strategies: integrating various strategies from recent weeks Writing summaries of written information	Introduce new project: individual opinion-based essays On-line library catalogues Review recent work on argument genre.	Discussion following lecture Project work: choose and discuss thesis statements for their assignments; start planning	Computer room visit: search sources of free papers for relevant work; identifying relevance by reading titles and abstracts	IELTS practice test: reading Feedback from IELTS practice test Review of the week; discussion
Extra 1 hour	Optional self-study/homework time: self study rooms or empty classrooms can be used.				



TIMETABLE

Our English Department has timetables for morning and afternoon classes. Students are allocated into a the class which is best suited to their English level for optimum learning. Although we try to accommodate student's work, family or other commitments, UIT does not allow students to choose their own timetable.

Morning timetable:

8:30am - 10:30am

11:00am - 1:00pm

Afternoon timetable:

1:15pm - 3:15pm

3:45pm - 5:45pm

ABOUT THE COURSE

The Certificate IV in TESOL is a short, intensive course providing basic training for people wanting to teach English overseas. This course provides participants with the skills and knowledge they require in order to teach in language schools, government and private schools, and also in universities in many countries where English language teachers are in high demand.



SAMPLE TIMETABLE

Times	Monday	Tuesday	Wednesday	Thursday	Friday
13:15-15:15	TESOL methodology and language analysis	Teaching practice preparation with your trainer	How to teach grammar	Teaching practice Putting your new skills into practice	Marking homework and designing assessments
30 Minutes Break					
15:45-17:45	Input sessions and demonstrations exploring communicative language teaching principles	Discussion of your next teaching practice lesson plan with your trainer, to ensure that you feel prepared and confident	Class ice breakers and warm up activities	How to teach pronunciation and speaking for fluency	Teaching practice feedback and evaluation
Extra 1 hour	Optional self-study/homework time: self study rooms or empty classrooms can be used.				



*This course is delivered in partnership with Language Training Institute. RTO NO. 30173. Universal Institute of Technology provides the training and assessment. Language Training Institute provides the certificate.

2015 INTAKE DATE

1st intake - 02/02/15 - 29/03/15
 2nd intake - 07/04/15 - 31/05/15
 3rd intake - 01/06/15 - 26/07/15
 4th intake - 20/07/15 - 13/09/15
 5th intake - 07/09/15 - 01/11/15
 6th intake - 26/10/15 - 20/12/15

39297QLD GRADUATE DIPLOMA OF TESOL

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$16000

ENTRY REQUIREMENTS

- AN IELTS SCORE OF 6.5 OVERALL
- A GRADUATE QUALIFICATION OR EQUIVALENT
- MINIMUM AGE OF 18

CRICOS COURSE CODE:

DURATION: 52 WEEKS

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This course is intended to provide participants with a range of knowledge, skills, generic and specific competencies to perform the following job roles:

- Teach English language courses across a range of sectors within Australia
- Teach English language courses across a range of sectors overseas (other qualifications may be necessary in certain countries in certain TESOL contexts)
- Manage and teach specialised English teaching programs



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
TESDES801A	Design TESOL lessons	80 hours
TESDEL802A	Deliver and evaluate TESOL lessons	100 hours
TESDEL804A	Deliver and evaluate a TESOL unit of work	100 hours
TESDEV806A	Develop own personal philosophy of TESOL	60 hours
TESASS807A	Analyse and apply TESOL language assessment principles	60 hours
TESCUR808A	Design a language curriculum	80 hours
TESACT809A	Undertake action research in TESOL	160 hours
TESENG812A	Develop own highly specialized English	160 hours
		Total hours = 800



PREFERRED PATHWAYS

- Completion of this course can articulate into Masters level courses in TESOL or Applied Linguistics.

OCCUPATIONAL TITLES

- English language teaching organisation Director of Studies
- Senior teacher in TESOL contexts
- TESOL trainer

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.

2015 INTAKE DATE

1st intake 7th April 2015
2nd intake 6th July 2015

ABOUT THE COURSE

The Barista program is ideal for students who not only want to improve their English, but want to learn Barista skills, have café experience and be job ready at the same time. It's an 8 week exciting program that begins with the 4 Weeks of English Classes and 4 Weeks Barista Course at the same time. The Barista Course covers coffee theory and practice with our 2 brand new "Carimali" espresso machines. This is followed by Internship Preparation in week 5 where students have a real "face to face" interview with a café manager. And lastly in weeks 6, 7 and 8 students will be completing their Internship at a local café where they can utilize their improved English Language and Barista skills.



