



VOCATIONAL



ADELAIDE
BRISBANE
MELBOURNE
SYDNEY

Courses

CRICOS 035533 | RTO 45041



albright

INSTITUTE OF BUSINESS & LANGUAGE



our Locations

ADELAIDE

Level 5 & 14, 90 King William
Street, Adelaide, SA 5000

BRISBANE

Level 6, 15 Adelaide St.
Brisbane City, QLD 4000

MELBOURNE

Level 2, 4 & 8, 341-345 Queen St,
Melbourne, VIC 3000

SYDNEY

Ground, Level 2 & Level 3, 10 Quay St
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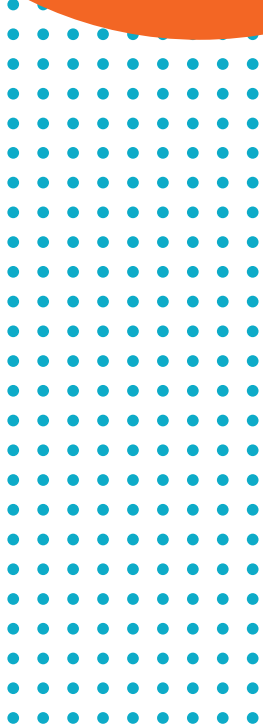


**Join us
and say,
#iamalbright**

albrightinstitute.edu.au



Welcome to Australia. Welcome to Albright.



Albright Institute of Business and Language aims to be the source of inspiration, motivation, and drive for students from all around the world.

We understand the challenges you may face in your new life, be it personal, professional, or educational, and we are always here for you to provide support and assistance.

Our mission is to guide you through your chosen pathway, offering the best available resources, solutions, and opportunities.

Albright is the place for you to call your new home, and we are delighted to welcome you to our family!

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The pathway to your future is bright.

Reasons to count on us

- Albright Institute has become successful because of the quality of its courses and trainers. We are continually working hard to improve our courses so that our students benefit from our determination to succeed.
- We tailor our courses in accordance with our students' individual needs, providing a well-balanced combination of theoretical and practical knowledge.
- Your learning will be engaging, interactive, and productive.
- VET Courses offered by Albright Institute can be combined with ELICOS courses.



Albright Institute of Business
and Language offers a number
of vocational courses and
pathways to help you achieve
your career goals and become an
accomplished professional.



WORKSHOPS & SEMINARS

Practical skills essential for
working and living in Australia.



INDUSTRY TALKS

Industry professionals share
their hands-on experience
and expert knowledge.



COMPUTER LAB

Modern equipment provided
for self-study and extensive
practice.



TAILORED SUPPORT

Student support services
catered to individual
needs.



NETWORK MEET-UPS

Organised events to explore
your industry and make new
connections.



INDIVIDUAL MENTORING

Professional mentoring
by trainers and industry
professionals.

Innovate yourself at Albright



Vocational Courses

- DIPLOMA OF IINTERPRETING
- ADVANCED DIPLOMA OF TRANSLATING
- DIPLOMA OF INFORMATION TECHNOLOGY (CYBER SECURITY)
- ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY
- DIPLOMA OF LEADERSHIP AND MANAGMENT
- ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
- DIPLOMA OF PROJECT MANAGEMENT
- ADVANCED DIPLOMA OF PROGRAM MANAGEMENT
- GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)
- CERTIFICATE II IN WORKPLACE SKILLS
- CERTIFICATE III IN BUSINESS
- DIPLOMA OF BUSINESS
- CERTIFICATE IV IN MARKETING AND COMMUNICATION
- DIPLOMA OF MARKETING AND COMMUNICATION
- ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION
- ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN
- CERTIFICATE III IN COMMERCIAL COOKERY
- CERTIFICATE IV IN KITCHEN MANAGEMENT
- DIPLOMA OF HOSPITALITY MANAGEMENT

PSP50916

Diploma of Interpreting (LOTE-English)

CRICOS 0964703

The Diploma of Interpreting at Albright is a NAATI Endorsed Qualification. The course structure covers both theoretical and pragmatic aspects of interpreting, giving students a holistic understanding of this discipline and this profession. Our qualified trainers with extensive industry experience are enthusiastic about teaching and will impart, without reservation, their knowledge, skills and experience to our students who are interested in this course and aspire to become an interpreter. The teaching combines theory and practice.

Students have the opportunity to access ample exercises and improve their knowledge and skills about interpreting under the guidance of our experienced trainers. Interpreting is widely applicable to a great variety of fields.

EMPLOYMENT PATHWAYS:

Job titles (by passing the NAATI Certified Interpreter test) may include:

- Certified Provisional
- Interpreter
- Communications Officer
- Localisation Specialist
- Linguist
- Project Manager (Language Service Company)

CORE UNITS

- PSPTIS001** Apply codes and standards to ethical practice.
- PSPTIS002** Build glossaries for translating and interpreting assignments.
- PSPTIS003** Prepare to translate and interpret.
- PSPTIS040** Interpret in general dialogue settings (LOTE-English).
- PSPTIS041** Interpret in general monologue settings (LOTE-English).
- PSPTIS042** Manage discourses in general settings.
- PSPTIS043** Use routine subject matter terminology in interpreting (LOTE-English).

ELECTIVE UNITS

- PSPTIS044** Demonstrate routine LOTE proficiency in different subjects and cultural context.
- PSPTIS045** Demonstrate routine English proficiency in different subjects and cultural contexts.
- PSPTIS046** Use routine education terminology in interpreting (LOTE-English).
- PSPTIS047** Use routine health terminology in interpreting (LOTE-English).
- PSPTIS048** Use routine legal terminology in interpreting (LOTE-English).

