

# VOCATIONAL COURSES







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# WELCOME

Welcome to the Universal Institute of Technology (UIT), this is a place where students enrol to expand their level of knowledge and understanding for a brighter and more successful future!

We offer various levels of study from Certificate all the way through to Graduate Diploma level. We undertake a practical approach in training students academically across a range of programs in Leadership and Management, Project Management and Marketing & Communication.

Our Trainers have extensive teaching and industry experience who guide students in increasing your employability. Students receive classroom simulated business cases and workshop activities which provide greater level of confidence to succeed in finding jobs and building a better future for whether they live in Australia or overseas.

UIT students also benefit from wide range of support including internship programs, online library access and having industry experts as guest speakers - to mentor and share their experience and success stories. UIT as a student-centred education provider that supports you from your orientation day all the way through to your graduation day.

Thank you for choosing UIT, a place to study for a better future.



# Facilities & services



Modern classrooms | Interactive whiteboards | Computer labs | Library



Student lounge | Student cafe | Student Kitchenette



Rooftop garden & BBQ | Student counsellor | Prayer room





Our Melbourne campus is located in the heart of Melbourne CBD.

## Student support

- ▶ Job help   ▶ Counselling   ▶ Fee payment plan   ▶ Safety & Wellbeing   ▶ English support
- ▶ Study help   ▶ Career advice   ▶ Disability support   ▶ Internship placement

**Fees**   **Enrolment fee:** \$300   **Material fee:** \$300

## Accommodation

### Home stay

- Single room: \$310/week
- Meals provided
- Internet fee not included

### Shared house

- Single room: \$220/week
- Twin room: \$180/week
- Internet fee not included

Placement Fee: \$300 (One time only), minimum stay 4 weeks.

## Airport pick-up

### Day fare

Airport Pick up: \$110  
(One way from Melbourne Tullamarine airport)

### Night fare

Airport Pick up: \$160  
(10:00pm - 6:00am)  
(One way from Melbourne Tullamarine airport)





# Student testimonials

Before traveling to Melbourne, I was a music teacher back in Bangkok. Three years ago, I decided to come to study at UIT. Since graduating from Diploma of Leadership and Management, I have had the opportunity to start working as the Thai Marketing Officer under ULG, where they provide learning experiences that support and challenge me to confidently shape my future.

It was the best decision in my life coming to study here. I am so thrilled to be able to pass on my knowledge and share this opportunity with more students.

**Tanyapat Muangtrairat**  
Thailand



Coming to Melbourne to pursue my education has always been my dream, and to have Universal Institute of Technology providing me the platform to do so is amazing.

I am currently continuing my study in Advanced Diploma course of Leadership and Management until May 2019.

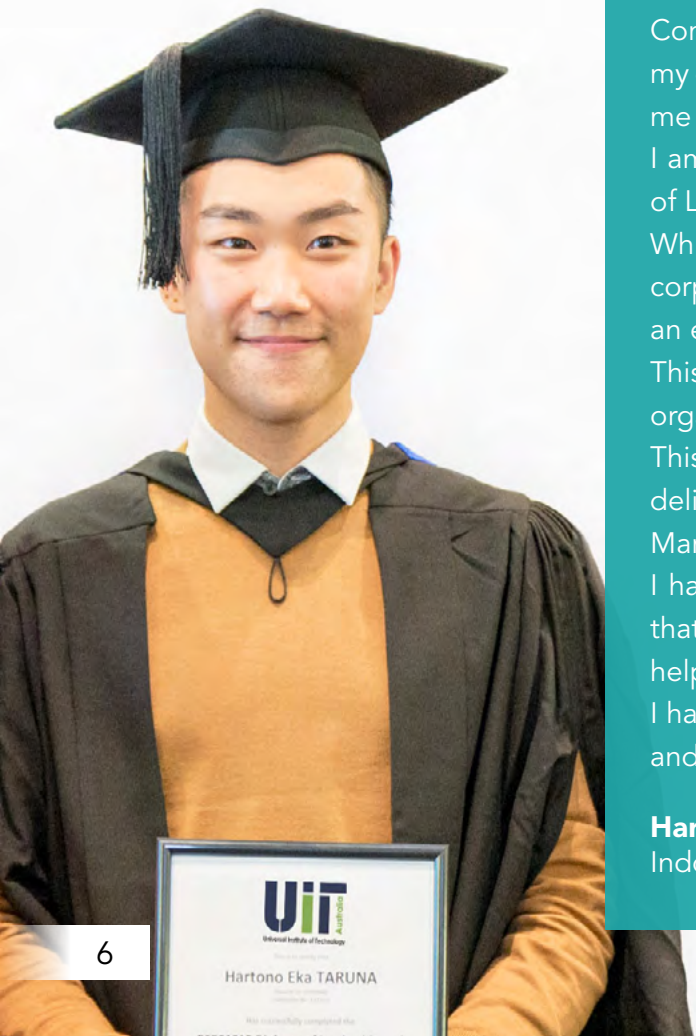
While still completing the course, I have secured myself a corporate employment started as being an intern then become an employee.

