

# Vocational

ADELAIDE  
BRISBANE  
MELBOURNE  
SYDNEY

Courses

CRICOS 035533 | RTO 45041

 albright

INSTITUTE OF BUSINESS & LANGUAGE

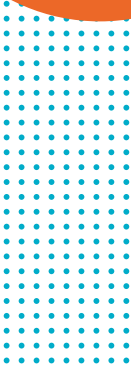


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and say,  
#iamalbright**

[albrightinstitute.edu.au](http://albrightinstitute.edu.au)



# Welcome to Australia. Welcome to Albright.



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

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

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

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

Accredited by:



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# The pathway to your future is bright.

## Reasons to count on us

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



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



#### WORKSHOPS & SEMINARS

Practical skills essential for working and living in Australia.



#### INDUSTRY TALKS

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



#### COMPUTER LAB

Modern equipment provided for self-study and extensive practice.



#### TAILORED SUPPORT

Student support services catered to individual needs.



#### NETWORK MEET-UPS

Organised events to explore your industry and make new connections.



#### INDIVIDUAL MENTORING

Professional mentoring by trainers and industry professionals.

# 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)

\*Qualification superseded by the new BSB training package update v.7.  
Students can still apply any time throughout the year for the next intake start date listed on [albright.edu.au/vocational\\_materials](http://albright.edu.au/vocational_materials) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website: [albrightinstitute.edu.au](http://albrightinstitute.edu.au)



# Certificate II in Workplace Skills

CRICOS: 106174H | BSB20120

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.

## 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

## THIS COURSE IS SUITABLE FOR:

This qualification provides opportunity in roles like

Administration Assistant	Office Assistant
Data Entry Operator	Receptionist
Information Desk Clerk	Office Junior
	Research Assistant
	Customer Service

## CORE UNITS

- BSBSUS211** Participate in sustainable work practices
- BSBMMM211** 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

## ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, for enrolment in this course at Albright Institute students 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 Australian Visa/ Residency status which allows them to study in Australia at the Vocational level





## Certificate III in Business

CRICOS: 106173J | BSB30120

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.

### THIS COURSE IS SUITABLE FOR:

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
- BSBXC301** 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.



# Certificate IV in Marketing and Communication\*

CRICOS: 106168F | BSB40820

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.



## THIS COURSE IS SUITABLE FOR:

Students planning to pursue a career in marketing or related fields.

Students planning to engage in studies in marketing or related fields.

## CORE UNITS

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

## ELECTIVE UNITS

<b>BSBESB302</b>	Develop and present business proposals
<b>BSBMKG431</b>	Assess marketing opportunities
<b>BSBMKG434</b>	Promote products and services
<b>BSBTEC403</b>	Apply digital solutions to work processes
<b>BSBOPS404</b>	Implement customer service strategies
<b>BSBFIN401</b>	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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level

\*Qualification superseded by the new BSB training package update v.3. Students can still apply any time throughout the year for the next intake start date listed on [www.albright.edu.au/bsbtraining\\_updates](http://www.albright.edu.au/bsbtraining_updates) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website [www.albright.edu.au](http://www.albright.edu.au)



# Diploma of Marketing and Communication\*

CRICOS: 106170A | BSB50620

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.



## THIS COURSE IS SUITABLE FOR:

Students planning to pursue a career in business and marketing.

Students willing to enter a different industry sector.

Students wishing to obtain higher level qualifications in business or other related fields.

## CORE UNITS

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

## ELECTIVE UNITS

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

## COURSE DURATION

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

## COURSE STRUCTURE

- 5 core units plus
- 7 elective units

## 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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level

\*Qualification superseded by the new BSB training package update v.7. Students can still apply any time throughout the year for the next intake start date listed on <http://bsbtroubleshooting.com.au/bsbtroubleshooting-materials/> and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website: [albrightinstitute.edu.au](http://albrightinstitute.edu.au)



