am delighted to have the opportunity to introduce APC to you. Our programs are designed to maximise the academic potential of each student and open pathways and opportunities through education. A comprehensive and challenging curriculum has been developed to offer maximum flexibility for students to achieve their academic and professional goals. It is delivered by highly dedicated teachers with extensive experience in guiding students to reach their full potential. Nothing is more liberating than education. At APC we offer all of our students a rewarding education and encourage them to reach for the stars. I invite you to be part of an unforgettable learning experience and look forward to sharing the successes of studying at APC.

Australian Pacific College is an accredited Registered Training Organisation (RTO) that has been delivering quality education programs since 1994.

WELCOME MESSAGE

Sharon Luhr
STAFF MEMBER SINCE 1994
Principal Academic Director,
M.Ed (Language and Literacy),
Grad Dip (Career Education),
Dip. Teach
Cert IV in Training & Assessment
Cert III in Library Services
Dip. of Library & Info. Services
Dip. Social Media Marketing & ORM
Dip. Vocational Education and Training

HISTORY

- Australian Pacific College was established in 1993 initially offering English Language Intensive Courses for Overseas Students (ELICOS) at the Kent Street campus in Sydney.
- In 1999, APC opened its Clarence Street campus and offered Business courses in Sydney.
- In 2003, APC won the Australian-Latin America Business Council Australie ‘Language Education Award’.
- In 2004, Manly Beach campus opened.
- In 2008, Bondi Junction campus opened and expanded in 2009.
- In 2010, APC Queen Street Brisbane campus opened.
- In 2014, APC Albert Street Brisbane campus opened.
- In 2014, APC Sydney celebrated 20 years in International Education.
- In 2015, APC Lonsdale Street Melbourne campus opened.
- In 2018, APC Gold Coast and APC Queen Street Melbourne campus opened.
- Currently APC has more than 10,000 students studying in our programs each year.
- Over 120 different nationalities study at APC each year.
- Our VET programs are recognised at 14 universities and other institutions around Australia.
- APC is dedicated to Quality, Equity and Advancement in education and is a unique and enjoyable place to learn.

FACILITIES AND RESOURCES

Australian Pacific College has campuses located in Sydney CBD, Manly Beach, Bondi Junction, Brisbane CBD, Gold Coast and Melbourne CBD. Each campus has modern, well-equipped classrooms as well as computer rooms and student common areas which incorporate student kitchen facilities.

Australian Pacific College has arrangements with local libraries for students to use their facilities and resources to assist them in completing their assignments.
LEARNING ENVIRONMENT

LIVING IN SYDNEY
Sydney is recognised as a safe, clean city with fresh air and numerous trees, parks and green spaces.

It also has stunning beauty including wonderful surfing beaches where you can walk and swim in safety. A sport appeals to you, there is a good variety from which to choose. Australians love sport and either participate in their favourite sport or watch it regularly.

Within walking distance from APC are many cultural and historical places which form the very heart of the city, the Rocks area – rich in history from the colonial past, the Opera House, Darling Harbour, the State Library, Chinatown and some of the world’s finest shopping centres. Sydney has it all and it is all within a five minute train ride or walking distance from the College.

COST OF LIVING
The cost of living in Sydney is comparable to the USA, Western Europe and the United Kingdom.

The average living cost for international students is approximately A$18,800 to A$22,000 per year. This cost does not include tuition fees.

TRANSPORTATION
APC Sydney campuses are conveniently located close to major transport links.

POPULATION
Sydney has a population of more than 5 million.

CLIMATE
Sydney’s climate is temperate with 300 days a year of sunshine on average. The wettest months are March to May, the coldest month is July and the hottest months are January and February.

LIVING IN BRISBANE
Brisbane, the capital of Queensland – known as the “Sunshine State” – is a dynamic, cosmopolitan, safe and friendly city. Once voted Australia’s most livable city, it is surrounded by some of the most popular sites in Australia: the Gold & Sunshine Coasts, beautiful sand islands, zoos and theme parks.

The city is also renowned as the education centre of Queensland as it is home to nine universities.

CLIMATE
Brisbane has a comfortable subtropical climate. The average maximum daily temperature throughout the year is around 28 degrees, with an average of 300 days of sunshine per year.

COST OF LIVING, TRANSPORTATION
Living costs are comparatively lower than Sydney’s and public transport is affordable and accessible. The amazing weather, excellent quality of life on offer and the friendly people make Brisbane the perfect Australian city in which to live and study.

POPULATION
Brisbane has a population of around 2.4 million. The greater Brisbane area is spread out over more than 4,300 square kilometres.

Our Brisbane campus is located in the centre of the city, right on Albert Street, which is Queensland’s premier shopping and entertainment destination.
Located right on the beach with a beautiful wrap-around balcony for you to sit back and relax between classes, our Gold Coast campus is the perfect way for you to enjoy Australia’s beautiful laid-back lifestyle and excellent quality of life.