COURSE DURATION

- 24 weeks including holidays
- 20 hours per week

COURSE STRUCTURE

- The total number of units is 12
- 7 core units and 5 elective units

ENTRY REQUIREMENTS

- IELTS 5.5 or equivalent
- Minimum age of 18
- Minimum of year 12 or equivalent
- Meet LLN requirements
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status
- Have basic computer and MS Office skills
- Satisfy Pre-Training Review (PTR) Assessment requirement

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NATIONALLY RECOGNISED
TRAINING



PSP60816

Advanced Diploma of Translating

CRICOS 096471G

The Advanced Diploma of Translating is a NAATI-endorsed course. The course covers both theoretical and practical aspects of translation, giving students a profound understanding of this discipline. Our qualified trainers possess extensive industry experience and are willing to impart, without reservation, their knowledge and skills to our students who aspire to become qualified translators. Students will be given an opportunity to access ample exercises and improve their knowledge, as well as translation skills, under the guidance of our dedicated trainers. Translation is widely applicable within a range of industries and fields. This qualification can open many doors to the graduates.

COURSE DURATION

- 24 weeks including holidays
- 20 hours per week

COURSE STRUCTURE

- The total number of units is 13;
- 5 core units and 8 elective units.

ENTRY REQUIREMENTS

- IELTS 5.5 or equivalent
- Minimum age of 18
- Minimum of year 12 or equivalent
- Meet LLN requirements
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status
- Have basic computer and MS Office skills
- Satisfy Pre-Training Review (PTR) Assessment requirement

CORE UNITS

- PSPTIS100** Apply codes and standards to professional judgement
- PSPTIS101** Negotiate translating and interpreting assignments
- PSPTIS060** Analyse text types for translation of special purpose texts (LOTE-English)
- PSPTIS061** Quality assure translations
- CUAWRT401** Edit texts

ELECTIVE UNITS

- PSPTIS062** Translate special purpose texts from English to LOTE.
- PSPTIS064** Read and analyse special purpose English texts to be translated.
- PSPTIS067** Demonstrate complex written LOTE proficiency in different subjects and cultural contexts.
- PSPTIS002** Build glossaries for translating and interpreting assignments.
- PSPTIS021** Translate and certify non-narrative texts.
- PSPTIS066** Apply theories to translating and interpreting work practices.
- PSPTIS069** Maintain and enhance professional practice.
- PSPTIS071** Translate multimedia source material

EMPLOYMENT PATHWAYS:

Job titles (by passing the NAATI Certified Translator test) may include:

- Professional
- Translator
- Communications
- Officer Localisation
- Specialist Linguist

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ICT50220

Diploma of Information Technology (Cyber Security)

CRICOS 111405M

Cyber security engineers are in high demand all over the world as the entire world is changing to digital transformation. Due to the this the data is moved to the cloud which increases the cyber security risks and threats. Hence the organizations require constant vigilance and preparation to thwart attacks and have contingency and disaster recovery plans to protect IP and data.

Albright Institute's ICT50220 Diploma of Information Technology (Cyber Security) promotes the foundation skills for cyber security individuals for understanding cyber security awareness and learning to respond to cyber security threats.

You will also develop the skills required to design, build and test network servers, apply IP, ethics and privacy policies in ICT environments, identify, confirm and respond to cyber security incidents, manage network security, utilise design methodologies for secure architecture, lead and facilitate a team, manage ICT infrastructure projects, and develop, implement and evaluate incident response and disaster recovery plans.

Individuals in the ICT roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable 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).

COURSE DURATION COURSE STRUCTURE

- 20 hours per week
- 2 years (104 weeks)
- Total number of units is 20
- 6 core units and 14 elective units.

EMPLOYMENT PATHWAYS:

- This qualification provides opportunity in roles like.
- Cyber Security Analyst
- ICT Systems Administrator
- Network Support Technician
- IT Support Analyst/Technician
- Assistant IT Manager
- ICT Consultant
- IP Based Optical Network Designer.

ENTRY REQUIREMENTS

- There are no qualification specific entry requirements.

CORE UNITS

- BSBCRT512** 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 policies in ICT environments.
- ICTSAS527** Manage client problems.

ELECTIVE UNITS

- ICTCYS407** Gather, analyse and interpret threat data.
- ICTCYS610** Protect critical infrastructure for organisations.
- ICTCYS613** Utilise design methodologies for security architecture.
- ICTSAS524** Develop, implement and evaluate an incident response plan.
- ICTSAS526** Review and update disaster recovery and contingency plans.
- ICTICT519** Develop detailed component specifications from project specifications.
- ICTNPL413** Evaluate networking regulations and legislation for the telecommunications industry.
- ICTNWK423** Manage network and data integrity.
- ICTNWK541** Configure, verify and troubleshoot WAN links and IP services.
- ICTPMG505** Manage ICT projects.
- ICTTEN519** Design network building projects.
- ICTNWK529** Install and manage complex ICT networks.
- ICTNWK536** Plan, implement and test enterprise communication solutions.
- ICTNWK540** Design, build and test network servers.

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ICT60220

Advanced Diploma of Information Technology

CRICOS 106175G

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.

The course gives the opportunity for graduating students to work as an ICT specialist who has gained the skills and knowledge to plan, design, manage and monitor an enterprise information and communications technology network.

COURSE STRUCTURE

- The total number of units is 16;
- 6 core units and 10 elective units.

