



Australian City International College

RTO Code : 91779 / CRICOS: 03888H



Parramatta Campus

- ☎ Landline: 02 7809 2811
- ✉ marketing@acicollege.edu.au
admissions@acicollege.edu.au
- 🌐 www.acicollege.edu.au
- 📍 Suite 1, Level 2, 17-21 Macquarie Street,
Parramatta, NSW 2150

Darwin Campus

- ☎ Landline: 02 7809 2811
- ✉ marketing@acicollege.edu.au
admissions@acicollege.edu.au
- 🌐 www.acicollege.edu.au
- 📍 Level 3, 43 Cavenagh Street,
Darwin City, Northern Territory 0800



Our Campuses

Parramatta Campus

The main campus of Australian City International College is located at Parramatta. Parramatta, which is situated in Central Western Sydney, is a lively city, a hub of dining, shopping, commerce and entertainment where people come together to enjoy a unique cultural life that is both proud of its past, and excited about its future. Parramatta CBD is only two kilometres away from Lake Parramatta Reserve, where you can enjoy a sunny day by the water. The Parramatta River is also another local attraction, surrounded by footpaths, restaurants, and The Riverside Theatres, which provides the city with dynamic and lively music, performance, and film since 1988. It also has a fully integrated public transport ticketing system to make traveling easy.

Campus Address: Suite 1, Level 2, 17 Macquarie street,
Parramatta, NSW 2150

Darwin City College

Darwin is the capital of Australia's Northern Territory and a former frontier outpost. Darwin city college is located at Darwin commercial hotspot where the entire Darwin city is connected. While Darwin is the smallest of Australia's major cities, it is as easy-going as it is exciting with everything from Asian food markets and crocodile encounters to open-air movies and sunset cruises. Darwin is surrounded by an abundance of nature, such as the Tiwi Islands and Litchfield National park, where you can take tours, go on hikes or cool off in natural waterholes. It is rich in arts and culture with multiple galleries and museums to visit. It also has a fully integrated public transport ticketing system to make traveling easy.

Darwin City College Address: 43 Cavenagh Street,
Darwin,
Northern Territory 0800





STUDYING IN SYDNEY

- Vibrant and outgoing people
- One of the world's beautiful city and beaches
- World famous events and festivals throughout the year
- Active and outdoor lifestyle with cultural diversity
- World- class restaurants and food
- Safe, clean and easy to navigate



Student Support And Welfare

Australian City International College is committed to providing all students with quality student support services throughout their enrolment and adhering to the principles of access and equality for all its students. Australian City International College offers a range of support services to students to assist them with:

- Achieving their learning goals
- Achieving satisfactory academic and attendance progress towards meeting the learning outcomes of their enrolment
- Adjusting to study and life in Australia
- Any welfare issues that may arise throughout their enrolment
- Their individual, training, assessment and service needs
- Any enquiries they may have with regards to their enrolment and progress

Overview Of Australian City International College's Student Support Services

On Arrival

- Airport pickup
- Accommodation
- Assistance
- Admissions
- Overseas student health cover assistance
- Bank account assistance
- Orientation

Post Graduation

- Certificate Copies
- Transcript copies
- Re-enrolment

During Study

- Timetabling
- Student workbooks*
- Education counselling (Course Progress, Attendance)
- Welfare counselling
- Career counselling
- English language support
- Cultural adjustment
- Course Credit or Recognition of Prior Learning
- Internet access and Student Computer Lab
- Extra-curricular activities
- Student ID Cards and Student Portal Login
- Document Access
- Tax File Number Assistance
- Job finding and resume assistance
- Complaints and Appeals
- Student Deferment, Suspension and Cancellation
- Certificate and Statement of Results (SOR)Issue



Australian City
International College
RTO Code: 91779 / CRICOS: 03888A

www.acicollege.edu.au



STUDYING IN **DARWIN**

- Beautiful, warm, close to nature and an outback centre
- Home to a wealth of indigenous culture
- Local communities are friendly, inclusive, and culturally diverse
- Home to an incredible ecosystem of Australian wildlife
- Student life is balanced and affordable
- Youngest population with vibrant atmosphere

Our Intakes

- January/February Term 01
- April/May Term 02
- July/August Term 03
- October/November

Why Study with ACIC?