## Diploma of Leadership and Management\*

CRICOS: 104306F | B5B50420

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

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

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

### COURSE DURATION

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

### COURSE STRUCTURE

- 6 core units plus
- 6 elective units



### CORE UNITS

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

### ELECTIVE UNITS

<b>BSBTWK503</b>	Manage meetings
<b>BSBSTR501</b>	Establish innovative work environments
<b>BSBSTR502</b>	Facilitate continuous improvement
<b>BSBHRM411</b>	Administer performance development processes
<b>BSBHRM413</b>	Support the learning and development of teams and individuals
<b>BSBWH5521</b>	Ensure a safe workplace for a work area

### THIS COURSE IS SUITABLE FOR:

**Students planning to pursue a career in leadership and management to meet organisational or enterprise requirements.**

**Students desiring to enter a different industry sector.**

**Students wishing to obtain higher level qualifications in business, leadership and management, or other related fields.**

### 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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level

\*Qualification superseded by the new BSB training package update v.7.  
Students can still apply any time throughout the year for the next intake start date listed on [albrightinstitute.edu.au/governmental-materials](http://albrightinstitute.edu.au/governmental-materials) and they will be contacted by the student services department if they need to start transitioning to the new BSB package.  
For further information visit our website: [albrightinstitute.edu.au](http://albrightinstitute.edu.au)

# Advanced Diploma of Leadership and Management\*

CRICOS: 106171M | BSB60420

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

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

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

## COURSE DURATION

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

## COURSE STRUCTURE

- 5 core units plus
- 5 elective units



## THIS COURSE IS SUITABLE FOR:

Students planning to pursue a career in leadership or management with accountability for personal and team outcomes.

## CORE UNITS

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

## ELECTIVE UNITS

<b>BSBTWK601</b>	Develop and maintain strategic business networks
<b>BSBHRM614</b>	Contribute to strategic workforce planning
<b>BSBSTR602</b>	Develop organisational strategies
<b>BSBHRM612</b>	Contribute to the development of employee and industrial relations strategies
<b>BSBSTR802</b>	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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level

Students desiring to enter a different industry sector.

Students wishing to obtain higher level qualifications in business or other related fields.

\*Qualification superseded by the new BSB training package update v3. Students can still apply any time throughout the year for the next intake start date listed on [albrightinstitute.edu.au/bsb60420/bsb60420/v3](http://albrightinstitute.edu.au/bsb60420/bsb60420/v3) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website [albrightinstitute.edu.au](http://albrightinstitute.edu.au)

# Diploma of Project Management\*

CRICOS: 104077C | BSB50820

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 Albricht 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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level



## CORE UNITS

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

## ELECTIVE UNITS

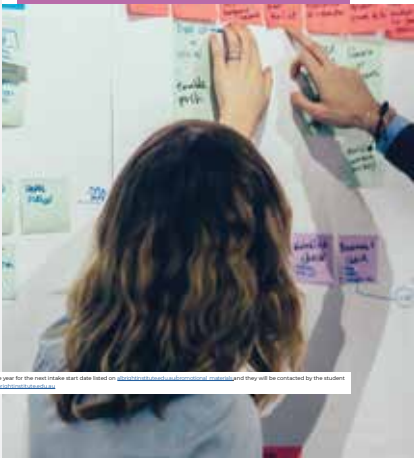
<b>BSBLDR522</b>	Manage people performance
<b>BSBPMG537</b>	Manage project procurement
<b>BSBPMG538</b>	Manage project stakeholder engagement
<b>BSBWH5513</b>	Lead WHS risk management

## THIS COURSE IS SUITABLE FOR:

Students planning to pursue a career in business, project management, and leadership.

Students desiring to enter a different industry sector.

Students wishing to obtain higher level qualifications in business or other related fields.



# Advanced Diploma of Program Management\*

CRICOS: 104459M | BSB60720

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.



## 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

## COURSE DURATION

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

## COURSE STRUCTURE

- 4 core units plus
- 8 elective units

## 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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level

## THIS COURSE IS SUITABLE FOR:

- Students desiring to enter a different industry sector.
- Students wishing to obtain higher level qualifications in business or other related fields.
- Students planning to pursue a career in business, project management, and leadership.

