Welcome to York Business Institute where your future starts. Our College can offer you new and exciting experiences in the heart of Sydney. Our staff and teachers are ready to provide you with wonderful learning opportunities, new skills, and the confidence to find your way in the Sydney workforce. All of our courses are nationally accredited and internationally recognised, meeting the requirements of the Business, Information Technology and Financial Services Training Packages.
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BSB50215 DIPLOMA OF BUSINESS
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LIVING & STUDYING SYDNEY, AUSTRALIA

ESTIMATED COST OF LIVING

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD $21,041 to cover the whole year of study in Sydney (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferry and light rails lead to the CBD.

Students should have at least AUD $2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit www.studyinaustralia.gov.au
FIND WORK WHILE YOU STUDY

International students are allowed to work for 40 hours per fortnight whilst studying full time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses. Working offers you the right to minimum wage as well as superannuation. For more information, visit www.fairwork.gov.au.

OVERSEAS STUDENT HEALTH COVER (OSHC)

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia; however, it can become quite costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.

Australia has 6 states and 2 territories. People from all parts of the world travel to live in or visit Australia. The country is surrounded by water offering beautiful beaches and amazing natural attractions like the Great Barrier Reef, many National Parks, deserts, tropical forests, canyons, mountains, and more. Some of Australia’s most popular recreational activities are surfing and skiing.

Sydney was the first city established in Australia. It’s also the largest and most popular. This cosmopolitan city boasts the famous Sydney Opera House and Harbour Bridge. There are also numerous world class restaurants and shopping areas. Students joining York will always have something to do whilst in Sydney.
York Business Institute is a Registered Training Organisation (RTO), registered by the Australian Skills Quality Authority (ASQA) under the authority of the National Vocational Education and Training Regulator Act 2011 (NVR2011) / Standards for Registered Training Organisations 2015. York Business Institute is also registered on the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS).

**WHY STUDY AT YORK BUSINESS INST**

**WHAT WE OFFER**

**SMALL GROUP SIZES**
Study in a small group under direct supervision

**STUDY MATERIAL**
Learners’ guides and study materials will be provided for each class.

**STRUCTURED FORMAL TRAINING**
Structured formal training for theory-based units

**ASSESSMENTS**
Assessments can take the form of role plays, case studies, practical demonstrations and written tests

**MODE OF STUDIES**
15 Hours Face to Face and 5 Hours Online
Teaching each week with hands-on and relevant course material

**COMPUTER LABS**
Classes are held in well equipped computer labs
**STUDY PATHWAYS**

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

**ORIENTATION AND ENROLLMENT**

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

**STUDENT SUPPORT**

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

**ACADEMIC SUPPORT**

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

**ENTRY REQUIREMENTS**

Below are our academic entry requirement for both domestic and international students.

**ALL STUDENTS MUST**

- Be 18 years of age or over;
- For Certificate III/IV courses, student have completed year 10/ year 11 or equivalent;
- For other Courses, student must have complete year 12 or equivalent;

**INTERNATIONAL STUDENTS MUST**

- Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent)
This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

**PATHWAYS FROM THE QUALIFICATION:**
FNS50217 Diploma of Accounting or other Diploma qualifications

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

- Accounts administration
- Accounts clerk
- Accounts payable officer
- Accounts receivable Officer
- Bookkeeper
- Debtors clerk
- Payroll officer

Completion of this course does not automatically register you as a BAS agent. Student seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/apply-register-bas-agent, as registration requirements are reviewed regularly.

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

It is recommended that individuals should:
- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

**QUALIFICATION STRUCTURE (52 WEEKS)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
</tr>
<tr>
<td>BSBSMB412</td>
<td>Introduce clouds computing into business operations</td>
</tr>
<tr>
<td>FNSACC311</td>
<td>Process financial transactions and extract interim reports</td>
</tr>
<tr>
<td>FNSACC312</td>
<td>Administer subsidiary accounts and ledgers</td>
</tr>
<tr>
<td>FNSACC408</td>
<td>Work effectively in the accounting and bookkeeping industry</td>
</tr>
<tr>
<td>FNSACC416</td>
<td>Set up and operate a computerised accounting system</td>
</tr>
<tr>
<td>FNSTPB401</td>
<td>Complete business activity and instalment activity statements</td>
</tr>
<tr>
<td>FNSTPB402</td>
<td>Establish and maintain a payroll system</td>
</tr>
<tr>
<td>FNSACC412</td>
<td>Prepare operational budgets</td>
</tr>
<tr>
<td>FNSACC414</td>
<td>Prepare financial statements for non-reporting entities</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
</tr>
<tr>
<td>FNSACC313</td>
<td>Perform financial calculations</td>
</tr>
</tbody>
</table>
DIPLOMA OF ACCOUNTING

