Welcome to Kent

Driving ambition - Creating opportunity

Kent Institute Australia (Kent) has been providing quality training and education to students for over 30 years and we continue to grow and innovate. Today Kent is recognised as a leading provider of accredited courses, offering education to both domestic & international students. We are proud to have helped nearly 13,000 domestic and international students get started in their career journey. Our principle is to create the pathway to our students’ future by broadening their knowledge and expanding their life experiences.

Table of Contents

- 3 Our journey to success
- 6 Why study at Kent
- 7 Student Testimonials
- 11 Melbourne Campus
- 12 Sydney Campus
- 13 Discover Melbourne
- 14 Discover Sydney
- 15 Preparing you for success
- 16 Student Programs & Activities
- 17 Our Courses
- 18 Bachelor of Information Technology
- 19 Bachelor of Business
- 21 Bachelor of Accounting
- 22 Vocational Education & Training Courses
- 23 Certificate IV in Marketing & Communication
- 24 Diploma of Marketing & Communication
- 25 Advanced Diploma of Marketing & Communication
- 26 Diploma of Leadership & Management Advanced
- 27 Diploma of Leadership & Management Diploma
- 28 Diploma of Project Management
- 29 Advanced Diploma of Program Management
- 30 Certificate in Accounting & Bookkeeping Diploma
- 31 of Accounting
- 32 Advanced Diploma of Accounting
- 33 Certificate IV in Information Technology Diploma
- 34 Diploma of Information Technology
- 36 Advanced Diploma of Information Technology
- 38 Certificate III in Individual Support
- 39 Certificate IV in Ageing Support
- 40 Tuition Fees
- 43 Fee Help
- 45 Entry Requirements
- 46 How to apply
- 47 Important Dates
Our journey to success

1989
Established in Burwood, Sydney, offering Information Technology (IT) courses.

1990
Diplomas in Business and Business Computing added.

1993
Moved to the Sydney CBD.

2001
Regulatory approval to include Advanced Diplomas in Business and IT to its curriculum.

2003
Moved Campus to Bathurst Street, Sydney CBD due to growth in student enrolments.

2009
Regulatory approval as a Higher Education Institution and accreditation to offer Bachelor of Business degrees.

2009
2nd Sydney Campus opened in Kent Street, Sydney CBD.

2014
Melbourne campus launched to deliver undergraduate degrees.

2014
Regulatory approval as a Streamlined Visa Processing (SVP) provider for Bachelor degrees and Advanced Diplomas.

2014
Bachelor of Accounting added to curriculum, which is subsequently approved by Australia’s top professional accounting bodies CPA Australia and Chartered Accountants.

2015
Name revised from ‘Kent Institute of Business and Technology’ to ‘Kent Institute Australia’.

2016
New State-of-the-Art Sydney campus at 10 Barrack Street.

2017
New State-of-the-Art Melbourne campus at 350 Queen Street.

2018
CPA & CAANZ Reaccreditation. Bachelor of Information of Technology launched.

2020
Specialisation in Cyber Security added to the Bachelor of Information of Technology.

2021
Added nationally recognised Aged Care courses to Scope.

30+ years of academic excellence
12,000+ students
Fully Accredited Courses
Nearly 60 nationalities from around the world
Superior student support
18 courses recognised globally
Why study at Kent

Kent's Campuses
Two State-of-the-Art campuses conveniently located in the heart of Sydney and Melbourne.

Kent's Courses
Fully-accredited courses that are recognised globally.

Kent's Diverse Student Network
Kent student body is made up of nearly 60 nationalities and has over 13,000 graduates working in industries all over the world.

Career & Learning Support
Leadership and Development Program, Academic English Language Support, Wellbeing Support and Career Services are available to students.

Kent's Track Record
Over 30 years of providing quality education.

Taught by Industry Professionals
Learn from experienced industry professionals who bring real world experience into the classroom.
Student Testimonials

Ben
Bachelor of Business
“The campus is modern and conveniently located. I can walk to the nearby famous landmarks like the Opera House. The buildings are new and impressive when I first came to the campus.”

Wirinya
Bachelor of Accounting
“Kent really cares for all of its students and supports them throughout their studies. So if you really want your future to be great, choose Kent Institute Australia.”

Natalia
Diploma of Website Development
“Everyone is incredibly supportive. My experience has always been great; having wellbeing support and student services support has been very valuable.”

Renan
Software Engineer, EightD & Co.
“Kent course structure is better in the sense that it is more organised. Lecturers are really keen to know if the students are really learning or progressing. They are passionate of knowing their students a little bit further rather than just checking their assignments.”

Create your pathway to success.

Scan me for more testimonials.
Student Testimonials

Atziri
Certificate IV in Accounting
“Kent gives me an opportunity to share my study abroad experience with many other like-minded international students, and has opened new avenues for me in the world of education.”

Danish
Bachelor of Accounting
“Kent Institute Australia has always been helpful and responsible towards its students, providing quality education and extra activities both on and off campus.”

Supradi
Bachelor of Accounting
“Every international student has the same question when they decide to study abroad, and that is whether their provider will supply them with a globally recognised degree. Kent not only supplies this but also has a friendly environment similar to my home country.”

Justine
Bachelor of Business
“Kent assists students with their concerns while studying here and they provide fantastic support to the fullest possible extent.”
Melbourne Campus
350 Queen Street, Melbourne, VIC Australia

Kent’s Melbourne CBD campus features:
- Furnished student breakout areas within contemporary premises.
- Premium IT facilities.
- Four new computer labs and five lecture theatres/tutorial rooms.

Located in the heart of Melbourne CBD, Kent campus is short walking distance to public transport, parks, shops and famous landmarks.

- La Trobe St / Queen St Tram Stop: 2 minutes
- Lonsdale St Tram Stop: 4 minutes
- Melbourne Central Station: 4 minutes
- Flagstaff Tram Stop: 4 minutes
- State Library Victoria: 8 minutes
- City Library: 14 minutes
- Flagstaff Gardens: 6 minutes
- Melbourne Town Hall: 13 minutes

Sydney Campus
10 Barrack Street, Sydney, NSW Australia

Kent’s Sydney CBD campus features:
- Free high-tech IT services and laboratories.
- Sleek modern student kitchen and breakout areas.
- Dedicated mezzanine floor with Learning Centre and IT labs for general study.

Located in the heart of Sydney CBD, Kent campus is short walking distance to public transports, parks, shops and famous landmarks.

- Wynyard Train Station: 2 minutes
- Wynyard Train Station: 4 minutes
- Martin Place Station: 6 minutes
- Bus stops: 3 minutes
- State Library of New South Wales: 9 minutes
- Customs Library: 11 minutes
- Wynyard Park: 2 minutes
- Martin Place Sydney: 2 minutes
- Opera House: 10 minutes
Sydney CBD has been well known for being a favorable destination for students, attracting thousands of students from all over the world.