**LEARNING ENVIRONMENT**

**LIVING ON THE GOLD COAST**
Everything you could hope for in a new home can be found right here on the sunny Gold Coast. Luscious green nature, uninterrupted coastline, world-class education and a lively nightlife.

**CLIMATE**
Queensland’s Gold Coast has a subtropical climate with around 330 days of sunshine per year. With almost year-round sunshine and gorgeous white-sandy beaches, it’s no wonder our brand new campus on the Gold Coast has got everyone talking!

**COST OF LIVING, TRANSPORTATION**
The cost of living on the Gold Coast is lower than Sydney, Melbourne and Brisbane. Getting around is easy with its fully equipped transport system, consisting of buses, trains and trams.

**POPULATION**
The Gold Coast is the 6th largest city in Australia with an estimated population of just over 580,000 people, stretching over 50 km of pristine coastline.

Our Melbourne campuses are close to all public transport and are just a short walk to the main shopping complexes and all the major tourist venues in Melbourne CBD. A perfect place to study while taking advantage of all that Melbourne has to offer.

**LIVING IN MELBOURNE**
Melbourne, the second biggest city in Australia, is a safe, friendly and cosmopolitan city. It is sometimes called the cultural capital of Australia as it has a lot to offer in terms of theatre, music and the arts. Melbourne has a lot of great places to shop as well as numerous restaurants and its vibrant atmosphere make it a great choice for study and travel.

Melbourne is very well-designed and it is really easy getting around due to its systematic layout. Within an hour’s travel from the city there are beaches, wineries and other attractions.

**CLIMATE**
Melbourne has a moderate climate and is well known for its changeable weather conditions. It is a little colder than other mainland Australian state capital cities in the winter with only a small variation in winter temperatures. Melbourne summers are notable for occasional days of extreme heat.

**COST OF LIVING, TRANSPORTATION**
Melbourne is the second most expensive city in Australia after Sydney and the cost of living is comparable to the USA, Western Europe and the UK.

The transport system in Melbourne is very organised. Melbourne public transport includes buses, trains and trams. The Myki card, which is used for all public transport, is relatively inexpensive compared to other Australian capital cities.

**POPULATION**
The population of Melbourne is around 4.8 million.
## OUR COURSES AT A GLANCE

### COURSES

<table>
<thead>
<tr>
<th>VOCATIONAL COURSES (may be stand alone or packaged):</th>
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<tbody>
<tr>
<td>Certificate II in Business</td>
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<tr>
<td>Certificate III in Business</td>
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<td>Certificate IV in Leadership &amp; Management</td>
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<td>Certificate IV in Human Resources</td>
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<td>Diploma of Travel and Tourism Management* (including Certificate III in Travel)</td>
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<td>Diploma of Hospitality Management (including Certificate III in Hospitality)</td>
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<tr>
<td>Certificate IV in Communicative TESOL</td>
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### LOCATIONS

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<tr>
<th>Locations</th>
<th>Brisbane</th>
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*Pre-requisites apply. Information correct at time of publication and is subject to change without notice.

For more information and current session details, please refer to [www.apc.edu.au](http://www.apc.edu.au)

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### OUR COURSES AT A GLANCE

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<thead>
<tr>
<th>COURSES</th>
<th>LOCATIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>MORNING SESSION</strong></td>
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<td><strong>EVENING SESSION</strong></td>
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<tr>
<td><strong>MORNING &amp; EVENING SESSIONS</strong></td>
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</table>

**Management**
- Certificate IV in Leadership and Management
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management

**Business**
- Certificate II in Business
- Certificate III in Business

**Marketing**
- Diploma of Social Media Marketing
- Certificate IV in Marketing and Communication
- Diploma of Marketing and Communication
- Advanced Diploma of Marketing and Communication

**Project Management**
- Certificate IV in Project Management Practice
- Diploma of Project Management
- Advanced Diploma of Program Management

**Tourism**
- Certificate III in Travel
- Diploma of Travel and Tourism Management (including Certificate III in Travel)

**Human Resources**
- Certificate IV in Human Resources
- Diploma of Human Resources Management
- Advanced Diploma of Management (Human Resources)

**Hospitality**
- Certificate III in Hospitality
- Diploma of Hospitality Management (including Certificate III in Hospitality)

**Accounting**
- Certificate IV in Accounting
- Diploma of Accounting
- Advanced Diploma of Accounting

**TESOL**
- Certificate IV in Communicative TESOL

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Our sister school, English Unlimited, provides quality English programs to help you reach your English language goals fast.
**INTRODUCING OUR VOCATIONAL COURSES**

Australian Pacific College (APC) offers courses in Accounting, Business, Hospitality, Human Resources, Leadership and Management, Marketing and Communication, Project Management, TESOL, Social Media Marketing and Tourism for those students who wish to gain a broad understanding of, and to develop skills necessary for, practical application of knowledge within these career areas.

The courses are designed to maximise both the academic and professional pursuits of students by creating pathways to employment opportunities and further education in their respective fields.

All our courses are nationally accredited through the Australian Skills Quality Authority (ASQA).

