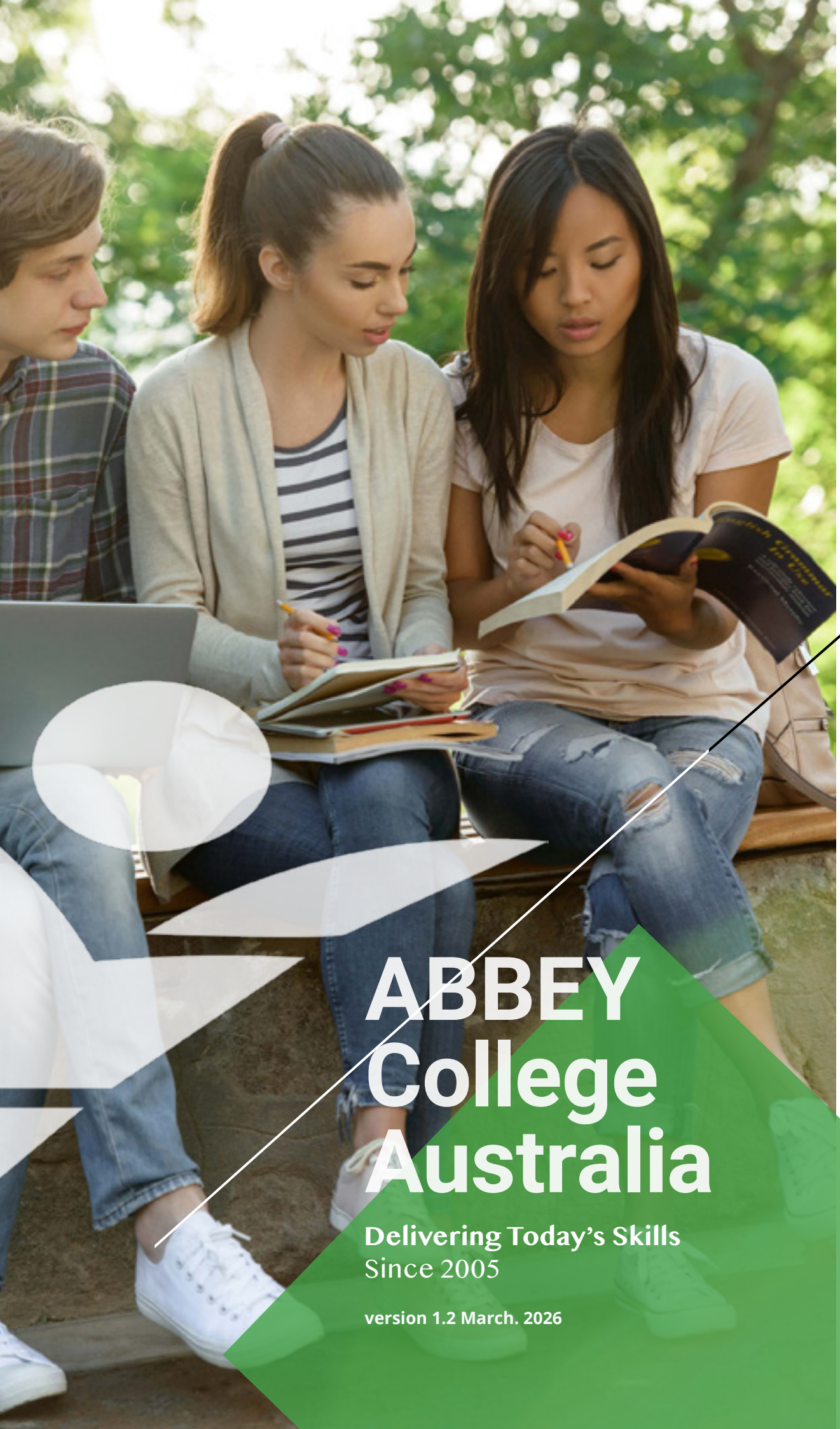

ABBEY College Australia

Delivering Today's Skills
Since 2005

version 1.2 March. 2026

2026-2027
COURSE GUDIE

SYDNEY / ADELAIDE
RTO 91136 CRICOS 02658G

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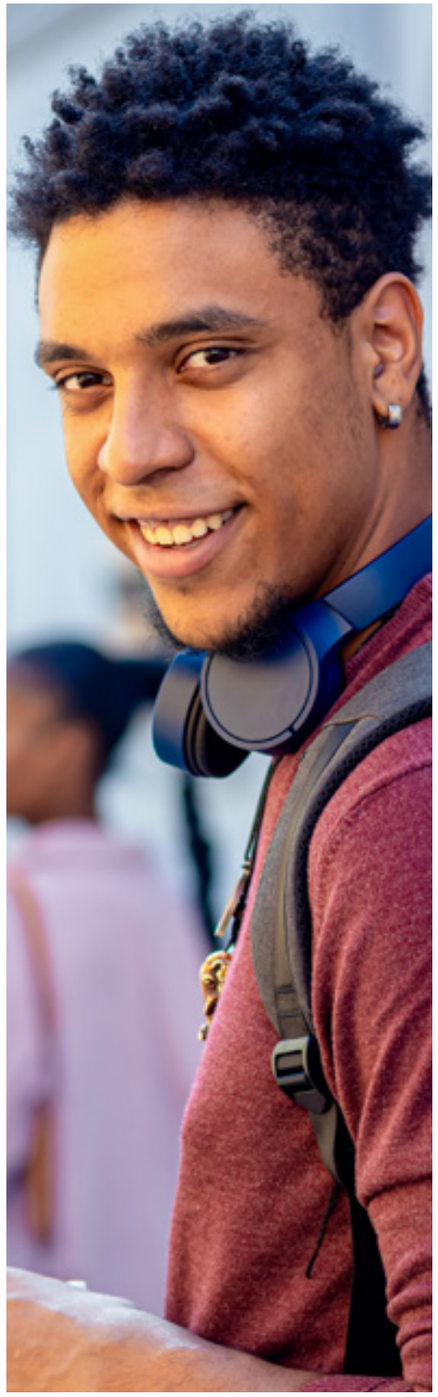
Navigate Your Journey at Abbey

Discover What's Inside!

ABOUT **ABBEY**



Through 20 years of success, with tens of thousands of students from all over the world, Abbey College Australia prides ourselves as one of the leading vocational education and training providers in Sydney.

We offer work-ready training and qualifications that supply solutions to individuals and organisations to adapt and thrive in a fast-paced world. The objective to help our students to reach their career goals is achieved by providing them with solid fundamental skills and outcome-orientated training purposefully designed by academics and industry experts - with a special focus on employment outcome.

We always want to ensure our graduates can become successful professionals equipped with knowledge, skills and qualities the industries are looking for.

Since 2017, Abbey College Australia has invested significant resources in our Sydney and Adelaide campus by renovating both facilities. Sydney campus located three minutes' walk from Central Station and Adelaide Campus is in the heart of its charm- ing CBD. We also operate dedicated staff development programs to ensure outstanding teaching methods and first-class student services.

Our core values are what makes us unique and appealing to students, partners and employees since 2005.

Such hard work and commitment afford us the confidence that we have built a college able to help students to succeed, and this is the driving force for us to continue to believe that "**YOUR FUTURE BEGINS HERE"**

Who We Are & How **We Make Things Happen**

MISSION

- Our goal is to improve people's lives through inspiring, creative education and fit-for-purpose training.