Australian Skills Quality Authority (ASQA) accredited and nationally recognized VET qualifications.

- Eight intakes a year.
- Certificate IV, Diplomas, Advanced Diplomas and Graduate Diploma are industry experience courses.
- Trainers are highly qualified and experienced, dedicated professionals.
- Trainers are committed to provide high quality learning experience with their students with counselling.
- Centrally located with friendly and supportive learning environment
- Reasonable and competitive course fees with flexible hours.
- Well-facilitated modern classroom with resource library equipped with flat screen reference computers and fully equipped computers labs.
- Selection of morning, evening and weekend class.
- Located in Parramatta and Darwin (Northern Territory).
- Courses are designed to help students to gain skills and knowledge required for their respective career.

Entry Requirement

International students must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English speaking country; or
 - Successful completion of an English Placement Test

Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

Entry requirements will be checked at enrolment in line with the Institute's Student entry requirements, selection, enrolment and orientation policy





Checklist

- 1) Enrolment Form (International Students)
- 2) Copy of Passport and Student Visa
- 3) Evidence of English Language Requirements
- 4) Supporting Academic Documentation
- 5) Provisional Offer Letter
- 6) Signed Acceptance Agreement
- 7) GTE Clearance prior conformation of enrolment
- 8) Conformation of Enrolment
- 9) Orientation documentation
- 10) Arrange an accommodation (if needed)
- 11) Arrange an airport pickup (if needed)
- 12) A conformed airline ticket *
(These details sent to ACIC if airport pickup arranged)
- 13) Two passport size photos of yourself
- 14) Receipts of payments (course, accommodation and health cover fees) *
- 15) Personal identification documents e.g. Driver's licence, I.D. card*
- 16) Any medical prescriptions, relevant medical reports
- 17) Spare spectacles or contact lenses and a current optical prescription
- 18) Some cash in Australian dollars – at least \$500
- 19) Organized my banking and money transfer arrangements to Australia
- 20) Obtained a certified English translation of driver's licence





CRICOS CODE 107093A

CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



UNITS

COURSE DESCRIPTION

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au

Study Duration:
52 weeks
(44 weeks + 8 Weeks)

Study Mode:
15 Hours Face to Face and 5 Hours Online

Delivery Location:
Parramatta Campus
Darwin Campus

Fees Information:
Tuition Fees: 10,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 1000 AUD

| CODE | TITLE | Core or Elective |
|-----------|--|------------------|
| CHCDIV002 | Promote Aboriginal and /or Torres Strait Islander cultural safety | Core |
| CHCECE001 | Develop cultural competence | Core |
| CHCECE002 | Ensure the health and safety of children | Core |
| CHCECE003 | Provide care for children | Core |
| CHCECE004 | Promote and provide healthy food and drinks | Core |
| CHCECE005 | Provide care for babies and toddlers | Core |
| CHCECE007 | Develop positive and respectful relationships with children | Core |
| CHCECE009 | Use an approved learning framework to guide practice | Core |
| CHCECE010 | Support the holistic development of children in early childhood | Core |
| CHCECE011 | Provide experiences to support children's play and learning | Core |
| CHCECE013 | Use information about children to inform practice | Core |
| CHCLEG001 | Work legally and ethically | Core |
| CHCPR001 | Identify and respond to children and young people at risk | Core |
| HLTAID004 | Provide an emergency First aid response in an education and care setting | Core |
| HLTWH5001 | Participate in work health and safety | Core |
| CHCDIV001 | Work with diverse people | Elective |
| CHCECE006 | Support behaviour of children and young people | Elective |
| BSBWOR301 | Organise personal work priorities and professional | Elective |