This corporate environment is Australian-owned and a reputable organization in Melbourne, Australia.

This shows Universal Institute of Technology's credibility in delivering their quality education, especially Leadership and Management courses.

I have strong confidence in my achievements and qualifications that I have obtained from Universal Institute of Technology, to help me progress and build my career pathway here in Australia. I have achieved my dream with Universal Institute of Technology, and now it's your turn!

**Hartono Taruna**  
Indonesia



# Pathway partners

## Avondale College of Higher Education



In today's competitive marketplace, Avondale College of Higher Education's Bachelor of Business degree that is offered at UIT, will put you one step ahead of others in the market. Whether your passion is Accounting, Human Resources, Marketing or Entrepreneurship, a Bachelor of Business will help you to open doors to a wide range of career opportunities. The degree is designed to teach you the business essentials such as how to be an effective leader, market a product, budget, and sell your ideas. You will also explore how the economy functions and what it entails to manage your own business, giving you a strong understanding of business practice and strategy.

UIT students will receive credits for the completion of Diploma and Advanced Diploma in: Marketing and Communication or Leadership and Management. Depends on bachelor degree course they are going to enrol in Avondale Bachelor of Business program, they may receive 4 to 9 units credit.

## Universal Business School Sydney (UBSS)



Your MBA journey develops leadership qualities & specialised skills to unlock your career potential. UBSS provides an unequalled opportunity to analyse a range of contemporary workplace management practices. Students learn to positively contribute to any organisation by analytically reviewing & developing business cases; resolving a range of workplace problems & issues, and displaying a solid grounding in the fundamentals of business; business economics, financial management, corporate governance, organisational behaviour, clients & target markets.

Upon completion of Graduate Diploma of Management (Learning), UIT students will enrol directly into 2nd year of UBSS MBA program; this means students save time and money throughout this great pathway to UBSS MBA program.

# PROJECT MANAGEMENT

## Advanced Diploma of Program Management BSB61218

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.

This course is suitable for:

- Those planning to pursue a career in business
- Those wishing to enter a different industry sector
- Those wishing to pathway into higher level qualifications in management or other related qualifications.

ICTICT602	Develop contracts and manage contracted performance
BSBPMG615	Manage Program Delivery
BSBPMG623	Manage benefits
BSBPMG624	Engage in collaborative alliances
BSBPMG602	Direct and scope of a project program
BSBMGT520	Plan and manage the flexible workforce
BSBPMG603	Direct time management of a project program
BSBPMG617	Provide leadership for the program
BSBPMG610	Enable program execution
BSBPMG616	Manage program risk
BSBPMG622	Implement program governance
BSBPMG621	Facilitate stakeholder engagement

**CRICOS Course Code:**  
098975A

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**

- IELTS score 5.5 (or equivalent), or Min. 6 weeks Upper-Int EAP/ IELTS Exam preparation at Universal English
- Have completed all core units in BSB51415 Diploma of Project Management





# Diploma of Project Management BSB51415

This qualification reflects the role of individuals who apply project management skills and knowledge. They already manage many projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives.

This course is suitable for:

- Those who planning to pursue a career in small, medium and large project management.
- Those who manage projects in a variety of contexts, across a number of industry sectors.
- Those who have project leadership and management roles and are responsible for achieving project objectives.
- Those who 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.
- Those wishing to pathway into higher level qualifications in the same training field or related qualifications.

BSBPMG518	Manage Project Procurement
BSBWOR501	Manage personal work priorities and professional development
BSBPMG519	Manage project stakeholder engagement
BSBPMG520	Manage project governance
BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage Project Integration

**CRICOS Course Code:**  
087444G

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**

- IELTS score 5.5 (or equivalent), or Min. 6 weeks Upper-Int EAP/ IELTS Exam preparation at Universal English
- Have completed Australian Year 12 or equivalent





# LEADERSHIP & MANAGEMENT

## Graduate Diploma of Management (Learning) BSB80615

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

The course helps you to have an in-depth understanding of management practical knowledge through business simulations case studies. Typically, you would learn how to take full responsibility and accountability for the personal output and work of the others.

The **Graduate Diploma of Management (Learning)** may apply to leaders and managers in an organisation where learning is used to build organisational capability. This qualification is designed to meet the needs of builders and managers of small to medium-sized building businesses.