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

PATHWAYS FROM THE QUALIFICATION
FNS60217 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

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

- Accounts payable team leader;
- Accounts receivable team leader;
- Collections supervisor;
- Payroll team leader/Manager.

Completion of this course does not automatically register you as a BAS or Tax agent. Student seeking BAS or Tax agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/registration, as registration requirements are reviewed regularly.

ENTRY REQUIREMENT
Entry to this qualification is limited to:

- 18 years or older; and
- Completion of Year 12 or equivalent with suitable English language skills; and
- Completion of the following six units:
  FNSACC311 Process financial transactions and extract interim reports
  FNSACC312 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;
  OR
  - Completion of FNS40615 Certificate IV in Accounting or equivalent;
  OR
  - Completion of FNS40215 Certificate IV in Bookkeeping or equivalent
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

QUALIFICATION STRUCTURE (52 WEEKS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC511</td>
<td>Provide financial &amp; business performance information</td>
</tr>
<tr>
<td>FNSACC512</td>
<td>Prepare tax documentation for individuals</td>
</tr>
<tr>
<td>FNSACC513</td>
<td>Manage budgets &amp; forecasts</td>
</tr>
<tr>
<td>FNSACC514</td>
<td>Prepare financial reports for corporate entities</td>
</tr>
<tr>
<td>FNSACC516</td>
<td>Implement &amp; maintain internal control procedures</td>
</tr>
<tr>
<td>FNSACC517</td>
<td>Provide management accounting information</td>
</tr>
<tr>
<td>FNSACC505</td>
<td>Establish and maintain accounting information systems</td>
</tr>
<tr>
<td>FNSTPK505</td>
<td>Comply with financial services legislation and industry codes of practice</td>
</tr>
<tr>
<td>FNSORG506</td>
<td>Prepare financial forecasts and projections</td>
</tr>
<tr>
<td>FNSACC607</td>
<td>Evaluate business performance</td>
</tr>
<tr>
<td>FNSACC608</td>
<td>Evaluate organisation’s financial performance</td>
</tr>
</tbody>
</table>
ADVANCED DIPLOMA OF ACCOUNTING

This qualification reflects professional accounting job roles in financial services and other 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 guidance to others within defined guidelines.

PATHWAYS FROM THE QUALIFICATION

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

JOB ROLES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:
• Accounts manager  • Business analyst  • Office manager  • Payroll manager

Completion of this course does not automatically register you as a BAS or Tax agent. Student seeking BAS or Tax agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/registration, as registration requirements are reviewed regularly.

ENTRY REQUIREMENT

Entry to this qualification is limited to:
• 18 years or older; and completion of Year 12 or its equivalent with suitable English language skills; and
• Completion of following units:
  FNSACC311 Process financial transactions and extract interim reports
  FNSACC312 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
  FNSACC511 Provide financial and business performance information
  FNSACC512 Prepare tax documentation for individuals
  FNSACC513 Manage budgets and forecasts
  FNSACC514* Prepare financial reports for corporate entities
  FNSACC516 Implement and maintain internal control procedures
  FNSACC517 Provide management accounting information

*Note the following prerequisite unit requirements.
  BSBFIA401 Prepare financial reports
  FNSACC311 Process financial transactions and extract interim reports
• Completion of FNS50215 Diploma of Accounting;
OR
• Completion of FNS50217 Diploma of Accounting
• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

QUALIFICATION STRUCTURE (78 WEEKS)

FNSACC624 Monitor corporate governance activities
FNSINC601 Apply economic principles to work in the financial services industry
FNSINC602 Interpret and use financial statistics and tools
FNSACC512 Prepare tax documentation for individuals
FNSACC601 Prepare and administer tax documentation for legal entities
FNSACC603 Implement tax plans and evaluate tax obligations
FNSACC511 Provide financial and business performance information
FNSACC607 Evaluate business performance
FNSACC608 Evaluate organisation's financial performance
FNSACC516 Implement and maintain internal control procedures
FNSACC602 Audit and report on financial systems and records
FNSACC606 Conduct internal audit
FNSACC517 Provide management accounting information
FNSACC613 Prepare and analyse management accounting information
This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and broad knowledge to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

PATHWAYS FROM THE QUALIFICATION
BSB40215 Certificate IV in Business or a range of other Certificate IV qualifications.