CRICOS CODE 108105E

CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



UNITS

| CODE | TITLE | Core or Elective |
|-----------|---|------------------|
| BSBTWK502 | Manage team effectiveness | Core |
| CHCECE041 | Maintain a safe and healthy environment for children | Core |
| CHCECE042 | Foster holistic early childhood learning, development and wellbeing | Core |
| CHCECE043 | Nurture creativity in children | Core |
| CHCECE044 | Facilitate compliance in a children's education and care service | Core |
| CHCECE045 | Foster positive and respectful interactions and behaviour in children | Core |
| CHCECE046 | Implement strategies for the inclusion of all children | Core |
| CHCECE047 | Analyse information to inform children's learning | Core |
| CHCECE048 | Plan and implement children's education and care curriculum | Core |
| CHCECE049 | Embed environmental responsibility in service operations | Core |
| CHCECE050 | Work in partnership with children's families | Core |
| CHCPRP003 | Reflect on and improve own professional practice | Core |
| BSBOP5502 | Manage business operational plans | Elective |
| BSBPEF502 | Develop and use emotional intelligence | Elective |
| CHCDIV003 | Manage and promote diversity | Elective |

COURSE DESCRIPTION

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 12,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 1000 AUD



CRICOS CODE 103540D

CHC52015 DIPLOMA OF COMMUNITY SERVICES



UNITS

| CODE | TITLE | Core or Elective |
|------------|---|------------------|
| CHCCCS007 | Develop and implement service programs | Core |
| CHCCOM003 | Develop workplace communication strategies | Core |
| CHCDEV002 | Analyse impacts of sociological factors on clients in community work and services | Core |
| CHCDIV003 | Manage and promote diversity | Core |
| CHCLEG003 | Manage legal and ethical compliance | Core |
| CHCMGT005 | Facilitate workplace debriefing and support processes | Core |
| CHCPRP003 | Reflect on and improve own professional practice | Core |
| HLTWH5004 | Manage work health and safety | Core |
| BSBHRM506 | Manage recruitment selection and induction processes | Elective |
| BSBHRM513 | Manage workforce planning | Elective |
| BSBPUB504 | Develop and implement crisis management plans | Elective |
| BSBRISK501 | Manage risk | Elective |
| BSBWOR403 | Manage stress in the workplace | Elective |
| BSBWOR502 | Lead and manage team effectiveness | Elective |
| BSBPMG522 | Undertake project work | Elective |
| BSBFIM501 | Manage budgets and financial plans | Elective |
| | | |

COURSE DESCRIPTION

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centered services to individuals, groups and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

To achieve this qualification, the candidate must have completed at least 100 hours of work as detailed in the Assessment Requirements of the units of competency.

Study Duration:

104 weeks (80 Academic weeks + 24 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 22,500 AUD
Enrolment Fee: 250 AUD
Material Fee: 600 AU

CRICOS CODE 105126B

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT



UNITS

| CODE | TITLE | Core or Elective |
|-----------|---|------------------|
| CHCCCS015 | Provide individualised support | Core |
| CHCCCS023 | Support independence and well being | Core |
| CHCCOM005 | Communicate and work in health or community services | Core |
| CHCDIV001 | Work with diverse people | Core |
| CHCLEG001 | Work legally and ethically | Core |
| HLTAAP001 | Recognise healthy body systems | Core |
| HLTWS002 | Follow safe work practices for direct client care | Core |
| CHCDIS001 | Contribute to ongoing skills development using a strengths-based approach | Elective |
| CHCDIS002 | Follow established person-centred behaviour supports | Elective |
| CHCDIS003 | Support community participation and social inclusion | Elective |
| CHCDIS007 | Facilitate the empowerment of people with disability | Elective |
| HLTINF001 | Comply with infection prevention and control policies and procedures | Elective |
| HLTAID003 | Provide first aid | Elective |

COURSE DESCRIPTION

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 13,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 1000 AUD

