

# APIC

AUSTRALIAN PACIFIC  
INTERNATIONAL COLLEGE

RTO Code 45784 | CRICOS Code 03971B



NATIONALLY RECOGNISED  
TRAINING

*International Student*

## COURSE GUIDE

### COURSE ENQUIRY

 02 9136 2446

 [admissions@apic.edu.au](mailto:admissions@apic.edu.au)



## ABOUT THIS COURSE:

This qualification is for individuals in emerging leadership and management roles who not only manage their own performance but also provide leadership and support to others. They analyze and solve a range of problems while evaluating information from various sources.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalents score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 52 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBCRT411	Apply critical thinking to work practices	Elective
BSBFIN401	Report on financial activity	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBPMG430	Undertake project work	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBOPS405	Organise business meetings	Elective

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students aiming to pursue careers in leadership and management, transition to new industry sectors, or create pathways to higher-level qualifications. Upon completion, students can explore employment opportunities in various leadership and management roles with the option to further their education through the BSB50420 Diploma of Leadership and Management or other diploma programs.

## CAREER OUTCOMES & JOB OPPROTUNITIES:

Completing the BSB40520 Certificate IV in Leadership and Management course can open up several career outcomes and job opportunities in various industries. Some potential career paths and job opportunities after completing this certificate include:

Small Business Manager



Assistant Manager

Coordinator



Office Manager



## ABOUT THIS COURSE:

This qualification reflects the role of an individuals who apply leadership and management skills in various business contexts, demonstrating initiative, effective communication, and problem-solving abilities. They plan, organize, and monitor workloads, and can analyze and synthesize information from diverse sources.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalents score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 78 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBCRT512	Originate and develop concepts	Elective
BSBOPS503	Develop administrative systems	Elective
BSBOPS504	Manage business risk	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTWK503	Manage meetings	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students looking to advance in leadership and management careers or explore new industry sectors. Completing it opens up potential employment opportunities, including various leadership and management roles, and also serves as a pathway to the BSB60420 Advanced Diploma of Leadership and Management for further education.

## CAREER OUTCOMES & JOB OPPROTUNITIES:

Upon completing the BSB50420 Diploma of Leadership and Management, individuals can access a variety of career outcomes and job opportunities in leadership and management roles across different industries. Some potential career outcomes and job opportunities include:

Team Leader/Supervisor



Operations Manager

Project Manager



Entrepreneurship



## ABOUT THIS COURSE:

This qualification reflects the role of an individuals with specialized knowledge and experience in leadership and management roles within diverse enterprise and industry settings. At this level, they use initiative and judgment to plan and execute leadership functions, while also employing cognitive, communication, and creative skills to analyze information, share knowledge, and address complex problems.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. Diploma/Advanced Diploma in BSB Training Package or two years of full-time workplace experience in an operational or leadership role in an enterprise is required. An IELTS score of 5.5 (or equivalents score in PTE, TOEFL) is also required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 65 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBTEC601	Review organisational digital strategy	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBSTR602	Develop organisational strategies	Elective

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students interested in leadership and management careers, industry transitions, or higher qualifications. Completing this course offers employment opportunities in leadership roles and a pathway to higher education in leadership and management.

## CAREER OUTCOMES & JOB OPPROTUNITIES:

Upon completing the BSB60420 Advanced Diploma of Leadership and Management course individuals can lead to various career outcomes and job opportunities across diverse industries. Some potential career paths and job opportunities after obtaining this advanced diploma include:

Senior Manager or Executive



Operations Director

Project Director/Manager



Human Resources Director

# TRAINING



## ABOUT THIS COURSE:

This qualification is for people who use specialized skills in organizational learning and development. They create and assess complex ideas, lead important learning initiatives, and may oversee others' work. It's valuable for leaders and managers focused on improving organizations through learning, potentially including roles like RTO Manager and RTO Director.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. They should also have a minimum qualification of an Australian AQF Level 5 (Diploma) or higher, or a three-year bachelor's degree. An IELTS score of 5.5 (or equivalents score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 78 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007



## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBSTR801	Lead innovative thinking and practice	Elective
BSBCRT611	Apply critical thinking for complex problem solving	Elective
BSBTEC601	Review organisational digital strategy	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBOPS601	Develop and implement business plans	Elective

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students interested in leadership and management careers, industry transitions, or higher qualifications. Completing this course offers employment opportunities in leadership roles and a pathway to higher education in leadership and management.