JOB ROLES
Word Processing Operator, Information Officer, Data Entry Operator, Customer Service Officer, Payroll Officer, Clerical Officer

ENTRY REQUIREMENT
All Students MUST
Be 18 years of age or over; AND
Have completed Year 11 or equivalent
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE (26 WEEKS)

<table>
<thead>
<tr>
<th>Cluster 1</th>
<th>Cluster 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINM301  Organise workplace information</td>
<td>BSBUS402  Address customer needs</td>
</tr>
<tr>
<td>BSBADM311  Maintain business resources</td>
<td>BSBWRT401  Write complex documents</td>
</tr>
<tr>
<td>BSBIAM301  Maintain financial records</td>
<td>BSBINN301  Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBDIV301  Work effectively with diversity</td>
<td></td>
</tr>
<tr>
<td>BSBWOR301  Organise personal work priorities and development</td>
<td></td>
</tr>
<tr>
<td>BSBFIA301  Contribute to effective workplace relationships</td>
<td></td>
</tr>
<tr>
<td>BSBWHS302  Apply knowledge of WHS legislation in the workplace</td>
<td>BSBITU312  Create electronic presentations</td>
</tr>
<tr>
<td>BSBFLM303  Design and produce business documents</td>
<td>BSBITU306  Design and produce spreadsheets</td>
</tr>
<tr>
<td>BSBWRT301  Write simple documents</td>
<td>BSBCUS301  Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>BSBFLM303  Process customer complaints</td>
<td>BSBADM305  Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
</tbody>
</table>

PATHWAYS FROM THE QUALIFICATION
After this qualification has been achieved, candidates can continue their studies with some Diploma level qualifications within the Business Services Training Package, or other Training Packages.

JOB ROLES
Coordinator; Leading Hand; Supervisor; Team Leader

ENTRY REQUIREMENT
All Students MUST
Be 18 years of age or over; AND
have completed year 11 or equivalent;
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE (52 WEEKS)

Cluster 1
- BSBCMM401 Make a presentation
- BSBITU312 Create electronic presentations

Cluster 3
- BSBUS402 Address customer needs
- BSBWRT401 Write complex documents
- BSBINN301 Promote innovation in a team environment

Cluster 4
- BSBMKG413 Promote products and services
- BSBREL401 Establish networks

Cluster 2
- BSBITU402 Develop and use complex spreadsheets
- BSBWHS402 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBADM405 Organise meetings
This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

**PATHWAYS FROM THE QUALIFICATION**
BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

**JOB ROLES**
Administration Manager, Executive Officer, Administrator, Corporate Services Manager, Business Development Manager, Business Sales Team Leader

**ENTRY REQUIREMENT**
All Students MUST
Be 18 years or older; and
Have completed Year 12 or equivalent
International Student MUST
Have an English ability at the IELTS 5.5 or equivalent.

**QUALIFICATION STRUCTURE (52 WEEKS)**

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBPMG522 Undertake project work
- BSBUS501 Develop workplace policy and procedures for sustainability
- BSBMKG506 Plan market research
- BSBMKG501 Identify and evaluate marketing opportunities
- BSBWOR501 Manage personal work priorities and professional development
- BSBADM506 Manage business documents design and development

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

**PATHWAYS FROM THE QUALIFICATION**
After this qualification has been achieved, students can continue their study at a Bachelor’s level at a University. Additionally, they are also equipped for senior support or technical roles.