8 WEEKS TIMETABLE

4 Week Barista Course	
9:00am to 11:00am	Universal Café Work experience
11:30am to 12:30pm	Barista Classes
1:15pm to 5:45pm	English Classes (the English classes fee is additional to the Barista Course Fee)
1 Week Preparation	
9:00am to 11:00am	Universal Café Work experience
	Job interview at Cafe
3 Week Internship includes	
4 – 6 hours a day	Working 5 days a week at a local cafe

2015 INTAKE DATE

5th January
2nd February
2nd March
7th April
4th May
1st June
29th June
27th July
24th August
21st September
19th October
16th November

ONE DAY COURSE TIMETABLE

One day course includes	
1:15pm - 4:15pm	<ul style="list-style-type: none"> • An induction to using coffee machines and grinders • Preparing coffee menu drinks • Practice making coffee

2015 INTAKE DATE

29th January 30th July
26th February 27th August
26th March 24th September
30th April 29th October
28th May 26th November
25th June



Barista Course



Graduation Celebration

22250VIC CERTIFICATE I IN EAL (ACCESS) 22251VIC CERTIFICATE II IN EAL (ACCESS)

ENTRY REQUIREMENTS
• MINIMUM AGE OF 18
• IELTS 3.0 OR EQUIVALENT FOR CERTIFICATE II

CRICOS COURSE CODE: CERTIFICATE I IN EAL 082176G
CERTIFICATE II IN EAL 082177G

DURATION: 30 WEEKS
HOURS PER WEEK: 20 HOURS PER WEEK
DELIVERY MODE: FACE-TO-FACE

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$320 PER WEEK

ABOUT THE COURSES

International Students from multicultural backgrounds interested in EAL level qualifications at entry level wishing to develop their skills and knowledge in English in order to participate in the Australian community and/or further study. Certificate I in EAL is for participants who need to develop English language skills beyond immediate personal and predictable social needs and who may progress to further study or employment options. Certificate II in EAL is designed for a participants who need to develop English language skills to participate in everyday familiar and routine social and community contexts.



COURSE ARRANGEMENT

Certificate I in EAL

Unit Code	Unit Name	Duration
VU21454	Plan language learning with support	30 hours
VU21449	Read and write short simple messages and forms	80 hours
VU21451	Participate in short simple exchanges	80 hours
VU21448	Read and write short, simple informational and instructional texts	80 hours
VU21450	Give and respond to short, simple verbal instructions and information	80 hours
VU21446	Use basic digital technology language and skills	50 hours
VU21445	Locate health and medical information	50 hours
VU21444	Identify Australian leisure activities	50 hours
		Total hours = 500

Certificate II in EAL

Unit Code	Unit Name	Duration
VU21297	Develop and document a learning plan and portfolio with guidance	20 hours
VU21457	Give and respond to simple verbal information and directions	80 hours
VU21459	Read and write simple instructional and informational texts	80 hours
VU21456	Participate in simple conversations and transactions	80 hours
VU21458	Read and write simple personal communications and transactional texts	80 hours
VU21461	Access the internet and email to develop language	50 hours
VU21462	Explore community options	50 hours
BSBITU201A	Produce simple word processed documents	60 hours
		Total hours = 500



PREFERRED PATHWAYS

After completing 22250VIC Certificate I in EAL (Access), individuals could progress to 22251VIC Certificate II in EAL (Access) or Other EAL courses at Certificate II level

After achieving 22250VIC Certificate II in EAL (Access):

- 21933VIC Certificate III in EAL (Access)
- 21935VIC Certificate III in EAL (Employment)
- 21939VIC Certificate III in EAL (Further Study)
- Certificates III, IV and Diploma industry qualifications
- Higher Education

ASSESSMENT METHODS

Assessments will be undertaken via Demonstration, Verbal Test, Written Test, Listening Test, EAL Reading Test, Project, and Portfolio. Research activities will be conducted online and using reference material. Observation will take place across all activities

- MINIMUM AGE OF 18
- IELTS 3.5 OR EQUIVALENT FOR CERTIFICATE III
- IELTS 5.0 OR EQUIVALENT FOR CERTIFICATE IV

ABOUT THE COURSES

International Students from multicultural backgrounds interested in EAL level qualifications at entry level wishing to develop their skills and knowledge in English in order to participate in the Australian community and/or further study.

Certificate III in EAL is designed for participants who need to develop English language skills to participate in a further study context in complex interactions and to critically analyse and produce complex texts relevant to further study.

Certificate IV in EAL is designed for participants who need to develop English language skills to participate in a further study context in straightforward interactions and to analyse and produce straightforward texts relevant to further study.



COURSE ARRANGEMENT

Certificate III in EAL

Unit Code	Unit Name	Duration
VU21323	Develop and document a learning plan and portfolio	20 hours
VU21499	Give Straightforward oral presentations for further study	80 hours
VU21500	Participate in a range of straightforward interactions for further study	70 hours
VU21501	Read and write straightforward texts for research purposes	80 hours
VU21502	Analyse and produce straightforward texts relevant to further study	80 hours
VU21503	Listen and take notes for research	45 hours
VU21504	Use language strategies and study skills	45 hours
BSBCRT301A	Develop and extend critical and creative thinking skills	40 hours
CULINL301A	Develop and use information literacy skills	40 hours
		Total hours = 500