## CAREER OUTCOMES & JOB OPPROTUNITIES:

Completing the BSB80120 Graduate Diploma of Management (Learning) can lead to a variety of career outcomes and job opportunities in the field of management and learning and development. Graduates are prepared to contribute to organizational growth, pursue further education, and continuously improve their skills in the field of organizational learning and management. Some potential career paths and job opportunities after obtaining this graduate diploma include:

Learning and Development Manager



Training Specialist

RTO Manager



Talent Development Manager



## ABOUT THIS COURSE:

This qualification reflects role of an individuals who apply project management skills across various industries, potentially leading to roles like Project Manager and Project Team Leader. Those in these positions hold leadership and management responsibilities, utilizing a strong theoretical foundation and specialized competencies to plan, execute, and assess project outcomes.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalents score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 78 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBPMG530	Manage project scope	Core
BSBPMG531	Manage project time	Core
BSBPMG532	Manage project quality	Core
BSBPMG533	Manage project cost	Core
BSBPMG534	Manage project human resources	Core
BSBPMG535	Manage project information and communication	Core
BSBPMG536	Manage project risk	Core
BSBPMG540	Manage project integration	Core
BSBCMM511	Communicate with influence	Elective
BSBCRT511	Develop critical thinking in others	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students who wish to advance their careers in project management, explore new industry sectors, or pursue higher education qualifications. Successful completion offers potential employment in various project management roles, such as project manager, leader, team leader, contract manager, or vendor/supplier manager, and can also serve as a pathway to the BSB60720 Advanced Diploma of Program Management and higher education degrees in Project Management or related fields.

## CAREER OUTCOMES & JOB OPPROTUNITIES:

Completing the BSB50820 Diploma of Project Management course can lead to a range of career outcomes and job opportunities in the field of project management. Some potential career paths and job opportunities after obtaining this diploma include:

Project Manager



Business Analyst



Project Coordinator

IT Project Manager



## ABOUT THIS COURSE:

This qualification is for commercial cooks with supervisory roles, allowing them to work independently and solve non-routine kitchen challenges. It opens opportunities in restaurants, hotels, cafes, and similar establishments, including the potential to manage a small business within these sectors.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalent score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 78 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

Completion of 60 service periods at work placement (4 hours per service period = 240 hours)

**Delivery:** Face to face in classroom & Online Self Study. Practical face to face training is provided in a commercial kitchen. A work placement is also required.

**Location:** Classroom: Level 6, 579 Harris St, Ultimo, NSW 2007

Kitchen: 204, 118 Church St, Parramatta, NSW 2150

Work placement: Various work places

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
SITHCCC023	Use food preparation equipment*	Core
SITHCCC027	Prepare dishes using basic methods of cookery*	Core
SITHCCC028	Prepare appetisers and salads*	Core
SITHCCC029	Prepare stocks, sauces and soups*	Core
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes*	Core
SITHCCC031	Prepare vegetarian and vegan dishes*	Core
SITHCCC035	Prepare poultry dishes*	Core
SITHCCC036	Prepare meat dishes*	Core
SITHCCC037	Prepare seafood dishes*	Core
SITHCCC041	Produce cakes, pastries and breads*	Core
SITHCCC042	Prepare food to meet special dietary requirements*	Core
SITHCCC043	Work effectively as a cook*	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP012	Develop recipes for special dietary requirements*	Core
SITHKOP013	Plan cooking operations*	Core
SITHKOP015	Design and cost menus*	Core
SITHPAT016	Produce desserts*	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008	Develop and implement a food safety program*	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006	Receive, store and maintain stock*	Core
SITXMG004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITHCCC026	Package prepared foodstuffs*	Elective
SITHCCC038	Produce and serve food for buffets*	Elective
SITHCCC040	Prepare and serve cheese*	Elective
SITXWHS006	Identify hazards, assess and control safety risks	Elective
SITXCCS014	Provide service to customers	Elective
SITHIND006	Source and use information on the hospitality industry	Elective

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students aiming to enter the commercial cookery field, explore new industry sectors, or advance to higher qualifications. Successful completion can lead to employment as a chef or chef de partie, with opportunities for further education, such as the SIT50422 Diploma of Hospitality Management.

