



QUEENSLAND
INTERNATIONAL
BUSINESS
ACADEMY



COURSE GUIDE 2022 - 2023

QIBA Pty Ltd | RTO: 5304 | CRICOS : 01515J | ABN: 35 071 667 108



YEARS

delivering quality
education since 1986

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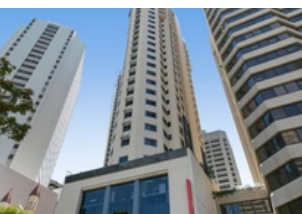
NEW



About Us

Since 1986, The Queensland International Business Academy has been home to tens of thousands students from all around the world. This includes VET, ELICOS, HS Prep, EAS, TESOL, Aviation English, MBA-Foundation, Study Tours, Offshore Uni Prep and Professional Year Program graduates.

This is our story...



- 2022 **QIBA opens a purpose built campus in Canberra at Level 1, Moore Street.** The new campus is approved by ACS, ASQA and CRICOS.
- 2021 **QIBA opens a new campus in Sydney at Level 10, 140 Elizabeth Street.** Most Business and IT qualifications are upgraded, and a new Graduate Diploma of Management is added to our scope.
- 2020 **Covid-19 restrictions force all classes online.** All staff are working remotely, and courses are adapted as required.
- 2015 **QIBA's Coolangatta campus is relocated to Brisbane.** First in Park Street, Woolloongabba, then in 2018 to the **Brisbane CBD at Level 2, 108 Margaret Street.**
- 2013 **QIBA opens a Sydney campus at Parramatta.** New Business qualifications are added to our scope. In 2016, the campus moves to Castlereagh Street in the CBD.
- 2010 **QIBA is approved to run Skilled Migration Internship Programs for Accountants (SMIPA).** QIBA has delivered this program for the last 12 years. We currently focus on IT graduates in partnership with the Australian Computer Society.
- 2005 **QIBA starts an offshore University Preparation program at Tianjin University of Science and Technology (China).** This program is now in its 17th year and has 120 graduates each year.
- 2004 **QIBA develops the first NEAS accredited English for Aviation curriculum.** The program prepared international students for pilot training at Australia Wings Academy between 2004 and 2013.
- 2003 **QIBA launches a Cert IV in TESOL in partnership with the Language Training Institute.** The program was delivered between 2003 and 2013.
- 2000 **QIBA manages long-term offshore projects.** Smart Schools project in Malaysia (4 years), Teacher training and curriculum project in New Caledonia (7 years) and Reitaku International exchange in Japan (20 years).
- 1999 **QIBA partners with Southern Cross University and launches the first MBA-Foundation program.** This unique English program is delivered from 1999-2009.
- 1996 **QIBA establishes High School Preparation and English for Academic Study Programs.** Over the next 20 years, QIBA delivers many Group Study Tours, involving up to 20 High Schools in QLD and NSW.
- 1995 The Business College applies for CRICOS registration and adds a NEAS approved ELICOS centre. **The College is renamed Queensland International Business Academy.**
- 1990 **The Currumbin campus moves to Coolangatta** in the newly constructed 'Showcase on the beach' at Marine Parade.
- 1986 **Our story begins on the Gold Coast with the establishment of Gold Coast Business College** located in Southport and Currumbin, offering short courses in Computer Applications and Office Admin.

Welcome

Our Mission: Empower learners of diverse backgrounds in their transition to rewarding employment through quality language, business and internship programs.

Helmer Lich
Chief Executive Officer



Hi, I'm Helmer Lich, CEO of Queensland International Business Academy. I've been working at QIBA for 26 years now and I'm still excited every day about working with our excellent staff and amazing Students. International Students bring so much energy and diversity to our campuses; while in return, our talented teachers and admin staff provide a safe, comfortable and caring learning environment - every day of the week.

There are 3 main benefits of studying at QIBA:

1. At QIBA, you are really well looked after!

I guarantee you are in safe hands when you become a member of the QIBA community. After all, we have been doing it for 36 years! Central to our service delivery is our focus on wellbeing. This is really important when you are away from your country, family and friends. We organise regular social activities and provide a network of support with qualified counselling and workshops. We respect each other and expect everyone to tell the truth and do what they promise.

2. QIBA teachers and learning materials are 'best in the field'!

I am very proud of our professional teams working across all services and I am really pleased about our achievements over the years. The teachers are specialists in their field and are always looking for new ways to 'engage' you. Our teachers are not here to judge you; they are here to guide you through your transition to successful employment. Our commitment to quality and innovation has resulted in selecting the best learning materials and teaching methods.