Certificate IV in EAL

Unit Code	Unit Name	Duration
VU21353	Research pathways and produce a learning plan and portfolio	20 hours
VU21508	Give complex presentations for further study	80 hours
VU21509	Analyse and participate in complex spoken discourse for further study	60 hours
VU21510	Take notes from complex aural texts for further study	50 hours
VU21511	Read and write complex texts for research purposes	80 hours
VU21512	Read and write a range of complex texts for further study	80 hours
VU21513	Use critical reading and writing skills for further study	40 hours
VU21514	Use language analysis skills to review own texts	40 hours
VU20760	Set study goals and plan education pathway	40 hours
		Total hours = 490



PREFERRED PATHWAYS

After achieving Certificate III in EAL candidates may undertake

- 22258VIC Certificate IV in EAL (Further Study)
- 22257VIC Certificate IV in EAL (Employment/Professional)
- Certificates III, IV and Diploma industry qualifications
- Higher Education

After achieving Certificate IV in EAL candidates may undertake

- Other Certificate IV in EAL courses
- Certificates III, IV and Diploma industry qualifications
- Higher Education

ASSESSMENT METHODS

Assessments will be undertaken via Demonstration, Verbal Test, Written Test, Listening Test, EAL Reading Test, Project, and Portfolio. Research activities will be conducted online and using reference material. Observation will take place across all activities

CERTIFICATE IV IN MASSAGE THERAPY PRACTICE

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: HLT40312

CRICOS COURSE CODE: 084495K

DURATION: 40 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

The Certificate IV in Massage Therapy Practice provides learners with skills in therapeutic relaxation massage including basic health assessment and treatment and may be used by people working in a range of spa services or facilities including aged care.

This course is suitable for:

- Those planning to pursue a career as therapeutic massage practitioner.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in remedial massage or other related qualifications.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
BSBWOR203B	Work effectively with others	20 hours
HLTAP401B	Confirm physical health status	100 hours
HLTCOM404C	Communicate effectively with clients	30 hours
HLTCOM405D	Administer a practice	30 hours
HLTCOM406C	Make referrals to other health care professionals when appropriate	40 hours
HLTCOM408D	Use specific health terminology to communicate effectively requirements	40 hours
HLTAID003	Provide first aid	20 hours
HLTHIR301C	Communicate and work effectively in health	20 hours
HLTIN301C	Comply with infection control policies and procedures	20 hours
HLTWHS300A	Contribute to WHS practices	40 hours
HLTREM401D	Work within a massage framework	20 hours
HLTREM406C	Provide massage treatment	240 hours
HLTREM407C	Plan massage treatment	40 hours
HLTREM408C	Apply massage assessment framework	40 hours
HLTREM409C	Perform massage health assessment	100 hours
		Total hours = 800

PREFERRED PATHWAYS

The units completed as part of this qualification are a pre-requisite for entry into HLT50307 Diploma of Remedial Massage.

OCCUPATIONAL TITLES

- Massage therapist
- Massage therapy practitioner
- Assistant massage therapist

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



UNIVERSAL INSTITUTE OF TECHNOLOGY

DIPLOMA OF REMEDIAL MASSAGE

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$10500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: HLT50307

CRICOS COURSE CODE: 084496J

DURATION: 66 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

The Diploma of Remedial Massage provides the skills for treating clients with specific needs such as injury management, rehabilitation, palliative care, aged care, women and children and practitioners at this level may supervise other therapists.

This course is suitable for:

- Those planning to pursue a career as remedial massage practitioner.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in remedial massage or other related qualifications.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
CHCORG428A	Reflect on and improve own professional practice	120 hours
HLTAP501C	Analyse health information	30 hours
HLTCOM502C	Develop professional expertise	40 hours
HLTCOM503D	Manage a practice	50 hours
HLHIR501C	Maintain an effective health work environment	20 hours
HLHIR506C	Implement and monitor compliance with legal and ethical requirements	50 hours
HLTREM502C	Provide remedial massage treatment	240 hours
HLTREM503C	Plan remedial massage treatment strategy	40 hours
HLTREM504C	Apply remedial massage assessment framework	40 hours
HLTREM505C	Perform remedial massage health assessment	200 hours
HLTREM510B	Provide specialised remedial massage treatments (Pre-Requisites - HLTREM502C, HLTREM503C, HLTREM504C)	40 hours
HLTREM512C	Provide remedial massage treatments within a corporate setting	50 hours
HLTREM513C	Provide remedial massage treatment to athletes	50 hours
HLTCOM510B	Provide services to clients with chronic diseases or conditions	50 hours
		Total hours = 1020



PREFERRED PATHWAYS

After completing HLT50307 Diploma of Remedial Massage, individuals could progress to Advanced Diploma qualifications in massage therapy

OCCUPATIONAL TITLES

- Massage therapist
- Massage therapy practitioner
- Assistant massage therapist

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



UNIVERSAL INSTITUTE OF TECHNOLOGY

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CERTIFICATE IV IN TRAVEL AND TOURISM

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$4500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 11 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: SIT40212

CRICOS COURSE CODE: 084492B

DURATION: 26 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

Certificate IV in Travel and Tourism reflects the role of individuals who use a broad range of sales and marketing or operational skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many people have supervisory responsibilities and plan, monitor and evaluate the work of team members.