## CAREER OUTCOMES & JOB OPPORTUNITIES:

Completing the SIT40521 Certificate IV in Kitchen Management course can open up various career outcomes and job opportunities in the field of kitchen management and hospitality. Some potential career paths and job opportunities after obtaining this qualification include:

Sous Chef

Kitchen Manager



chef de partie

head chef





## ABOUT THIS COURSE:

This qualification is for experienced hospitality professionals with strong management skills. It enables them to work independently, oversee teams, and make operational decisions in various hospitality sectors. It offers specialization options and requires compliance with relevant laws and standards.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalent score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

You are required to bring your own laptop with Office 365 (or similar program) to all classes.

**Duration:** 104 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study. Practical face to face training is provided in a commercial kitchen. A work placement of 240 hours is also required.

**Location:** Classroom: Level 6, 579 Harris St, Ultimo, NSW 2007

Kitchen: 204, 118 Church St, Parramatta, NSW 2150

Work placement: Various work places

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
SITXCCS015	Enhance customer service experiences	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXMG004	Monitor work operations	Core
SITXMG005	Establish and conduct business relationships	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXFA005	Use hygienic practices for food safety	Elective
SITHCCC043	Work effectively as a cook*	Elective
SITHKOP013	Plan cooking operations*	Elective
SITHCCC037	Prepare seafood dishes*	Elective
SITHCCC036	Prepare meat dishes*	Elective
SITHCCC041	Produce cakes, pastries and breads*	Elective
SITHPAT016	Produce desserts*	Elective
SITHCCC042	Prepare food to meet special dietary requirements*	Elective
SITHCCC027	Prepare dishes using basic methods of cookery*	Elective
SITHCCC040	Prepare and serve cheese*	Elective
SITHCCC026	Package prepared foodstuffs*	Elective
SITHCCC028	Prepare appetisers and salads*	Elective
SITHCCC035	Prepare poultry dishes*	Elective
SITHCCC031	Prepare vegetarian and vegan dishes*	Elective
BSBMM411	Make a presentation	Elective
BSBOPS504	Manage business risk	Elective
SITXHRM010	Recruit, select and induct staff	Elective

Students who complete the SIT40521 Certificate IV in Kitchen Management qualification at Australian Pacific International College will receive credit for the units completed and will be able to complete SIT50422 Diploma of Hospitality Management course in two terms (26 weeks) through a customized training plan.

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is tailored for international students aiming to enter the hospitality industry, explore new career paths, or progress towards higher-level qualifications. Successful completion of the program can open doors to employment opportunities, particularly in roles such as chef or chef de partie within the commercial cookery sector. Additionally, it serves as a stepping stone for those seeking further education, offering a potential pathway to the SIT60322 Advanced Diploma of Hospitality Management.

## CAREER OUTCOMES & JOB OPPORTUNITIES:

After completing the SIT50422 Diploma of Hospitality Management, graduates can pursue various career opportunities and job roles in the hospitality industry, including:

Hotel Manager

Resort Manager



Tourism Manager

Executive Housekeeper



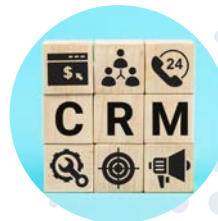


## Specialisation offered:



**Cyber Security**

**Systems Analysis**



**Duration:** 78 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.



**Business Analysis**

**Database and Data Management**



**Delivery:** Face to face in classroom & Online Self Study.

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007

## ABOUT THIS COURSE:

This qualification is for individuals in various information and communications technology (ICT) roles with specialized technical skills. They perform moderately complex tasks independently or as part of a team, spanning diverse industries and functions, including business ownership. The skills encompass advanced areas such as networking, programming, web development, cybersecurity, database management, game design, system administration, and telecommunications engineering, among others. Considerations related to licensing, legislation, and certification may apply depending on specific roles and responsibilities.



## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalent score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

- You are required to bring your own laptop with Office 365 (or similar program) to all classes.

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCRT512	Originate and develop concepts	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
BSBXTW401	Lead and facilitate a team	Core
ICTICT517	Match ICT needs with the strategic direction of the organisation	Core
ICTICT532	Apply IP, ethics and privacy in ICT environments	Core
ICTSAS527	Manage client problems	Core
ICTPMG505	Manage ICT projects	Elective (Group O)
BSBPMG532	Manage project quality	Elective (Group O)
BSBPMG539	Manage project governance	Elective (Group O)
ICTPRG537	Implement security for applications	Elective (Group O)
ICTICT524	Determine ICT strategies and solutions for organisations	Elective (Group O)
ICTICT443	Work collaboratively in the ICT industry	Elective (Group O)
ICTNWK561	Design enterprise wireless local area networks	Elective (Group O)
ICTICT518	Research and review hardware technology options for organisations	Elective (Group O)
ICTWEB527	Research and apply emerging web technology trends	Elective (Group O)