3. At QIBA you learn skills that are important for tomorrow's jobs

I know that access to employment is getting more difficult for young people around the world. Our Courses are specifically selected to give you an advantage in the job market:

- The Diploma and Advanced Diploma of Information Technology can lead to an international professional career where computer technology is essential;
- The Diploma of Social Media Marketing is a specialist qualification in a fast-growing field with well-paid positions;
- The Diploma of Business, The Diploma and Advanced Diploma of Leadership and Management are all essential qualifications for entrepreneurs and managers;
- The Graduate Diploma of Management (Learning) provides a pathway to senior management and helps create the global business leaders of tomorrow;
- The English Courses prepare international students for entry into Vocational and Higher Education and for employment in Australian and International Businesses;
- The Professional Year Program specialises in preparing Information and Computer Technology graduates from Australian Universities for internships and professional employment.

So, come and join us! Be creative! Let us help you become the best person you can be, living your dream, securing your future.

Helmer Lich, Chief Executive Officer, QIBA Pty Ltd



10904NAT – Diploma of Social Media Marketing

CRICOS Code: 105447G

Social Media platforms and Mobile devices have revolutionised the way in which we create, consume and share information. Social Media Marketing allows organisations to engage with their target audience at a personal level, creating opportunities to build relationships and ultimately drive sales revenue. Even though there has been significant growth in employment in this area, there is still a lack of formal training.

This Diploma of Social Media Marketing is Australia's only nationally recognised qualification in Social Media Marketing. The course has been written by the world's leading social media experts and is widely recognised by the growing social media marketing industry.

Completing this course will give you the knowledge and skills to become a social media expert. Job profiles for graduates include: Digital Marketing Manager; Social Media Manager; Social Media Consultant; Social Media Coordinator; Social Media Strategist; Media Content Manager.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 4 Terms of 10 weeks @ 20hrs p/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 9 Units of Competency in total
(6 core enterprise units and 3 business services electives)

Core Units

- **NAT10904001** Plan, implement and manage content marketing
- **NAT10904002** Plan, conduct and optimize organic social media marketing strategies
- **NAT10904003** Plan, manage and optimize paid social media advertising
- **NAT10904004** Establish, build and leverage a personal brand on social media
- **NAT10904005** Plan, implement and manage social media conversion strategies
- **SIRXMK006** Develop a social media strategy

Elective Units

- **BSBMKG545** Conduct marketing audits
- **BSBMKG555** Write persuasive copy
- **ICTWEB513** Build dynamic websites



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



SIT40521 - Certificate IV in Kitchen Management

CRICOS Code: 112252D

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. Target groups for the Certificate IV in Kitchen Management are those seeking to pursue or further a career in kitchen management, enter a new industry sector, or seeking a pathway to higher level qualifications.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 6 Terms of 10 weeks @ 20hrs p/week (60 weeks)
- 18 weeks of term breaks
- 78 weeks total

Delivery Mode

Face-to-face classroom delivery and practical face-to-face training in a commercial training kitchen. A work placement is also required.

Intake dates

2023 - Apr, May, Jul, Aug, Oct, Nov

Locations

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 33 Units of Competency in total
(27 core units and 6 elective units)

Core Units

- SITHCCC023
- SITHCCC027
- SITHCCC028
- SITHCCC029
- SITHCCC030
- SITHCCC031
- SITHCCC035
- SITHCCC036
- SITHCCC037
- SITHCCC041
- SITHCCC042
- SITHCCC043
- SITHKOP010
- SITHKOP012
- SITHKOP013
- SITHKOP015
- SITHPAT016
- SITXCOM010
- SITXFIN009
- SITXFSA005
- SITXFSA006
- SITXFSA008
- SITXHRM008
- SITXHRM009
- SITXINV006
- SITXMGTO04
- SITXWHS007

Elective Units

- SITHCCC026
- SITHCCC040
- SITHCCC038
- SITXCCS015
- BSBTWK502
- BSBWHS521



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



SIT50422 - Diploma of Hospitality Management

CRICOS Code: 112225G

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 specialisation in accommodation services, cookery, food and beverage and gaming.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 6 Terms of 10 weeks @ 20hrs/week (60 weeks)
- 18 weeks of term breaks
- 78 weeks total

Delivery Mode

Face-to-face classroom delivery and practical face-to-face training in a commercial training kitchen. A work placement is also required.