This course is suitable for:

- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in travel and tourism or other related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
SITXCCS401	Enhance the customer service experience	40 hours
SITXCOM401	Manage conflict	20 hours
SITXFIN401	Interpret financial information	60 hours
SITXHRM301	Coach others in job skills	20 hours
SITXWHS301	Identify hazards, assess and control safety risks	30 hours
BSBREL401A	Establish networks	35 hours
SITXMPR401	Coordinate production of brochures and marketing materials	60 hours
BSBITU402A	Develop and use complex spread sheets	50 hours
SITTPPD403	Coordinate and operate sustainable tourism activities	70 hours
SITTIND201	Source and use information on the tourism and travel industry	25 hours
		Total hours = 410

PREFERRED PATHWAYS

After completing SIT40212 Certificate IV in Travel and Tourism, individuals could progress to Diploma and/or Advanced Diploma qualifications in Travel and Tourism, Events or other service industry areas.

OCCUPATIONAL TITLES

- Account manager • Assistant manager
- Marketing coordinator • Operations supervisor
- Product coordinator • Reservations sales or Call centre supervisor
- Senior operations coordinator • Senior or Supervisory retail consultant
- Sales coordinator • Sales executive

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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DIPLOMA OF TRAVEL AND TOURISM

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: SIT50112

CRICOS COURSE CODE: 084493A

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

Diploma of Travel and Tourism reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate tourism and travel operations or marketing and product development activities. They operate independently, have responsibility for others and make a range of operational business decisions.

This course is suitable for:

- Those planning to pursue a career in the management cadre.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
BSBWRT401A	Write complex documents	50 hours
SITXCCS501	Manage quality customer service	30 hours
SITXCOM401	Manage conflict	30 hours
SITXFIN401	Interpret financial information	60 hours
SITXFIN402	Manage finances within a budget	30 hours
SITXFIN501	Prepare and monitor budgets	60 hours
SITXHRM402	Lead and manage people	60 hours
SITXMGT401	Monitor work operations	20 hours
SITXMGT501	Establish and conduct business relationships	60 hours
SITXWHS401	Implement and monitor work health and safety practices	30 hours
SITTTSL310	Construct normal international airfares	40 hours
SITTTSL309	Source airfares for domestic flights	35 hours
SITXMPR402	Create a promotional display or stand	30 hours
SITTTSL302	Provide advice on Australian destinations	40 hours
SITXHRM501	Recruit, select and induct staff	60 hours
SITTPPD503	Research and analyse tourism data	100 hours
BSBHRM503	Monitor staff performance	65 hours
		Total hours = 800



PREFERRED PATHWAYS

After completing SIT50112 Diploma of Travel and Tourism, individuals could progress to Advanced Diploma qualifications in Travel and Tourism, Events or other business disciplines

OCCUPATIONAL TITLES

- International retail travel consultant • Operations manager
- Agency manager • Functions manager
- Owner/operator • Airport airline operations

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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ADVANCED DIPLOMA OF TRAVEL AND TOURISM

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: SIT60112

CRICOS COURSE CODE: 084494M

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

Advanced Diploma of Travel and Tourism reflects the role of individuals operating at a senior level who use a substantial depth of knowledge of the industry and managerial techniques. They have wide-ranging, specialised managerial skills, operate independently and are responsible for making a range of strategic business decisions.

This course is suitable for:

- Those planning to pursue a career in the management cadre.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBFIM601A	Manage finances	80 hours
BSBMGT617A	Develop and implement a business plan	60 hours
BSBRK501B	Manage risk	60 hours
SITTPPD601	Develop tourism products	100 hours
SITXGLC501	Research and comply with regulatory requirements	80 hours
SITXMPR502	Develop and implement marketing strategies	80 hours
SITXWHS601	Establish and maintain a work health and safety system	30 hours
BSBSUS501A	Develop workplace policy and procedures for sustainability	50 hours
SITTPPD603	Develop culturally appropriate tourism operations	60 hours
BSBMGT608C	Manage innovation and continuous improvement	70 hours
SITTPPD602	Develop environmentally sustainable tourism operations	70 hours
SITXMG502	Manage projects	60 hours

Total hours = 800

SVP available



PREFERRED PATHWAYS

After achieving this qualification, individuals may engage in learning in higher education qualifications in Tourism, Travel and related areas.

OCCUPATIONAL TITLES

- Business development manager
- Business operations manager
- General manager
- General manager, e.g., Marketing
- General manager, e.g., Product development

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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CERTIFICATE IV IN MARKETING

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$4500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 11 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB41307
CRICOS COURSE CODE: 084486M
DURATION: 26 WEEKS
HOURS: 20 HOURS PER WEEK
DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

The Certificate IV Marketing assists students to learn the fundamentals of marketing including how to conduct market research, promotion specific products and campaign management.