**Specialisation - In addition to above core and elective units, students need to choose one of the below groups - which comprises of additional five units each**

Elective (Group G)	Cyber Security
Elective (Group H)	Database and Data Management
Elective (Group M)	Systems Analysis
Elective (Group D)	Business Analysis

**For more information on elective units in each specialisation groups, please contact: [admissions@apic.edu.au](mailto:admissions@apic.edu.au)**

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is tailored for international students seeking to embark on a career in information technology, explore new industry avenues, or advance to higher qualifications. Graduates may find employment opportunities in a range of ICT roles, including Database and Systems Administrators, ICT Security Specialists, ICT Systems Administrators, and Help Desk Managers. Further educational pathways extend to the ICT60220 Advanced Diploma of Information Technology and Bachelor-level programs in IT, Networking, Project Management, or related disciplines.

## CAREER OUTCOMES & JOB OPPORTUNITIES:

Graduates of the ICT50220 Diploma of Information Technology course can pursue a variety of career outcomes and job opportunities in the field of information technology (IT). Here are some potential career paths and roles for individuals who complete this diploma program:

IT Specialist/Technician

Database Administrator

Cybersecurity Analyst

Business Analyst



## Specialisation offered:



**Cyber Security**

**Systems Development and Analysis**



**IT Strategy and Organisational Development**



**Advanced Data Management Information**



**Duration:** 78 Weeks

**Study Load:** In a week 15 hours in the classroom and 5 hours of structured self-study.

**Delivery:** Face to face in classroom & Online Self Study.

**Location:** Level 6, 579 Harris St, Ultimo, NSW 2007

## ABOUT THIS COURSE:

This qualification is designed for individuals in information and communications technology (ICT) roles with extensive experience in specialized technical skills or managerial and people management skills. They perform complex tasks independently, lead teams, or direct strategic business initiatives. These roles span various industries and functions, including entrepreneurship. The skills required encompass advanced data management, cybersecurity, full-stack web development, programming, IT strategy, systems development, and telecommunications network engineering, making graduates versatile assets in the ICT field.

## ENTRY REQUIREMENTS:

International students need to be at least 18 years old and have completed Year 12 or an equivalent qualification. An IELTS score of 5.5 (or equivalent score in PTE, TOEFL) is required. English proficiency can be shown by meeting criteria like education in an English-speaking country, completing at least 6 months of a Certificate IV level or higher course in an Australian RTO, achieving upper intermediate level or higher in ELICOS studies, or passing APIC English Placement Test. Those lacking documented evidence in English competency, may undertake the LLN test online to meet the English requirement.

## OTHER REQUIREMENTS:

- You are required to bring your own laptop with Office 365 (or similar program) to all classes.

## WHAT TO EXPECT IN THE COURSE:

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBTWK502	Manage team effectiveness	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
ICTICT608	Interact with clients on a business level	Core
ICTICT618	Manage IP, ethics and privacy in ICT environments	Core
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	Core
ICTPMG616	Manage ICT project systems implementation	Elective (Group H)
ICTSAD508	Develop technical requirements for business solutions	Elective (Group H)
ICTSUS603	Integrate sustainability in ICT planning and design projects	Elective (Group H)
ICTCLD602	Manage information security compliance of cloud service deployment	Elective (Group H)
ICTICT614	Identify and implement business innovation	Elective (Group H)
ICTICT615	Implement knowledge management strategies	Elective (Group H)

**Specialisation - In addition to above core and elective units, students need to choose one of the below groups - which comprises of additional four units each**

Elective (Group A)	Advanced Data Management Information
Elective (Group B)	Cyber Security
Elective (Group E)	IT Strategy and Organisational Development
Elective (Group F)	Systems Development and Analysis

**For more information on elective units in each specialisation groups, please contact: [admissions@apic.edu.au](mailto:admissions@apic.edu.au)**

## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is designed for international students seeking career advancement in senior ICT roles, entry into new industry sectors, or progression toward higher-level qualifications. Completion of the program can open doors to various ICT positions, including Database and Systems Administrators, ICT Security Specialists, ICT Systems Administrators, Help Desk Managers, ICT Support Team Leaders, and Office Systems Managers. Graduates can also explore further educational pathways, such as the ICT60220 Advanced Diploma of Information Technology or Bachelor's degrees in IT, Networking, Project Management, or related fields.