CRICOS CODE 103539H

CHC43015 CERTIFICATE IV IN AGEING SUPPORT



UNITS

| CODE | TITLE | Core or Elective |
|-----------|--|------------------|
| CHCADV001 | Facilitate the interests and rights of clients | Core |
| CHCAGE001 | Facilitate the empowerment of older people | Core |
| CHCAGE003 | Coordinate services for older people | Core |
| CHCAGE004 | Implement interventions with older people at risk | Core |
| CHCAGE005 | Provide support to people living with dementia | Core |
| CHCCCS006 | Facilitate individual service planning and delivery | Core |
| CHCCCS011 | Meet personal support needs | Core |
| CHCCCS023 | Support independence and wellbeing | Core |
| CHCCCS025 | Support relationships with carers and families | Core |
| CHCDIV001 | Work with diverse people | Core |
| CHCLEG003 | Manage legal and ethical compliance | Core |
| CHCPAL001 | Deliver care services using a palliative approach | Core |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | Core |
| HLTAAP001 | Recognise healthy body systems | Core |
| HLTWH5002 | Follow safe work practices for direct client care | Core |
| CHCAGE002 | Implement falls prevention strategies | Elective |
| BSBLDR402 | Lead effective workplace relationships | Elective |
| CHCCCS017 | Provide loss and grief support | Elective |

COURSE DESCRIPTION

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 22,500 AUD
Enrolment Fee: 250 AUD
Material Fee: 600 AU



CRICOS CODE 105127A

CHC43115 CERTIFICATE IV IN DISABILITY



UNITS

| CODE | TITLE | Core or Elective |
|-----------|--|------------------|
| CHCCS015 | Provide individualised support | Core |
| CHCDIS002 | Follow established person-centred behaviour | Core |
| CHCDIS005 | Develop and provide person-centred service responses | Core |
| CHCDIS007 | Facilitate the empowerment of people with disability | Core |
| CHCDIS008 | Facilitate community participation and social inclusion | Core |
| CHCDIS009 | Facilitate ongoing skills development using a person-centred approach | Core |
| CHCDIS010 | Provide person-centred services to people with disability with complex needs | Core |
| CHCDIV001 | Work with diverse people | Core |
| CHCLEG003 | Manage legal and ethical compliance | Core |
| HLTAAP001 | Recognise healthy body systems | Core |
| HLTWHS002 | Follow safe work practices for direct client care | Core |
| CHCCCS023 | Support independence and wellbeing | Elective |
| CHCAGE005 | Provide support to people living with dementia | Elective |
| CHCCCS025 | Support relationships with carers and families | Elective |

COURSE DESCRIPTION

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing.

Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 14,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 1000 AUD



UNITS

| CODE | TITLE | Core or Elective |
|-----------|--|------------------|
| CHCADV005 | Provide systems advocacy services | Core |
| CHCDIV001 | Work with diverse people | Core |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | Core |
| CHCMHS002 | Establish self-directed recovery relationships | Core |
| CHCMHS003 | Provide recovery oriented mental health services | Core |
| CHCMHS004 | Work collaboratively with the care network and other services | Core |
| CHCMHS005 | Provide services to people with co-existing mental health and alcohol and other drugs issues | Core |
| CHCMHS010 | Implement recovery oriented approaches to complexity | Core |
| CHCMHS011 | Assess and promote social, emotional and physical wellbeing | Core |
| CHCMHS012 | Provide support to develop wellness plans and advanced directives | Core |
| CHCMHS009 | Provide early intervention, health prevention and promotion programs | Core |
| CHCMHS013 | Implement trauma informed care | Core |
| CHCPOL003 | Research and apply evidence to practice | Core |
| CHCPRP003 | Reflect on and improve own professional practice | Core |
| HLTWH5004 | Manage work health and safety | Core |
| HLTAAP001 | Recognise healthy body systems | Elective |
| BSBHRM613 | Provide loss and grief support | Elective |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | Elective |
| CHCAGE005 | Provide support to people living with dementia | Elective |

COURSE DESCRIPTION

This qualification reflects the role of workers who provide services to clients in relation to mental health issues.