- We will work tirelessly to empower individuals to realise their true potential with skills, knowledge, and the mindset to contribute to the continued development of our society and communities as a whole.

OBJECTIVES

Abbey College Australia's objective is to become one of the top training providers in Australia within the next 10 years. By 2040, Abbey College Australia aspires to become one of the top ten education providers in the Asia Pacific, graduating over 10 thousand students every year, and transform ourselves into a cutting-edge research, teaching and innovation powerhouse.

VALUE

- **INTEGRITY AND ETHICS BEHAVIOUR**
- **EMPOWERING CAREER SUCCESS FOR LEARNERS**
- **EXCELLENCE IN INNOVATIVE EDUCATION**
- **FAIRNESS FOR LEARNERS AND STAFFS**
- **ENVIRON- MENTAL RESPONSI- BILITY AND SUSTAIN- ABILITY**
- **PROACTIVE ASSISTANCE**

We will advocate for all to explore further in their pursuit of excellence and imagine a better world - Your Future Begins Here at Abbey College Australia.

Why Choose **ABBEY**

"Studying at a college with comprehensive support, skilled trainers, top-notch service, and diverse courses is crucial. Yes, we excel in all these areas!"

- A college with nearly two decades of experience
- Diverse courses in IT, Construction, Business, Marketing, Project Management, Translation, Community Services.
- Pathways with some of the best universities in Australia.
- Progressive training opportunities, from ELICOS language schools straight to one of our Vocational courses.
- English study groups. Make friends and improve skills communications.
- Flexible timetables. Classes available from Monday to Saturday
- Face -to-face training
- Intake calendar all year-round
- Career counselling
- Catch-up / Supporting classes for study & work Balance
- Prime location
- Library facility
- Social and academic events for students
- Award winning Customer & students Service

"15-hour face-to-face learning and 5-hour online learning on a weekly basis, except term breaks."

