York
Business
Institute

2020 COURSE GUIDE

WELCOME MESSAGE

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 work force. All of our courses are nationally accredited and internationally recognised, meeting the requirements of the Business, Information Technology and Financial Services Training Packages.

CONTENT

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

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

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. .

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.

WHY STUDY AT
YORK BUSINESS INST

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).

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

SMALL GROUP SIZES
Study in a small group under direct supervision

COMPUTER LABS
Classes are held in well equipped computer labs

WHAT WE OFFER

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

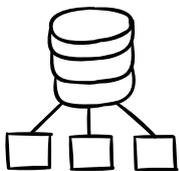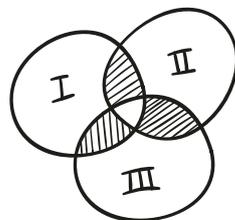## STRUCTURED FORMAL TRAINING
Structured formal training for theory-based units

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

ITUTE

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.

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.

CERTIFICATE III
IN BUSINESS

⌄⌄

CERTIFICATE IV
IN ACCOUNTING
BUSINESS or IT

⌄⌄

DIPLOMA
OF ACCOUNTING
BUSINESS or IT

⌄⌄

ADVANCED DIPLOMA
OF ACCOUNTING
BUSINESS or IT

HIGHER EDUCATION

Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study

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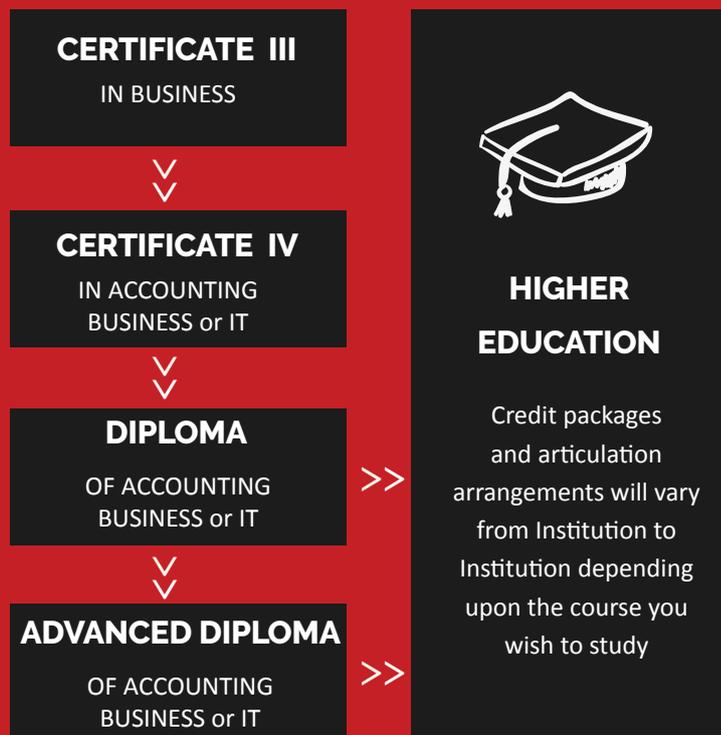
ENTRY REQUIREMENTS

Below are our academic entry requirement for both domestic and international students.
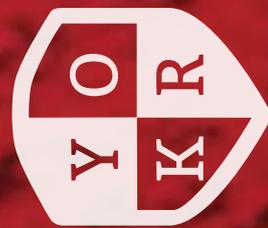
ALL STUDENTS MUST
- Be 18 years of age or over;
- For Certificate III/IV courses, student have completed year 10/ year 11
  or equivalent;
- For other Courses , student must have complete year 12 or equivalent;

INTERNATIONAL STUDENTS MUST
- Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent)

ACCOUNTING & BUSINESS COURSES

YORK

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

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)

BSBFIA401	Prepare financial reports
BSBSMB412	Introduce clouds computing into business operations
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 a payroll system
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
BSBITU402	Develop and use complex spreadsheets
BSBITU306	Design and produce business documents
FNSACC313	Perform financial calculations

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)

FNSACC511	Provide financial & business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets & forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement & maintain internal control procedures
FNSACC517	Provide management accounting information
FNSACC505	Establish and maintain accounting information systems
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSORG506	Prepare financial forecasts and projections
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance

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

CERTIFICATE III IN BUSINESS

CERTIFICATE IV IN BUSINESS

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Conversely, it may also apply to those with little or no vocational experience, but who possess theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

PATHWAYS FROM THE QUALIFICATION

BSB40215 Certificate IV in Business or a range of other Certificate IV qualifications.