They can provide counselling, referral, advocacy and education/health promotion services.

These workers are required to have high level specialist knowledge, skills and competencies especially in regard to laws affecting people with mental health issues, the range of services available to them and health issues related to mental health.

To achieve this qualification, the candidate must have completed at least 160 hours of work as detailed in the Assessment Requirements of units of competency.

Study Duration:

104 weeks (88 Academic weeks + 16 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 28,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 1500 AUD



BSB30220 CERTIFICATE III IN ENTREPRENEURSHIP AND NEW BUSINESS



UNITS

| CODE | TITLE | Core or Elective |
|-----------|---|------------------|
| BSBESB401 | Research and develop business plans | Core |
| BSBESB402 | Establish legal and risk management requirements of new business ventures | Core |
| BSBESB403 | Plan finances for new business ventures | Core |
| BSBESB404 | Market new business ventures | Core |
| BSBESB301 | Investigate business opportunities | Elective |
| BSBESB302 | Develop and present business proposals | Elective |
| BSBCRT411 | Apply critical thinking to work practices | Elective |
| BSBSTR401 | Promote innovation in team environments | Elective |
| BSBOP5302 | Identify business risk | Elective |
| BSBTWK401 | Build and maintain business relationships | Elective |
| | | |
| | | |

COURSE DESCRIPTION

This qualification reflects the role of individuals establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

These individuals use well developed skills and a broad knowledge base to solve a range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have responsibility for the output of others.

Study Duration:
39 weeks (33 Academic weeks + 6 Weeks Holidays)

Study Mode:
15 Hours Face to Face and 5 Hours Online

Delivery Location:
Parramatta Campus
Darwin Campus

Fees Information:
Tuition Fees: 9,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 300 AUD



CRICOS Code 105296F

BSB40320 CERTIFICATE IV IN ENTREPRENEURSHIP AND NEW BUSINESS



UNITS

| CODE | TITLE | Core or Elective |
|-----------|--|------------------|
| BSBESB401 | Research and develop business plans | Core |
| BSBESB402 | Establish legal and risk management requirements of new business ventures | Core |
| BSBESB403 | Plan finances for new business ventures | Core |
| BSBESB404 | Market new business ventures | Core |
| BSBCRT411 | Apply critical thinking to work practices | Elective |
| BSBSTR401 | Promote innovation in team environments | Elective |
| BSBESB301 | Investigate business opportunities | Elective |
| BSBTWK401 | Build and maintain business relationships | Elective |
| BSBESB302 | Develop and present business proposals | Elective |
| BSBOPS302 | Identify business risk | Elective |

COURSE DESCRIPTION

This qualification reflects the role of individuals establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

These individuals use well developed skills and a broad knowledge base to solve a range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have responsibility for the output of others.

Study Duration:

39 weeks (33 Academic weeks + 6 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 9,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 300 AUD



CRICOS CODE 104648F

BSB40120 CERTIFICATE IV IN BUSINESS



UNITS

| CODE | TITLE | Core or Elective |
|-----------|---|------------------|
| BSBESB301 | Investigate business opportunities | Core |
| BSBESB302 | Develop and present business proposals | Core |
| BSBESB303 | Organise finances for new business ventures | Core |
| BSBESB305 | Address compliance requirements for new business ventures | Core |
| BSBCRT411 | Apply critical thinking to work practices | Elective |
| BSBSTR401 | Promote innovation in team environments | Elective |
| BSBXC401 | Apply communication strategies in the workplace | Elective |
| BSBTWK401 | Build and maintain business relationships | Elective |
| BSBLDR521 | Lead the development of diverse workforces | Elective |
| BSBOPS302 | Identify business risk | Elective |

COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles.