Learn more about Sydney:
- sydney.com.au
- discoversydney.com.au
- cityofsydney.nsw.gov.au
- visitnsw.com.au

Discover Sydney

Melbourne’s central business district is a metropolis of diverse cultures. The city CBD is easy to travel for foreign students because it has a grid system.

Learn more about Melbourne:
- visitmelbourne.com.au
- discovermelbourne.com.au
- melbourne.vic.gov.au
- visitvictoria.com.au

Discover Melbourne
Preparing you for success

At Kent, we take a holistic approach in the development of our students, which is why we provide services that are tailored to both their professional and personal growth.

Academic Support
Kent’s Academic Learning Support Unit delivers workshops for all students. We also offer individual consultations at any stage of their course.

The team are specialists in higher education and training who have years of experience providing quality advice to a wide variety of students. It is our mission to empower students to achieve their goals.

Wellbeing and Support Services
Kent caters to diverse student learning needs and aims to identify and respond to the learning needs of all students. Kent provides free and confidential counselling support.

kent.edu.au/health-wellbeing-support

Career and Employment Support
We want to see Kent students graduate equipped with the confidence, skills, knowledge and attributes that make them the top choice for employers. To achieve this, Kent provides students with access to our exclusive online Kent Careers Service portal and personal weekly consultation services ‘Career Hub’ and regular ‘Job Ready’ workshops.

LEAD Program
Employers are looking for candidates who have extracurricular skills and experience.

The Leadership, Experience and Development Program (LEAD) is a point-based program that gives aspiring leaders an opportunity to build leadership capacity, interpersonal communications and gain skills for future employment.

Students who accumulate 100 or more points over the year receive Kent LEAD Program.

kent.edu.au/lead

Student Programs & Activities

We hold a range of extra-curricular events and activities for students all throughout the year. These events provide students with opportunities to create new friendships, develop skills, access support and receive recognition as part of the LEAD program.

We want you to succeed in your studies, enjoy life, develop lifelong friends, and have fun while working towards your academic and career goals.
Kent is an accredited Institute of Higher Education and Registered Training Organisation, with nationally recognised courses for both domestic and international students in Sydney and Melbourne.

**Our Courses**

Kent’s Bachelor of Information Technology (BIT) is designed to help you meet future industry needs. We have worked with industry professionals ensuring you will be equipped with the necessary skills and capabilities across the information and communications technology (ICT) sector. The program was created considering the strong demand for ICT workers and skills, and increasingly important role digital technologies play in driving Australia’s economic growth.

**HIGHER EDUCATION COURSES**

- CRS1200551 Bachelor of Business
- CRS1200552 Bachelor of Accounting
- CRS1400486 Bachelor of Information Technology

**VOCATIONAL & TRAINING (VET) COURSES**

**Business Courses**

- FNS40217 Certificate IV in Accounting and Bookkeeping
- BSB40820 Certificate IV in Marketing and Communication
- FNS50217 Diploma of Accounting
- BSB50620 Diploma of Marketing and Communication
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management
- FNS60217 Advanced Diploma of Accounting
- BSB60520 Advanced Diploma of Marketing and Communication
- BSB60420 Advanced Diploma of Leadership and Management
- BSB60720 Advanced Diploma of Program Management

**Information Technology Courses**

- ICT40120 Certificate IV in Information Technology
- ICT50220 Diploma of Information Technology
- ICT60220 Advanced Diploma of Information Technology

**Aged Care Courses**

- CHC33015 Certificate III in Individual Support
- CHC43015 Certificate IV in Ageing Support

**Information Technology Units**

- CPRO306 Capstone Project
- CLBE304 Cloud and Beyond
- CARC103 Computer Architecture
- CTEC104 Communications and Technology
- DCAN202 Data Communication and Networking
- DSA204 Data Structure and Algorithms
- DBFN212 Database Fundamentals
- DWIN309 Developing Web Information Systems
- ENSN201 Enterprise Social Networks
- ITBO201 IT for Business Organisations
- MGTP102 Management Principles
- OODP101 Object-Oriented Design and Programming
- PAQM321 Project & Quality Management
- SENG205 Software Engineering
- SYAD310 System Analysis and Design
- TITP105 The IT Professional
- WPD202 Webpage Design and Development

**Course Structure**

The Bachelor of Information Technology requires completion of 16 core units, a Capstone Project Unit and 6 elective units. Students may choose to complete a Specialisation in Cyber Security by selecting designated Cyber Security Specialisation Units in lieu of other electives.

**Potential Careers**

- Programmer
- Software Engineer
- Database Developer
- Web Designer and Developer
- Security Administrator
- Network Administrator

**Delivery Mode**

Face-to-face

Kent's Bachelor of Business degree is designed to teach you the critical reasoning, communication and professional skills required in contemporary business settings. You will gain a broad understanding of business principles through the core units, and develop specialised skills in one or more business disciplines of your choice through the study of a single or double specialisation.

**Course Structure**

Students will be required to complete core units in disciplines including but not limited to accounting, business communication plus other elective and specialisation units.

**Delivery Mode**

Face-to-face

**Jodie Allix**
Bachelor of Business (Marketing)

Kent is in the heart of Sydney which makes the campus easily accessible. It is an exceptional city with a lot of opportunities for

**3 years**

**Sydney/Melbourne**

**$42,000**


---

**Specialisation Units**

*Elective units may be chosen from any other area of specialisation, unless the student has opted to complete a Double Specialisation in Marketing and Management.*

<table>
<thead>
<tr>
<th>Management</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCMT313 Cross Cultural Management</td>
<td>ACIS215 Accounting Information Systems</td>
</tr>
<tr>
<td>CNMT210 Change Management</td>
<td>AFNR315 Advanced Financial Reporting</td>
</tr>
<tr>
<td>ENTP205 Entrepreneurship</td>
<td>AUDT317 Auditing</td>
</tr>
<tr>
<td>FINM202 Financial Management</td>
<td>BAVA320 Business Analysis and Valuation</td>
</tr>
<tr>
<td>HRMG203 Human Resource Management</td>
<td>CLAW314 Corporate Law</td>
</tr>
<tr>
<td>ITMG306 International Management</td>
<td>COAC216 Cost Accounting</td>
</tr>
<tr>
<td>LEMT305 Leadership for Managers</td>
<td>COAC318 Corporate Accounting</td>
</tr>
</tbody>
</table>

| Marketing Units | | **Marketing and Management** |
|-----------------|----------------|
| CBEH209 Consumer Behaviour | CCMT313 Cross Cultural Management |
| IMCO211 Integrated Marketing Communications | CNMT210 Change Management |
| IMKT212 Internet Marketing | ENTP205 Entrepreneurship |
| ITMK208 International Marketing | FINM202 Financial Management |
| MARK210 Customer Relationship Management | HRMG203 Human Resource Management |
| MKMR303 Marketing Research | ITMG306 International Management |
| MKST304 Marketing Strategy | LEMT305 Leadership for Managers |
| | CBEH209 Consumer Behaviour |