Assessment Methods

Outcome-driven, competency-based assessments aligned with industry standards.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Apply for credit for relevant studies or work experience to potentially shorten your course and visa duration. Inform us at enrollment for assessment.

Please contact us to discuss RPL and CT opportunities through

info@abbeycollege.edu.au com

RPL and CT policy and procedure are detailed in our Student Handbook.

STUDENT **INFORMATION**

ORIENTATION AND ENROLMENT

At Abbey College we provide orientation at the start of every term for new students. Orientation is usually held Thursday mornings at 9am prior to the course commencement date. This session is compulsory for all newly arriving international students or student starting a new course. Students will get a chance to meet the staff, tour the campus, receive their timetable. This also gives you the opportunity to ask any questions you might have about the program or living in Australia. Student Handbook and all forms are available at our website.

WHAT COURSE?

INFORMATION TECHNOLOGY

ICT40120 Certificate IV in Information Technology (Networking and Systems Administration Support)

ICT50220 Diploma of Information Technology (Cyber Security, Database and Data Management, Systems Administration)

ICT60220 Advanced Diploma of information Technology (Telecommunications Network Engineering)

CONSTRUCTION

RII50520 Diploma of Civil Construction Design

RII60520 Advanced Diploma of Civil Construction Design

COMMUNITY SERVICES

CHC33021 - Certificate III in Individual Support

CHC43015 - Certificate IV in Ageing Support

CHC43121 - Certificate IV in Disability Support

CHC52025 - Diploma of Community Services

TRANSLATING

PSP60822 Advanced Diploma of Translating

INTERPRETING

PSP50922 Diploma of Interpreting

PAINTING AND DECORATING

CPC30620 Certificate III in Painting and Decorating

WALL AND FLOOR TILING

CPC31320 Certificate III in Wall and Floor Tiling

MANAGEMENT (LEARNING)

BSB80120 Graduate Diploma of Management (Learning)

PROJECT MANAGEMENT

BSB50820 Diploma of Project Management

BSB60720 Advanced Diploma of Program Management

BUSINESS

BSB40120 Certificate IV in Business

BSB50120 Diploma of Business

BSB60120 Advanced Diploma of Business

MARKETING & COMMUNICATION

BSB40820 Certificate IV in Marketing and Communication

BSB50620 Diploma of Marketing and Communication

BSB60520 Advanced Diploma of Marketing and Communication

ICT40120 CERTIFICATE IV IN INFORMATION TECHNOLOGY

(Networking and Systems Administration Support)

CRICOS COURSE CODE 102821C

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

The skills required for these roles may include, but are not restricted to:

• Networking: installing, configuring and testing networks and servers in organisations

• Systems administration support: implementing maintenance procedures and support to help troubleshoot system applications

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Students who are interested in enhancing their knowledge and skills in telecommunications and information technology networks using internet protocol (IP) systems.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

• ICTNWK422	Install and manage servers
• ICTNWK429	Install hardware to networks
• ICTNWK423	Manage network and data integrity
• BSBXCS404	Contribute to cyber security risk management
• ICTICT445	Connect and configure devices and hardware components
• ICTSAS436	Evaluate ICT system status
• ICTSAS438	Implement maintenance procedures
• ICTSAS441	Support ICT system software
• ICTPRG302	Apply introductory programming techniques
• ICTNWK420	Install and configure virtual machines
• ICTICT443	Work collaboratively in the ICT industry
• ICTSAS432	Identify and resolve client ICT problems
• ICTSAS442	Provide first-level remote help desk support
• ICTICT426	Identify and evaluate emerging technologies and practices
• BSBCRT404	Apply advanced critical thinking to work processes
• ICTNWK421	Install, configure and test network security
• ICTSAS443	Support operating system users and troubleshoot applications
• ICTTEN434	Install, configure and test internet protocol networks
• ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
• ICTNWK424	Install and operate small enterprise branch networks

Entry Requirements

Confidence in modifying, saving and uploading documents across the Microsoft Office suite, such as Excel spreadsheets and word documents.

Access to a computer and the internet.