Intake dates

2023 - Apr, May, Jul, Aug, Oct, Nov

Locations

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 28 Units of Competency in total
(11 core units and 17 elective units)

Core Units

- SITXCCS015
- SITXCCS016
- SITXCOM010
- SITXFIN009
- SITXFIN010
- SITXGLC002
- SITXHRM008
- SITXHRM009
- SITXMGT004
- SITXMGT005
- SITXWHS007

Elective Units

- SITXFSA005
- SITHKOP013
- SITHCCC023
- SITHCCC026
- SITHCCC027
- SITHCCC028
- SITHCCC029
- SITHCCC030
- SITHCCC031
- SITHCCC035
- SITHCCC036
- SITHCCC037
- SITXFSA006
- SITHCCC040
- SITXFSA008
- BSBTWK503
- BSBCMM411



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



SIT60322 - Advanced Diploma of Hospitality Management

CRICOS Code: 112224H

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 6 Terms of 10 weeks @ 20hrs/week (60 weeks)
- 18 weeks of term breaks
- 78 weeks total

Delivery Mode

Face-to-face classroom delivery and practical face-to-face training in a commercial training kitchen. A work placement is also required.

Intake dates

2023 - Apr, May, Jul, Aug, Oct, Nov

Locations

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 33 Units of Competency in total
(14 core units and 19 elective units)

Core Units

- BSBFIN601
- BSBOPS601
- SITXCCS016
- SITXFIN009
- SITXFIN010
- SITXFIN011
- SITXGLC002
- SITXHRM009
- SITXHRM010
- SITXHRM012
- SITXMGT004
- SITXMGT005
- SITXMPR014
- SITXWHS008

Elective Units

- SITXFSA0
- SITHKOP013
- SITHCCC023
- SITHCCC026
- SITHCCC027
- SITHCCC028
- SITHCCC029
- SITHCCC030
- SITHCCC031
- SITHCCC035
- SITHCCC036
- SITHCCC037
- SITXFSA006
- SITHCCC040
- SITXFSA008
- BSBTWK503
- BSBCMM411
- SITXHRM008
- SITXCOM010



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BSB50120 – Diploma of Business (Operations)

CRICOS Code: 105446H

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 4 Terms of 10 weeks @ 20hrs/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 12 Units of Competency in total
(5 core units and 7 elective units)

Core Units

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

Elective Units

- **BSBOPS502** Manage business operational plans
- **BSBOPS504** Manage business risk
- **BSBPMG430** Undertake project work
- **BSBTWK503** Manage meetings
- **BSBPEF501** Manage personal and professional development
- **BSBTWK502** Manage team effectiveness
- **BSBMKG541** Identify and evaluate marketing opportunities



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



BSB50420 - Diploma of Leadership and Management

CRICOS Code: 104132A

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

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 4 Terms of 10 weeks @ 20hrs p/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 12 Units of Competency in total
(6 core units and 6 electives)

Core Units

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

Elective Units

- **BSBOPS505** Manage organisational customer service
- **BSBFIN501** Manage budgets and financial plans
- **BSBWHS521** Ensure a safe workplace for a work area
- **BSBPEF501** Manage personal and professional development
- **BSBOPS504** Manage business risk
- **BSBOPS501** Manage business resources



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



BSB60420 – Advanced Diploma of Leadership and Management

CRICOS Code: 105445J

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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical Leadership and Management skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Course Duration

- 4 Terms of 10 weeks @ 20hrs p/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 10 Units of Competency in total
(5 core units and 5 electives)

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

- **BSBCMM511** Communicate with influence
- **BSBCRT511** Develop critical thinking in others
- **BSBHRM613** Contribute to the development of learning and development strategies
- **BSBSTR801** Lead innovative thinking and practice
- **BSBPFE501** Manage personal and professional development



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



BSB40920 – Certificate IV in Project Management Practice

CRICOS Code: 110489K

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5 (test results must be no more than 2 years old)

Course Duration

- 3 Terms of 10 weeks @ 20hrs p/week (30 weeks)
- 9 weeks of term breaks
- 39 weeks total

Intake dates

2022 - Oct, Nov

2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au

Course Structure

The course has 9 Units of Competency in total
(3 core units and 6 electives)

Core Units

- **BSBPMG420** Apply project scope management techniques
- **BSBPMG421** Apply project time management techniques
- **BSBPMG422** Apply project quality management techniques

Elective Units

- **BSBPMG423** Apply project cost management techniques
- **BSBPMG424** Apply project human resources management approaches
- **BSBPMG425** Apply project information management and communications techniques
- **BSBPMG426** Apply project risk management techniques
- **BSBLDR523** Lead and manage effective workplace relationships
- **BSBOPS502** Manage business operational plans