From classes I learnt a lot and it made me more interested to follow my dream. I got high marks and fortunately I passed the interview for cabin crew position at Qatar Airways before graduation from APC. I will never forget how APC staff were happy for me.

Anna Jayhun Kim
(Korea)

---

**CERTIFICATE II IN BUSINESS BSB20115**

**COURSE OVERVIEW**

DURATION: 12 WEEKS APPROXIMATELY 3 MONTHS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

The course is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at entry level administrative or customer service roles such as:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information and Customer Service Desk Clerk
- Office Junior

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork in a business environment
- Problem solving
- Innovation and enterprise
- Planning and organising (prioritising)
- Deliver customer service

**COURSE CONTENT AND STRUCTURE**

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Workplace Communication</td>
<td>All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.</td>
</tr>
<tr>
<td>2. Working Effectively</td>
<td></td>
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<tr>
<td>3. Workplace Administration</td>
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<tr>
<td>4. Basic WHS</td>
<td>* For a free assessment of your current English level, please go to <a href="http://www.apc.edu.au/applications/#entry-tests">www.apc.edu.au/applications/#entry-tests</a></td>
</tr>
</tbody>
</table>

**ENTRY REQUIREMENTS**

| Academic: Successful completion of Australian Year 10 or equivalent at minimum. English language proficiency\*: Minimum of 4 weeks at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent. |

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**CERTIFICATE III IN BUSINESS BSB30115**

**COURSE OVERVIEW**

DURATION: 2 TERMS* APPROXIMATELY 6 MONTHS

This qualification is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at a mid level administrative or customer service role.

The Certificate III in Business will equip students with the skills needed to succeed in business both within Australia and internationally.

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork
- Problem solving
- Learning
- Planning and organising
- Self-management
- Technology
- Initiative and enterprise

**COURSE CONTENT AND STRUCTURE**

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Effective Writing</td>
<td>All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.</td>
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<tr>
<td>2. Customer Service</td>
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<td>3. Advanced Team Work</td>
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<td>4. Basic Bookkeeping</td>
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<td>5. Fundamentals of WHS</td>
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<td>6. Business Communication</td>
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<td>9. Business Environment</td>
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<td>12. Problem Solving</td>
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<td>13. Self-management</td>
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<td>14. Technology</td>
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<td>15. Initiative and enterprise</td>
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</table>

**ENTRY REQUIREMENTS**

| Academic: Successful completion of Australian Year 10 or equivalent at minimum. English language proficiency\*: Successful completion of 10 weeks at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent. |

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*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).

* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
**COURSE OVERVIEW**  
**DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS**

This qualification prepares students for team leadership and management roles in a wide range of organisational and industry contexts. Typically they would report to a manager. At this level managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

**Job roles**
- Coordinator
- Leading Hand
- Supervisor
- Team Leader

**COURSE CONTENT AND STRUCTURE**

<table>
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<th>Subject</th>
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<td>Presentation Skills</td>
<td>Financial Reporting</td>
<td>Complex Documents</td>
<td>Team Leadership</td>
<td>Risk Management 1</td>
<td>Workplace Operations</td>
<td>Effective Leadership</td>
<td>Leadership Communication</td>
<td>Workplace Diversity</td>
<td>Workplace Leadership</td>
<td>Innovation 1</td>
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**ASSESSMENT**
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

**ENTRY REQUIREMENTS**
- **Academic:** Australian Year 11 or equivalent, or Certificate III in a related field.
- **English language proficiency:** Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

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**DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51918**

**COURSE OVERVIEW**  
**DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS**

This qualification prepares students by providing knowledge and skills to work in leadership and management roles across a range of enterprise and industry contexts. It assists them to develop initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. It also develops communication skills to support individuals and teams to meet organisational or enterprise requirements and strategies to plan, design, apply and evaluate solutions to unpredictable problems and to identify, analyse and synthesise information from a variety of sources.

**COURSE CONTENT AND STRUCTURE**

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<td>Manage Diversity 1</td>
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**ASSESSMENT**
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

**ENTRY REQUIREMENTS**
- **Academic:** Australian Year 11 or equivalent, or Certificate IV in a related field.
- **English language proficiency:** Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

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**ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB61015**

**COURSE OVERVIEW**  
**DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS**

This qualification prepares students to work in roles with senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership. This qualification is suitable for students seeking employment as:
- Area Manager
- Department Manager
- Regional Manager

**COURSE CONTENT AND STRUCTURE**

<table>
<thead>
<tr>
<th>Subject</th>
<th>1</th>
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</thead>
</table>

**ASSESSMENT**
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

**ENTRY REQUIREMENTS**
- **Academic:** Australian Year 12 or equivalent, or Diploma in a related field.
- **English language proficiency:** Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

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*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
**CERTIFICATE IV IN MARKETING AND COMMUNICATION BSB42415**

**COURSE OVERVIEW** DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

The Certificate IV in Marketing and Communication is designed to introduce students to basic marketing concepts while developing a comprehensive understanding of consumer behaviour, leadership skills and networking. Students who graduate from this qualification will be able to provide leadership and guidance to others with some limited responsibility for the output of others. However, graduates will typically report to a more senior marketing practitioner. The Certificate IV in Marketing will provide students with the training they need to work within the business environment in a variety of roles such as:

- Direct Marketing Officer
- Market Research Assistant
- Marketing Coordinator
- Marketing Officer
- Public Relations Officer

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self management
- Learning
- Technology

**ASSESSMENT**

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

**ENTRY REQUIREMENTS**

**Academic:** Successful completion of Australian Year 11 or equivalent at minimum, or Certificate III in a related field.