This course is suitable for:

- This qualification reflects the role of individuals who use well-developed marketing skills and a broad knowledge base in a wide variety of marketing contexts.
- Those who apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.
- Those who may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to a more senior marketing practitioner.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBCMM401A	Make a presentation	30 hours
BSBMKG401B	Profile the market	50 hours
BSBMKG402B	Analyse consumer behaviour for specific markets	60 hours
BSBMKG408B	Conduct market research	60 hours
BSBMKG413A	Promote products and services	40 hours
BSBCUS403B	Implement customer service standards	30 hours
BSBPRO401A	Develop product knowledge	30 hours
BSBRSK401A	Identify risk and apply risk management processes	50 hours
BSBINT401B	Research international business opportunities	20 hours
BSBMKG412A	Conduct e-marketing communications	30 hours
		Total hours = 400

PREFERRED PATHWAYS

After achieving this qualification candidates may undertake:

- a range BSB51207 Diploma of Marketing or a range of Diploma qualifications.

OCCUPATIONAL TITLES

- Direct marketing officer
- Market research assistant
- Marketing coordinator
- Marketing officer
- Public relations officer

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



UNIVERSAL INSTITUTE OF TECHNOLOGY

DIPLOMA OF MARKETING

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$4500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB51207
CRICOS COURSE CODE: 084487K
DURATION: 26 WEEKS
HOURS: 20 HOURS PER WEEK
DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

The Diploma of Marketing assists students to develop in-depth knowledge of the marketing industry and to acquire a range of specific skills in management, budgets and developing a marketing campaign.

This course is suitable for:

- Those who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area
- Those who would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBMKG501B	Identify and evaluate marketing opportunities	70 hours
BSBMKG502B	Establish and adjust the marketing mix	60 hours
BSBMKG506B	Plan market research	50 hours
BSBMKG507A	Interpret market trends and developments	50 hours
BSBMKG514A	Implement and monitor marketing activities	40 hours
BSBFIM501A	Manage budgets and financial plans	70 hours
BSBPUB504A	Develop and implement crisis management plans	40 hours
BSBMKG510B	Plan e-marketing communications	20 hours
		Total hours = 400



PREFERRED PATHWAYS

- After completing BSB51207 Diploma of Marketing, individuals could progress to higher qualifications in marketing.

OCCUPATIONAL TITLES

- Marketing manager
- Marketing team leader

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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ADVANCED DIPLOMA OF MARKETING

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB60507

CRICOS COURSE CODE: 084488J

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

If you want to take your career to the next level, the Advanced Diploma of Marketing will provide you with the skills and knowledge to work in roles such as Marketing Manager or Brand Manager across a wide range of industries.

This course is suitable for:

- Those individuals who provide leadership and strategic direction in the marketing activities of an organisation
- Those who analyse, design and execute judgments using wide-ranging technical, creative, conceptual and managerial competencies.
- Those who are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBMKG608A	Develop organisational marketing objectives	100 hours
BSBMKG603B	Manage the marketing process	100 hours
BSBMGT617A	Develop and implement a business plan	100 hours
BSBMKG607B	Manage market research	100 hours
BSBMGT608C	Manage innovation and continuous improvement	120 hours
BSBSUS501A	Develop workplace policy and procedures for sustainability	80 hours
BSBMGT616A	Develop and implement strategic plans	120 hours
BSBMKG609A	Develop a marketing plan	80 hours
		Total hours = 800

SVP available



PREFERRED PATHWAYS

- After completing BSB60507 Advanced Diploma of Marketing, individuals could progress to higher qualifications in marketing and related areas.

OCCUPATIONAL TITLES

- Marketing director
- Marketing strategist
- National, regional or global marketing manager.

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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CERTIFICATE IV IN BUSINESS

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$4500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 11 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB40212

CRICOS COURSE CODE: 080883G

DURATION: 26 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

Individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

This course is suitable for:

- Those planning to pursue a career in business
- Those wishing to enter a different industry sector
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.	50 hours
BSBRSK401A	Identify risk and apply risk management	50 hours
BSBINN301A	Promote innovation in a team environment	40 hours
BSBWOR404B	Develop work priorities	40 hours
BSBADM405B	Organize meetings	20 hours
BSBWRT401A	Write complex documents	50 hours
BSBLED401A	Develop teams and individuals	40 hours
BSBREL401A	Establish networks	35 hours
BSBMKG413A	Promote products and services	40 hours
BSBADM407B	Administer projects	50 hours
		Total hours = 405

PREFERRED PATHWAYS

- After completing BSB40212 Certificate IV in Business, individuals could progress to Diploma or Advanced Diploma qualifications in business.