COURSE DURATION

- 20 hours per week
- 104 weeks including holidays

ENTRY REQUIREMENTS

- IELTS 5.5 or equivalent
- Minimum age of 18
- Minimum of year 12 or equivalent
- Meet LLN requirements
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status
- Have basic computer and MS Office skills
- Satisfy Pre-Training Review (PTR) Assessment requirement

EMPLOYMENT PATHWAYS:

- This qualification provides opportunity in roles like.
- Telecommunication Technical Officer or Technologist
- Telecommunications Network Planner or Manager.
- Network Engineering Technical Officer.
- Managing Network Security Manager.
- IP based Convergence Integrator.
- IP Based Optical Network Designer.

CORE UNITS

- | | |
|------------------|--|
| BSBCRT611 | Apply critical thinking for complex problem solving. |
| BSBTWK502 | Manage team effectiveness. |
| BSBXCS402 | Promote workplace cyber security awareness and best practices. |
| 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. |

ELECTIVE UNITS

- | | |
|------------------|--|
| ICTNPL413 | Evaluate networking regulations and legislation for the telecommunications industry. |
| ICTNWK612 | Plan and manage troubleshooting advanced integrated IP networks. |
| ICTPMG613 | Manage ICT project planning |
| ICTTEN615 | Manage network traffic |
| ICTTEN622 | Produce ICT network architecture designs |
| BSBLDR523 | Lead and manage effective workplace relationships. |
| BSBPMG530 | Manage project scope |
| BSBPMG430 | Undertake project work |
| ICTNWK546 | Manage network security |
| ICTNWK540 | Design, build and test network servers |

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BSB50420

Diploma of Leadership and Management

CRICOS: 104306F

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

COURSE STRUCTURE

- 6 core units plus
- 6 elective units

EMPLOYMENT PATHWAYS:

- Business Manager
- Team Leader
- Business Development Manager

CORE UNITS

- BSBCRT511** Develop critical thinking in others
- BSBPEF502** Develop and use emotional intelligence
- BSBCMM511** Communicate with influence
- BSBOPS502** Manage business operational plans
- BSBTWK502** Manage team effectiveness
- BSBLDR523** Lead and manage effective workplace relationships.

ELECTIVE UNITS

- BSBTWK503** Manage meetings
- BSBST501** Establish innovative work environments
- BSBST502** Facilitate continuous improvement
- BSBHRM411** Administer performance development processes.
- BSBHRM413** Support the learning and development of teams and individuals.
- BSBWHS521** Ensure a safe workplace for a work area.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification however, for enrolment in this course at Albright Institute students must:

- Be of 18 years of age or above
- Have completed year 12 or equivalent
- Completed Pre-Training Review to meet suitability and commitment
- Able to produce proof of English proficiency equivalent to IELTS 5.5 (in last 2 calendar years).
Completed General English Upper-Intermediate level
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student

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BSB60420

Advanced Diploma of Leadership and Management

CRICOS: 106171M

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

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

COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

COURSE STRUCTURE

- 5 core units plus
- 5 elective units

CORE UNITS

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

ELECTIVE UNITS

BSBTWK601	Develop and maintain strategic business networks
BSBHRM614	Contribute to strategic workforce planning
BSBSTR602	Develop organisational strategies
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBSTR802	Lead strategic planning processes for an organisation

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who have successfully completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. In addition, for enrolment in this course at Albright Institute students must:

- Be of 18 years of age or above
- Have completed year 12 or equivalent
- Completed Pre-Training Review to meet suitability and commitment
- Able to produce proof of English proficiency equivalent to IELTS 5.5 (in last 2 calendar years) Completed General English Upper-Intermediate level.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student

EMPLOYMENT PATHWAYS:

- Possible future study pathways are to continue to a higher education degree such as a Bachelor of Business.
- information will also be provided to students on further training options available to them to further enhance their skill set by the student support officers of Albright or the course trainer and assessor.

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BSB50820

Diploma of Project Management

CRICOS: 104077C

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

COURSE STRUCTURE

- 8 core units plus
- 4 elective units

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, for enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course.
- Have successful completion of Australian Equivalent Year 12 qualification.
- Have a valid IELTS score of 5.5 or PTE score of 42 or its equivalent (Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years.
OR
Completed Australian Qualification minimum AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years.
- Complete the Albright Language, Literacy & Numeracy (LLN) test.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).
- Satisfy Pre-Training Review (PTR) Assessment requirement.

CORE UNITS

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration

ELECTIVE UNITS

BSBLDR522	Manage people performance
BSBPMG537	Manage project procurement
BSBPMG538	Manage project stakeholder engagement
BSBWHS513	Lead WHS risk management

EMPLOYMENT PATHWAYS:

- Business Manager
- Team Leader
- Business Development Manager

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BSB60720

Advanced Diploma of Program Management

CRICOS: 104459M

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

COURSE STRUCTURE

- 4 core units plus
- 8 elective units

EMPLOYMENT PATHWAYS:

- Project Director
- Project Manager
- Business Manager

CORE UNITS

- BSBPMG635** Implement program governance
- BSBPMG630** Enable program execution
- BSBPMG636** Manage benefits
- BSBPMG634** Facilitate stakeholder engagement

ELECTIVE UNITS

- BSBFIN601** Manage organisational finances
- BSBHRM521** Facilitate performance development processes
- BSBPMG633** Provide leadership for the program
- BSBWHS612** Develop and implement a strategy to support a positive WHS culture
- BSBPMG632** Manage program risk
- BSBSUS601** Lead corporate social responsibility
- BSBAUD601** Establish and manage compliance management systems
- BSBINS601** Manage knowledge and information

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

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

Additionally,

For enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course.
- Have successful completion of Australian Equivalent Year 12 qualification.
- Have a valid IELTS score of 5.5 or PTE score of 42 or its equivalent (Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years. OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years.
- Complete the Albright Language, Literacy & Numeracy (LLN) test.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).
- Satisfy Pre-Training Review (PTR) Assessment requirement.

