



**York**  
Business  
Institute



**2021**

**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.

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FNS40217	Certificate IV In Accounting And Bookkeeping
FNS50217	Diploma of Accounting
FNS60217	Advanced Diploma of Accounting
BSB30120	Certificate III in Business
BSB40420	Certificate IV in Human Resource Management
BSB50320	Diploma of Human Resource Management
BSB60320	Advanced Diploma of Human Resource Management
BSB80120	Certificate IV in Information Technology
ICT40120	Graduate Diploma of Management (Learning)
ICT50120	Diploma of Information Technology
ICT60120	Advanced Diploma of Information Technology

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# LIVING & STUDYING SYDNEY, AUSTRALIA

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.

## 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](http://www.studyinaustralia.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. .

## 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](http://www.fairwork.gov.au).

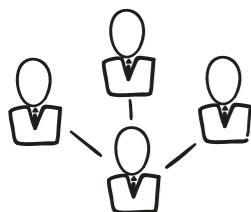
# WHY STUDY AT YORK BUSINESS INSTITUTE

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



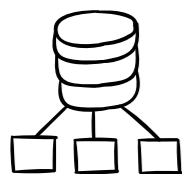
## SMALL GROUP SIZES

Study in a small group under direct supervision



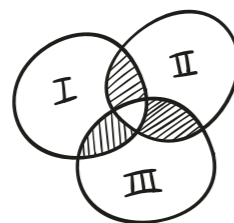
## COMPUTER LABS

Classes are held in well equipped computer labs



## 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

## 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  
HR COURSE or IT



### DIPLOMA

OF ACCOUNTING  
HR COURSE or IT



### ADVANCED DIPLOMA

OF ACCOUNTING  
HR COURSE or IT



## HIGHER EDUCATION

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



## 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



FNS 40217 CRICOS CODE 098182A

## 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

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

PATHWAYS FROM THE QUALIFICATION

A range of Certificate IV level qualifications within the BSB Training Package, or other Training Packages.

JOB ROLES

- Medical Receptionist
- Records Clerk
- Administrative Assistant
- Customer Service Representative
- Medical Secretary

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).

QUALIFICATION STRUCTURE (52 WEEKS)

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBFIN302	Maintain financial records
BSBOPS305	Process customer complaints

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

PATHWAYS FROM THE QUALIFICATION

A range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

JOB ROLES

- Human Resources Officer
- Human resources coordinator
- Payroll 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 (52 WEEKS)

BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM412	Lead difficult conversations
BSBHRM529	Coordinate separation and termination processes
BSBHRM531	Coordinate health and wellness programs
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBWRT411	Write complex documents

DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

PATHWAYS FROM THE QUALIFICATION

A range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

JOB ROLES

- Human resources consultant
- Human Resources Advisor

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 (78 WEEKS)

BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBHRM525	Manage recruitment and onboarding
BSBWHS521	Ensure a safe workplace for a work area
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development

ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may manage a single human resources function.

PATHWAYS FROM THE QUALIFICATION

Higher education or a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

JOB ROLES

- Human resources manager
- Senior human resources officer

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 (78 WEEKS)

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBHRM611	Contribute to organisational performance development
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

GRADUATE DIPLOMA OF  
MANAGEMENT (LEARNING)

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability develop-ment. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake further higher education (Master degree or above).

JOB ROLES

- Career Development Manager (Education Sector)
- RTO Manager
- RTO Education Advisor

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 (104 WEEKS)

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBFIN801	Lead financial strategy development
BSBSTR802	Lead strategic planning processes for an organisation
BSBLDR812	Develop and cultivate collaborative part-nerships and relationships

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:

Programming: building, testing and applying basic object-oriented language skills, user interfaces and software developments

Web development: designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents

PATHWAYS FROM THE QUALIFICATION

Diploma of Systems Analysis and Design, Diploma of Website Development or a range of other Diploma qualifications.