18 years old or above

Satisfactory completed year 12 of secondary education or its equivalent . and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

Possible job titles relevant to this qualification include:

• Computer Technician,

• Client Support Officer (ICT),

• Network Operations Technician,

• Software Support Technician,

• Technical Officer (ICT)

Study Pathway

Graduates will have good information technology network knowledge and can consolidate and build pathways to further education and employment opportunities including but not limited to:

• ICT50220 - Diploma of Information Technology

ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

(Cyber Security, Database and Data Management, Systems Administration)

CRICOS COURSE CODE 105132D

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

• Cyber security: protecting sensitive data and information through security architecture and developing disaster recovery and contingency plans

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Ideal for aspiring IT professionals, career changers, and small business owners looking to specialize in cyber security, data management, or systems administration. It's perfect for enhancing skills or pursuing certifications in the growing IT industry.

Course Duration:

104 Weeks
Delivered Full Time

Qualification Units

- BSBCRT512 Originate and develop concepts
- ICTSAS527 Manage client problems
- BSBXCS402 Promote workplace cyber security awareness and best practices
- BSBXTW401 Lead and facilitate a team
- ICTICT517 Match ICT needs with the strategic direction of the organisation
- ICTICT532 Apply IP, ethics and privacy policies in ICT environments
- ICTDBS503 Create a data warehouse
- ICTDBS507 Integrate databases with websites
- ICTDBS505 Monitor and improve knowledge management systems
- ICTSAD502 Model data processes
- ICTDBS506 Design databases
- ICTCYS610 Protect critical infrastructure for organisations
- ICTCYS613 Utilise design methodologies for security architecture
- ICTSAS524 Develop, implement and evaluate an incident response plan
- ICTSAS526 Review and update disaster recovery and contingency plans
- ICTCYS407 Gather, analyse and interpret threat data
- ICTNWK615 Design and configure desktop virtualisation
- ICTSAS518 Install and upgrade operating systems
- ICTSAS512 Review and manage delivery of maintenance services
- ICTNWK546 Manage network security

Entry Requirements

Confidence in modifying, saving and uploading documents across the Microsoft Office suite, such as Excel spreadsheets and word documents.

Access to a computer and the internet.

18 years old or above

Satisfactory completed year 12 of secondary education or its equivalent . and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of ICT50220 – Diploma of Information Technology (Cyber Security, Database Management & System Administration) course may gain employment in job roles including:

• Cyber security analyst

• Cyber security technician

• ICT security consultant

• Website penetration tester

• Security support officer

• Computer Support Specialist

• Network Administrator

• Web Developer

• System Analyst

• Database Administrator

Study Pathway

Graduates will have significant cyber security and information technology network knowledge and can consolidate and build pathways to further education and employment opportunities including:

• Bachelor of Information Technology (Network Security)

• ICT60220 Advanced Diploma of Information Technology

ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

(Telecommunications Network Engineering) CRICOS COURSE CODE 105133C

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor). The skills required for these roles may include, but are not restricted to:

• Telecommunications network engineering: managing logistics, organisational specifications, regulations and legislative requirements across network projects.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Students who are interested in enhancing their knowledge and skills in telecommunications and information technology networks using internet protocol (IP) systems.

Course Duration:

104 Weeks
Delivered Full Time

Qualification Units

• BSBCRT611	Apply critical thinking for complex problem solving
• ICTICT608	Interact with clients on a business level
• BSBTWK502	Manage team effectiveness
• ICTICT618	Manage IP, ethics and privacy in ICT environments
• BSBXCS402	Promote workplace cyber security awareness and best practices
• ICTSAD609	Plan and monitor business analysis activities in an ICT environment
• ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
• ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
• ICTPMG613	Manage ICT project planning
• ICTTEN615	Manage network traffic
• ICTTEN622	Produce ICT network architecture designs
• ICTNWK544	Design and implement a security perimeter for ICT networks
• ICTSUS604	Prepare business cases for sustainability and competitive advantage in ICT projects
• ICTNWK561	Design enterprise wireless local area networks
• ICTNWK559	Install an enterprise virtual computing environment
• ICTTEN618	Analyse and organise repair of highly complex networks

Entry Requirements

Complex computer skills with the ability to modify and save a document and to upload attachments.

Access to computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent.

and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent. OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

Students successfully finishing the ICT60220 Advanced Diploma of Information Technology course may gain employment in a range of industries. Examples of indicative job roles include:

• Network engineering technical officer

• Telecommunications network manager

• Optical network designer

• IP based convergence integrator

• IP based optical network designer

• Network security manager

Study Pathway

Preferred pathways for candidates considering this qualification include:

• Graduates of the Diploma of Information Technology or other equivalent qualification or

• Some vocational experience assisting in range of support roles without a formal business qualification.