BSB50820 – Diploma of Project Management

CRICOS Code: 110490F

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.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5 (test results must be no more than 2 years old)

Course Duration

- 4 Terms of 10 weeks @ 20hrs p/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Oct, Nov

2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au

Course Structure

The course has 12 Units of Competency in total
(8 core units and 4 electives)

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

- **BSBLDR601** Lead and manage organisational change
- **BSBOPS501** Manage business resources
- **BSBOPS502** Manage business operational plans
- **BSBLDR523** Lead and manage effective workplace relationships





BSB60720 – Advanced Diploma of Program Management

CRICOS Code: 110491E

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.

Entry Requirements

- Must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5 (no more than 2 years old)
- Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent) or have two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

Course Duration

- 5 Terms of 10 weeks @ 20hrs p/week (50 weeks)
- 15 weeks of term breaks
- 65 weeks total

Intake dates

2022 - Oct, Nov

2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 12 Units of Competency in total
(4 core units and 8 electives)

Core Units

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

Elective Units

- **BSBPMG631** Manage program delivery
- **BSBPMG632** Manage program risk
- **BSBOPS601** Develop and implement business plans
- **BSBSTR601** Manage innovation and continuous improvement
- **BSBCRT611** Apply critical thinking for complex problem solving
- **ICTICT612** Develop contracts and manage contract performance
- **BSBOPS501** Manage business resources
- **BSBLDR601** Lead and manage organisational change



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



ICT50220 – Diploma of Information Technology

CRICOS Code: 105442A

This Diploma is a nationally recognised qualification for individuals in a variety of information and communications technology roles, who require specialised skills in technical ICT functions.

Completing this course allows you to perform moderately complex ICT tasks in specialised fields across a wide range of industries, business functions and departments. Job profiles for graduates include IT Manager; Network Engineer; Systems Analyst; Project Leader (IT); Data Manager; Systems Administrator; Help Desk Technician; Database Administrator.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5

Course Duration

- 6 Terms of 10 weeks @ 20hrs p/week (60 weeks)
- 18 weeks of term breaks
- 78 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au

Course Structure

The course has 20 Units of Competency in total
(6 core units and 14 elective units)

Core Units

- **BSBCRT512** Originate and develop concepts
- **BSBXC5402** Promote workplace cyber security awareness and best practices
- **BSBXTW401** Lead and facilitate a team
- **ICTICT157** 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

- **ICTNWK529** Install and manage complex ICT networks
- **ICTNWK536** Plan, implement and test enterprise communications solutions
- **ICTNWK540** Design, build and test network servers
- **ICTNWK546** Manage network security
- **ICTNWK560** Determine best-fit topologies for wide area networks
- **ICTNWK561** Design enterprise wireless local area networks
- **ICTPRG535** Build advanced user interfaces
- **ICTSAD509** Produce ICT feasibility reports
- **ICTICT518** Research and review hardware technology options for organisations
- **ICTICT524** Determine ICT strategies and solutions for organisations
- **ICTICT526** Verify client business requirements
- **ICTICT523** Gather data to identify business requirements
- **ICTPMG505** Manage ICT projects
- **ICTWEB527** Research and apply emerging web technology trends





ICT60220 – Advanced Diploma of Information Technology

CRICOS Code: 105443M

This Advanced Diploma is a nationally recognised qualification for individuals in a variety of information and communications technology roles, who have significant experience in specialist technical skills, or in managerial business and people management functions.

Completing this course allows you to perform complex ICT tasks in specialised fields across a wide range of industries, leading ICT teams and following strategic directions of a business. Job profiles for graduates include IT Manager; Network Manager; Systems Engineer; Project Leader (IT); Data Manager; Systems Administrator; IT Director; Chief Information Officer.

Entry Requirements

- All international students must be 18 years or over
- Education equivalent to Australian Year 12
- English Language proficiency equivalent to IELTS Band 5.5
- Students will have some work experience or prior learning in ICT or Business

Course Duration

- 4 Terms of 10 weeks @ 20hrs p/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 16 Units of Competency in total
(6 core units and 10 elective units)

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

- **ICTPMG612** Manage ICT project initiation
- **ICTPMG613** Manage ICT project planning
- **ICTPMG614** Manage ICT project delivery
- **ICTPMG615** Manage ICT project closure
- **ICTPMG616** Manage ICT project systems implementation
- **ICTPMG617** Plan and direct complex ICT projects
- **ICTICT522** Evaluate vendor products and equipment
- **ICTICT612** Develop contracts and manage contract performance
- **ICTSUS603** Integrate sustainability in ICT planning and design projects
- **ICTICT614** Identify and implement business innovation



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



BSB80120 – Graduate Diploma of Management (Learning)

CRICOS Code: 105444K

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 include RTO Manager and RTO Director.