**Information Systems**

<table>
<thead>
<tr>
<th>DBFN212 Database Fundamentals</th>
<th>IMCO211 Integrated Marketing Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>OODP101 Object-Oriented Design and Programming</td>
<td>IMKT212 Internet Marketing</td>
</tr>
<tr>
<td>ENSN201 Enterprise Social Networks</td>
<td>ITMK208 International Marketing</td>
</tr>
<tr>
<td>ITBO201 IT for Business Organisations</td>
<td>MARK210 Customer Relationship Management</td>
</tr>
<tr>
<td>PAQM321 Project and Quality Management</td>
<td>MKMR303 Marketing Research</td>
</tr>
<tr>
<td>SYAD310 Systems Analysis and Design</td>
<td>MKST304 Marketing Strategy</td>
</tr>
<tr>
<td>WPDD202 Web Page Design and Development</td>
<td></td>
</tr>
<tr>
<td>SENG205 Software Engineering</td>
<td></td>
</tr>
<tr>
<td>BUIN311 Business Intelligence</td>
<td></td>
</tr>
<tr>
<td>TITP105 The IT Professional</td>
<td></td>
</tr>
</tbody>
</table>

**Potential Careers**

<table>
<thead>
<tr>
<th>Business Analyst</th>
<th>Change Management Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management consultant</td>
<td>Employee Relations Manager</td>
</tr>
<tr>
<td>Marketing consultant</td>
<td>Recruitment Consultant</td>
</tr>
<tr>
<td>Public Sector Manager</td>
<td>Staff Development Consultant</td>
</tr>
<tr>
<td>Sales manager</td>
<td>Human Resource Policy Adviser</td>
</tr>
<tr>
<td>Account Manager</td>
<td>Market Analyst</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Communications Manager</td>
</tr>
<tr>
<td>Recruitment and Staff Development Consultant</td>
<td>Human resources Manager</td>
</tr>
</tbody>
</table>

**Local Contacts**

For more information, contact the Kent Student Enquiry Service on (02) 8034 3388 or email studentservices@kent.edu.au
Bachelor of Accounting

In Kent’s Bachelor of Accounting you will gain the requisite knowledge and skills across a range of accounting areas and related fields. As you develop an understanding of accounting principles and practices, you will explore the relationship between accounting, finance and economics, the law, management and marketing. You will also have the opportunity to choose four elective units from our other disciplines.

CRICOS CODE: 074600G

3 years

Sydney/Melbourne

$42,000


Delivery Mode
Face-to-face

Course Structure
Students will be required to complete 20 Core Units and 4 elective units which may be selected from Management, Information Systems and Marketing disciplines.

Accounting Core Units
- BCOM101 Business Communication
- MGTP102 Management Principles
- OGBH201 Organisational Behaviour
- MKTP103 Marketing Principles
- BSTR301 Business Strategy
- BAVA320 Business Analysis and Valuation
- ACIS215 Accounting Information Systems
- APNR315 Advanced Financial Reporting
- AUDT317 Auditing
- BACT105 Business Accounting
- BECO107 Business Economics
- BLAW204 Business Law
- CLAW314 Corporate Law
- CRSE108 Corporate Responsibility and Ethics
- COAC216 Cost Accounting
- FIAC214 Financial Accounting
- FNM202 Financial Management
- QMTH104 Quantitative Methods
- TLAW316 Taxation Law
- COAC318 Corporate Accounting

Potential Careers
- Graduate Accountant
- Account Manager
- Auditor
- Fund Accounting Officer
- Taxation Accountant
- Corporate Treasurer
- Investment Banker
- Financial Adviser

Bachelor of Accounting

Vocational Education & Training (VET) Courses

These courses are designed to deliver workplace-specific skills and knowledge, vocational education and training (VET) covers a wide range of careers and industries. Our VET courses enable students to gain qualifications from Certificate, Diploma, and Advanced Diploma for all types of employment, and specific skills to help them in the workplace.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Business Courses</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syd/Melb</td>
<td>FNS40217 Certificate IV in Accounting and Bookkeeping</td>
<td>72 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB40820 Certificate IV in Marketing and Communication</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>FNS50217 Diploma of Accounting</td>
<td>60 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB50620 Diploma of Marketing and Communication</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB50420 Diploma of Leadership and Management</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB50820 Diploma of Project Management</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>FNS60217 Advanced Diploma of Accounting</td>
<td>82 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB60520 Advanced Diploma of Marketing and Communication</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB60420 Advanced Diploma of Leadership and Management</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>BSB60720 Advanced Diploma of Program Management</td>
<td>52 Weeks</td>
</tr>
</tbody>
</table>

Information Technology Courses

<table>
<thead>
<tr>
<th>Campus</th>
<th>Business Courses</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syd/Melb</td>
<td>ICT40120 Certificate IV in Information Technology Specialisations: - Web Development</td>
<td>52 Weeks</td>
</tr>
</tbody>
</table>

Aged Care Courses

<table>
<thead>
<tr>
<th>Campus</th>
<th>Business Courses</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syd/Melb</td>
<td>CHC33015 Certificate III in Individual Support</td>
<td>58 Weeks</td>
</tr>
<tr>
<td>Syd/Melb</td>
<td>CHC43015 Certificate IV in Ageing Support</td>
<td>73 Weeks</td>
</tr>
</tbody>
</table>

Kent’s VET courses are recognised by the Australian Qualifications Framework (AQF) and have received accreditation from the Australian Skills Quality Authority (ASQA).
Certificate IV in Marketing & Communication

This course is suitable for those who want to develop their Marketing and Communication skillset and expand upon their knowledge base in a wide variety of contexts. You will develop a range of specialist marketing skills as well as other generic business skills that will allow you to function effectively in a Marketing industry setting. Individuals in these roles apply their expertise to a defined range of erratic problems and use their superior evaluation skills to make strategic decisions.

**Qualification Units**
- BSBMKG433 Undertake marketing activities
- BSBMKG431 Assess marketing opportunities
- BSBMKG434 Promote products and services
- BSBOPS403 Apply business risk management processes
- BSBWRT411 Write complex documents
- BSBMKG442 Conduct e-marketing communications
- BSBOPS404 Implement customer service strategies
- BSBMKG435 Analyse consumer behaviour
- BSBMKG439 Develop and apply knowledge of communications industry
- BSBMKG440 Apply marketing communication across a convergent industry
- BSBCRT412 Articulate, present and debate ideas

**Potential Careers**
- Marketing Officer
- Media Planner
- Community Relations Team Leader
- Copywriter
- Public Relations Officer
- Advertising Account Coordinator
- Assistant Advertising Account Planner
- Assistant Account Manager

**Delivery Mode**
Face-to-face

**Study Requirements**
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

---

Diploma of Marketing & Communication

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.