OCCUPATIONAL TITLES

- Administrator
- Project Officer
- Coordinator
- Team leader

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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DIPLOMA OF MANAGEMENT

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$4500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB51107
CRICOS COURSE CODE: 068307G
DURATION: 26 WEEKS
HOURS: 20 HOURS PER WEEK
DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

Diploma of Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organizational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches. This qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

This course is suitable for:

- Those planning to pursue a career in business
- Those wishing to enter a different industry sector
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBFIM501A	Manage budgets and financial plans	70 hours
BSBCOM503B	Develop processes for the management of breaches in compliance requirements	30 hours
BSBMGT515A	Manage operational plan	60 hours
BSBCUS501C	Manage quality customer service	40 hours
BSBRK501B	Manage risk	60 hours
BSBCUS401B	Coordinate Implementation of customer service	40 hours
BSBMGT516C	Facilitate continuous improvement	60 hours
BSBRKG502B	Manage and monitor business or records systems	50 hours
		Total hours = 410

PREFERRED PATHWAYS

- After completing BSB40212 Certificate IV in Business, individuals could progress to Diploma or Advanced Diploma qualifications in business.

OCCUPATIONAL TITLES

- Management Manager
- Coordinator
- Supervisor

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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ADVANCED DIPLOMA OF MANAGEMENT

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

- ENTRY REQUIREMENTS**
- IELTS 5.5 OR EQUIVALENT OR MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
 - MINIMUM OF YEAR 12 OR EQUIVALENT
 - MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB60407
CRICOS COURSE CODE: 076323G
DURATION: 52 WEEKS
HOURS: 20 HOURS PER WEEK
DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not super- vise others but provide strategic leadership.

This course is suitable for:

- Those planning to pursue a career in management
- Those wishing to enter a different industry sector
- Those wishing to pathway into higher level qualifications in business or other related qualifications



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBMGT615A	Contribute to organisation development	100 hours
BSBMGT605B	Provide leadership across the organisation	100 hours
BSBMGT617A	Develop and implement a business plan	100 hours
BSBINN601B	Manage organisational change	100 hours
BSBMGT608C	Manage innovation and continuous improvement	120 hours
BSBSUS501A	Develop workplace policy and procedures for sustainability	80 hours
BSBMGT616A	Develop and implement strategic plans	120 hours
BSBMKG609A	Develop a marketing plan	80 hours
		Total hours = 800

SVP available



PREFERRED PATHWAYS

- After completing BSB60407 Advanced Diploma of Management in Business, individuals could progress to higher qualifications in business.

OCCUPATIONAL TITLES

- Area manager
- Department manager
- Regional manager.

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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DIPLOMA OF INTERACTIVE DIGITAL MEDIA

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: CUF50207

CRICOS COURSE CODE: 068945M

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

Diploma of Interactive Digital Media reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the film, television, radio and digital media industries.

This course is suitable for:

- Those who are wanting to gain a broad understanding of design, technical and management skills required to work in the field of interactive design and digital industries.
- Those who are putting a strong emphasis on creative and conceptual development.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
BSBCMM401A	Make a presentation	30 hours
BSBCRT402A	Collaborate in a creative process	40 hours
BSBREL401A	Establish networks	40 hours
BSBPMG522A	Undertake project work	60 hours
BSBWHS501A	Ensure a safe workplace	60 hours
CUFDIG503A	Design e- learning resources	40 hours
CUFDIG502A	Design web environments	50 hours
CUFDIG507A	Design digital simulations	50 hours
CUFDIG505A	Design information architecture	70 hours
CUFDIG506A	Design interaction	40 hours
CUFDIG501A	Coordinate the testing of interactive media	40 hours
BSBDES501A	Implement design solutions	60 hours
CUFDIG402A	Design user interfaces	50 hours
CUFDIG403A	Create user interfaces	50 hours
CUFANM402A	Create digital visual effects	70 hours
CUFANM403A	Create titles for screen productions	50 hours
		Total hours = 800



PREFERRED PATHWAYS

- After completing CUF50207 Diploma of Interactive Digital Media in, individuals could progress to Advanced Diploma of Screen Media

OCCUPATIONAL TITLES

- Animation/Visual Effects Designer
- Information Architect • Instructional Designer
- Interactive Media Developer or Interface Designer

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$4500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 11 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB41513

CRICOS COURSE CODE: 084489G

DURATION: 26 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes.

This course is suitable for:

- Those who identify and apply project management skills and knowledge in a wide variety of contexts.
- Those who may be members of a project team but with no direct responsibility for the overall project outcomes.
- Those who support project operations in one or more roles and under direction may also use project tools and methodologies selectively to support organisational or business activities.
- Those who take responsibility for their own outputs in terms of organisational and project quality requirements, and may have limited responsibility for the output of others.
- Those wishing to pathway into higher level qualifications in the same training field or related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBPMG409A	Apply project scope-management techniques	40 hours
BSBPMG410A	Apply project time-management techniques	40 hours
BSBPMG411A	Apply project quality-management techniques	40 hours
BSBPMG413A	Apply project human resources management approaches	40 hours
BSBMKG415A	Apply project risk-management techniques	40 hours
BSBMKG416A	Apply project procurement procedures	40 hours
BSBMKG417A	Apply project life cycle management processes	40 hours
BSBMGT502B	Manage people performance	70 hours
BSBPUR402B	Negotiate contracts	50 hours
		Total hours = 400

PREFERRED PATHWAYS

After achieving BSB41513 Certificate IV in Project Management, individuals could progress to Diploma of Project Management or other service industry areas.