**English language proficiency:** Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

**DIPLOMA OF MARKETING AND COMMUNICATION BSB52415**

**COURSE OVERVIEW** DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

The Diploma of Marketing and Communication reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically, they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns. Possible job titles relevant to this qualification include:

- Marketing Officer
- Marketing Coordinator
- Product Manager
- Marketing Strategist
- National, Regional or Global Marketing Manager

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self management
- Learning
- Technology

**ASSESSMENT**

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

**ENTRY REQUIREMENTS**

**Academic:** Successful completion of Diploma of Marketing and Communication BSB52415.

**English language proficiency:** Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

**ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION BSB61315**

**COURSE OVERVIEW** DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

This Advanced Diploma of Marketing and Communication reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically, they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns. Possible job titles relevant to this qualification include:

- Marketing Director
- Marketing Strategist
- National, Regional or Global Marketing Manager

The course will also assist students to develop higher level skills in the following areas:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self management
- Learning
- Technology

**ASSESSMENT**

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

**ENTRY REQUIREMENTS**

**Academic:** Successful completion of Certificate IV in Marketing and Communication BSB42415.

**English language proficiency:** Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

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*One term = 12 weeks (9 weeks study & 3 weeks course break). Please note the Christmas/New Year break is 7 weeks.

* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE BSB41515

COURSE OVERVIEW
DURATION: 2 TERMS* APPROXIMATELY 6 MONTHS

This qualification prepares students to work in project management roles as members of a project team, with no direct responsibility for overall project outcomes.

Job roles
- Contracts Officers
- Project Administrators
- Quality Officers
- Small Business Operators

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS
Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

4 SUBJECTS
- Scope and Quality Management
- Project Life Cycle Management
- Project Communication
- Project Risk 1
- Project HR 1
- Manage WHS Operations

DIPLOMA OF PROJECT MANAGEMENT BSB51415

COURSE OVERVIEW
DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

This qualification prepares students to manage projects in a variety of contexts, across a number of industry sectors.

Job roles
- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS
Academic: Australian Year 12 or equivalent, or Certificate IV in a related field.
English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

11 SUBJECTS
- Project Scope
- Project Time
- Information and Communication
- Project HR 2
- HR Management
- Project Risk 2
- Project Quality
- Project Costs
- Risk Management 2
- Financial Management 1
- Integration

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT BSB61218

COURSE OVERVIEW
DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

This qualification prepares students to apply specialised knowledge and skills, together with experience in program management, across a range of contexts. It develops skills needed to direct, plan and lead a range of program functions, with accountability for personal and team outcomes.

Job roles
- Program Manager
- Project Manager

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS
Academic: Students are required to have successfully completed the Diploma of Project Management.
English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

11 SUBJECTS
- Team Effectiveness
- Financial Management 2
- HR Planning
- Manage Benefits
- Initiate Programs
- Program Risk
- Stakeholder Engagement
- Project Leadership
- Business Cases
- Alliances
- Program Governance

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
CERTIFICATE IV IN HUMAN RESOURCES BSB41015

COURSE OVERVIEW
DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

This qualification prepares students to work in support positions in human resources management. In smaller companies they may work across all human resources areas. In larger companies they may be work in teams focussed on specific human resources functions, such as workforce planning or human resources information systems. Job roles suited for this qualification include:

Job titles may include:
- Human Resources Assistant
- Human Resources Officer
- Human Resources Administrator
- Human Resources Coordinator

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS
Academic: Australian Year 11 or equivalent, or Certificate III in a related field.

English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

<table>
<thead>
<tr>
<th>10 SUBJECTS</th>
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<tbody>
<tr>
<td>1. Presentation Skills</td>
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<tr>
<td>2. Basic Documents</td>
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<tr>
<td>3. Risk Management 1</td>
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<tr>
<td>4. Effective Leadership</td>
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<td>5. Human Resources HR Functions</td>
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<tr>
<td>6. Manage WHS Operations</td>
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<tr>
<td>7. Industrial Relations Procedures</td>
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<td>8. Staff Recruitment</td>
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<tr>
<td>9. Complex documents</td>
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<tr>
<td>10. Performance Processes</td>
</tr>
</tbody>
</table>

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).*

For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

ADVANCED DIPLOMA OF MANAGEMENT (HUMAN RESOURCES) BSB60915

COURSE OVERVIEW
DURATION: 3 TERMS* APPROXIMATELY 9 MONTHS

This qualification prepares students to work as human resources directors, strategists and national, regional or global human resources managers in roles where they provide leadership and plan the human resources activities of an organisation. For this reason they need wide-ranging technical, creative, conceptual or managerial competencies. People in these roles are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

Job titles may include:
- Human Resources Director
- National Human Resources Manager
- Regional Human Resources Manager

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS
Academic: Australian Year 12 or equivalent, or Diploma in a related field.