You will learn how to manage or direct a program to achieve organisational objectives and will gain skills and knowledge in initiating, directing, planning, and leading a range of program functions.

**Qualification Units**
- BSBMKG433 Plan and interpret market research
- BSBMKG431 Identify and evaluate marketing opportunities
- BSBFIN501 Manage budgets and financial plans
- BSBMKG542 Establish and monitor the marketing mix
- BSBMKG544 Plan and monitor direct marketing activities
- BSBOPS505 Manage organisational customer service
- BSBPMG430 Undertake project work
- BSBMKG552 Design and develop marketing mass media communication plans
- BSBMKG435 Conduct marketing audits
- BSBMKG555 Write persuasive copy
- BSBMKG551 Create multi platform advertisements for mass media
- BSBCM511 Communicate with influence

**Prerequisites**
- Have completed the following units (or equivalent competencies): BSBCM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Promote products and services; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent; OR
- Have two years' equivalent full-time relevant work experience.

**Potential Careers**
- Sales Manager
- Product Manager
- Public Relations Manager
- Marketing Manager
- Campaign Manager

**Delivery Mode**
Face-to-face

**Study Requirements**
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.
Advanced Diploma of Marketing & Communication

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies. 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.

NATIONAL CODE: BSB60520

Delivery Mode
Face-to-face

Study Requirements
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Potential Careers
- Client Services Executive
- Marketing Director
- Business Analyst
- Advertising Account Director
- Client Services Director
- Marketing Strategist
- Advertising Account Planning Manager
- Marketing Manager

Qualification Units
- BSBMKG523 Develop marketing plans
- BSBMKG623 Develop marketing plans
- BSBMKG621 Develop organisational marketing strategy
- BSBMKG624 Manage market research
- BSBINS601 Manage Knowledge and Information
- BSBFIN601 Manage organisational finances
- BSBLD601 Lead and manage organisational change
- BSBLR601 Manage innovation and continuous improvement
- BSSTN601 Develop and maintain strategic business networks
- BSBMKG626 Develop advertising campaigns
- BSBMKG622 Manage organisational marketing processes
- BSBCRT611 Apply critical thinking for complex problem solving
- BSBP601 Develop and implement business plans

Prerequisites
Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and maintain the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMEG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent. OR Have four years’ equivalent full-time relevant work experience.

Diploma of Leadership & Management

This course is designed for those seeking a career in leadership and management across a range of enterprise and industry contexts. Individuals at this level highlight sound judgement in organising, implementing and monitoring their individual workload and the workload of their team. They have a complex skill set in communication, which they use to support their team in achieving enterprise requirements. It also offers a practical understanding of operational planning management, emotional intelligence, team and meeting management, workplace relationship management and financial management.

NATIONAL CODE: BSB50420

Delivery Mode
Face-to-face

Study Requirements
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Potential Careers
- Sales Manager
- Product Manager
- Public Relations Manager
- Marketing Manager
- Campaign Manager
- Marketing Coordinator
- Marketing Team Leader

Qualification Units
- BSBOPS505 Manage Quality Customer Service
- BSBLDR523 Lead and Manage Effective Workplace Relationships
- BSBBPM501 Manage personal and professional development
- BSBFIN501 Manage Budgets and Financial Plans
- BSBCM651 Communicate with influence
- BSBCRT511 Develop Critical thinking in others
- BSBOPS502 Manage Business Operational Plan
- BSBOPS504 Manage Business Risk
- BSBBTK501 Lead Diversity and Inclusion
- BSBBPM502 Develop and Use Emotional Intelligence
- BSBBTK502 Manage Team Effectiveness
- BSBBTK503 Manage Meetings

Pre-requisites for Admission
Successful completion of AQF recognised Certificate IV in Business or other relevant qualification; OR Relevant work experience.
Advanced Diploma of Leadership & Management

The course focuses on cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems, which will allow you to analyse information from a variety of sources and effectively communicate that knowledge to your team members and colleagues as well as your superiors and senior leaders.

NATIONAL CODE: BSB60420

Delivery Mode
Face-to-face

Pre-requisites for Admission
Successful completion of AQF recognised Diploma of Leadership and Management or other relevant qualification; OR Relevant work experience in a related field.

Delivery Mode
Face-to-face

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Study Requirements

Diploma of Project Management

This course offers a practical understanding of project scope and professional development, project timing and costs, project integration, project governance, project quality, project human resources, project information and communication, project stakeholder engagement and project risk management.

NATIONAL CODE: BSB50820

Delivery Mode
Face-to-face

Potential Careers
Project Contract Manager
Project Leader/Team Leader
Project Manager
Project Vendor Manager

Qualification Units

BSBPMG530 Manage project scope
BSBPMG531 Manage project time
BSBPEF501 Manage Personal & Professional Development
BSBPMG533 Manage project cost
BSBPMG540 Manage project integration
BSBPMG539 Manage project governance
BSBPMG532 Manage project quality
BSBPMG534 Manage project human resources
BSBTKW502 Manage Team Effectiveness
BSBPMG535 Manage project information and communication
BSBPMG538 Manage project stakeholder engagement
BSBPMG536 Manage project risk

Pre-requisites for Admission
Successful completion of AQF recognised Diploma of Leadership and Management or other relevant qualification; OR Relevant work experience in a related field.

NATIONAL CODE: BSB50820

52 weeks
Sydney/Melbourne
$4,903

Potential Careers

Corporate General Manager
Area manager
Business analyst
Business development manager
Department Manager
Human Resources Manager

Delivery Mode
Face-to-face

Study Requirements

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Study Requirements

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.
Advanced Diploma of Program Management

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

**Qualification Units**
- BSBPMG632 Manage program risk
- BSBPMG634 Facilitate stakeholder engagement
- BSBINS601 Manage knowledge and information
- BSBSTR601 Manage innovation and continuous improvement
- BSFIN601 Manage organisational finances
- BSBM631 Manage program delivery
- BSLDR601 Lead and manage organisational change
- BSBPMG636 Manage benefits
- BSBPEF502 Develop and use emotional intelligence
- ICTICT602 Develop contracts and manage contracted performance
- BSBPMG630 Enable program execution
- BSBPMG635 Implement program governance

**Potential Careers**
- Project Director
- Project Manager
- Project Management Section Leader

**Pre-requisites for Admission**
Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version). OR Have completed two years’ equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

**Delivery Mode**
Face-to-face

**Study Requirements**
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

---

Certificate IV in Accounting & Bookkeeping

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

**Qualification Units**
- BSBFIA401 Prepare financial reports
- BBSMB412 Introduce cloud computing into business operations
- FNSACC311 Process financial transactions and extract interim reports
- FNSACC313 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems
- BSBITU402 Develop and use complex spreadsheets
- FNSACC411 Process business tax requirements
- FNSACC412 Prepare operational budgets
- FNSACC413 Make decisions in a legal context
- FNSACC414 Prepare financial statements for non-reporting entities