JOB ROLES

Example of possible job roles include;

- Computer Technician
- Client Support Officer (ICT)
- Software Support Technician
- Technical Officer (ICT)

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 (78 WEEKS)

BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cyber security risk management
ICTICT426	Identify and evaluate emerging technologies and practices
ICTICT443	Work collaboratively in the ICT industry
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS432	Identify and resolve client ICT problems
ICTICT449	Use version control systems in development environments
ICTPRG430	Apply introductory object-oriented language skills
ICTPRG433	Test software developments
ICTPRG437	Build a user interface
ICTPRG440	Apply introductory programming skills in different languages
ICTWEB431	Create and style simple markup language documents
ICTWEB432	Design website layouts
ICTWEB433	Confirm accessibility of websites
ICTWEB434	Transfer content to websites
ICTWEB443	Implement search engine optimisations
ICTWEB450	Evaluate and select a web hosting service
ICTWEB452	Create a markup language document
ICTPMG411	Support small scale ICT projects

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:

Advanced programming: applying intermediate and advanced programming skills, managing data and building advanced user interfaces to manage organisational requirements

Front end web development: designing dynamic and complex websites, user experience solutions and documents using extensible mark-up languages

PATHWAYS FROM THE QUALIFICATION

ICT Advanced Diploma or other higher education sector qualifications.

JOB ROLES

Example of possible job roles include;

- General Application Support Officer
- IT Office Manager

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 (104 WEEKS)

BSBCRT501	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy in ICT environments
ICTSAS527	Manage client problems
ICTPRG535	Build advanced user interfaces
ICTPRG547	Apply advanced programming skills in another language
ICTPRG549	Apply intermediate object-oriented language skills
ICTPRG554	Manage data persistence using noSQL data stores
ICTPRG556	Implement and use a model view controller framework
ICTICT530	Design user experience solutions
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB518	Build a document using extensible markup language
ICTWEB519	Develop complex web page layouts
ICTWEB520	Develop complex cascading style sheets
ICTICT523	Gather data to identify business requirements
ICTPRG533	Debug and monitor applications
ICTPMG505	Manage ICT projects

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 business 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. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

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.

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 (104 WEEKS)

BSBCRT601	Research and apply concepts and theories of creativity
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBWOR502	Lead and manage team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ICTICT611	Develop ICT strategic business plans
ICTSAD604	Manage and communicate ICT solutions
ICTSAD608	Perform ICT-focused enterprise analysis
ICTSAD611	Manage assessment and validation of ICT solutions
ICTPRG605	Manage development of technical solutions from business specifications
ICTSAD610	Analyse stakeholder requirements
ICTSAD612	Implement and maintain uses of containerisation
ICTSAD613	Install and configure container orchestration services
ICTPMG617	Plan and direct complex ICT projects
ICTSUS601	Integrate sustainability in ICT planning and design projects

## 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](http://www.york.edu.au).

## INTAKE DATES

	TERM1	TERM2	TERM3	TERM4
2021	11 Jan	12 Apr	12 Jul	11 Oct
	08 Feb	10 May	09 Aug	08 Nov
2022	10 Jan	11 Apr	11 Jul	10 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	8:45				
	16.45	16.45				
2			8:45	8:45		
			16.45	16.45		
3					8:45	8:45
					16.45	16.45
4	17:00	17:00	17:00			
	22:00	22:00	22:00			
5				17:00	17:00	17:00
				22:00	22:00	22:00



## HOW TO APPLY?

### STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at [www.york.edu.au](http://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](mailto: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!

[www.york.edu.au](http://www.york.edu.au)



 Website



 WeChat



L1, 338 PITT ST. SYDNEY NSW 2000



+61 2 8316 6600



INFO@YORK.EDU.AU



YBISYDNEY

**DISCLAIMER:** The information in this brochure is correct as of January 2021. Changes in circumstances after this date may alter the accuracy of the information. YBI reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the College.

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