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BSB80120

Graduate Diploma of Management (Learning)

CRICOS: 106172K

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. 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.

COURSE DURATION

- 104 weeks including holidays
- 20 hours per week

COURSE STRUCTURE

- The total number of units is 8;
- 3 core units and 5 elective units.

ENTRY REQUIREMENTS

- IELTS 5.5 or equivalent
- Minimum age of 18
- Minimum of year 12 or equivalent
- Meet LLN requirements
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status
- Have basic computer and MS Office skills
- Satisfy Pre-Training Review (PTR) Assessment requirement

Course Specific Requirement:
Effective from 01 January 2023



CORE UNITS

- | | |
|------------------|--|
| BSBHRM613 | Contribute to the development of learning and development strategies |
| BSBLDR811 | Lead strategic transformation |
| TAELED803 | Implement improved learning practice |

ELECTIVE UNITS

- | | |
|------------------|--|
| BSBTEC601 | Review organisational digital strategy |
| BSBMKG621 | Develop organisational marketing strategy |
| BSBHRM611 | Contribute to organisational performance development |
| BSBINS603 | Initiate and lead applied research |
| BSBST801 | Lead innovative thinking and practice |

EMPLOYMENT PATHWAYS:

- General manager human resources
- General manager/head of school registered training organisation (RTO)
- Director, workforce planning and development
- Learning and development senior consultant
- Manager, learning and change management
- Manager, learning and development

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BSB20120

Certificate II in Workplace Skills

CRICOS: 106174H

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. It provides a learning environment for helping those with limited workplace experience gain practical skills.

The Certificate II in Workplace Skills will give you the essential practical work skills needed to start a career in an office or business environment. Learn how to prioritise work tasks, help customers and work safely in a business environment. This qualification suits those with no prior office or business experience. This course helps students to learn the skills, and develop the confidence, to start their office or business career. The course also allows the learners to gain the foundation skills of;

- Managing time
- Prioritising
- Being Effective at Work
- Workplace Communication Essentials
- Being Safe at Work
- Sustainable Work Practices
- Essential Service Skills

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, for enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course.
- Have successful completion of Australian Equivalent Year 10 qualification.
- Have a valid IELTS score of minimum 4.5 or PTE 23 (scored within the last 2 calendar years) Or, Completed General English Pre-Intermediate in Australia.
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).
- Satisfy Pre-Training Review (PTR) Assessment requirement.

COURSE DURATION COURSE STRUCTURE

- 20 hours per week
- 26 weeks including holidays
- The total number of units is 10
- 5 core units and 5 elective units

CORE UNITS

- BSBSUS211** Participate in sustainable work practices
- BSBCMM211** Apply communication skills
- BSBPEF202** Plan and apply time management
- BSBWHS211** Contribute to the health and safety of self and others
- BSBOPS201** Work effectively in business environments

ELECTIVE UNITS

- BSBPEF201** Support personal wellbeing in the workplace
- BSBTEC201** Use business software applications
- BSBTEC202** Use digital technologies to communicate in a work environment
- BSBOPS101** Use business resources
- BSBPEF101** Plan and prepare for work readiness

EMPLOYMENT PATHWAYS:

- Administration Assistant
- Clerical/Office Worker
- Data Entry Operator
- Information Desk Clerk
- Office Assistant
- Receptionist
- Office Junior
- Word Processing Operator
- Research Assistant
- Customer Service
- Using basic office computer applications

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BSB30120

Certificate III in Business

CRICOS: 106173J

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.

COURSE DURATION

- 20 hours per week
- 52 weeks including holidays.

COURSE STRUCTURE

- Total number of units is 13
- 6 core units and 7 elective units.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, for enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course
- Have successful completion of Australian Equivalent Year 12 qualification
 - Have a valid IELTS score of 5.5 or PTE score of 42 or its equivalent (Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student
- Have basic computer and MS Office skills (Word, Excel and Power Point)
- Satisfy Pre-Training Review (PTR) Assessment requirement

EMPLOYMENT PATHWAYS:

- Once students have completed the BSB30120
- Certificate III in Business, they will be able to seek employment as an entry-level business team member.



CORE UNITS

BSBPEF201	Support personal wellbeing in the workplace
BSBCRT311	Apply critical thinking skills in a team environment
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication

ELECTIVE UNITS

BSBPEF301	Organise personal work priorities
BSBWRT311	Write simple documents
BSBESB401	Research and develop business plans
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBXTW301	Work in a team
BSBTEC303	Create electronic presentations

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BSB50120

Diploma of Business

CRICOS: 106169E

A Diploma of Business from Albright Institute of Business and Language will build on your existing business experience and equip you with further knowledge and skills across business, marketing, innovation and management.

To ensure you are job ready when you graduate, we use case studies from a variety of industries to assist in developing your analysis, issue identification, problem solving and leadership skills. This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

COURSE STRUCTURE

- 5 core units plus
- 7 elective units

EMPLOYMENT PATHWAYS:

Once students have completed the BSB50120 – Diploma of Business (Operations), they will be able to seek employment as a business manager or begin a business venture in an industry of their own selection.