English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

<table>
<thead>
<tr>
<th>8 SUBJECTS</th>
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<tbody>
<tr>
<td>1. Manage Diversity 2</td>
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<tr>
<td>2. HR Planning</td>
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<tr>
<td>3. Management of Change</td>
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<tr>
<td>4. Excellence in Leadership</td>
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<tr>
<td>5. Strategic Planning</td>
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<tr>
<td>6. Risk Management 2</td>
</tr>
<tr>
<td>7. Organisational Planning</td>
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<tr>
<td>8. Financial Management 1</td>
</tr>
</tbody>
</table>

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).*

For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

DIPLOMA OF HUMAN RESOURCES MANAGEMENT BSB50618

COURSE OVERVIEW
DURATION: 2 TERMS* APPROXIMATELY 6 MONTHS

This qualification prepares students to work in a variety of roles within the human resources sector by giving them a sound theoretical knowledge of human resources management and a range of managerial skills to ensure that human resources functions are carried out effectively within their organisation. Typically they would have responsibility for the work of other staff.

Job titles may include:
- Human Resources Manager
- Human Resources Change Manager
- Human Resources Consultant
- Human Resources Manager

ENTRY REQUIREMENTS
Academic: Australian Year 11 or equivalent, or Certificate III in a related field.

English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

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<th>4 SUBJECTS</th>
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<tbody>
<tr>
<td>1. Employee Relations 1</td>
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<tr>
<td>2. HR Services</td>
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<td>3. Workforce Planning</td>
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<td>4. Priorities and PD</td>
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<tr>
<td>5. HR Performance Management</td>
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<tr>
<td>6. WHS and Risk Management</td>
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</tbody>
</table>

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).*

For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

*For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests*
This course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills, together with a broad range of managerial skills specialising in tourism operations. Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- travel agency
- tour operator
- cruise company
- airline

**CERTIFICATE III IN TRAVEL SIT30216**

**COURSE OVERVIEW** **DURATION:** 3 TERMS* **APPROXIMATELY 9 MONTHS**

This course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills.

Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- retail travel agency
- corporate travel agency
- tour operator
- cruise company
- airline

**COURSE CONTENT AND STRUCTURE**

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<tr>
<th>12 SUBJECTS</th>
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<tbody>
<tr>
<td>1. Travel Industry Information</td>
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<tr>
<td>2. Customer Service &amp; Sales Techniques</td>
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<tr>
<td>3. Australian Destinations</td>
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<tr>
<td>4. Make Presentations</td>
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<tr>
<td>5. Social &amp; Cultural Sensitivity</td>
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<tr>
<td>6. Normal International Airfares*</td>
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<td>7. Travel Products</td>
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<tr>
<td>8. Cruise Specialist</td>
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<tr>
<td>9. WHS1</td>
</tr>
<tr>
<td>10. Promotional International Airfares*</td>
</tr>
<tr>
<td>11. Computer Reservations System (Galileo) *</td>
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<tr>
<td>12. International Destinations</td>
</tr>
</tbody>
</table>

**ASSESSMENT**

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios, role plays and/or presentations.

**ENTRY REQUIREMENTS**

- **Academic:** Successful completion of Australian Year 10 or equivalent at minimum.
- **English Language Proficiency:** Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

Note: *Pre-requisite for Promotional International Airfares is successful completion of Normal International Airfares.

*Pass mark for Galileo is 80%.

**DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT SIT50116**

**COURSE OVERVIEW** **DURATION:** 6 TERMS* **APPROXIMATELY 18 MONTHS**

The course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills, together with a broad range of managerial skills specialising in tourism operations. Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- travel agency
- tour operator
- cruise company
- airline

**COURSE CONTENT AND STRUCTURE**

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<th>20 SUBJECTS</th>
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<tr>
<td>11. Computer Reservations System (Galileo)*</td>
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<tr>
<td>12. International Destinations</td>
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<tr>
<td>13. Human Resources Management 1</td>
</tr>
<tr>
<td>14. Business Relationships</td>
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<tr>
<td>15. Quality Customer Service</td>
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<tr>
<td>16. WHS 2</td>
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<tr>
<td>17. Manage Diversity</td>
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<tr>
<td>18. Finance</td>
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<tr>
<td>19. Staff Management</td>
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<tr>
<td>20. Business Management</td>
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**ASSESSMENT**

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios, role plays and/or presentations.