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

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

JOB ROLES

Coordinator; Leading Hand; Supervisor; Team Leader

ENTRY REQUIREMENT

All Students MUST
Be 18 years or older; AND
Have completed Year 10 or equivalent
International Student MUST
Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

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)

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBINM301	Organise workplace information
BSBADM311	Maintain business resources
BSBFIA301	Maintain financial records
BSBDIV301	Work effectively with diversity
BSBWOR301	Organise personal work priorities and development
BSBFLM303	Contribute to effective workplace relationships
BSBITU314	Design and produce spreadsheets
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBCMM301	Process customer complaints

QUALIFICATION STRUCTURE (26 WEEKS)

Cluster 1

• BSBCMM401 Make a presentation

• BSBITU312 Create electronic presentations

Cluster 3

• BSBCUS402 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 spread sheets

• BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

• BSBADM405 Organise meetings

DIPLOMA OF BUSINESS

ADVANCED DIPLOMA OF BUSINESS

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.

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
BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

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
Administration Manager, Executive Officer, Administrator, Corporate Services Manager, Business Development

Manager, Business Sales Team Leader

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

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.

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)

BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBPMG522	Undertake project work
BSBSUS501	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

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)

Cyber Security	ICTICT424 – Address cyber security requirements
	ICTICT426 – Identify and evaluate emerging technologies and practices
Professional Ethics and Communication in IT	ICTICT425 – Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace
	ICTICT418 – Contribute to copyright, ethics and privacy in an ICT environment
Business Analysis	ICTICT401 – Determine and confirm client business requirements
	ICTICT413 – Relate to clients on a business level
Developing and delivering Technical Documentation	ICTICT408 – Create technical documentation
	ICTICT401 – Develop and present feasibility reports
	ICTICT415 – Provide one-to-one instruction
Software Development Methodologies	ICTICT403 – Apply software development methodologies
	ICTPRG426 – Prepare software development review
Automate Processes	ICTPRG405 – Automate Processes
Introductory Programming	ICTPRG415 – Apply skills in object-oriented design
	ICTPRG430 – Apply introductory object-oriented language skills
	ICTPRG414 – Apply introductory programming skills in another language
Basic Web Design	ICTWEB411 – Produce basic client-side script for dynamic web pages
	ICTWEB414 – Design simple web page layouts
	ICTWEB418 – Use development software and ICT tools to build a basic website
	ICTWEB429 – Create a markup language document to specification
Manage Simple Projects	ICTPMG401 – Support small scale ICT projects

DIPLOMA OF
WEBSITE DEVELOPMENT

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	BSBWHS501 – 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 ICTDBS504 – 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)

Evaluate and communicate business requirements	ICTSAS502 – Establish and maintain client user liaison
	ICTICT509 – Gather data to identify business requirements
Data modelling	ICTSAD501 – Model data objects
	ICTSAD502 – Model data process
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
Business requirement specification	ICTICT401 – Determine and confirm client business requirements
	ICTICT515 –Verify client business requirements
	ICTTEN516 – Produce technical solutions from business specification
	ICTICT403 – Apply software development methodologies
Project Management	ICTICT517 – Match ICT needs with the strategic direction of the organisation
	ICTPMG501 – Manage ICT projects
Rapid application development	ICTPRG418 – Apply intermediate programming skills in another language
	ICTPRG509 – Build using rapid application development
Database Design	ICTDBS502 – Design a database
Integrate IT security and sustainability to project specification	ICTNWK519 – Design an ICT security framework
	ICTICT502 – Develop detailed component specification from project specifications
	ICTSUS601 – Integrate sustainability in ICT planning and design projects
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

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)