**Potential Careers**
- Trainee Accountants
- BAS Agents
- Bookkeeping jobs
- Accounts Receivable & Payable Clerks
- Insurance and Payroll Clerks
- General Clerical Officers and more

**Delivery Mode**
Face-to-face

**Study Requirements**
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

*Lucie*
“I love how I can get to know my friends from all around the world. We are all here for the knowledge and development regardless of our backgrounds and cultures.”
Diploma of Accounting

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

Qualification Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC517</td>
<td>Provide management accounting information</td>
</tr>
<tr>
<td>FNSACC512</td>
<td>Prepare tax documentation for individuals</td>
</tr>
<tr>
<td>FNSACC601</td>
<td>Prepare and administer tax documentation for legal entities</td>
</tr>
<tr>
<td>FNSACC513</td>
<td>Manage budgets and forecasts</td>
</tr>
<tr>
<td>FNSTPB503</td>
<td>Apply legal principles in consumer and contract law</td>
</tr>
<tr>
<td>FNSTPB504</td>
<td>Apply legal principles in corporations and trust law</td>
</tr>
<tr>
<td>FNSTPB505</td>
<td>Apply legal principles in property law</td>
</tr>
<tr>
<td>FNSINC602</td>
<td>Interpret and use financial statistics and tools</td>
</tr>
<tr>
<td>FNSACC511</td>
<td>Provide financial and business performance information</td>
</tr>
<tr>
<td>FNSACC514</td>
<td>Prepare financial reports for corporate entities</td>
</tr>
<tr>
<td>FNSACC516</td>
<td>Implement and maintain internal control procedures</td>
</tr>
</tbody>
</table>

Study Requirements

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Delivery Mode

Face-to-face

Pre-requisites for Admission

Successful completion of AQF recognised Certificate IV in Accounting or other relevant qualification; OR Relevant work experience in a related field.

Potential Careers

- Accounts Officer
- Bookkeeping Assistant
- Business Analyst
- Accounts Payable and Receivable officer
- Tax agent services
- Payroll service providers

Advanced Diploma of Accounting

This qualification gives professional recognition to students seeking work such as tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individual are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

Qualification Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC517</td>
<td>Provide management accounting information</td>
</tr>
<tr>
<td>FNSACC512</td>
<td>Prepare tax documentation for individuals</td>
</tr>
<tr>
<td>FNSACC601</td>
<td>Prepare and administer tax documentation for legal entities</td>
</tr>
<tr>
<td>FNSACC513</td>
<td>Manage budgets and forecasts</td>
</tr>
<tr>
<td>FNSTPB503</td>
<td>Apply legal principles in consumer and contract law</td>
</tr>
<tr>
<td>FNSTPB504</td>
<td>Apply legal principles in corporations and trust law</td>
</tr>
<tr>
<td>FNSTPB505</td>
<td>Apply legal principles in property law</td>
</tr>
<tr>
<td>FNSINC602</td>
<td>Interpret and use financial statistics and tools</td>
</tr>
<tr>
<td>FNSACC511</td>
<td>Provide financial and business performance information</td>
</tr>
<tr>
<td>FNSACC514</td>
<td>Prepare financial reports for corporate entities</td>
</tr>
<tr>
<td>FNSACC516</td>
<td>Implement and maintain internal control procedures</td>
</tr>
<tr>
<td>FNSACC624</td>
<td>Monitor corporate governance activities</td>
</tr>
<tr>
<td>FNSINC601</td>
<td>Apply economic principles to work in the financial services industry</td>
</tr>
<tr>
<td>FNSACC603</td>
<td>Implement tax plans and evaluate tax obligation</td>
</tr>
</tbody>
</table>

Study Requirements

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Delivery Mode

Face-to-face

Potential Careers

- Financial Services Manager
- Bookkeeper/ Accountant
- Accounting Team Supervisor
- Registered tax agent

Prerequisites

Successful completion of AQF recognised Diploma of Accounting or other relevant qualification; OR Relevant work experience in a related field.
Certificate IV in Information Technology

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem-solving skills and effective communication with others. The skills required for these roles may include, but are not restricted to:

- Networking: installing, configuring and testing networks and servers in organisations
- Systems administration support: implementing maintenance procedures and support to help troubleshoot system applications

Delivery Mode
Face-to-face

<table>
<thead>
<tr>
<th>Qualification Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td></td>
</tr>
<tr>
<td>BSXCS404</td>
<td>Contribute to cyber security risk management</td>
</tr>
<tr>
<td>ICTPRO302</td>
<td>Apply introductory programming techniques</td>
</tr>
<tr>
<td>ICTSAS432</td>
<td>Identify and resolve client ICT problems</td>
</tr>
<tr>
<td>ICTICT426</td>
<td>Identify and evaluate emerging technologies and practices</td>
</tr>
<tr>
<td>ICTICT443</td>
<td>Work collaboratively in the ICT industry</td>
</tr>
<tr>
<td>ICTICT451</td>
<td>Comply with IP, ethics and privacy policies in ICT environments</td>
</tr>
<tr>
<td>BSBCRT404</td>
<td>Apply advanced critical thinking to work processes</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective Units</td>
<td></td>
</tr>
<tr>
<td>ICTWEB434</td>
<td>Transfer content to websites</td>
</tr>
<tr>
<td>ICTWEB441</td>
<td>Produce basic client-side script</td>
</tr>
<tr>
<td>ICTICT444</td>
<td>Develop client user interface</td>
</tr>
<tr>
<td>ICTWEB450</td>
<td>Evaluate and select a web hosting service</td>
</tr>
<tr>
<td>ICTICT429</td>
<td>Determine and confirm client business requirements</td>
</tr>
<tr>
<td>ICTWEB433</td>
<td>Confirm accessibility of websites</td>
</tr>
<tr>
<td>ICDTB5416</td>
<td>Create basic relational databases</td>
</tr>
<tr>
<td>ICTWEB451</td>
<td>Apply structured query language in relational databases</td>
</tr>
<tr>
<td>ICTWEB430</td>
<td>Produce server-side script for dynamic web pages</td>
</tr>
<tr>
<td>ICTWEB432</td>
<td>Design website layouts</td>
</tr>
<tr>
<td>ICTWEB431</td>
<td>Create and Style simple mark-up language documents</td>
</tr>
<tr>
<td>ICTWEB453</td>
<td>Create a mark-up language document</td>
</tr>
<tr>
<td>ICTWEB443</td>
<td>Implement search engine optimisations</td>
</tr>
</tbody>
</table>

Diploma of Information Technology

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in specialist fields, working independently, as part of a team or leading deliverables with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor). The skills required for these roles may include, but are not restricted to:

- Cyber security: protecting sensitive data and information through security architecture and developing disaster recovery and contingency plans
- Database and data management: creating, designing and monitoring systems that store data and optimise organisational knowledge management
- Systems administration: reviewing maintenance procedures and support to help troubleshoot system applications