\*Qualification superseded by the new BSB training package update v3. Students can still apply any time throughout the year for the next intake start date listed on [www.albrightinstitute.edu.au/enrolment/enrolment](http://www.albrightinstitute.edu.au/enrolment/enrolment) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website: [www.albrightinstitute.edu.au](http://www.albrightinstitute.edu.au)



# Diploma of Business (Operations)\*

CRICOS: 106169E | BSB50120

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 Australian Visa/ Residency status which allows them to study in Australia in Vocational level



## 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
- BSBXC501** 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

## THIS COURSE IS SUITABLE FOR:

Students wishing to obtain higher level qualifications in business or other related fields.

Students desiring to enter a different industry sector.

Students planning to pursue a career in business and management.

# Graduate Diploma of Management (Learning)\*

CRICOS: 106172K | BSB80120

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

## THIS COURSE IS SUITABLE FOR:

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.

### 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

\*Qualification superseded by the new BSB training package update v3. Students can still apply any time throughout the year for the next intake start date listed on [@bsbtraining.edu.au/educational-materials](#) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website [bsbtraining.edu.au](#)



## Diploma of Interpreting (LOTE-English)

CRICOS: 0964703 | PSP50916

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.

### THIS COURSE IS SUITABLE FOR:

Students planning to pursue a career in interpreting.

Students aiming to take a NAATI Accreditation Test.

### 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





## Advanced Diploma of Translating

CRICOS: 096471G | PSP60816

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.

### THIS COURSE IS SUITABLE FOR:

Students planning to pursue a career in translation.

Students aiming to take a NAATI Accreditation Test.

### 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

### 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



# Advanced Diploma of Information Technology

(Telecommunications Network Engineering)

CRICOS: 106175G | ICT60220

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



## CORE UNITS

- BSBCRT611** Apply critical thinking for complex problem solving
- BSBTWK502** Manage team effectiveness
- BSBXC5402** 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

## THIS COURSE IS SUITABLE FOR:

This qualification provides opportunity in roles like

Telecommunication Technical Officer or Technologist

Telecommunications Network Planner or Manager

Network Engineering Technical Officer

Managing Network Security Manger

IP used Convergence Integrator

IP Based Optical Network Designer

# 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 to 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)

\*Qualification superseded by the new BSB training package update v.7. Students can still apply any time throughout the year for the next intake start date listed on [albrightinstitute.edu.au/vernonational\\_materials](http://albrightinstitute.edu.au/vernonational_materials) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website: [albrightinstitute.edu.au](http://albrightinstitute.edu.au)

The campuses of Albright Institute are located in the heart of Melbourne, Sydney, Adelaide, and Brisbane Central Business Districts (CBD).

The campuses are moments away from the iconic landmarks and public transport surrounded by beautiful parks and world-class infrastructure.

# Discover Australia

A young man with short brown hair and a light beard is smiling broadly. He is wearing a dark green jacket over a black hoodie and has a large blue backpack on his back. He is holding the blue straps of the backpack. The background is a split of light blue and orange.

**Change Campus  
Location**



# our Locations

## ADELAIDE

Level 14, 90 King William St,  
Adelaide, SA 5000

## BRISBANE

Level 2, 360 St Pauls Terrace Fortitude  
Valley, QLD 4006

## MELBOURNE

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

## SYDNEY

Level 9, 140 Elizabeth St,  
Sydney, NSW 2000

Want more information?

☎ 1300 189 154

✉ [info@albrightinstitute.edu.au](mailto:info@albrightinstitute.edu.au)

🌐 [albrightinstitute.edu.au](http://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: \$80-\$150
- Rent: \$95-\$285
- Mobile phone and internet: \$10-\$20
- Public transport: \$44
- Recreation: \$50-\$100

# 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: \$80-\$280
- Rent: \$130-\$350
- Mobile phone and internet: \$15-\$20
- 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: \$60
- Rent: \$185
- Mobile phone and Internet: \$25
- Public transport: \$15
- Recreation: \$80

# 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 Creek Festival
- Brisbane Marathon Festival
- The Ekka

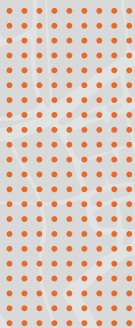
### ESTIMATED LIVING COSTS PER WEEK

- Food: \$80–\$150
- Rent: \$120–\$250
- Mobile phone and internet: \$20–\$30
- Public transport: \$15–\$35
- Recreation: \$72–\$89