OCCUPATIONAL TITLES

- Communications liaison • Contracts officer
- Estimator and scheduler • Project administrator
- Project analyst • Project assistant
- Project coordinator • Project officer
- Project records officer • Project support
- Quality officer • Small business operator • Project team member

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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DIPLOMA OF PROJECT MANAGEMENT

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$6500

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB51413

CRICOS COURSE CODE: 084490D

DURATION: 40 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This qualification reflects the role of individuals who apply project management skills and knowledge. They already manage many projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives.

This course is suitable for:

- Those who planning to pursue a career in small, medium and large project management.
- Those who manage projects in a variety of contexts, across a number of industry sectors.
- Those who have project leadership and management roles and are responsible for achieving project objectives.
- 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.
- Those wishing to pathway into higher level qualifications in the same training field or related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBPMPG511A	Manage project scope	40 hours
BSBPMPG512A	Manage project time	40 hours
BSBPMPG513A	Manage project quality	40 hours
BSBPMPG514A	Manage project cost	40 hours
BSBPMPG515A	Manage project human resources	40 hours
BSBPMPG516A	Manage project information and communication	40 hours
BSBPMPG517A	Manage project risk	40 hours
BSBPMPG521A	Manage project integration	60 hours
BSBFRA503B	Manage establishment of new sites or regions	70 hours
BSBWOR501B	Manage personal work priorities and professional development	60 hours
MSS015002A	Develop strategies for more sustainable use of resources	70 hours
BSBWOR502B	Ensure team effectiveness	60 hours
		Total hours = 600

PREFERRED PATHWAYS

After achieving BSB51413 Diploma of Project Management, individuals could progress to Advanced Diploma of Project Management or other service industry areas.

OCCUPATIONAL TITLES

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

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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ADVANCED DIPLOMA OF PROJECT MANAGEMENT

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$8000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: BSB60707

CRICOS COURSE CODE: 084491C

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This qualification reflects the role of individuals who analyse, design and execute judgments using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes.

This course is suitable for:

- Those planning to pursue a career in small, medium and large project management.
- Those who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies.
- Those who are often accountable for group outcomes.
- Those wishing to pathway into higher level qualifications in the same training field or related qualifications.



COURSE ARRANGEMENT



Unit Code	Unit Name	Duration
BSBPMG601A	Direct the integration of projects	100 hours
BSBPMG602A	Direct the scope of a project program	90 hours
BSBPMG603A	Direct time management of a project program	100 hours
BSBPMG604A	Direct cost management of a project program	90 hours
BSBPMG605A	Direct quality management of a project program	90 hours
BSBPMG606A	Direct human resources management of a project program	70 hours
BSBPMG607A	Direct communications management of a project program	80 hours
BSBPMG608A	Direct risk management of a project program	100 hours
BSBPMG609A	Direct procurement and contracting for a project program	80 hours
		Total hours=800

SVP available



PREFERRED PATHWAYS

After achieving BSB60707 Advanced Diploma of Project Management, individuals could progress to higher education in Project Management.

OCCUPATIONAL TITLES

- Project Leader
- Project Management Facilitator
- Project or Program Administrator

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



UNIVERSAL INSTITUTE OF TECHNOLOGY

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$10000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 11 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: CPC40110

CRICOS COURSE CODE: 084497G

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This qualification is designed to meet the needs of builders and managers of small to medium-sized building businesses.

This Course is suitable for:

- Those who meet the needs of builders and managers of small to medium-sized building businesses.
- Those who are wishing to establish their own construction company.
- Those who are wishing to pathway into higher level qualifications in the same training field or related qualifications.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
BSBSMB406A	Manage small business finances	60 hours
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects	40 hours
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace	40 hours
CPCCBC4003A	Select and prepare a construction contract	40 hours
CPCCBC4004A	Identify and produce estimated costs for building and construction projects	60 hours
CPCCBC4005A	Produce labour and material schedules for ordering	40 hours
CPCCBC4006B	Select, procure and store construction materials for low rise projects	40 hours
CPCCBC4007A	Plan building or construction work	40 hours
CPCCBC4008B	Conduct on-site supervision of building and construction projects	40 hours
CPCCBC4009B	Apply legal requirements to building and construction projects	50 hours
CPCCBC4010B	Apply structural principles to residential low rise constructions	160 hours
CPCCBC4011B	Apply structural principles to commercial low rise constructions	80 hours
CPCCBC4012B	Read and interpret plans and specifications	30 hours
CPCCBC4013A	Prepare and evaluate tender documentation	20 hours
CPCCBC4018A	Apply site surveys and set out procedures to building and construction projects	40 hours
CPCCBC4016A	Administer a construction contract	20 hours
		Total hours = 800



PREFERRED PATHWAYS

- This qualification is suitable for an Australian Apprenticeship pathway.
- Students can use this qualification as a pathway to further qualifications and/or a change of career.