Delivery Mode
Face-to-face

<table>
<thead>
<tr>
<th>Study Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.</td>
</tr>
</tbody>
</table>

Core Units

<table>
<thead>
<tr>
<th>National Code: ICT50220</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 weeks</td>
</tr>
<tr>
<td>Sydney/Melbourne</td>
</tr>
<tr>
<td>$7,004</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Core Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT532</td>
</tr>
<tr>
<td>BSBCRT512</td>
</tr>
<tr>
<td>ICTICT517</td>
</tr>
<tr>
<td>BSXCS402</td>
</tr>
<tr>
<td>BSXIT401</td>
</tr>
<tr>
<td>ICTSAS527</td>
</tr>
</tbody>
</table>

Potential Careers

- IT project management
- Software development
- Database development
- Networking
- Web development

Prerequisites

Successful completion of an AQF recognised Certificate IV in Information Technology or other relevant qualification; OR

Relevant work experience in a related field
Diploma of Information Technology

Specialisation Elective Units

Front End and Back End Web Development
- ICTDBS057: Integrate databases with websites
- ICTWEB519: Develop complex web page layouts
- ICTWEB522: Develop a website information architecture
- ICTWEB525: Implement quality assurance processes for websites
- ICTPRG554: Manage data persistence using NoSQL data stores
- ICTWEB513: Build dynamic websites
- ICTWEB514: Create dynamic web pages
- ICTDMT501: Incorporate and edit digital video
- ICTWEB520: Build a document using extensible mark-up language

Cyber Security
- ICTDBS057: Integrate databases with websites
- ICTCLD503: Develop cloud disaster recovery plans
- ICTCLD505: Implement web-scale cloud infrastructure
- ICTCLD506: Design and implement highly-available cloud infrastructure
- ICTCLD507: Improve cloud-based infrastructure
- ICTCLD508: Implement virtual network in cloud platforms
- ICTCLD509: Build and deploy resources on cloud platforms
- ICTCLD508: Manage infrastructure in cloud environments
- ICTCYS507: Gather, analyse and interpret threat data
- ICTCYS513: Utilise design methodologies for security architecture
- ICTCYS610: Protect critical infrastructure for organisations
- ICTSAS524: Develop, implement and evaluate an incident response plan
- ICTSAS526: Review and update disaster recovery and contingency plans

Telecommunications Network Engineering
- ICTCYS519: Develop detailed component specifications from project specifications
- ICTNPL413: Evaluate networking regulations and legislation for the telecommunications industry
- ICTNWK423: Manage network and data integrity
- ICTNWK541: Configure, verify and troubleshoot WAN links and IP services
- ICTPMG505: Manage ICT projects
- ICTTEN519: Design network building projects
- ICTNWK529: Install and manage complex ICT networks
- ICTNWK538: Plan, implement and test enterprise communication solutions
- ICTNWK540: Design, build and test network servers
- ICTNWK546: Manage network security
- ICTNWK557: Configure and manage advanced virtual computing environments
- ICTNWK559: Install an enterprise virtual computing environment
- ICTSAS512: Review and manage delivery of maintenance services
- ICTSAS518: Install and upgrade operating systems

Cloud Architect & Cloud Engineering
- ICTDBS057: Integrate databases with websites
- ICTCLD501: Develop cloud disaster recovery plans
- ICTCLD503: Implement web-scale cloud infrastructure
- ICTCLD502: Design and implement highly-available cloud infrastructure
- ICTCLD504: Improve cloud-based infrastructure
- ICTCLD505: Implement cloud infrastructure with code
- ICTCLD506: Implement virtual network in cloud environments
- ICTCLD507: Build and deploy resources on cloud platforms
- ICTCLD508: Manage infrastructure in cloud environments
- ICTCYS507: Gather, analyse and interpret threat data
- ICTCYS513: Utilise design methodologies for security architecture
- ICTCYS610: Protect critical infrastructure for organisations
- ICTSAS524: Develop, implement and evaluate an incident response plan
- ICTSAS526: Review and update disaster recovery and contingency plans

Advanced Diploma of Information Technology

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. The skills required for these roles may include, but are not restricted to:

- Advanced data management information: creating, designing and monitoring complex systems that store data, and optimising organisational knowledge management
- Cyber security: protecting sensitive data and information through security architecture, and developing disaster recovery and contingency plans
- Full stack web development: building advanced user interfaces, developing representational state transfer application program interfaces (REST APIs) and designing user experience solutions
- Further programming: applying advanced ICT languages to maintain security and manage data
- IT strategy and organisational development: managing and communicating strategic ICT business solutions
- Systems development and analysis: modelling and testing data objects, data processes and preferred ICT system solutions
- Telecommunications network engineering: managing logistics, organisational specifications, regulations and legislative requirements across network projects

Study Requirements

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Pre-requisites for Admission

Satisfactory completed Year 12 of secondary education or its equivalent. And
Successful completion of an AQF recognised Diploma of Information Technology or other relevant qualification; OR Relevant work experience in a related field.

Core Units

- ICTICT608: Interact with clients on a business level
- ICTSAD609: Plan and monitor business analysis activities in an ICT environment
- BSBXCS402: Promote workplace cyber security awareness and best practices
- ICTICT618: Manage IT, ethics and privacy in ICT environments
- BSBCRT601: Research and apply concepts and theories of creativity
- BSBTWK502: Manage Team Effectiveness

Potential Careers

- IT Project Management
- Software development
- Database development
- Networking
- Web development

NATIONAL CODE: ICT60220

52 weeks

Sydney/Melbourne

$5,603

This course prepares you for work in the community and/or a residential setting, with the elderly. The course has been designed in consultation with industry and includes both theory and hands-on learning. You will learn to communicate and work in health or community services, provide individualised support, recognise healthy body systems, work with diverse people, support independence and wellbeing, follow safe work practices, work legally and ethically.

Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. 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. 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. We offer specialisations in Home and Community, Ageing and Disability.
Certificate III in Individual Support

Specialisation Elective Units

<table>
<thead>
<tr>
<th>Ageing</th>
<th>Home &amp; Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAGEE002 Implement falls prevention strategies</td>
<td>CHCAGEE001 Facilitate the empowerment of older people</td>
</tr>
<tr>
<td>CHCCCS001 Address the needs of people with chronic disease</td>
<td>CHCCCS011 Meet personal support needs</td>
</tr>
<tr>
<td>CHCCCS017 Provide loss and grief support</td>
<td>CHCCCS025 Support relationships with carers and families</td>
</tr>
<tr>
<td>CHCCCS025 Support relationships with carers and families</td>
<td>CHCHC5001 Provide home and community support services</td>
</tr>
<tr>
<td>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>BSBCUS301 Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>CHCGRP001 Support group activities</td>
<td>BSBWOR301 Organise personal work priorities and development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIS001 Contribute to ongoing skills development using a strengths-based approach</td>
<td></td>
</tr>
<tr>
<td>CHCDIS002 Follow established person-centred behaviour supports</td>
<td></td>
</tr>
<tr>
<td>CHCDIS003 Support community participation and social inclusion</td>
<td></td>
</tr>
<tr>
<td>CHCDIS007 Facilitate the empowerment of people with disability</td>
<td></td>
</tr>
<tr>
<td>HLTINF001 Comply with infection prevention and control policies and procedures</td>
<td></td>
</tr>
<tr>
<td>CHCADV001 Facilitate the interests and rights of clients</td>
<td></td>
</tr>
</tbody>
</table>

Delivery Mode

Face-to-face

Study Requirements

Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Police Check

Students must complete a police check and be approved prior to any work experience taking place.