# 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!**

## COURSE:

## POSSIBLE OCCUPATIONS:

### CERTIFICATE II IN WORKPLACE SKILLS

- Administration Assistant
- Data Entry Operator
- Information Desk Clerk
- Office Assistant
- Receptionist
- Office Junior
- Research Assistant
- Customer Service

### CERTIFICATE III IN BUSINESS

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

### CERTIFICATE IV IN MARKETING AND COMMUNICATION\*

- Marketing Officer
- Social Media Officer
- Digital Marketing Officer

### DIPLOMA OF MARKETING AND COMMUNICATION\*

- Marketing Co-ordinator
- Social Media Co-ordinator
- Digital Marketing Co-ordinator

### DIPLOMA OF LEADERSHIP AND MANAGEMENT\*

- Business Manager
- Team Leader
- Business Development Manager

### ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT\*

- Senior Business Manager
- Business Unit Manager
- Regional Manager

### DIPLOMA OF PROJECT MANAGEMENT\*

- Project Leader/Team Leader
- Project Contract Manager
- Project Manager

### ADVANCED DIPLOMA OF PROGRAM MANAGEMENT\*

- Project Director
- Project Manager
- Business Manager

### DIPLOMA OF BUSINESS\*

- Business Administration
- Office Manager
- Team Leader
- Coordinator

### GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)\*

- 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

### DIPLOMA OF INTERPRETING

- Job titles (by passing the NAATI Certified Interpreter test) may include:  
→ Certified Provisional Interpreter  
→ Communications Officer  
→ Localisation Specialist  
→ Linguist  
→ Project Manager (Language Service Company)

### ADVANCED DIPLOMA OF TRANSLATING

- Job titles (by passing the NAATI Certified Translator test) may include:  
→ Professional Translator  
→ Communications Officer  
→ Localisation Specialist  
→ Linguist

### ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

- 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

**Advance  
your  
career with  
Albright**

\*Qualification superseded by the new BSB training package update v.3. Students can still apply any time throughout the year for the next intake start date listed on [albright.edu.au/educational-materials](http://albright.edu.au/educational-materials) and they will be contacted by the student services department if they need to start transitioning to the new BSB package. For further information visit our website: [albright.edu.au](http://albright.edu.au)



# Useful Links

## Local banks

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

## Internet and Mobile Network Providers

- Telstra [www.telstra.com.au](http://www.telstra.com.au)
- Optus [www.optus.com.au](http://www.optus.com.au)
- Vodafone [www.vodafone.com.au](http://www.vodafone.com.au)
- Dodo [www.dodo.com](http://www.dodo.com)
- TPG Telecom [www.tpg.com.au](http://www.tpg.com.au)
- Aldimobile [www.aldimobile.com.au](http://www.aldimobile.com.au)
- Amaysim [www.amaysim.com.au](http://www.amaysim.com.au)

## Accommodation

- Realestate [www.realestate.com.au](http://www.realestate.com.au)
- Domain [www.domain.com.au](http://www.domain.com.au)
- Flatmates [www.flatmates.com.au](http://www.flatmates.com.au)

## Hospitals

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

## Pharmacies

- Chemist Warehouse [www.chemistwarehouse.com.au](http://www.chemistwarehouse.com.au)
- MyChemist [www.mychemist.com.au](http://www.mychemist.com.au)
- Pharmasave [www.pharmasave.com.au](http://www.pharmasave.com.au)
- Priceline Pharmacy [www.priceline.com.au](http://www.priceline.com.au)



INSTITUTE OF BUSINESS & LANGUAGE

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[albrightinstitute.edu.au](http://albrightinstitute.edu.au) 

# OUR Locations

## ADELAIDE

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

## BRISBANE

Level 2, 360 St. Pauls Terrace,  
Fortitude Valley. QLD 4006

## MELBOURNE

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

## SYDNEY

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

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## Contact us

☎ 1300 189 154

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🌐 [albrightinstitute.edu.au](http://albrightinstitute.edu.au)



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