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CORE UNITS

BSBCRT511	Develop critical thinking in others
BSBOPS501	Manage business resources
BSBFIN501	Manage budgets and financial plans
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace

ELECTIVE UNITS

BSBLDR413	Lead effective workplace relationships
BSBTWK401	Build and maintain business relationships
BSBHRM525	Manage recruitment and onboarding
BSBOPS504	Manage business risk
BSBHRM529	Coordinate separation and termination processes
BSBST503	Develop organisational policy
BSBOPS503	Develop administrative systems

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, for enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course
- Have successful completion of Australian Equivalent Year 12 qualification
Have a valid IELTS score of 5.5 or PTE score of 42 or its equivalent (Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student
- Have basic computer and MS Office skills (Word, Excel and Power Point)
- Satisfy Pre-Training Review (PTR) Assessment requirement

BSB40820

Certificate IV in Marketing and Communication

CRICOS: 106168F

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

COURSE DURATION

- 52 weeks (12 months)
including holidays
- 20 hours per week

COURSE STRUCTURE

- 6 core units plus
- 6 elective units

CORE UNITS

BSBCMM411	Make presentations
BSBWRT411	Write complex documents
BSBMKG433	Undertake marketing activities
BSBMKG439	Develop and apply knowledge of communications industry
BSBCRT412	Articulate, present and debate ideas
BSBMKG435	Analyse consumer behaviour

ELECTIVE UNITS

BSBESB302	Develop and present business proposals
BSBMKG431	Assess marketing opportunities
BSBMKG434	Promote products and services
BSBTEC403	Apply digital solutions to work processes
BSBOPS404	Implement customer service strategies
BSBFIN401	Report on financial activity

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification however, for enrolment in this course at Albright Institute students must:

- Be 18 years of age at the time of commencement of the course.
- Have successful completion of Australian Equivalent Year 12 qualification.
- Have a valid IELTS score of 5.5 or PTE score of 42 or its equivalent (Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years.
Complete the Albright Language, Literacy & Numeracy (LLN) test.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).
- Satisfy Pre-Training Review (PTR) Assessment requirement.

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EMPLOYMENT PATHWAYS:

Once students have completed the BSB40820 – Certificate IV in Marketing and Communication, they will be able to seek employment as an entry-level marketing and communication professional.

BSB50620

Diploma of Marketing and Communication

CRICOS: 106170A

This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and who demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. Typically, the individuals would have responsibility for the work of other staff and lead teams.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

COURSE STRUCTURE

- 5 core units plus
- 7 elective units

EMPLOYMENT PATHWAYS:

Once students have completed the BSB50620 – Diploma of Marketing and Communication, they will be able to seek employment as a professional in marketing and communication.

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CORE UNITS

BSBMKG542	Establish and monitor the marketing mix.
BSBMKG552	Design and develop an integrated marketing communication plans
BSBMKG541	Identify and evaluate marketing opportunities
BSBPMG430	Undertake project work
BSBMKG555	Write persuasive copy

ELECTIVE UNITS

BSBTEC404	Use digital technologies to collaborate in a work environment
BSBMKG545	Conduct marketing audits
BSBMKG543	Plan and interpret market research
BSBMKG551	Create multiplatform advertisements for mass media
BSBMKG626	Develop advertising campaigns
BSBCRT512	Originate and develop concepts
BSBMKG623	Develop marketing plans

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:
Have completed BSB42415 Certificate IV in Marketing and Communication or Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent or have two years equivalent full-time relevant work experience.

Additionally, For enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course
- Have successful completion of Australian Equivalent Year 12 qualification
- Have a valid IELTS score of 5.5 or PTE score of 42 or its equivalent (Completed a minimum 12-Week General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4) or Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years.
- Complete the Albright Language, Literacy & Numeracy (LLN) test.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).
- Satisfy Pre-Training Review (PTR) Assessment requirement.

BSB60520

Advanced Diploma of Marketing and Communication

CRICOS 111403B

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

STUDY PATHWAYS

Can pursue the Bachelor of Marketing and Communication or any other higher education stream.

COURSE STRUCTURE

- The total number of units is 12;
- 4 core units and 8 elective units.

COURSE DURATION

- 20 hours per week
- 104 weeks including holidays
- 2 years

EMPLOYMENT PATHWAYS:

This qualification provides Opportunities in roles like:

- Marketing Manager
- Communications Manager
- Marketing Consultant
- Media Manager

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CORE UNITS

BSBMKG621	Develop organisational marketing strategy
BSBMKG622	Manage organisational marketing processes
BSBMKG623	Develop marketing plans
BSBTWK601	Develop and maintain strategic business networks

ELECTIVE UNITS

BSBMKG624	Manage market research
BSBMKG625	Implement and manage international marketing programs
BSBOPS601	Develop and implement business plans
BSBCRT611	Apply critical thinking for complex problem solving
BSBMKG626	Develop advertising campaigns
BSBMKG627	Execute advertising campaigns
BSBSUS601	Lead corporate social responsibility
BSBFIN601	Manage organisational finances

MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment. IELTS score of 5.5 or PTE score of 42 or its' equivalent (scored within the last 2 calendar years); OR Completed Australian
- Qualification minimum AQF Level 4 (Certificate 4).
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test; Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

QUALIFICATION ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

Have completed BSB52415 Diploma of Marketing and Communication

or

Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

or

Have four years equivalent full-time relevant work experience.

RII60520

Advanced Diploma of Civil Construction Design

CRICOS 111404A

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

Licensing, legislative, regulatory or certification considerations

Licensing, legislative, regulatory and certification requirements that apply to this qualification can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the qualification.

STUDY PATHWAYS

After completing RII60520 Advanced Diploma of Civil Construction Design you may progress to higher education courses.

COURSE STRUCTURE

The total number of units is 12;
5 core units and 7 elective units.