Entry Requirements

- All international students must be 18 years or over
- Successful completion of Year 12
- Satisfactory completion of Australian AQF Level 5 or higher
- English Language proficiency equivalent to IELTS Band 6.0

Course Duration

- 4 Terms of 10 weeks @ 20hrs p/week (40 weeks)
- 12 weeks of term breaks
- 52 weeks total

Intake dates

2022 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov
2023 - Jan, Feb, Apr, May, Jul, Aug, Oct, Nov

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

Course Structure

The course has 8 Units of Competency in total
(3 core units and 5 electives)

Core Units

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

Elective Units

- **BSBHRM611** Contribute to organisational performance development
- **BSBINS603** Initiate and lead applied research
- **BSBLDR812** Develop and cultivate collaborative partnerships and relationships
- **BSBST801** Lead innovative thinking and practice
- **BSBCRT611** Apply critical thinking for complex problem solving



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



ELICOS Programs (English Language intensive Courses for Overseas Students)

QIBA has been delivering English language Intensive Courses for over 25 Years. As pioneers in the International Student market, QIBA initiated many partnerships with Australian and Overseas education institutions and managed a number of international education projects.

Our English language learning resources are very modern and highly engaging for younger generations. The lesson content is focused on contemporary issues, which help develop a culture of 'Global Citizenship' as well as 'International English'.

QIBA ELICOS Programs provide direct pathways into a number of Australian Vocational Education Diplomas and Higher Education Degree programs.

Student Testimonials

"I would highly recommend QIBA to anyone looking to join PTE classes. I would like to thank my tutor who is very helpful and supportive. It is because of his guidance and as well as my hard work, I was able to score the desired result. I am very thankful to QIBA."

"QIBA is one of the best learning places which I will say and recommend to others."

"PTE-A classes run by QIBA are exceptional with certified and highly experienced teachers who have a unique approach in teaching General English and PTE."

"Sincere thanks to my PTE teacher and QIBA in assisting me to reach my target."

QIBA offers the following ELICOS Programs:



- **General English - CRICOS CODE 080115D**
- **English for Academic Study – CRICOS CODE 022758E**
- **PTE Academic Preparation (Full Time) – CRICOS CODE 096939K**

QIBA also offers English Language programs for students who don't require a student visa:

- **English for Academic Study (Online)**
- **PTE Academic Tutorial (Part Time)**

The English Language programs are delivered in modern 'state of the art' campuses in the Central Business Districts of Brisbane, Sydney and Canberra:

Level 2, 108 Margaret Street Brisbane QLD 4000
Level 10, 140 Elizabeth Street Sydney NSW 2000
Level 1, 15 Moore Street Canberra ACT 2601

For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



General English (Elementary - Advanced)*

CRICOS Code: 080115D

General English is a program of English Language development and integrated skill practice for International Students, who require English language proficiency for:

- International communication and global travel
- International education and internet research
- International employment and business development

General English is also recommended for students with lower level English proficiency, who are preparing for later entry into specialised programs, such as English for Academic Study or PTEA Exam preparation courses.

The classes are delivered face-to-face @ 20 hours per week, as required by the Australian regulators as part of the Student Visa conditions.

Entry Requirements

- All students must be 18 years or over

**Students will be placed in the appropriate level, based on their English test results and Needs analysis.*

Course Duration

- Minimum 4 weeks
- Maximum 60 weeks

Intake dates

2022 - Weekly (Mondays)

2023 - Weekly (Mondays)

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

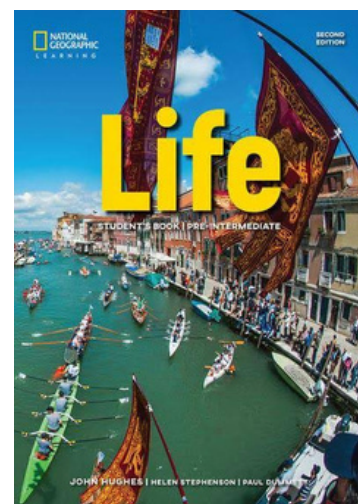
Level 10, 140 Elizabeth Street
Sydney NSW 2000

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Canberra ACT 2601

Course Content

The General English Course content is extremely innovative and incorporates the use of National Geographic 'Life' Series. This program is based on learning English while exploring the world. Fascinating current affairs, photos, videos, info graphics connect learners with people and places from around the world.