**JOB ROLES**
Executive Director; Executive Manager; Manager- Human Resources-Strategy; Senior Executive

**ENTRY REQUIREMENT**
All Students MUST
Be 18 years of age or over; AND
have completed year 12 or equivalent
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

**QUALIFICATION STRUCTURE (52 WEEKS)**

- BSBMGT617 Develop and implement a business plan
- BSBFIM601 Manage finances
- BSBMGT605 Provide leadership across the organisation
- BSBMKG608 Develop organisational marketing objectives
- BSBMKG609 Develop a marketing plan
- BSBINM601 Manage knowledge and information
- BSBINN601 Lead and manage organisational change
- BSBMKG603 Manage the marketing process
CERTIFICATE IV IN INFORMATION TECHNOLOGY

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and practices in different organisational contexts. Persons working at this level apply a wide range of knowledge and skills in basic networking, ICT support, testing, systems analysis and design, database development, programming and web development support.

PATHWAYS FROM THE QUALIFICATION
Diploma of Systems Analysis and Design, Diploma of Website Development or a range of other Diploma qualifications.

JOB ROLES
ICT Technician/Customer Support; Information Systems; Operator/Administrator; User Support Technician; Network Operations Technician

ENTRY REQUIREMENT
All Students MUST
Be 18 years of age or over; AND
have completed year 11 or equivalent;
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE (52 WEEKS)

<table>
<thead>
<tr>
<th>Domain</th>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Security</td>
<td>ICTICT424</td>
<td>Address cyber security requirements</td>
</tr>
<tr>
<td></td>
<td>ICTICT426</td>
<td>Identify and evaluate emerging technologies and practices</td>
</tr>
<tr>
<td>Professional Ethics and</td>
<td>ICTICT425</td>
<td>Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace</td>
</tr>
<tr>
<td>Communication in IT</td>
<td>ICTICT418</td>
<td>Contribute to copyright, ethics and privacy in an ICT environment</td>
</tr>
<tr>
<td>Business Analysis</td>
<td>ICTICT401</td>
<td>Determine and confirm client business requirements</td>
</tr>
<tr>
<td></td>
<td>ICTICT413</td>
<td>Relate to clients on a business level</td>
</tr>
<tr>
<td>Developing and delivering</td>
<td>ICTICT408</td>
<td>Create technical documentation</td>
</tr>
<tr>
<td>Technical Documentation</td>
<td>ICTICT401</td>
<td>Develop and present feasibility reports</td>
</tr>
<tr>
<td></td>
<td>ICTICT415</td>
<td>Provide one-to-one instruction</td>
</tr>
<tr>
<td>Software Development</td>
<td>ICTICT403</td>
<td>Apply software development methodologies</td>
</tr>
<tr>
<td>Methodologies</td>
<td>ICTPRG426</td>
<td>Prepare software development review</td>
</tr>
<tr>
<td>Automate Processes</td>
<td>ICTPRG405</td>
<td>Automate Processes</td>
</tr>
<tr>
<td>Introductory Programming</td>
<td>ICTPRG415</td>
<td>Apply skills in object-oriented design</td>
</tr>
<tr>
<td></td>
<td>ICTPRG430</td>
<td>Apply introductory object-oriented language skills</td>
</tr>
<tr>
<td></td>
<td>ICTPRG414</td>
<td>Apply introductory programming skills in another language</td>
</tr>
<tr>
<td>Basic Web Design</td>
<td>ICTWEB411</td>
<td>Produce basic client-side script for dynamic web pages</td>
</tr>
<tr>
<td></td>
<td>ICTWEB414</td>
<td>Design simple web page layouts</td>
</tr>
<tr>
<td></td>
<td>ICTWEB418</td>
<td>Use development software and ICT tools to build a basic website</td>
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<tr>
<td></td>
<td>ICTWEB429</td>
<td>Create a markup language document to specification</td>
</tr>
<tr>
<td>Manage Simple Projects</td>
<td>ICTPMG401</td>
<td>Support small scale ICT projects</td>
</tr>
</tbody>
</table>
This qualification provides the skills and knowledge for an individual to design, build and manage websites as an independent web developer or as part of a team. You will learn about HTML, CSS, JavaScript, PHP and Content Management Systems. Students will get to practice and gain knowledge from our practical and hands on classes.

PATHWAYS FROM THE QUALIFICATION
ICT Advanced Diploma or other higher education sector qualifications.