These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

They use well-developed skills and a broad knowledge base to apply solutions to a dened range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 10,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 250 AUD



UNITS

| CODE | TITLE | Core or Elective |
|-----------|--|------------------|
| BSBCRT511 | Develop critical thinking in others | Core |
| BSBFIN501 | Manage budgets and financial plans | Core |
| BSBOP5501 | Manage business resources | Core |
| BSBSUS511 | Develop workplace policies and procedures for sustainability | Core |
| BSBXCMS01 | Lead communication in the workplace | Core |
| BSBOP5502 | Manage business operational plans | Elective |
| BSBTWK502 | Manage team effectiveness | Elective |
| BSBSTR502 | Facilitate continuous improvement | Elective |
| BSBPEF401 | Manage personal health and wellbeing | Elective |
| BSBOP5601 | Develop and implement business plans | Elective |
| BSBLDR523 | Lead and manage effective workplace relationships | Elective |
| BSBPEF502 | Develop and use emotional intelligence | Elective |

COURSE DESCRIPTION

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.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 10,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 250 AUD



CRICOS CODE 104020J

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT



UNITS

| CODE | TITLE | Core or Elective |
|-----------|---|------------------|
| BSBLDR411 | Demonstrate leadership in the workplace | Core |
| BSBLDR412 | Communicate effectively as a workplace leader | Elective |
| BSBLDR413 | Lead effective workplace relationships | Core |
| BSBLDR414 | Lead team effectiveness | Elective |
| BSBXTW401 | Lead and facilitate a team | Core |
| BSBCMM412 | Lead difficult conversations | Elective |
| BSBLDR521 | Lead the development of diverse workforces | Elective |
| BSBXCMA01 | Apply communication strategies in the workplace | Core |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs | Elective |
| BSBPEF502 | Develop and use emotional intelligence | Elective |
| BSBOPS402 | Coordinate business operational plans | Core |
| BSBSTR502 | Facilitate continuous improvement | Elective |

COURSE DESCRIPTION

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others.

They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 10,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 250 AUD



BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT



UNITS

| CODE | TITLE | Core or Elective |
|-----------|---|------------------|
| BSBCM51 | Communicate with influence | Core |
| BSBCRT511 | Develop critical thinking in others | Core |
| BSBLDR523 | Lead and manage effective workplace relationships | Core |
| BSBOP5502 | Manage business operational plans | Core |
| BSBHRM522 | Manage employee and industrial relations | Elective |
| BSBTWKS02 | Manage team effectiveness | Core |
| BSBPEF501 | Manage personal and professional development | Elective |
| BSBCM41 | Lead difficult conversations | Elective |
| BSBLDR521 | Lead the development of diverse workforces | Elective |
| BSBSTR502 | Facilitate continuous improvement | Elective |
| BSBPEF502 | Develop and use emotional intelligence | Core |
| BSBXC501 | Lead communication in the workplace | Elective |

COURSE DESCRIPTION

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

The nationally accredited Diploma of Leadership and Management gives you the skills and opportunity to step up in any industry. Inspire and motivate the workforce of the future. Learn the skills needed to guide teams through major change and innovatively overcome obstacles to meet strategic goals.

The course is designed to guide and support you throughout your career journey covering everything from management essentials, developing your leadership style, communication, motivation and more.

Study Duration:

52 weeks (44 Academic weeks + 8 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 10,000 AUD
Enrolment Fee: 250 AUD
Material Fee: 250 AUD



CRICOS CODE 105125C

BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT



UNITS

| CODE | TITLE | Core or Elective |
|------------|--|------------------|
| BSBCRT611 | Apply critical thinking for complex problem solving | Core |
| BSBLDR601 | Lead and manage organisational change | Core |
| BSBLDR602 | Provide leadership across the organisation | Core |
| BSBOP5601 | Develop and implement business plans | Core |
| BSBSTR601 | Manage innovation and continuous improvement | Core |
| BSBHRM613 | Contribute to the development of learning and development strategies | Elective |
| BSBCRT511 | Develop critical thinking in others | Elective |
| BSBPEF5012 | Manage personal and professional development | Elective |
| BSBXCMM501 | Lead communication in the workplace | Elective |
| BSBCMM51 | Communicate with influence | Elective |
| | | |
| | | |

COURSE DESCRIPTION

This qualification reflects the role of individuals who apply specialized 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.