BSBINN801	Lead innovative thinking and practice
BSBLDR801	Lead personal and Strategic transformation
BSBFIM801	Manage Financial Resources
BSBRES801	Initiate and Lead applied research
BSBLED802	Lead Learning Strategy Implementation
BSBLED805	Plan and Implement a mentoring program
BSBLED806	Plan and Implement a Coaching Strategy
BSBINN601	Lead and Manage Organisational Change

**CRICOS Course Code:**  
099328B

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**

- IELTS score 6.0 (or equivalent), or Min. 12 weeks Upper-Int EAP/ IELTS Exam preparation at Universal English
- Have completed a Bachelor's degree or equivalent





## Advanced Diploma of Leadership & Management BSB61015

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.

This course is suitable for:

- Those planning to pursue a career in management
- Those wishing to enter a different industry sector
- Those wishing to pathway into higher level qualifications in management or other related qualifications

BSBCOM603	Plan and establish compliance management systems
BSBHRM602	Manage human resources strategic planning
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
BSBINN601	Lead and manage organisational change
BSBFIM601	Manage finances
BSBMGT619	Identify and implement business innovation
BSBINM601	Manage knowledge and information
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS605	Develop, implement and maintain WHS management systems
BSBMGT608	Manage innovation and continuous improvement
BSBDIV601	Develop and implement diversity policy

**CRICOS Course Code:**  
087969A

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**  
- IELTS score 5.5 (or equivalent),  
or Min. 6 weeks Upper-Int EAP/  
IELTS Exam preparation at Universal  
English  
- Have completed BSB51918  
Diploma of Leadership and  
Management or one year of relevant  
work experience

## Diploma of Leadership & Management BSB51918

Diploma of Leadership and Management 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 communications skills to support individuals and teams to meet organisational or enterprise requirements.

This course is suitable for:

- Those planning to pursue a career in business
- Those wishing to enter a different industry sector
- Those wishing to pathway into higher level qualifications in business or other related qualifications.

BSBRISK501	Manage Risk
BSBMGT517	Manage operational plan
BSBHRM512	Develop and manage performance-management
BSBLDR511	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBWRK510	Manage employee relations
BSBWOR502	Lead and manage team effectiveness
BSBWHS501	Ensure a safe workplace
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBCUS501	Manage quality customer service
BSBMGT516	Facilitate continuous improvement

**CRICOS Course Code:**  
098749M

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**  
- IELTS score 5.5 (or equivalent), or  
Min. 6 weeks Upper-Int EAP/IELTS  
Exam preparation at Universal  
English  
- Have completed Australian Year  
12 or equivalent



# MARKETING & COMMUNICATION

## Advanced Diploma of Marketing and Communication BSB61315

If you want to take your career to the next level, the Advanced Diploma of Marketing will provide you with the skills and knowledge to work in roles such as Marketing Manager or Brand Manager across a wide range of industries.

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide professional supports in marketing and advertisement.

BSBFIM601	Manage Finances
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBMKG605	Evaluate international marketing opportunities
BSBMKG606	Manage international marketing programs
BSBMKG607	Manage Market Research
BSBMGT616	Develop and implement strategic plans
BSBMKG603	Manage the marketing process
BSBADV605	Evaluate campaign effectiveness
BSBMGT615	Contribute to organisation development*
BSBADV602	Develop an advertising campaign
BSBADV604	Execute an advertising campaign

**CRICOS Course Code:**  
094972C

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**

- IELTS score 5.5 (or equivalent), or Min. 6 weeks Upper-Int EAP/ IELTS Exam preparation at Universal English
- Have completed all core units in BSB52415 Diploma of Marketing and Communication



# Diploma of Marketing and Communication

## BSB52415

This qualification is suitable for those who are interested to learn marketing and communication skills and involve in the industry to practice what they have learnt.

Individuals in these roles apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources. Media and advertisement methods along with in-class practical examples we create a simulated business environment. They may provide professional supports in marketing and advertisement.

BSBPMG522	Undertake project work
BSBMKG515	Conduct market audit
BSBADV507	Develop a media plan
BSBCRT501	Originate and develop concepts
BSBMKG510	Plan e-marketing communications
BSBMKG514	Implement and monitor marketing activities
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG506	Plan Market Research
BSBMKG507	Interpret market trends and developments
BSBMKG523	Design and develop an integrated marketing communication plan
BSBADV509	Create mass print media advertisements

**CRICOS Course Code:**  
094971D

**Course duration:** 52 weeks

**Hour:** 20 hours per week

**Holiday break:** 12 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**

- IELTS score 5.5 (or equivalent), or Min. 6 weeks Upper-Int EAP/ IELTS Exam preparation at Universal English
- Have completed all core units in BSB42415 Certificate IV in Marketing and Communication

# Certificate IV in Marketing and Communication

## BSB42415

This qualification is suitable for those who are interested to start their career in marketing and communications. This would be an elementary stage to involve in the industry and practice what you have learnt from your course.