## CAREER OUTCOMES & JOB OPPORTUNITIES:

Graduates of the ICT60220 Advanced Diploma of Information Technology can access a wide range of career outcomes and job opportunities in the field of information technology, particularly in cybersecurity and data management. Here are some potential career paths and roles:

Cybersecurity Analyst/Engineer

Database Administrator

Systems Administrator

Business Intelligence (BI) Analyst

## HOW CAN YOU APPLY?

02 9136 2446



admissions@apic.edu.au

**Submit Application with Supporting Documents****1**

Complete and send your Enrolment Application Form to us. Make sure you include any supporting documents if there are entry requirements for your chosen course. These may include verified copies or previous qualifications, your passport, previous schooling, and English testing results.

**Application Assessment and Interview Process****2**

When we receive your application for enrolment, we will assess it against the course requirements. If your application is verified, and if required, we will arrange an interview with you. Your interview may be in person (if you are in Australia) or via phone or Skype (if you are overseas).

**Application Outcome and Next Steps****3**

Your application will then be processed and if you are successful you will be issued with a Offer Letter and Student Agreement. If you were unsuccessful, we will be in touch to advise you of the outcome and provide advice about other suitable options or what you need to do before reapplying.

**Review Offer Letter and Student Agreement****4**

Carefully review your Offer Letter and Student Agreement and make sure your course fees, duration and payment plan are correctly stated. Read through all of the included policies and procedures and if you are in agreement, sign and return it to us and we will then issue you with an invoice.

**Visa Application and Commence Studies****5**

Once we have received your first payment, you will be issued with an electronic Confirmation or Enrolment (COE). Use this document to apply for your visa with the Department of Home Affairs. Once your visa is granted, make sure you arrive in Australia in time for your first class and orientation session.

## COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

## DEFERMENT AND SUSPENSION

Deferment is postponement of the commencement of a course of study. It must occur prior to start of a new academic term or a study period. Deferment is usually of the course start date and granted for a completed term, allowing a student to commence or re-commence their studies in subsequent academic terms. Suspension of studies is a temporary postponement of a course of study. It may occur at any time during an academic term or study period. For more information, see APIC's Deferment, Suspension and cancellation Policy at: <https://www.apic.edu.au/download-center/>

## RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER

APIC provides RPL and Credit Transfer opportunities to all students. Students may apply for RPL or credit transfer for an existing competency or prior learning in any of the units offered, see APIC's RPL and Credit Transfer Policy and Procedure for more information at: [https://www.apic.edu.au/download-center/ Recognition of prior learning \(RPL\) involves the assessment of previously unrecognized skills and knowledge that an individual has achieved in work life, or in a formal or an informal education and training system. RPL assessment is fee-based. Credit transfer does not involve assessment and is granted on determination of equivalency between two units of competency. There is no fee for credit transfer.](https://www.apic.edu.au/download-center/Recognition%20of%20prior%20learning%20(RPL)%20involves%20the%20assessment%20of%20previously%20unrecognized%20skills%20and%20knowledge%20that%20an%20individual%20has%20achieved%20in%20work%20life,%20or%20in%20a%20formal%20or%20an%20informal%20education%20and%20training%20system.%20RPL%20assessment%20is%20fee-based.%20Credit%20transfer%20does%20not%20involve%20assessment%20and%20is%20granted%20on%20determination%20of%20equivalency%20between%20two%20units%20of%20competency.%20There%20is%20no%20fee%20for%20credit%20transfer.)

## AUSTRALIAN QUALIFICATION FRAMEWORK (AQF)

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. More information on AQF can be found at: <http://www.aqf.edu.au/> The AQF encompasses all the education sectors in Australia including higher education, vocational education and training and schools.

## ISSUANCE OF AQF DOCUMENTATION

APIC is a Registered Training Organisation (RTO) approved to issue AQF certifications to eligible students. APIC has no other partner, either in Australia or overseas, to deliver training and assessment on its behalf. APIC is the sole authority to issue all AQF documentation under the relevant standards and regulations

## ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018. The ESOS Framework can be assessed at <https://www.education.gov.au/esos-framework>

# START YOUR CAREER WITH APIC



# APIC

## AUSTRALIAN PACIFIC INTERNATIONAL COLLEGE

INTERNATIONAL STUDENT COURSE GUIDE - VERSION 3.0 SEP 2023

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