COURSE DURATION

→ 20 hours per week
→ 104 weeks including holidays
2 years

EMPLOYMENT PATHWAYS:

This qualification provides Opportunities in roles like:

- Civil Engineering Construction Supervisor
- Civil Engineering Draftsperson
- Civil Engineering Design Draftsperson
- Civil Engineering Technician
- Senior Civil Works Designer

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CORE UNITS

BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system

ELECTIVE UNITS

MEM30031A	Operate computer-aided design (CAD) system to produce basic drawing elements.
BSBPMG534	Manage project human resources.
BSBSTR601	Manage innovation and continuous improvement.
RIICWD507D	Prepare detailed geotechnical design.
RIICWD533E	Prepare detailed design of civil concrete structures.
RIICWD534E	Prepare detailed design of civil steel structures.
RIILAT402E	Provide supervision in the leadership of diverse work teams

MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment. IELTS score of 5.5 or PTE score of 42 or its' equivalent (scored within the last 2 calendar years); OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4).
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

QUALIFICATION ENTRY REQUIREMENTS

There are no qualification specific entry requirements.

SIT30821

Certificate III in Commercial Cookery

CRICOS 111406K

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

COURSE DURATION

- 52 weeks (1 year) including holidays
- 20 hours per week

COURSE STRUCTURE

- 25 units must be completed:
- 20 core units
- 5 elective units

EMPLOYMENT PATHWAYS:

Potential employment options are as a commercial cook in a restaurants, hotels, clubs, pubs, cafés, and coffee shops.



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CORE UNITS

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook WBT
SITHKOP009*	Clean kitchen premises and equipment
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006*	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices

ELECTIVE UNITS

SITHCCC025*	Prepare and present sandwiches
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
BSBSUS211	Participate in sustainable work practices
SITXCCS014	Provide service to customers

* Units marked with an *asterisk have one or more prerequisites

* SITXFSA001 Use hygienic practices for food safety – is a pre-requisite for all units marked with an *asterisk

MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- IELTS score of 5.5 or PTE score of 42 or its' equivalent (scored within the last 2 calendar years); OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4).
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

QUALIFICATION ENTRY REQUIREMENTS

- There are no qualification specific entry requirements.
- Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.
- Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.
- Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.



SIT40521

Certificate IV in Kitchen Management

CRICOS 111408H

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

STUDY PATHWAYS

After achieving SIT40521 Certificate IV in Kitchen Management, individuals could progress to SIT50422 Diploma of Hospitality Management at Albright Institute.

COURSE DURATION

- 1.5 years (75 weeks) including holidays
- 20 hours per week

COURSE STRUCTURE

- 33 units must be completed:
- 27 core units
- 6 elective units

EMPLOYMENT PATHWAYS:

This industry-relevant course will prepare students' with skills and knowledge to work in the hospitality in the capacity of:

- Chef
- Chef de partie.

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CORE UNITS

- SITHCCC023*** Use food preparation equipment
- SITHCCC027*** Prepare dishes using basic methods of cookery
- SITHCCC028*** Prepare appetisers and salads
- SITHCCC029*** Prepare stocks, sauces and soups
- SITHCCC030*** Prepare vegetable, fruit, eggs and farinaceous dishes
- SITHCCC031*** Prepare vegetarian and vegan dishes
- SITHCCC035*** Prepare poultry dishes
- SITHCCC036*** Prepare meat dishes
- SITHCCC037*** Prepare seafood dishes
- SITHCCC041*** Produce cakes, pasties breads
- SITHCCC042*** Prepare food to meet special dietary requirements
- SITHCCC043*** Work effectively as a cook
- SITHKOP010** Plan and cost recipes
- SITHKOP012*** Develop recipes for special dietary requirements
- SITHKOP013*** Plan cooking operations
- SITHPAT016*** Produce desserts
- SITHKOP015*** Design and cost menus
- SITXCOM010** Manage conflict
- SITXFIN009** Manage finances within a budget
- SITXFSA005** Use hygienic practices for food safety
- SITXFSA006** Participate in safe food handling practices
- SITXFSA008*** Develop and implement a food safety program
- SITXHRM008** Roster staff
- SITXHRM009** Lead and manage people
- SITXINV006*** Receive, store and maintain stock
- SITXMGT004** Monitor work operations
- SITXWHS007** Implement and monitor work health and safety practices

ELECTIVE UNITS

- SITHCCC038*** Produce and serve food for buffets
- SITHCCC032** Produce cook-chill and cook-freeze foods
- SITHCCC033*** Re-thermalise chilled and frozen foods
- SITXCCS014** Provide service to customers
- SITHCCC025*** Prepare and present sandwiches
- SITXINV007** Purchase goods

ENTRY REQUIREMENTS

- There are no qualification specific entry requirements.
- Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.
- Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.
- Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.

SIT50422

Diploma of Hospitality Management

CRICOS 111407J

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

STUDY PATHWAYS

After achieving the SIT50422 Diploma of Hospitality Management graduates may choose to undertake SIT60322 Advanced Diploma of Hospitality Management or continue their education in a range of higher education qualifications in hospitality.

MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- IELTS score of 5.5 or PTE score of 42 or its' equivalent(scored within the last 2 calendar years); OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4).
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

QUALIFICATION ENTRY REQUIREMENTS

There are no qualification specific entry requirements. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.

Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.

Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.