LLN Requirements

As a benchmark, to undertake this qualification, all students will need to display competence at or above the below levels in the Australian Core Skills Framework (ACSF):

- Learning: L3
- Reading: R2/3
- Writing: W2/3
- Oral Communication: OC3/4
- Numeracy: N2/3

*Note – this has been identified based on the Community services and health industry skills council Foundation Skills Guide for core units within this qualification. This can be confirmed by requiring the student to complete the Commonwealth Approved ACSF Test.

Vaccination Requirements

Students must at least receive the first dose of a COVID-19 vaccine prior to any work experience taking place. Please refer to the Kent website for vaccination information.
Certificate IV in Ageing Support

The nationally accredited Certificate IV in Ageing Support will enable you to make a difference in the lives of others and lead from the front as an aged care team leader. Gain a deep working knowledge of aged care, uncover your personal leadership style and get on-the-job experience in this high demand area.

Certificate IV in Ageing Support 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.

Potential Careers
- Community care worker
- Residential care worker
- Care Supervisor
- Care team leader

Delivery Mode
Face-to-face

Study Requirements
Classes will be offered Full time and Part-time (Face to Face). Additional student support will be available for all students.

Police Check
Students must complete a police check and be approved prior to any work experience taking place.

Quality Units

<table>
<thead>
<tr>
<th>NATIONAL CODE: CHC43015</th>
</tr>
</thead>
<tbody>
<tr>
<td>73 weeks</td>
</tr>
<tr>
<td>Sydney/Melbourne</td>
</tr>
<tr>
<td>$8,405</td>
</tr>
</tbody>
</table>

Qualification Units

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCC011</td>
<td>Meet personal support needs</td>
</tr>
<tr>
<td>HLWHS002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTHPS006</td>
<td>Assist clients with medication</td>
</tr>
<tr>
<td>CHCAGE005</td>
<td>Provide support to people living with dementia</td>
</tr>
<tr>
<td>CHCCCS023</td>
<td>Support independence and well being</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCAGE001</td>
<td>Facilitate the empowerment of older people</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCAGE004</td>
<td>Implement interventions with older people at risk</td>
</tr>
<tr>
<td>CHCPAL001</td>
<td>Deliver care services using a palliative approach</td>
</tr>
<tr>
<td>CHCCCS021</td>
<td>Respond to suspected abuse</td>
</tr>
<tr>
<td>CHCCCS006</td>
<td>Facilitate individual service planning and delivery</td>
</tr>
<tr>
<td>CHCADV001</td>
<td>Facilitate the interests and rights of clients</td>
</tr>
<tr>
<td>CHCPPR001</td>
<td>Develop and maintain networks and collaborative partnerships</td>
</tr>
<tr>
<td>CHCAGE003</td>
<td>Coordinate services for older people</td>
</tr>
<tr>
<td>CHCCCS025</td>
<td>Support relationships with carers and families</td>
</tr>
<tr>
<td>CHCCCS001</td>
<td>Address the needs of people with chronic disease</td>
</tr>
</tbody>
</table>

LLN Requirements for Aged Care Courses

As a benchmark, to undertake this qualification, all students will need to display competence at or above the below levels in the Australian Core Skills Framework (ACSF):

- Learning: L3
- Reading: R2/3
- Writing: W2/3
- Oral Communication: OC3/4
- Numeracy: N2/3

*Note – this has been identified based on the Community services and health industry skills council Foundation Skills Guide for core units within this qualification. This can be confirmed by requiring the student to complete the Commonwealth Approved ACSF Test.
Tuition Fees

HIGHER EDUCATION DEGREES - FULL TIME (4 UNITS PER TRIMESTER)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>NO. OF TRIMESTERS</th>
<th>TOTAL FEES* (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Business</td>
<td>6</td>
<td>$42,000</td>
</tr>
<tr>
<td>Bachelor of Accounting</td>
<td>6</td>
<td>$42,000</td>
</tr>
<tr>
<td>Bachelor of Information Technology</td>
<td>6</td>
<td>$44,880</td>
</tr>
</tbody>
</table>

VET COURSES - FULL TIME (20 HOURS PER WEEK)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>NO. OF TERMS</th>
<th>TOTAL FEES* (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNS40217 Certificate IV in Accounting and Bookkeeping</td>
<td>6</td>
<td>$6,834</td>
</tr>
<tr>
<td>BSBS0280 Certificate IV in Marketing and Communication</td>
<td>4</td>
<td>$4,903</td>
</tr>
<tr>
<td>FNS50217 Diploma of Accounting</td>
<td>5</td>
<td>$6,695</td>
</tr>
<tr>
<td>BSBS0620 Diploma of Marketing and Communication</td>
<td>4</td>
<td>$4,903</td>
</tr>
<tr>
<td>BSBS0470 Diploma of Leadership and Management</td>
<td>4</td>
<td>$4,903</td>
</tr>
<tr>
<td>BSBS0620 Diploma of Project Management</td>
<td>4</td>
<td>$4,903</td>
</tr>
<tr>
<td>FNS60217 Advanced Diploma of Accounting</td>
<td>7</td>
<td>$7,973</td>
</tr>
<tr>
<td>BSBS60420 Advanced Diploma of Leadership and Management</td>
<td>4</td>
<td>$4,903</td>
</tr>
<tr>
<td>BSBS6130 Advanced Diploma of Marketing &amp; Communication</td>
<td>4</td>
<td>$4,903</td>
</tr>
<tr>
<td>BSBS60720 Advanced Diploma of Program Management</td>
<td>4</td>
<td>$4,903</td>
</tr>
</tbody>
</table>

Information Technology

<table>
<thead>
<tr>
<th>COURSES</th>
<th>NO. OF TERMS</th>
<th>TOTAL FEES* (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT40120 Certificate IV in Information Technology</td>
<td>4</td>
<td>$5,603</td>
</tr>
<tr>
<td>ICT50220 Diploma of Information Technology</td>
<td>5</td>
<td>$7,004</td>
</tr>
<tr>
<td>ICT60220 Advanced Diploma of Information Technology</td>
<td>4</td>
<td>$5,603</td>
</tr>
</tbody>
</table>