**ENTRY REQUIREMENTS**

- **Academic:** Successful completion of Australian Year 11 or equivalent at minimum.
- **English Language Proficiency:** Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

Note: *Pre-requisite for Promotional International Airfares is successful completion of Normal International Airfares.

*Pass mark for Galileo is 80%.

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 week).

* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 week).

* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
COURSE OVERVIEW  DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

This qualification prepares students for accounting job roles in financial services and other industries. They develop skills to apply solutions, analyse and evaluate information from a variety of sources, plan, coordinate and evaluate their own work and provide guidance to others.

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS
Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

ACCOUNTING

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study periods except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
CERTIFICATE III IN HOSPITALITY SIT30616

COURSE OVERVIEW
This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. Individuals with this multi-skilled qualification are able to perform roles such as:
- providing reception or front desk services
- possible job roles include:
  - Front Desk Receptionist
  - Hotel Reservation Clerk

COURSE CONTENT AND STRUCTURE

| 5. WHS 1 | 16. Manage Diversity |
| 6. Reception Services | 17. WHS 2 |
| 7. Produce Business Documents |  |
| 8. Visitor Information |  |
| 9. Make Presentations |  |
| 10. Hygiene |  |
| 11. Finance 1 |  |

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations. Assessment may also be undertaken during mandatory work placement.

ENTRY REQUIREMENTS
Academic: Successful completion of Australian Year 11 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

DIPLOMA OF HOSPITALITY MANAGEMENT SIT50416

COURSE OVERVIEW
This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team. Work could be undertaken in various hospitality settings, such as:
- restaurants
- catering operations
- motels
- pubs
- cafes and coffee shops

COURSE CONTENT AND STRUCTURE

| 18. Quality Customer Service |  |
| 20. Regulatory Requirements |  |
| 22. Staff Management |  |
| 23. Finance 2 |  |

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations. Assessment may also be undertaken during mandatory work placement.

ENTRY REQUIREMENTS
Academic: Successful completion of Australian Year 12 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
COMMUNICATIVE TESOL

CERTIFICATE IV IN COMMUNICATIVE TESOL 10298NAT
FOR NATIVE OR NEAR-NATIVE SPEAKERS OF ENGLISH

This course aims to develop the skills and knowledge required for teaching English to non-English speaking learners in a variety of contexts, both in Australia and overseas. It is designed for:
- People who are qualified teachers in their own countries but who wish to obtain a qualification in modern, communicative teaching techniques focusing on the teaching of oral English.
- People who are not qualified teachers but who wish to work as teaching assistants or otherwise in their own countries.
- People who wish to teach in ELICOS colleges in Australia or EFL (English as a Foreign Language) overseas.

During the course you will develop your understanding of essential theory related to Teaching English as a Second or Foreign Language whilst also developing your practical teaching skills in the classroom.

COURSE CONTENT AND STRUCTURE

6 SUBJECTS
1. Preparing for Learners, Reading and Writing
2. Teaching Learners, Reading and Writing
3. Preparing for Language, Listening and Speaking
4. Teaching Language, Listening and Speaking
5. Leading Learners
6. Preparing Grammar

ASSESSMENT
TESOL candidates are assessed through classroom teaching practicum and a portfolio.

ENTRY REQUIREMENTS
Applicants are required to attend an interview before starting the course.

English Language Proficiency: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

PATHWAYS
Successful graduates who also hold an undergraduate degree will be eligible to teach English in Australia to non-English-speaking students. This qualification is also suitable for teaching overseas.

DIPLOMA OF SOCIAL MEDIA MARKETING 10118NAT

The Diploma of Social Media Marketing is the perfect course for students who wish to work as digital managers and social media marketing managers. It aims to provide graduates with social media and digital marketing knowledge and skills required to perform the functions associated with these roles. Possible job titles relevant to this qualification include:
- Digital/Social Media Coordinator
- Digital Marketing Assistant
- Communications Assistant
- Digital Manager
- Social Media Marketing Manager

COURSE OVERVIEW
DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS

This course is designed to provide graduates with social media and digital marketing knowledge and skills required to perform the functions associated with these roles. Possible job titles relevant to this qualification include:
- Digital/Social Media Coordinator
- Digital Marketing Assistant
- Communications Assistant
- Digital Manager
- Social Media Marketing Manager

COURSE CONTENT AND STRUCTURE

10 SUBJECTS
1. Content Marketing*
2. Niche SMM*
3. Marketing Mix
4. Brands in SMM
5. Market Trends*
6. Email Marketing*
7. Marketing Audit
8. Marketing Communication Plans*
9. Mainstream SMM*
10. Marketing Projects*

ASSESSMENT
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS
Academic: Successful completion of Australian Year 11 or equivalent, or a Certificate IV level course.

English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers or equivalent.

Note: * These subjects are pre-requisites for Advanced Diploma of Marketing and Communication.

∆ Internal subject pre-requisites apply.

* One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).

* For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
DIRECT ENTRY & ARTICULATION PATHWAYS

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

Students may be eligible to obtain credits for individual modules as a result of experience gained in employment in the relevant business fields or from previous training or education. A fee is payable for assessing your RPL status.