Individuals in these roles learn how to apply solutions to a range of predictable and unpredictable problems. Media, digital marketing and advertisement methods along with in-class practical examples will help learners to expand their knowledge and contribute it to the industry.

BSBPRO401	Develop Product Knowledge
BSBCUS401	Coordinate implementation of customer service strategies
BSBRES401	Analyse and present research information
BSBCMM401	Make a Presentation
BSBCRT401	Articulate, present and debate ideas
BSBMKG417	Apply marketing communication across a convergent industry
BSBMGT407	Apply digital solutions to work processes
BSBMKG418	Develop and apply knowledge of marketing communication industry
BSBMKG401	Profile the market
BSBMKG412	Conduct e-marketing communications
BSBMKG410	Test direct marketing activities
BSBFIA402	Report on Financial Activity

**CRICOS Course Code:**  
094970E

**Course duration:** 29 weeks

**Hour:** 20 hours per week

**Holiday break:** 5 weeks

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**

- IELTS score 5.5 (or equivalent), or Min. 6 weeks Upper-Int EAP/ IELTS Exam preparation at Universal English
- Have completed Australian Year 11 or equivalent



# CERTIFICATE IV IN TESOL

## 10695NAT Certificate IV in TESOL

The Certificate IV in TESOL is an intensive course providing a valuable qualification to people wishing to teach English in Australia and overseas. Come and learn with our professional teachers in a fully-functional TESOL school and experience firsthand what it's like to be a TESOL teacher.

This course provides students with practical teaching skills and experience through in-class workshops, dynamic observations and our live teaching practicum program, with ongoing one-on-one feedback. It develops all facets of becoming an effective teacher and prepares students to directly enter into a TESOL teaching career.

TESCIE001	Create a culturally inclusive learning environment
TESGAE001	Use the genre approach to teach English
TESTEG001	Teach English grammar
TESTSP001	Teach spelling and pronunciation
TESTSE001	Teach speaking
TESTLE001	Teach listening
TESTRE001	Teach reading
TESTWE001	Teach writing
TESDRF001	Develop resource files
TESDRF001	Use music, art and drama in TESOL

**CRICOS Course Code:**  
099329A

**Course duration:** 10 weeks

**Hour:** 20 hours per week

**Study mode:**  
Face-to-face & Self-study

**Entry requirements:**  
- IELTS score 5.5 (or equivalent),  
or Min. 6 weeks Upper-Int EAP/  
IELTS Exam preparation at Universal  
English





### Registered Training Organisation (RTO)

We are registered with Australian Skills Quality Authority (ASQA) to deliver, assess and issue nationally recognised qualifications in Project Management, Leadership and Management, Marketing and Communication.

While the information provided in this booklet was correct at the time of its publication, Universal Institute of Technology reserves the right to alter procedures, fees and regulations should the need arise. This information was correct as of March 2019. Visit our website for the most up-to-date information on fees, course details and entry requirements.

For information on ESOS please visit:

<https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/ESOSEasyGuide/Pages/ESOSEasyGuide.aspx>

### Important information, policies and procedures, fees and charges

All of our policies and procedures are available on our website [www.uit.edu.au](http://www.uit.edu.au) and should be read prior to enrolment in addition to this brochure.

Information about our Enrolment Process; Studying and Living in Australia; About UIT; Campus locations; Course information (course duration, holiday weeks/term breaks, assessment methods, course outcomes, pathways, admission requirements); Recognition of Prior Learning (RPL); Credit Transfer; Entry Requirements; Refund Policy; Complaints and Appeals; Deferring, Suspending and cancelling enrolment; Facilities, student services and rights and obligations ; Accommodation; Living costs; School-Aged Dependents; Fees and Charges; and the ESOS Framework is available online at [www.uit.edu.au](http://www.uit.edu.au)

### Disclaimer

UIT does not claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered and UIT does not guarantee a successful education assessment outcome for the student or intending student.

Authorised by Sun Young Kim, Director of Marketing, March 2019. V 2019.01





Universal Institute of Technology

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UNIVERSAL  
Learning Group

Your future begins today

**Universal Learning Group (ULG)** is the parent entity established for the specific purposes of ensuring integrity and quality assurance oversight for the provision and delivery of its Institutes' vocational education and training, English language training and higher education programs.