OCCUPATIONAL TITLES

- Builder
- Construction manager

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



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DIPLOMA OF BUILDING AND CONSTRUCTION (MANAGEMENT)

ENROLMENT FEE: \$200 MATERIAL FEE: \$250 TUITION FEE: \$10000

ENTRY REQUIREMENTS

- IELTS 5.5 OR EQUIVALENT OR
- MINIMUM 4 WEEKS UPPER INTERMEDIATE LEVEL AT UIT.
- MINIMUM OF YEAR 12 OR EQUIVALENT
- MINIMUM AGE OF 18

NATIONAL COURSE CODE: CPC50308

CRICOS COURSE CODE: 084498G

DURATION: 52 WEEKS

HOURS: 20 HOURS PER WEEK

DELIVERY MODE: FACE-TO-FACE

ABOUT THE COURSE

This qualification is designed to meet the needs of senior managers within building and construction firms. This qualification has core unit of competency requirements that cover common skills for the construction industry.

This course is suitable for:

- Senior managers within building and construction firms.
- Those wishing to enter a different industry sector.
- Those wishing to pathway into higher level qualifications in business or other related qualifications.



COURSE ARRANGEMENT

Unit Code	Unit Name	Duration
BSBFIM501A	Manage budgets and financial plans	70 hours
BSBHRM405A	Support the recruitment, selection and induction of staff	50 hours
BSBMGT515A	Manage operational plan	60 hours
BSBWHS503A	Contribute to the systematic management of WHS risk	40 hours
BSBWOR502B	Ensure team effectiveness	60 hours
BSBPMG513A	Manage project quality	40 hours
BSBPMG517A	Manage project risk	40 hours
CPCBC5001B	Apply building codes and standards to the construction process for medium rise building	200 hours
CPCBC5007B	Administer the legal obligations of a building or construction contractor	100 hours
CPCBC5002A	Monitor costing systems on medium rise building and construction projects	60 hours
CPCBC5005A	Select and manage building and construction contractors	40 hours
CPCBC5013A	Develop professional, technical and legal reports on building and construction projects	40 hours
		Total hours = 800



PREFERRED PATHWAYS

- This qualification is designed to meet the needs of senior managers within building and construction firms.
- Students can use this qualification as a pathway to further qualification and/or change of career.

OCCUPATIONAL TITLES

- Project manager • Construction manager
- Estimating manager • Sales manager.

ASSESSMENT METHODS

Assessment tasks are varied and comprise of Observation, Portfolio, Role Play, Project, and Questions. Research activities will be conducted online and using reference material.



UNIVERSAL INSTITUTE OF TECHNOLOGY

FACILITIES

Campus Facilities



CLASSROOMS / COMPUTER LABS WITH
INTERNET FACILITIES



LIBRARY WITH COMPUTERS AND INTERNET
FACILITIES



ROOFTOP GARDEN



STUDENT LOUNGE WITH KITCHEN FACILITIES



STUDENT PHOTOCOPYING / PRINT



BBQ FACILITIES

Accommodation



ACCOMMODATION

Placement Fee: \$250 (One time only)
Minimum Stay: 4 weeks
Airport Pick Up: \$ 110 (One way)

HOME STAY

- Under 18 Single Room: \$300 / week
- Single Room: \$280 / week
- Twin Room: \$250 / week
- Meals provided
- Internet fee not included

SHARE HOUSE

- Single Room: \$200 / week
- Twin Room: \$150 / week
- Internet fee not included



REGISTERED TRAINING ORGANISATION (RTO)

We are registered with Australian Skills Quality Authority (ASQA) to deliver, assess and issue nationally recognised qualifications in EAL, TESOL, Business, Multimedia, Marketing, Travel and Tourism, Building and Construction, Project Management and Massage.

While the information provided in this booklet was correct at the time of its publication, Universal Institute of Technology reserves the right to alter procedures, fees and regulations should the need arise. This information was correct as at September 2014. Visit our website for the most up-to-date information on fees, course details and entry requirements

For information regarding student policies, including Refund, Deferral, Suspension and Cancellation visit http://www.uit.edu.au/files/Pre_Enrolment_Information_2014.pdf.

For information on ESOS please visit: <https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/ESOSEasyGuide/Pages/ESOSEasyGuide.aspx>

Important Information, Policies and Procedures, Fees and Charges

All of our policies and procedures are available on our website www.uit.edu.au and should be read prior to enrolment in addition to this brochure.

Information about our Enrolment Process; Studying and Living in Australia; About UIT; Campus Locations; Course Information; Recognition of Prior Learning (RPL); Credit Transfer; Entry Requirements; Refund Policy; Complaints and Appeals; Deferring, Suspending and Cancelling Enrolment; Facilities and Student Support Services; Accommodation; Living Costs; School-Aged Dependents; Fees and Charges; and the ESOS Framework is available online at www.uit.edu.au

People with disabilities are also encouraged to apply.

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Authorised by Sun Young Kim, Director of Marketing, January 2015 V 9.0