This interesting approach ensures that learners develop critical thinking skills and learn to communicate effectively in a global community.



For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



English for Academic Study

CRICOS Code: 022758E

This English for Academic Study program covers the skills and knowledge international students require for successful participation in the Australian 'academic culture'. This includes listening to lectures, conducting research, giving presentations, writing essays and reports. The program further develops underpinning generic English language skills, grammar and subject-specific vocabulary across a range of disciplines.

The Upper Intermediate EAS program prepares students for Diploma and Advanced Diploma level Vocational Education and Training, with an emphasis on competency-based assessments and the need to demonstrate practical performance of learned skills.

The Advanced EAS program prepares students for Degree level University Education, with an emphasis on research and study skills and the need to honour academic conventions in ethical research, essay writing, referencing and publishing.

Entry Requirements

- All students must be 18 years or over
- Evidence of Intermediate level English proficiency.

Course Duration

- Minimum 4 weeks @ 20hrs per week
- Maximum 24 weeks @ 20hrs per week

Intake dates

2022 - Monthly (Mondays)
2023 - Monthly (Mondays)

Locations

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Brisbane QLD 4000

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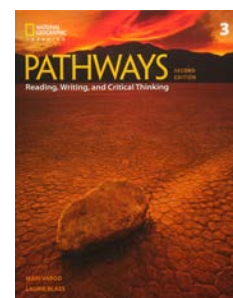
Course Content

The EAS Course content is very engaging and incorporates the use of National Geographic 'Pathway' Series. This program uses authentic and relevant content from National Geographic to develop the language skills, critical thinking and learning/research strategies required for academic success.

This interesting approach prepares international learners to work effectively and confidently in 'English Speaking' vocational and academic environments.



The EAS Program is further supported by the web-based learning management system 'MyELT', which provides additional online graded material for individual practice and gap filling.



EAS Online: The EAS programs listed above are also offered online to international students, who are studying offshore and who don't require a Student Visa, until they travel to Australia for their Diploma or Degree Course.

The online program has the same course content; but can be entered at a younger age; and has 12 hours (online) teacher contact time per week; plus 8 hours of guided self-study per week.



PTE Academic Preparation

CRICOS Code: 096939K

(Upper Intermediate to Advanced)

This PTEA Preparation Course covers the exam skills and strategies that will help prepare international students for the PTE Academic English language Test. This test has become an important gatekeeper test for University entry, Migration application and Professional registration.

Entry Requirements

- All students must be 18 years or over
- Evidence of Intermediate or higher level of English proficiency.

Course Duration

- Minimum 4 weeks @ 20hrs per week
- Maximum 24 weeks @ 20hrs per week

Intake dates

2022 - Monthly (Mondays)

2023 - Monthly (Mondays)

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
Sydney NSW 2000

Level 1, 15 Moore Street
Canberra ACT 2601

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Course Content

The PTE Academic preparation Course develops all 4 subskills (Listening, Speaking, Reading and Writing) with special attention to the computer scoring idiosyncrasies of the Pearson test. This includes regular practice with all PTEA test items as well as with the enabling skills: grammar, oral fluency, pronunciation, spelling, vocabulary and written discourse.

The PTE Academic preparation Course comes with:

- Special tips and strategies for all test sections
- Easy to follow templates for speaking and writing
- Access to mock tests that simulate the PTE exam and exam conditions
- Online access to most repeated questions
- Online software for practice sets
- Full access to library



PTE Academic
PEARSON TEST OF ENGLISH



PTE Academic Tutorial (Part-Time)*

CRICOS Code: 080115D

(This PTE Academic Test Preparation program draws from the same content as the Full-Time course. However, this Tutorial version is structured around the individual student's needs and helps them overcome identified weaknesses in specific test items. PTE Test candidates often attend short intensive tutorial periods close to their test dates.

Student Testimonials

"I am very impressed with QIBA's PTE Academic Program."

"I feel that I can handle the test regardless of its difficulty. My time in the classroom at QIBA has allowed me to develop my skills and strategies."

"As PTE Academic is totally different from IELTS, we need to know what exactly is being tested. This is an extensive course which helped me a lot in each part of the test with the guidance of our teacher."