CORE UNITS

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

ELECTIVE UNITS

BSBMKG624	Manage market research
BSBMKG625	Implement and manage international marketing programs
BSBOPS601	Develop and implement business plans
BSBCRT611	Apply critical thinking for complex problem solving
BSBMKG626	Develop advertising campaigns
BSBMKG627	Execute advertising campaigns
BSBSUS601	Lead corporate social responsibility
BSBFIN601	Manage organisational finances

EMPLOYMENT PATHWAYS:

Possible job titles relevant to this qualification include:

- Chef de Cuisine
- Restaurant Manager
- Sous Chef

COURSE DURATION

- 20 hours per week
- 2 year (104 weeks)
- 20 weeks including holidays

COURSE STRUCTURE

- 28 units must be completed
- 11 core units
- 17 elective units

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needs you.
Find your
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INSTITUTE OF BUSINESS & LANGUAGE



Albright Programs

Hospitality & Management Program

Our Hospitality & Management Program is a 2 year course that combines SIT30821 Certification III in Commercial Cookery (1 year) leading to SIT40521 Certificate IV in Kitchen Management (6 months) leading to SIT50422 Diploma of Hospitality Management (6 months).

This program will prepare graduates to be competitive candidate in the Hospitality Industry with in-depth knowledge, practical skills and work experience. This program provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafeterias and coffee shops.

- SIT30821 **Certificate III in Commercial Cookery**
- SIT40521 **Certificate IV in Kitchen Management**
- SIT50422 **Diploma of Hospitality Management**

Business Innovation Program

Our Business Innovation Program is a 2-year course that combines BSB50120 Diploma of Business and BSB60420 Advanced Diploma of Leadership and Management.

Enrolling in this course will allow you to enhance your knowledge of various aspects of business in addition to acquiring vital leadership and management skills to be able to successfully take on managerial roles in any business industry.

- BSB50120 **Diploma of Business** (CRICOS: 106169E)
- BSB60420 **Advanced Diploma of Leadership and Management** (CRICOS: 106171M)

Project Development Program

Our Project Development Program is a 2-year course that includes BSB50820 Diploma of Project Management and BSB60720 Advanced Diploma of Program Management.

As a result of extensive case studies and teamwork, Albright Institute of Business and Language courses focus on practical learning to ensure you are job ready across a broad range of industries

- BSB50820 **Diploma of Project Management** (CRICOS 104077C)
- BSB60720 **Advance Diploma of Project Management** (CRICOS 104459M)

Marketing Leadership Program

Our Marketing Leadership Program is a 2-year course that combines BSB50620 Diploma of Marketing and Communication and BSB60420 Advanced Diploma of Leadership and Management.

This program is right for you if you are interested in mastering the art of marketing and sales in addition to developing cognitive and communication skills, as well as knowledge of effective leadership, to take on a leadership role with accountability for various outcomes in sales.

PACKAGE INCLUDES:

- BSB50620 **Diploma of Marketing and Communication**(CRICOS: 106170A)
- BSB60420 **Advanced Diploma of Leadership and Management** (CRICOS: 106171M)

Practitioner Program

Our Practitioner Program is a 2-year course that includes PSP50916 Diploma of Interpreting and PSP60816 Advanced Diploma of Translating. Put your knowledge of languages in professional use by completing our NAATI-endorsed practitioner program with the prospect of becoming a potential NAATI translator or interpreter after passing the NAATI exam.

PACKAGE INCLUDES:

- PSP50916 **Diploma of Interpreting** (CRICOS 096470J)
- PSP60816 **Advanced Diploma of Translating** (CRICOS 096471G)

Leadership Program

Our Leadership Program is a 2-year course that combines BSB50420 Diploma of Leadership and Management and BSB60420 Advanced Diploma of Leadership and Management.

Advance your leadership skills and core knowledge with Albright's leadership program in order to successfully lead and manage businesses and individuals, identify and analyse relevant information, and develop effective solutions for complex problems.

PACKAGE INCLUDES:

- BSB50420 **Diploma of Leadership and Management** (CRICOS: 104306F)
- BSB60420 **Advanced Diploma of Leadership and Management** (CRICOS: 106171M)

The campuses of Albright Institute are located in the heart of Melbourne, Sydney, Adelaide, and Brisbane Central Business Districts (CBD). The campuses are moments away from the iconic landmarks and public transport surrounded by beautiful parks and world-class infrastructure.

Discover Australia

A young man with short brown hair and a light beard is smiling broadly at the camera. He is wearing a dark olive-green jacket over a black hoodie. He has a large blue backpack on his back, and his hands are resting on the blue straps of the backpack. The background is a plain, light color.

**Change Campus
Location**

our Locations

ADELAIDE

Level 4, Level 5 (Reception) & 14, 90 King William Street, Adelaide, SA 5000

Kitchen: West Kiosk 2, Adelaide Oval, War Memorial Drive, North Adelaide SA 5006

BRISBANE

Level 6 (Reception), 15 Adelaide St. Brisbane City, QLD 4000

MELBOURNE

Level 2 (Reception), 4 & 8, 341-345 Queen Street, Melbourne VIC 3000 Australia

Kitchen 1: Ground Floor, 54 – 56 Latrobe Street, Melbourne, VIC 3000

SYDNEY

Main Building:

Ground (Reception), Level 2 & Level 3, 10 Quay St Haymarket NSW 2000

Building 2: Level 2, 187 Thomas St Haymarket NSW 2000

Want more information?

☎ 1300 189 154

✉ info@albrightinstitute.edu.au

🌐 albrightinstitute.edu.au

Melbourne

THE CITY

Melbourne is Victoria's capital city and the 2nd largest city in Australia. According to "The Economist", Melbourne has been named the most liveable city in the world in recent years for its cost of living, healthcare, infrastructure, and education.