Aged Care

<table>
<thead>
<tr>
<th>COURSES</th>
<th>NO. OF TERMS</th>
<th>TOTAL FEES* (AUD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC33015 Certificate III in Individual Support</td>
<td>5</td>
<td>$7,004</td>
</tr>
<tr>
<td>CHC43015 Certificate IV in Ageing Support</td>
<td>6</td>
<td>$8,405</td>
</tr>
</tbody>
</table>

SERVICE FEES

| Enrolment fee for Vocation Education & Training (VET) Courses | $250 |
| Enrolment fee for Higher Education Courses                  | $250 |

*Note: Durations include vacation and non-teaching periods. Please refer to the VET and Higher Education Academic Calendars on the Kent website for all dates including intakes and break periods. The fees quoted are for the 2022 calendar year, and amounts quoted may be subject to change. Kent reserves the right to alter its fees. Other student ancillary charges are listed on the Kent website (https://kent.edu.au/fees/)

Fee Help

How to apply

If you wish to apply for FEE-HELP, you must have a Tax File Number (TFN) and Unique Student Identifier (USI).

If you do not have a TFN, you can apply for one online or visit your local post office. Similarly if you do not have USI, you can apply online and get it immediately at: https://usi.gov.au/students/get-a-usi. You must provide proof of your TFN and USI number if you want to apply for Fee-Help.

If you already have an application number, you can simply send the TFN and USI documents to the Admissions team.

You will have to complete the online eCAF form prior to session commencement. Once we have received your TFN and USI, we will create your profile in eCAF which will then send you an e-mail with a unique link to complete your profile. If you don’t have both or either one of them and its close to Orientation, contact us and we will assist you accordingly.

Please note that you must complete the registration as soon as possible, and no later than the start of Orientation. For more information about FEE-HELP, visit the Study Assist website: www.studyassist.gov.au.

FEE HELP Government loan scheme

This Australian Government scheme assists eligible students to pay all or part of their tuition fees for bachelor degree programs at Kent. Australian citizens and permanent humanitarian visa holders* are eligible to apply for FEE-HELP. Students will be required to repay this loan through the taxation system once their income is above the minimum repayment threshold. There is an additional fee of 25% on loans. From 1 January 2022, the loan fee will reduce to 20 per cent for units of study with a census date on or after 1 January 2022.

*Applies to visa subclasses: 200-217, 803,

VET Student Loans (VSL)

VET Student Loans (VSL) may be available to eligible students in selected courses

For more information, please refer to the VET student loans information booklet at: www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet
Entry Requirements

English Language Requirements

Kent English language requirements for domestic students are outlined below:

- Completed High School (Year 12) in Australia

In circumstances when a domestic applicant did not complete high school in Australia, they can demonstrate English language proficiency by providing an Australian Qualification Framework Certificate IV or higher. This certificate must be completed within the last two years. Other forms of English testing applicable to International students may also be accepted on a case by case basis.

Academic Entry Requirements

Applicants with Recent Secondary Education (within the past two years)
Kent will admit students who have an Senior Secondary Certificate of Education, successful completion of Year 12 (Sound or Satisfactory achievement in all subjects).

Applicants with Higher Education Study
Applicants who have undertaken any higher education study, within the last ten years since leaving school, may be eligible for admission to a Kent course with credit transfers (advanced standing).

Applicants with Vocational Education and Training (VET) Study
Applicants who have undertaken any VET study within the last ten years since leaving school may be eligible for admission to a Kent course with credit transfers (advanced standing).

Mature Age Students /Applicants with Work and Life Experience
Kent acknowledges that preparation for study is not restricted to formal educational attainment and that valuable knowledge and skills can be gained through a wide range of work and life experiences. For applicants who do not have formal qualifications but who seek admission to courses based on their skill development through work and experience and informal study, applications will be reviewed on a case-by-case basis. Applicants must be at least 21 years of age to apply.

How To Apply

1. Apply & submit your documentation.
Prepare and email to onshoreadmissions@kent.edu.au the following documents:
- Certified copy of passport or Australian Birth Certificate
- Certified copies of recent academic results and qualifications
- A certified copy of English level documentation

2. Course credit/Recognition of prior learning (if applicable)
Students can apply for course credit on the basis of their previous studies at Kent or any other educational institution in Australia or overseas in accordance with Kent’s Course Credit and Articulation Policy & Procedures.
Find out more at: kent.edu.au/course-credit-recognition-of-prior-learning

3. Receive your offer of admission.
Read through your letter of offer and meet any required conditions.

4. Accept your offer.
Email all pages of your signed Letter of Offer and Enrolment Agreement with evidence of payment or confirm FEE-HELP option through to acceptance@kent.edu.au

5. Meet Vaccination Requirements.
Please refer to the Kent website for vaccination information and requirements.

6. Welcome to Kent.
Congratulations! You are now a Kent student with a new exciting journey ahead in Australia.
## Important Dates

### Higher Education (Bachelor Degree)

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Orientation dates</th>
<th>Study Dates</th>
<th>Census Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14 - 18 March 2022</td>
<td>21 March 2022 - 29 June 2022</td>
<td>8 April 2022</td>
</tr>
<tr>
<td>2</td>
<td>11 - 15 July 2022</td>
<td>18 July 2022 - 26 October 2022</td>
<td>5 August 2022</td>
</tr>
<tr>
<td>3</td>
<td>7 - 11 November 2022</td>
<td>14 November 2022 - 1 March 2023</td>
<td>2 December 2022</td>
</tr>
</tbody>
</table>

### VET (Certificate III, Certificate IV, Diploma, Advanced Diploma)

<table>
<thead>
<tr>
<th>Term</th>
<th>Orientation dates</th>
<th>Term Dates</th>
<th>Census Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7th January 2022</td>
<td>10th January - 20th March 2022</td>
<td>10th January 2022</td>
</tr>
<tr>
<td>2</td>
<td>1st April 2022</td>
<td>4th April - 2th June 2022</td>
<td>4th April 2022</td>
</tr>
<tr>
<td>3</td>
<td>24th June 2022</td>
<td>27th June - 4th September 2022</td>
<td>27th June 2022</td>
</tr>
<tr>
<td>4</td>
<td>16th September 2022</td>
<td>19th Sep - 27th Nov 2022</td>
<td>19th Sep 2022</td>
</tr>
</tbody>
</table>

**Please Note:**
The Census date is the official deadline for finalising your enrolment for the study period. You may only choose to withdraw or defer from a subject until this date, as once it has passed you are committed to your enrolment for the study period. Census dates vary each term.
study@kent.edu.au

CRICOS Code: 00161E
RTO Code: 90458
TEQSA Provider No.: PRV12051

Information provided is considered to be true and correct at the time of publication.

www.kent.edu.au

Kent Domestic Course Guide 2022 - V3 29 November 2021