JOB ROLES
Web developer; Web developer manager; Web programmer

ENTRY REQUIREMENT
All Students MUST
Be 18 years of age or over; AND
have completed year 12 or equivalent;
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE (52 WEEKS)

Evaluate and communicate business requirements
ICTSAS502 – Establish and maintain client user liaison
ICTICT509 – Gather data to identify business requirements

Verify business requirements against safety
BSBWH5501 – Ensure safe workplace
ICTICT515 – Verify client business requirements

Contribute to organisational privacy and contingency plans
ICTICT418 – Contribute to copyright, ethics, and privacy in an ICT environment
ICTSAS505 – Review and update disaster recovery and contingency plans

Rapid application development
ICTPRG418 – Apply intermediate programming skills in another language
ICTPRG509 – Build using rapid application development

Project Management
ICTICT517 – Match ICT needs with the strategic direction of the organisation
ICTPMG501 – Manage ICT projects

Web Programming
ICTWEB503 – Create web-based programs
ICTPRG503 – Debug and monitor applications

Develop and deploy object oriented applications
ICTPRG527 – Apply intermediate object-oriented language skills
ICTPRG520 – Validate an application design against specifications
ICTPRG504 – Deploy an application to a production environment

Build dynamic websites
ICTWEB516 – Research and apply emerging web technology trends
ICTWEB501 – Build dynamic website
ICTDB5504 – Integrate database with a website
ICTWEB502 – Create dynamic web pages
ICTPRG501 – Apply advanced object-oriented language skills
DIPLOMA OF
SYSTEMS ANALYSIS & DESIGN

This qualification provides the skills and knowledge for an individual to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs. In our Diploma of Systems Analysis and Design, students can gain the knowledge and skills to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs.

PATHWAYS FROM THE QUALIFICATION
ICT Advanced Diploma or other higher education sector qualifications.

JOB ROLES
Applications architect, Business analyst, Information technology analyst

ENTRY REQUIREMENT
All Students MUST
Be 18 years of age or over; AND
Completed year 12 or equivalent;
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE (52 WEEKS)

<table>
<thead>
<tr>
<th>Evaluate and communicate business requirements</th>
<th>ICTASA502 – Establish and maintain client user liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ICTICT509 – Gather data to identify business requirements</td>
</tr>
<tr>
<td>Data modelling</td>
<td>ICTSAD501 – Model data objects</td>
</tr>
<tr>
<td></td>
<td>ICTSAD502 – Model data process</td>
</tr>
<tr>
<td>Contribute to organisational privacy and contingency plans</td>
<td>ICTICT418 – Contribute to copyright, ethics, and privacy in an ICT environment</td>
</tr>
<tr>
<td></td>
<td>ICTASA505 – Review and update disaster recovery and contingency plans</td>
</tr>
<tr>
<td>Business requirement specification</td>
<td>ICTICT401 – Determine and confirm client business requirements</td>
</tr>
<tr>
<td></td>
<td>ICTICT515 – Verify client business requirements</td>
</tr>
<tr>
<td></td>
<td>ICTTEN516 – Produce technical solutions from business specification</td>
</tr>
<tr>
<td></td>
<td>ICTICT403 – Apply software development methodologies</td>
</tr>
<tr>
<td>Project Management</td>
<td>ICTICT517 – Match ICT needs with the strategic direction of the organisation</td>
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<td></td>
<td>ICTPMG501 – Manage ICT projects</td>
</tr>
<tr>
<td>Rapid application development</td>
<td>ICTPRG418 – Apply intermediate programming skills in another language</td>
</tr>
<tr>
<td></td>
<td>ICTPRG509 – Build using rapid application development</td>
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<tr>
<td>Database Design</td>
<td>ICTDBS502 – Design a database</td>
</tr>
<tr>
<td>Integrate IT security and sustainability to project specification</td>
<td>ICTNWK519 – Design an ICT security framework</td>
</tr>
<tr>
<td></td>
<td>ICTICT502 – Develop detailed component specification from project specifications</td>
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<tr>
<td></td>
<td>ICTSU5601 – Integrate sustainability in ICT planning and design projects</td>
</tr>
<tr>
<td>Develop and deploy object oriented applications</td>
<td>ICTPRG527 Apply intermediate object-oriented language skills</td>
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<tr>
<td></td>
<td>ICTPRG520 Validate an application design against specifications</td>
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<tr>
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<td>ICTPRG504 Deploy an application to a production environment</td>
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</tbody>
</table>
ADVANCED DIPLOMA OF
INFORMATION TECHNOLOGY BUSINESS ANALYSIS

This qualification provides the skills and knowledge for an individual to be competent in business analysis in an information and communications technology (ICT) environment, either as an independent ICT specialist or as team leader. Individuals who complete this qualification will be competent to analyse, identify and coordinate relevant ICT business solutions to meet given organisational goals.