MELBOURNE MUST-SEES

- Drink the world's best coffee
- Check out the amazing street art
- Wander through laneways
- Visit Flinders Street Station
- Stroll the botanic gardens
- Enjoy sport at the MCG
- Visit the Immigration Museum
- Admire Aboriginal art
- Visit Queen Victoria Market
- Go penguin-spotting at St Kilda

EVENTS

- Australian Open
- Melbourne International Comedy Festival
- Melbourne Cup Carnival
- Moomba Festival
- Cricket Boxing Day Test
- AFL Grand Final
- Melbourne Chinese New Year
- White Night Melbourne
- Remembrance Day

ESTIMATED LIVING COSTS PER WEEK

- Food: \$100–\$150
- Rent: \$150–\$320
- Mobile phone and internet : \$20–\$35
- Public transport: \$45
- Recreation: \$70–\$140

Sydney

THE CITY

The Capital of New South Wales, Sydney is the most populous city in Australia and Oceania. Sydney is very well-known for the iconic Sydney Opera House and the Harbour Bridge, however, there is so much more that this city has to offer.

SYDNEY MUST-SEES

- Sydney Opera House
- The Rocks
- Sydney Tower
- Darling Harbour
- The Sydney Harbour Bridge
- State Library of New South Wales
- The Royal Botanic Garden
- The Royal National Park
- The Australian Museum

EVENTS

- The Sydney Festival
- Australia Day
- Mardi Gras
- Vivid Sydney
- City 2 Surf
- Night Noodle Market
- Sydney Zombie Walk
- Sculpture by the Sea
- Sydney to Hobart

ESTIMATED LIVING COSTS PER WEEK

- Food: \$150-\$280
- Rent: \$200-\$400
- Mobile phone and internet: \$20-\$40
- Public transport: \$25-\$50
- Recreation: \$80-\$150



Adelaide

THE CITY

The capital of South Australia, Adelaide is the fifth most populous city of Australia, and it offers a wide variety of experiences to its residents and visitors. From exquisite wine tasting to partying at an immersive festival – Adelaide has it all, just name it.

ADELAIDE MUST-SEES

- Morialta Conservation Park
- Belair National Park
- Waterfall Gully
- Cleland Wildlife Park
- Gorge Wildlife Park
- Himeji Gardens
- Glenelg Beach
- Onkaparinga River National Park
- Wittunga Botanic Garden
- Adelaide Dolphin Sanctuary

EVENTS

- Adelaide Fringe
- WOMAdelaide
- Adelaide Festival of Arts
- Glendi Greek Festival
- Touch Bass
- DreamBIG Children's Festival
- South Australia's History Festival
- Cabaret Festival
- Adelaide Film Festival

ESTIMATED LIVING COSTS PER WEEK

- Food: \$65
- Rent: \$185-\$300
- Mobile phone and Internet: \$25
- Public transport: \$20
- Recreation: \$80-\$150

Brisbane

THE CITY

The capital of the Sunshine State – Queensland – Brisbane is the place where one can enjoy the lovely subtropical weather throughout the entire year. There is no place for boredom in Brisbane! Discover the gorgeous beaches, learn how to surf and astound your friends with your new skills.

BRISBANE MUST-SEES

- South Bank
- The Epicurious Garden
- Queensland Art Gallery
- The State Library
- Queensland Museum
- The Gallery of Modern Art
- Catholic Old St. Stephen's Church
- St. John's Anglican Cathedral
- Albert Street Uniting Church

EVENTS

- Laneway Festival
- Electric Gardens
- Brisbane Comedy Festival
- Brisbane Cycling Festival
- Six Day Brisbane
- Touch Bass
- Paniyiri Greek Festival
- Brisbane Marathon Festival
- The Ekka

ESTIMATED LIVING COSTS PER WEEK

- Food: \$100–\$350
- Rent: \$160–\$300
- Mobile phone and internet: \$20–\$30
- Public transport: \$15–\$35
- Recreation: \$80–\$150

Enrolment Map

1.

Choose your
course/**courses**

2.

Complete the
**Albright Application
Form** and provide
GTE Statement

3.

Provide certified copies of:

Your Passport

Your Visa

(if you have a current Australian visa)

Your academic documents

(if applicable)



Useful Links

Local banks

- Bank of Melbourne www.bankofmelbourne.com.au
- Commonwealth Bank of Australia (CBA) www.commbank.com.au
- National Australia Bank (NAB) www.nab.com.au
- Australia and New Zealand Banking Group (ANZ) www.anz.com.au
- Bendigo Bank www.bendigobank.com.au
- Westpac www.westpac.com.au

Internet and Mobile Network Providers

- Telstra www.telstra.com.au
- Optus www.optus.com.au
- Vodafone www.vodafone.com.au
- Dodo www.dodo.com
- TPG Telecom www.tpg.com.au
- Aldimobile www.aldimobile.com.au
- Amaysim www.amaysim.com.au

Accommodation

- Realestate www.realestate.com.au
- Domain www.domain.com.au
- Flatmates www.flatmates.com.au

Hospitals


- Melbourne: The Royal Melbourne Hospital www.thermh.org.au
- Sydney: St Vincent's Hospital Sydney www.svhs.org.au
- Adelaide: Royal Adelaide Hospital www.rah.sa.gov.au
- Brisbane: Metro North Hospital and Health Service
www.metronorth.health.qld.gov.au

Pharmacies

- Chemist Warehouse www.chemistwarehouse.com.au
- MyChemist www.mychemist.com.au
- Pharmasave www.pharmasave.com.au
- Priceline Pharmacy www.priceline.com.au



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