Study Duration:

78 weeks (66 Academic weeks + 12 Weeks Holidays)

Study Mode:

15 Hours Face to Face and 5 Hours Online

Delivery Location:

Parramatta Campus
Darwin Campus

Fees Information:

Tuition Fees: 16,200 AUD
Enrolment Fee: 250 AUD
Material Fee: 400 AUD



LIVING COST IN AUSTRALIA

- Living expenses depend on how you choose to live.
- It generally costs more to live in Sydney than in other cities.
- Estimated living expenses for an international student are:
 - Living expenses, You - \$21,041
 - Partner or spouse - \$7,362 and with a single Child - \$3,152

This covers food, accommodation, travel, entertainment and clothing.

Accommodation Estimated costs for accommodation in Sydney are as

- Share Accommodation – \$85 - \$215 per week
- Rental Accommodation – \$220 - \$440 per week
- Home Stay \$235-\$325 per week

ADMISSIONS

Australian City International College ensures that all individuals who gain access into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies. Each course has specific entry requirements as listed in the course information sheet for the particular course. We will assist you with Admissions into your chosen program and will guide you through the admissions process. If you have any questions with regards to Admissions, please speak to the Marketing and Admissions Team or see the Institute's Student Entry Requirements, Selection, Enrolment and Orientation Policy available at Reception. Students should make enquiries and arrangements for accommodation prior to arriving in Australia. For more enquiry about fees please visit our website www.acicollege.edu.au.

ADDRESS AND CONTACT DETAILS

Condition 8533 of your student visa requires you to notify your education provider of your residential address in Australia within 7 days of arriving in Australia. In addition, you must notify your education provider of any change in your residential address within 7 days of the change. It is your responsibility to ensure that you always update your address, mobile, email, details at the Institute to ensure you receive important information about your course, fees, receipts.

COMPLAINTS AND APPEAL

Australian City International College endeavours to create a positive learning environment, free of coercion, unfair treatment or harassment. Any circumstance caused by a fellow student, staff member, or with the Institute in general, which affects the well-being of a student, will be dealt within a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes, which are handled with care, fairness, professionalism, objectivity and independence. Should a student access Australian City International College's appeal process, the students' enrolment will be maintained until the internal appeals process and if necessary, external appeals process has been completed. Once the appeals process has been completed, Australian City International College will undertake necessary actions depending on the outcome of the appeals process, within 10 working days of the process being finalized. Students can lodge a complaint on the Department of Education and Training [https:// www.education.gov.au/email-complaints](https://www.education.gov.au/email-complaints) or Phone 133873 or 1300 362 072 www.ombudsman.gov.au/about/overseasstudents



**Australian City
International College**
BTC Code: 91779 / CRICOS: 08888A

www.acicollege.edu.au



COURSE CREDIT AND RECOGNITION OF PRIOR LEARNING POLICY

Australian City International College will ensure that Course Credit (CT) / Recognition of Prior Learning (RPL) is offered to all applicants prior to and upon enrolment. Australian City International College will fully recognize the AQF and VET Qualifications and Statements of Attainments issued by other Registered Training Organizations and ensures that its own recognition process is transparent, fair and provides students with sufficient information to support their claim for recognition.

COLLEGE CODE OF PRACTICE

In all interactions with Australian City International College and its staff, the Institute will comply with its Code of Practice. Australian City International College promotes a professional educational environment and expects all staff to conduct themselves in a professional manner. The Institute acts with the highest level of integrity in providing quality Vocational Education and Training services to its clients and adopts policies, procedures and practices, which comply with all relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and scope of registration.

DEFERRAL, SUSPENSION AND ANCELLATION POLICY

Australian City International College will only grant deferment, suspension and cancellation of student's enrolments in certain limited circumstances. Deferment, suspension and cancellation of a student's enrolment can be initiated by the student, or the Institute. Where the Institute initiates the process, or makes a decision on the outcome of an application, students will be given the opportunity to access the Institute's complaints and appeals procedure.