"I know I can read the instructions and do the practice test at home but having someone beside me to correct me is a massive advantage as our class was a small group and each one of us got individual attention."

Entry Requirements

- All students must be 18 years

Locations

Level 2, 108 Margaret Street
Brisbane QLD 4000

Level 10, 140 Elizabeth Street
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Level 1, 15 Moore Street
Canberra ACT 2601

**PTE Academic Tutorial is not suitable for international students who need a Student Visa. Such students are advised to attend the Full-Time PTE Academic Preparation Course.*



To accommodate students with other study or work commitments while preparing for the PTEA, we have created 3 options for tutorial attendance:

PTE Express (2 WEEKS)

- 10 CLASSES (TOTAL 20HRS)
- 1 INDIVIDUAL NEEDS ASSESSMENT
- 1 MOCK TEST
- ACCESS TO ALL ONLINE AND SOFTWARE RESOURCES

PTE Standard (4 WEEKS)

- 20 CLASSES (TOTAL 40HRS)
- 2 INDIVIDUAL NEEDS ASSESSMENTS
- 2 MOCK TESTS
- ACCESS TO ALL ONLINE AND SOFTWARE RESOURCES

PTE Unlimited (6 MONTHS)

- UNLIMITED CLASSES (OVER 24 WEEKS)
- UNLIMITED NEEDS ASSESSMENTS AND MOCK TESTS
- ACCESS TO ALL ONLINE AND SOFTWARE RESOURCES



PTE Academic
PEARSON TEST OF ENGLISH



PROFESSIONAL YEAR PROGRAM



Information Technology

The Professional Year (PY) Program in ICT provides international ICT graduates from Australian tertiary institutions the practical job skills and training needed to enhance their career prospects in Australia. A practical pathway from university to employment, the PY Program ensures that graduates are job-ready for today's Industry requirements. Completion of this program may also provide the PY graduate with five points under an eligible skilled occupation - ANZSCO Code - as specified by the Department of Home Affairs.

The Australian Computer Society (ACS), as the professional association for the IT industry, was authorised by the Australian Federal Government to create and deliver a work readiness program that would enhance the employment opportunities for international graduate participants in ICT and assist in addressing Australia's ICT skills shortages in nominated occupations.

QIBA is one of a few Australian government RTOs accredited by the Australian Computer Society (ACS) to deliver the Professional Year Program for ICT Graduates. QIBA has been a leader in the market as a Professional Year Program Provider since 2011.

QIBA is highly committed to a 'continual improvement' approach for the management, delivery, support, communication and resources within the Professional Year Program.

The QIBA Professional Year facilitator is handpicked for their business and industry expertise and for their 'mentoring' ability. PYear Candidates are treated as 'employees in induction'. They are not students studying for another qualification. Our Facilitators are a valuable asset in the transition of PY candidates from study and survival work to employment in professional roles.

QIBA currently deliver the Professional Year Program in ICT from 5 Locations across Australia:

- Brisbane
- Canberra
- Hobart
- Sydney
- Gold Coast



PROFESSIONAL YEAR PROGRAM



Information Technology

Entry Requirements:

- The candidate must have successfully attained an ICT-related Bachelor or Master degree from an Australian tertiary institution over a minimum of two years' full-time study in Australia;
- Hold a valid passport and visa that allows full work and study rights. There must be a minimum of 12 months' validity (365 days) on the visa from the date of the PY Program commencement;
- Hold a current English Language Test result undertaken within the three years immediately prior to the date of PY Program commencement, and demonstrate an IELTS score of 6.0 (Academic or General), with no band below 6.0 – equivalent score for PTE and TOEFL;
- Undertake an individual, documented pre-enrolment interview with a QIBA representative to ensure program suitability, shared internship expectations, and completion viability.

Course Structure:

The Professional Year Program is deemed a full-time course which must be delivered over a minimum period of 44 weeks. It involves at least 500 hours of formal engagement.

The course contains 10 class modules with 5 modules covering Communication and Performance in the workplace (CPW) and 5 modules covering Entry and Advancement in the Australian workplace (EAW).

These modules together help qualified ICT professionals prepare for an internship in an Australian company.