ARTICULATION, ADVANCED STANDING AND LEARNING PATHWAYS

APC Diploma & Advanced Diploma graduates can continue their studies in Business, Marketing, Tourism, Hospitality, Accounting or Management with credits in a related undergraduate program at most Australian Universities, provided they meet all the University’s requirements. If you are interested in this pathway, please enquire.

VET ARTICULATION for ADVANCED STANDING to

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<thead>
<tr>
<th>Institution</th>
<th>CRICOS Code</th>
<th>Website</th>
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<tr>
<td>Blue Mountains International Hotel Management School</td>
<td>009198</td>
<td><a href="http://www.bluemountains.edu.au">www.bluemountains.edu.au</a></td>
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<tr>
<td>CQUniversity</td>
<td>00219C</td>
<td><a href="http://www.cqu.edu.au">www.cqu.edu.au</a></td>
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<td>Griffith University</td>
<td>00233E</td>
<td><a href="http://www.griffith.edu.au">www.griffith.edu.au</a></td>
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<td>James Cook University</td>
<td>00117J</td>
<td><a href="http://www.jcub.edu.au">www.jcub.edu.au</a></td>
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<td>Kaplan Business School</td>
<td>02426B</td>
<td><a href="http://www.kbs.edu.au">www.kbs.edu.au</a></td>
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<tr>
<td>Southern Cross University</td>
<td>012410</td>
<td><a href="http://www.scu.edu.au">www.scu.edu.au</a></td>
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<td>University of Canberra</td>
<td>00121K</td>
<td><a href="http://www.canberra.edu.au">www.canberra.edu.au</a></td>
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<tr>
<td>The University of Newcastle Australia</td>
<td>00109J</td>
<td><a href="http://www.newcastle.edu.au">www.newcastle.edu.au</a></td>
</tr>
<tr>
<td>University of New England (UNE)</td>
<td>00003G</td>
<td><a href="http://www.une.edu.au">www.une.edu.au</a></td>
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<tr>
<td>University of Notre Dame</td>
<td>01302F</td>
<td><a href="http://www.notredame.edu.au">www.notredame.edu.au</a></td>
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<tr>
<td>University of South Australia</td>
<td>00121B</td>
<td><a href="http://www.unisa.edu.au">www.unisa.edu.au</a></td>
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<tr>
<td>University of Southern Queensland, Sydney campus</td>
<td>02225M</td>
<td><a href="http://www.usq.edu.au">www.usq.edu.au</a></td>
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<tr>
<td>University of the Sunshine Coast (USC)</td>
<td>01595D</td>
<td><a href="http://www.usc.edu.au">www.usc.edu.au</a></td>
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<tr>
<td>University of Wollongong</td>
<td>00102E</td>
<td><a href="http://www.uow.edu.au">www.uow.edu.au</a></td>
</tr>
</tbody>
</table>

For current and more information, please refer to our website at www.apc.edu.au.

UNIVERSITY PATHWAYS

Our accredited programs are designed to maximise the academic potential of each student and open pathways and opportunities through education.

A comprehensive and challenging curriculum has been developed to offer maximum flexibility for students to achieve their vocational, professional and academic goals. High School Students who have completed the NSW HSC successfully, and have met the university entry requirements, qualify for direct entry to university.

For students who do not qualify for direct university entry, we offer other flexible study pathways and alternatives to university, directly from our programs, including CQUniversity, Macquarie University, Southern Cross University, University of New South Wales (Foundation Year), University of South Australia, University of Southern Queensland (Sydney campus), University of Wollongong, Western Sydney University and many others. Please enquire or check our website for regular updates.
STUDENT SUPPORT SERVICES

SERVICES AVAILABLE FOR APC STUDENTS

1. Airport Meet and Greet (upon request)
   A college representative will meet you at the airport and transfer you to your accommodation.

2. Accommodation
   - Homestay: Living in homestay accommodation can be one of the most rewarding and interesting aspects of a student’s experience in Australia. Whilst fully immersed in a friendly home environment, students have the chance to experience Australian culture first-hand and practise their English in natural contexts. All homestay families are located within 40 minutes of our campuses by bus or train and are carefully selected by our staff following a thorough site inspection.
   - Student Apartment/Share Accommodation: Sharing a house or apartment is a great way to save on living expenses and surround yourself with like-minded international students. With affordable, centrally-located options, you can choose from self-contained apartments to single, double or triple rooms in share houses. Both long and short term arrangements are available, making it a convenient option for your stay in Australia.