COURSE PROGRESS AND COMPLETION WITHIN EXPECTED DURATION

Australian City International College systematically records, monitors and assesses student course progress and takes proactive measures in notifying and counselling students at risk of not meeting course requirements. In addition, the Institute continuously monitors the workload of students to ensure they complete their enrolment within the duration specified in their CoE, and, only allow course duration extensions in certain limited circumstances. Students who do not meet course



ATTENDANCE

Australian City International College monitors student attendance for its internal control process and to ensure international students meet their visa requirements with DHA. ACIC will strictly monitor student attendance for those students whose course progress is not satisfactory. International students are required to maintain a minimum level of 80% attendance level.



USE OF PERSONAL INFORMATION

Australian City International College takes the privacy of participants very seriously and we will comply with all legislative requirements. These include the Privacy Act 1988 and Australian Privacy Principles. In some cases, as required by law and as required by the Standards for Registered Training Organizations (RTOs) 2015, ESOS Act 2000 and National Code 2018, we will need to make information available to others. In all other cases we ensure that we will seek the written permission of the participant.

The ten privacy principles are defined below:

1. Collection
2. Use and disclosure
3. Data quality
4. Data Security
5. Openness
6. Access and correction
7. Unique Identifiers
8. Anonymity
9. Trans-border Data Flows
10. Sensitive Information

Reviewing the above, you will realise that yours, staff members and participants' privacy is protected by law. You will not seek to obtain private information about participants or staff. Equally so, you will not reveal private information about staff and participants.

OVERSEAS STUDENT HEALTH COVER

If you are an international student, you must be covered by OSHC from when you arrive in Australia and for the entire duration of your stay, in line with Condition 8501 of your student visa. This can be organized by Australian City International College or yourself. If you are studying at more than one educational provider and both are arranging OSHC, you will have to ensure that there is no gap between policies. This means that as one policy expires the next commences immediately. You can find out more about purchasing Overseas Student Health Cover at the website <http://www.studyinaustralia.gov.au/global/live-in-Australia/insurance> or by speaking to ACIC Marketing and Admissions Staff. The cost of the OSHC policy will depend on the level of cover that you choose; however, according to Constar's research, the lowest cost of minimum cover is \$438/ year for singles cover, \$2,685/year for couples cover and \$4,026/year for family cover (Australian dollars).

HOW TO APPLY

1. Research study options at our website www.acicollege.edu.au
2. Read Student Handbook, terms and conditions, check entry requirements and fill up the enrolment form (all documents are available online or at reception desk)
3. Submit your application to admissions@acicollege.edu.au or at reception desk with all relevant documents
4. If your application is approved then we will send you offer letter
5. Attend GTE interview with ACIC.
6. Fees payment details are mentioned in the letter of offer. Please ensure that you have read and understood refund policy before making payment to ACIC
7. Apply for student visa (Once we have received your payment then we will forward you receipt of payment along with confirmation of enrolment to support your student visa)
8. Plan to arrive ACIC on time to attend the orientation. Once you have booked your flights, organize your airport pickup and accommodation
9. After attending orientation please finalize your enrolment and commence your studies



Australian City International College

RTO Code : 91779 / CRICOS: 03888H

Parramatta Campus

- ☎ Landline: 02 7809 2811
- ✉ marketing@acicollege.edu.au
admissions@acicollege.edu.au
- 🌐 www.acicollege.edu.au
- 📍 Suite 1, Level 2, 17-21 Macquarie Street,
Parramatta, NSW 2150

Darwin Campus

- ☎ Landline: 02 7809 2811
- ✉ marketing@acicollege.edu.au
admissions@acicollege.edu.au
- 🌐 www.acicollege.edu.au
- 📍 Level 3, 43 Cavenagh Street, Darwin
City, Northern Territory 0800

