

Vocational

ADELAIDE

BRISBANE

MELBOURNE

SYDNEY

Courses

CRICOS 03553J | RTO 45041



albright

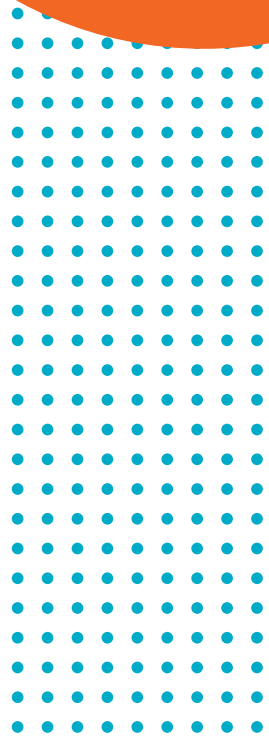
INSTITUTE OF BUSINESS & LANGUAGE



Join us and say, #iamalbright



**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!

albrightinstitute.edu.au

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The pathway to your future is bright.

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.

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.



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

- CERTIFICATE II IN WORKPLACE SKILLS
- CERTIFICATE III IN BUSINESS
- CERTIFICATE IV IN MARKETING AND COMMUNICATION
- DIPLOMA OF MARKETING AND COMMUNICATION
- DIPLOMA OF LEADERSHIP AND MANAGEMENT
- ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
- DIPLOMA OF PROJECT MANAGEMENT
- ADVANCED DIPLOMA OF PROGRAM MANAGEMENT
- DIPLOMA OF BUSINESS
- GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)
- DIPLOMA OF INTERPRETING (LOTE-ENGLISH)
- ADVANCED DIPLOMA OF TRANSLATING
- ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING)

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.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

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.

ENTRY REQUIREMENTS

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

- Have successfully completed year 10 or equivalent (School Certificate)
- Be of 18 years of age or above
- Able to produce proof of English proficiency equivalent to IELTS 4.5 and above
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student

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

COURSE DURATION

- 20 hours per week
- 26 weeks including holidays

COURSE STRUCTURE

- The total number of units is 10
- 5 core units and 5 elective units

FIND MORE



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.

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



ENTRY REQUIREMENTS

- FOR DIRECT ENTRY
IELTS 5.0 or equivalent
Minimum age of 18
Minimum of year 10 or equivalent
- PATHWAYS TO CERTIFICATE III
Certificate II in Workplace Skills must be graduated successfully before entry is approved to Certificate III Business. Albright will accept any other Certificate II qualifications from other providers as an entry pathway to Albright Certificate III.

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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.

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



COURSE DURATION

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

COURSE STRUCTURE

- 6 core units plus
- 6 elective units

ENTRY REQUIREMENTS

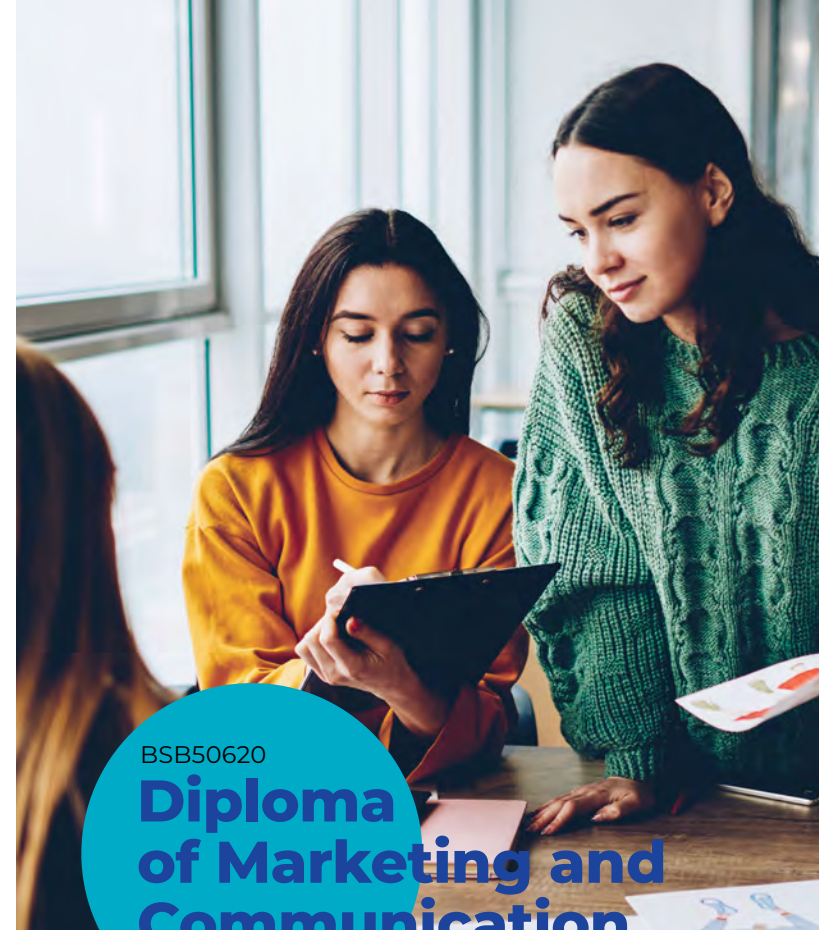
There are no formal entry requirements for this qualification however, for enrolment in this course at Albright Institute students must:

- 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

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.

FIND MORE



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.

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 successful completion of BSB40820 Certificate IV in Marketing and Communication or equivalent competencies: Equivalent competencies are predecessors to the 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 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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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 **COURSE STRUCTURE**

- 52 weeks (12 months) including holidays
- 20 hours per week
- 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
- BSBSTR501** Establish innovative work environments
- BSBSTR502** 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 **COURSE STRUCTURE**

- 52 weeks (12 months) including holidays
- 20 hours per week
- 5 core units plus
- 5 elective units



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.

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

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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 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:

Project Leader/Team Leader
Project Contract Manager
Project Manager

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



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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 successfully completed 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 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

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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

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
- Able to produce proof of English proficiency equivalent to IELTS 5.5
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student

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CORE UNITS

BSBCRT511	Develop critical thinking in others
BSBOP5501	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
BSBOP5504	Manage business risk
BSBHRM529	Coordinate separation and termination processes
BSBSTR503	Develop organisational policy
BSBOP5503	Develop administrative systems



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.

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
BSBSTR801	Lead innovative thinking and practice



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

EMPLOYMENT PATHWAYS:

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

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

FIND MORE





PSP50916

Diploma of Interpreting (LOTE-English)

CRICOS: 096470J

The Diploma of Interpreting is a NAATI-endorsed course. The course covers both theoretical and practical aspects of interpreting, giving students a profound understanding of this discipline. Our qualified trainers possess extensive industry experience and are passionate to share their knowledge and skills with our students who aspire to become interpreters.

Students will be given an opportunity to practice with a variety of exercises and improve their knowledge, as well as interpreting skills, under the guidance of our dedicated trainers. Interpreting is widely applicable within a range of industries and fields.

EMPLOYMENT PATHWAYS:

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

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

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

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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

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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ICT60220

Advanced Diploma of Information Technology

(Telecommunications
Network Engineering)

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

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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



EMPLOYMENT PATHWAYS:

This qualification provides opportunity in roles like

Telecommunication Technical Officer
or Technologist

Telecommunications Network
Planner or Manager

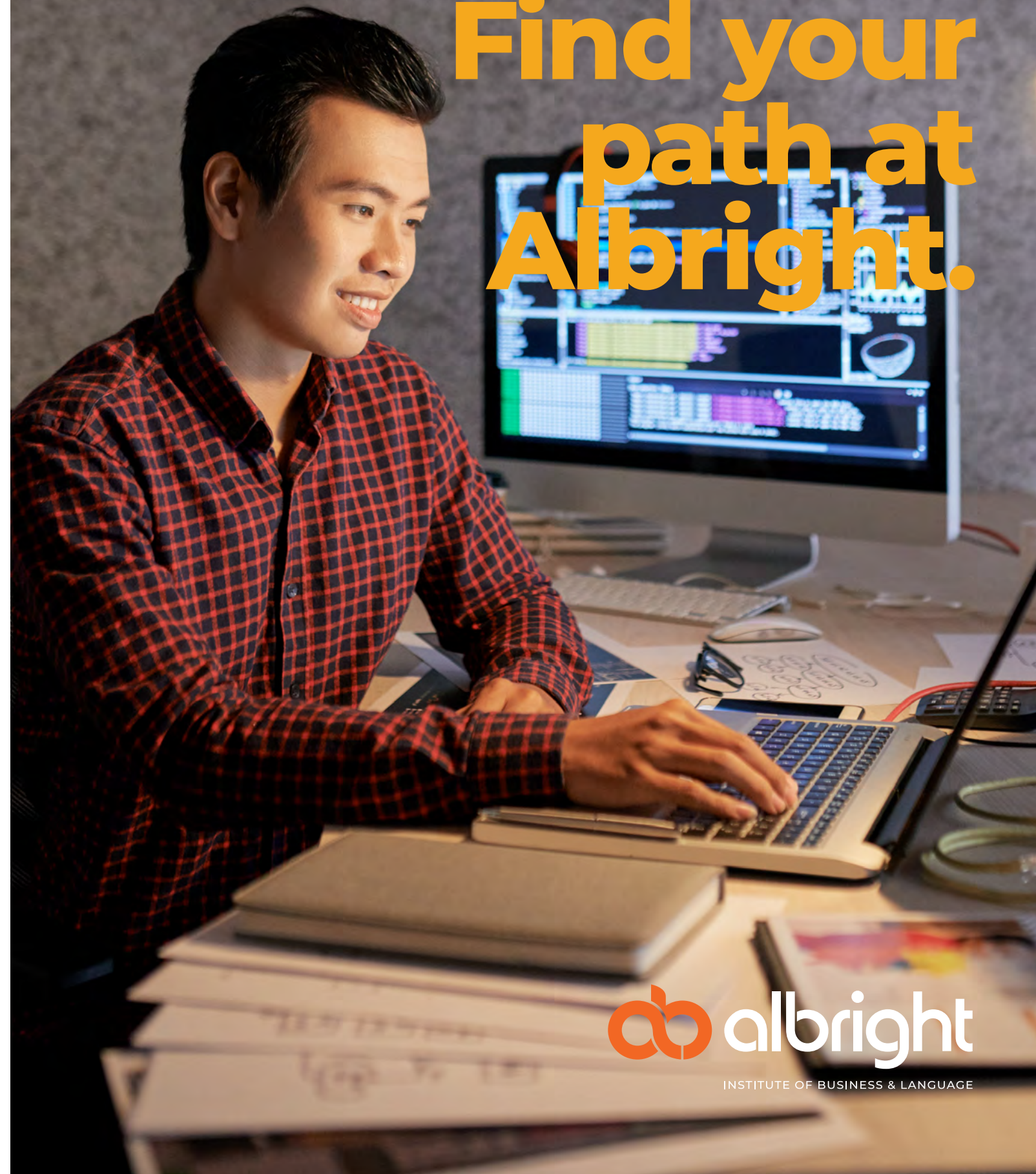
Network Engineering Technical Officer

Managing Network Security Manager

IP based Convergence Integrator

IP Based Optical Network Designer

The future needs you. Find your path at Albright.



 **albright**

INSTITUTE OF BUSINESS & LANGUAGE

Albright Programs

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.

PACKAGE INCLUDES:

- 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.

PACKAGE INCLUDES:

- BSB50820 **Diploma of Project Management** (CRICOS: 104077C)
- BSB60720 **Advanced Diploma of Program 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

Change Campus Location

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 Street,
Melbourne VIC 3000 Australia

SYDNEY

Ground, Level 2 & Level 3, 10 Quay 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)

4.

Receive the **Offer Letter**

5.

Sign acceptance form and **complete the payment**

6.

Receive the **Confirmation of Enrolment (COE)**

7.

Lodge your student visa (if applicable)

8.

Attend the **Orientation day** and complete a **placement test**

Enjoy
Studying at
Albright!



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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