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

FEES & CHARGES

Enrolment fee (not refundable)	AUD $200
Change of Course fee	AUD $200
Deferment fee	AUD $250
Priority Processing fee	AUD $50
Confirmation of Enrolment fee (COE) (not refundable)	AUD $50
Material fee (per term)	AUD $50

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.
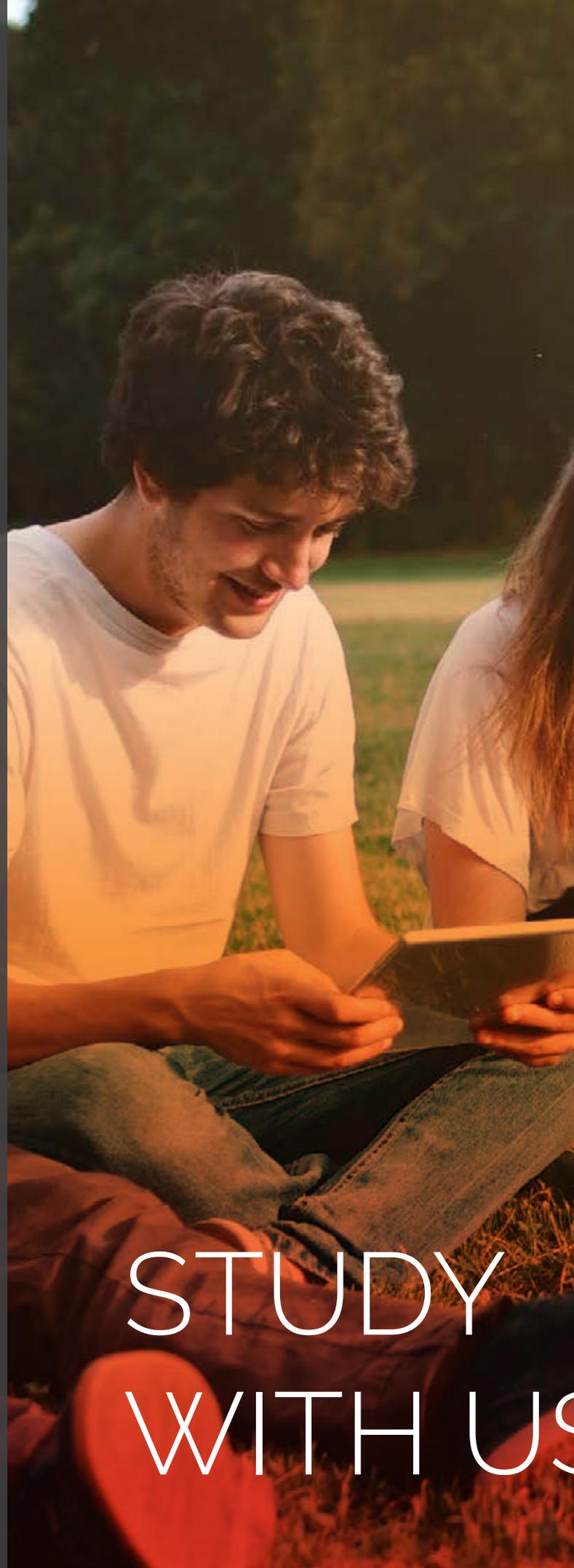
INTAKE DATES

	TERM1	TERM2	TERM3	TERM4
2020	06 Jan	06 Apr	06 Jul	06 Oct
	03 Feb	04 May	03 Aug	02 Nov
2021	11 Jan	12 Apr	12 Jul	11 Oct

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 suite their lifestyle needs. We hope that students enjoy their time at York and Sydney, Australia.

SHIFT	MON	TUE	WED	THUR	FRI	SAT
1	8:45 16.45	8:45 16.45				
2			8:45 16.45	8:45 16.45		
3					8:45 16.45	8:45 16.45
4	17:00 22:00	17:00 22:00	17:00 22:00			
5				17:00 22:00	17:00 22:00	17:00 22:00

STUDY WITH US

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!

LIVING AND STUDYING IN SYDNEY AUSTRALIA

www.york.edu.au