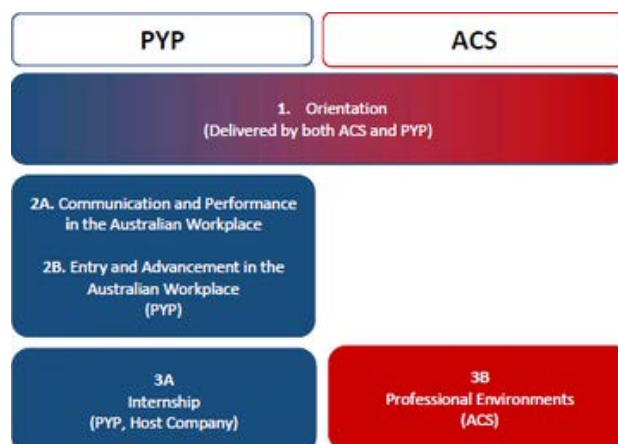
The Internship component will commence following the completion of the 10 class modules.

Classes:

The class component is delivered over a minimum duration of 250 hours/32 weeks. It comprises of 32 weekly face-to-face facilitated classes, each 8 hours duration. All face-to-face modules and assessments must be completed and deemed competent prior to the ACS PE Online course and Internship commencement.

Modules:

- Module 1_Workplace Communication (CPW)
- Module 2_Australian Workplace Culture (EAW)
- Module 3_Reporting to Managers (CPW)
- Module 4_Tailored Job Application (EAW)
- Module 5_Interview Preparation (EAW)
- Module 6_Professional Performance (EAW)
- Module 7 - Performance in Business Meetings (CPW)
- Module 8 - Business Writing (CPW)
- Module 9 - Workplace Relationships (EAW)
- Module 10 - Presentations (CPW)
- Internship





PROFESSIONAL YEAR PROGRAM



Internships

The Internship component is undertaken over a minimum of 10 weeks. It includes a minimum of 220 vocational placement hours. Placement can exceed the minimum hours and duration, if agreed to by all parties involved.

The following PY Internship sourcing types are supported and considered:

- Provider Placements – an internship sourced internally by QIBA
- Own Employment Placements – an internship which utilises the candidate's existing paid ICT employment
- Self-Sourced Placements – an ICT internship obtained by the candidate but is not their own employment
- Remote Placements – an ICT placement located >200Kms or 2 hours travel time from the Intern's home
- Regional Placements – a placement undertaken in another state/region in which QIBA does not deliver but is obtained through a candidate's own employment only.

During the Internship component the Intern will undertake the Professional Environments (PE) Online course with the ACS. During this course the Intern will complete a self-evaluation using the SFIA Framework (Skills Framework for the Information Age) to help provide guidance and support in their own professional development plans. This will in turn, allow them to align their internship experience to help develop relevant skills essential to their role.

QIBA Interns gain relevant entry-level ICT experience from internship placements sourced from a diverse range of professional companies and organisations.

QIBA enjoys meeting the expectations of its interns by sourcing high quality placements and providing a pathway to the next stage in their journey towards a professional career.

The 3-month internship component of the Professional Year Program provides an invaluable opportunity for PY participants to demonstrate and develop the skills they gained through their class component, and allow host companies to provide feedback based on the skills needed to succeed in the workplace. It gives industry and business the opportunity to enrich the PY interns' learning experiences and increase the number of work-ready graduates.

The internship also provides PY candidates the opportunity to develop skills and knowledge appropriate to their ICT area of interest or specialisation and allows them to reflect upon the development of those skills to enhance their workforce capability and gain exposure to the local labour market.

For further information on this course, please contact our marketing staff, your education agent or visit our website www.qiba.edu.au



PROFESSIONAL YEAR PROGRAM



What our candidates say about our program

"I would honestly like to thank you for the journey through PY and being a true inspiration for many students who have attended your classes."

"The classes delivered really helped me to to start my career in IT."

"I had the opportunity to learn about the the Australian professional environment associated with networking, communication, and relationships. I also learnt the techniques of professional communication and relationship building."

"I am a PYP student at QIBA. I am extremely delighted to bring you this great news that I got my first IT job in Australia and want to express my sincerest gratitude to the team on achieving this. I have no words to thank my facilitator enough as he has been working so hard during my PY classes."

"I was so impressed with the job application progress, my facilitator would suggest ways to help even while in the breakout room. We used to have long chats about the job description and the way I should prepare for interviews. I love to share this because this can be great news to all other students and the QIBA team. Thank you and best regards."

"It was an amazing experience with you. I have learnt so many things from you which I believe will be beneficial for me in my future. Thank you so much for every informative session that you shared with us, it was a great learning experience with you. There is no doubt that you are one of the best teachers I have met."



Contact Us



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PYP Gold Coast and PYP Hobart
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py.enrolments@qiba.edu.au



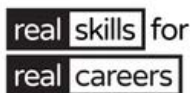
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QIBA Socials