PATHWAYS FROM THE QUALIFICATION
Pathway from the qualification are to further study in higher education sector qualifications.

JOB ROLES
ICT business manager; ICT manager; Project manager

ENTRY REQUIREMENT
All Students MUST
Be 18 years of age or over; AND
Completed year 12 or equivalent;
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE (52 WEEKS)

<table>
<thead>
<tr>
<th>ICT Business Analysis</th>
<th>ICTSAD603 – Plan and monitor business analysis activities in an ICT environment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ICTSAD601 – Perform ICT-focused enterprise analysis</td>
</tr>
<tr>
<td>ICT requirements</td>
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<tr>
<td>specifications</td>
<td></td>
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<tr>
<td>ICTSAD606 – Analyse stakeholder requirements</td>
<td></td>
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<td>ICTSAD605 – Elicit ICT requirements</td>
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<tr>
<td>ICTSAD505 – Develop technical requirements for business solutions</td>
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<tr>
<td>Managing ICT solutions</td>
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<tr>
<td>ICTSAD607 – Manage assessment and validation of ICT solutions</td>
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<tr>
<td>ICTSAD604 – Manage and communicate ICT solutions</td>
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<tr>
<td>Maintain ICT policy and procedures</td>
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<tr>
<td>ICTSAD601 – Perform ICT-focused enterprise analysis</td>
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<tr>
<td>ICTSAD608 – Interact with clients on a business level</td>
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<tr>
<td>ICTSAD610 – Manage copyright, ethics, and privacy in an ICT environment</td>
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<tr>
<td>Change Management</td>
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<tr>
<td>BSBMGT608 – Manage innovation and continuous improvement</td>
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<td>BSBINN601 – Lead and manage organisational change</td>
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<tr>
<td>ICT Project Management</td>
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<td>ICTPMG609 – Plan and direct complex ICT projects</td>
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<tr>
<td>ICTPMG603 – Manage ICT project planning</td>
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<td>ICTPMG606 – Manage ICT project quality</td>
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**FEES & CHARGES**

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<tbody>
<tr>
<td>Enrolment fee (not refundable)</td>
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<td>Change of Course fee</td>
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<tr>
<td>Deferment fee</td>
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<td>Priority Processing fee</td>
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<td>Confirmation of Enrolment fee (COE) (not refundable)</td>
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<td>Material fee (per term)</td>
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For information regarding school holidays, please refer to the Academic Calendar. For additional fee information, please refer to the to Student fees & charges page that is available on our website at www.york.edu.au.

**INTAKE DATES**

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<tr>
<td>11 Jan</td>
<td>12 Apr</td>
<td>12 Jul</td>
<td>11 Oct</td>
</tr>
</tbody>
</table>

Choose when you want to study. York Business Institute has 4 main intake dates all year round. Don’t wait and start whenever you like!

**SAMPLE TIMETABLE**

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

<table>
<thead>
<tr>
<th>SHIFT</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
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</table>

STUDY WITH US
STUDY WITH US

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

Read the terms & conditions and the Student Handbook available from our website

Attach all relevant documents. For example
- Certified copies of passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant)

Return your application form and the necessary documents to:
York Business Institute
Level 1, 338 Pitt St. Sydney NSW 2000 AUSTRALIA
OR email to: info@york.edu.au

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

HOW TO APPLY?

STEP 1: CHOOSE A COURSE

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

STEP 2: COMPLETE ENROLLMENT FORM

Read the terms & conditions and the Student Handbook available from our website

STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example
- Certified copies of passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant)

STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to:
York Business Institute
Level 1, 338 Pitt St. Sydney NSW 2000 AUSTRALIA
OR email to: info@york.edu.au

STEP 5: RECEIVE AN OFFER LETTER

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