3. Welfare (Academic & Counselling)
   Student welfare is important to the staff at APC. Younger students are given special attention and are observed carefully to ensure their continuing success within the program. Our experienced academic staff and teachers will assist students with educational matters or any enquiries they may have. All APC students are encouraged to make an appointment at student care if they require services such as:
   - academic counselling
   - grievance resolution
   - further studies placement

4. APC Social Club
   Our Social Activities Club gives all students many opportunities to make new friends or see their classmates out of class. We go to a wide variety of exciting places, either in the city or in surrounding areas. From beach BBQs to bushwalks in the famous Blue Mountains, or visits to salsa dance clubs, you are sure to have a good time with APC tour leaders. Whether playing games like Wahu cricket, beach volleyball or soccer, or throwing a boomerang with friends in some of Sydney, Melbourne or Brisbane’s many beautiful parks, you will truly enjoy your experience at APC.

5. Job Assistance Service
   APC’s Job Assistance Service (JAS) aims to assist students seeking part-time or casual work (up to maximum 40 hours per consecutive fortnight) through resumé editing, interview preparation, resource sharing etc.

6. Other Services
   Student Care can also assist you if you need information about:
   - health services
   - emergency services
   - legal services
   On your first day of study you will receive a student handbook with information about these services near your campus.

INFORMATION FOR INTERNATIONAL STUDENTS

REQUIREMENTS FOR A STUDENT VISA APPLICATION

- A Letter of Offer from APC.
- An electronic Confirmation of Enrolment (eCoE) from APC.
- A medical examination if required by regulations.
- Proof of financial support if required by regulations.
- Citizens of certain countries may need to obtain a Pre-Visa Assessment from the Australian Diplomatic Mission before making any payment to APC.
- Not work for more than 40 hours over any two consecutive weeks during course sessions.
- Maintain Overseas Student Health Cover (OSHC).
- Inform DHA if they change their student status.
- Inform DHA if they withdraw from the course that they are enrolled in.
- Extend their student visa before it expires.
- Inform DHA and APC of current address details at all times.

YOUR STUDENT VISA CONDITIONS

Student visa conditions and regulations as determined by the Department of Home Affairs (DHA) state that students must:
- Study full-time while in Australia.
- Satisfy course requirements - must maintain a minimum of 80% attendance of all scheduled classes and achieve a record of satisfactory academic performance.
- Inform DHA and APC of current address details at all times.
- Inform DHA if they change their student status.
- Extend their student visa before it expires.
- Not work for more than 40 hours over any two consecutive weeks during course sessions.

Further information about visa regulations is available on the Department of Home Affairs (DHA) website: www.homeaffairs.gov.au
HOW TO APPLY

You may apply to APC directly or through one of our representatives in Australia or in your country.

1. Complete the APC application form.
2. Submit the form and the supporting documents to APC by email.
3. If English is not your first language and you do not have evidence of your current English level, please attempt the APC Pre-Arrival Test (PAT) online at www.apc.edu.au/applications/#entry-tests.
4. Attach your academic transcripts if you are applying for vocational courses.
5. If your application is successful, APC will issue a Letter of Offer (LOO) for the course for which you have applied.

1. Sign the acceptance form attached to the Letter of Offer and pay the tuition fees as indicated in the Letter of Offer.
2. Once the payment of tuition fees is receipted, APC will issue an electronic Confirmation of Enrolment (eCOE) to apply for your visa and will give you the details of the orientation date of your course.
3. Arrive on time for your orientation and enrolment.
4. Students arriving after the course start date may not be able to enrol.
5. If you are applying for Credit Transfer, you have to submit the documents prior to commencement of your course.

Payment must be made in Australian dollars and all bank and transfer fees paid by the applicant.
Payment can be made by:

1. Bank draft made payable to Australian Pacific College
2. Direct Deposit or Telegraphic Transfer to:

   | Account Name:         | Australian Pacific College |
   | Name of Bank:         | Westpac Bank Corporation   |
   | Address:              | 275 George Street, Sydney NSW 2000 |
   | BSB No:               | 032013                      |
   | Bank Account No:      | 131549                      |
   | SWIFT Code:           | WPACAU2S                    |

3. All major Credit Cards [Master / Visa / Amex / Diners / JCB] and Electronic Fund Transfer (EFT) cash cards are accepted – please contact APC (surcharges apply).
4. Personal cheques are NOT accepted by APC.
5. Please quote your STUDENT NUMBER and FULL NAME when making your payment.
APC STUDENT ACTIVITIES
**BARISTA**

**LEARN THE SKILLS NEEDED TO BE A BARISTA**

**COURSE OVERVIEW**  TWO DAY PROGRAM (12 HOURS)

- Barista classes for students with no prior experience in making coffee.
- You will learn how to grind coffee, froth milk and make different types of coffee as made in cafes, bars and restaurants.
- You will also learn how to operate, clean and maintain coffee machines.
- Our small classes mean you will receive more personal attention and training.

**SAMPLE TIMETABLE (FRIDAY 9:00AM - 3:30PM)**

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>WEEK 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafe terminology and barista skills</td>
<td>Barista skills and coffee art</td>
</tr>
</tbody>
</table>

*This course is not available as the primary course of study for student visa holders.*

**ENTRY REQUIREMENT**

English level of intermediate or higher.

Please contact student care for more information.
“Dedicated to Quality, Equity and Advancement”