After achieving the ICT60220 Advanced Diploma of Information Technology course may gain entry to a degree course in the same or similar field.

RII50520 DIPLOMA OF CIVIL CONSTRUCTION DESIGN

CRICOS COURSE CODE 118157K

This qualification reflects the role of individuals working as designers or design paraprofessionals who support professional engineers. They perform tasks involving a high level of autonomy and requiring the application of significant judgement in planning and determining the selection of equipment/roles/techniques for themselves and others.

They are required to develop site specific work designs to ensure the implementation of the client's site requirements. They demonstrate the application of a broad range of technical, managerial, coordination and planning skills.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Individuals with an interest in becoming civil construction designers or supporting engineers and infrastructure professionals.

Course Duration:

78 Weeks
Delivered Full Time

Qualification Units

• MEM23004A Apply technical mathematics

• MEM30012A Apply mathematical techniques in a manufacturing engineering or related environment

• MEM23109* Apply engineering mechanics principles

• MEM30005A* Calculate force systems within simple beam structures

• MEM30006A* Calculate stresses in simple structures

• RIILAT402E Provide leadership in the supervision of diverse work teams

• MSL924005 Process and interpret data

• MSL925004 Analyse data and report results

• MEM30031A Operate computer-aided design (CAD) system to produce basic drawing elements

• MEM30033A* Use computer-aided design (CAD) to create and display 3-D models

• CPPBDN6106 Produce building information modelling for building design projects

• RIICWD530E Prepare detailed design of surface drainage

• RIICWD518E Prepare detailed design of open car parks

• RIICWD505E Prepare detailed design of landscaping

• RIICWD532E Prepare detailed design of tunnels

• RIICWD535E Prepare detailed design of civil timber structures

• BSBPMG531 Manage project time

• BSBTWK502 Manage team effectiveness

• BSBSTR601 Manage innovation and continuous improvement

• BSBPEF501 Manage personal and professional development

Entry Requirements

IELTS 6.0 or equivalent, or pass Abbey's English entry test

Suitable LLN+Digital skills (support available if needed)

Proficient with advanced calculators

Access to a computer and internet

Completed Year 12 (or equivalent) or be a mature-aged student

Minimum age: 18 at enrolment

Career Opportunities

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following roles:

• Civil Design Assistant

• Civil Engineering Draftsperson

Study Pathway

Progress to RII60520 Advanced Diploma of Civil Construction Design.

RII60520 ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN CRICOS COURSE CODE 108743H

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports profes- sional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities.

They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Ideal for professionals seeking advanced skills to design and manage civil construction projects like roads and bridges.

Course Duration:

104 Weeks
Delivered Full Time

Qualification Units

- BSBPMG632 Manage program risk
- BSBTWK502 Manage team effectiveness
- BSBWHS616 Apply safe design principles to control WHS risks
- RIICWD601E Manage civil works design processes
- RIIQUA601E Establish and maintain a quality system
- BSBOPS601 Develop and Implement Business Plans
- BSBPMG534 Manage project human resources
- BSBSTR601 Manage innovation and continuous improvement
- RIICWD507D Prepare detailed geotechnical design
- RIICWD533E Prepare detailed design of civil concrete structures
- RIICWD534E Prepare detailed design of civil steel structures
- RIILAT402E Provide leadership in the supervision of diverse work teams

Entry Requirements

Students must have/ or be:

Access to computer and the internet.

Undertake a pre-enrolment interview / initial skills assessment;

Be 18 years of age or above

Satisfactory completed Year 12 of secondary education or its equivalent.

and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent. OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following roles:

- Civil Engineering Draftsperson
- Civil Engineering Technician

Study Pathway

After achieving the RII60520 Advanced Diploma of Civil Construction Design course may gain entry to a degree course in the same or similar field.

CHC33021 - CERTIFICATE III IN INDIVIDUAL SUPPORT

CRICOS COURSE CODE 115468H

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide personcentred support.

The skills in this qualification must be applied in accordance with Commonwealth and State/ Territory legislation, Australian standards and industry codes of practice.

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.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Recommended for individuals pursuing a career in aged care, disability support, or home care, providing essential skills to support people with diverse needs.

Course Duration:

52 Weeks
Delivered Full Time

Career Opportunities

- Accommodation Support Worker
- Residential Support Worker
- Disability Service Officer
- Family Support Worker
- Care Service Employee

Qualification Units

CHCCCS031 Provide individualised support
CHCCCS038 Facilitate the empowerment of people receiving support
CHCCCS040 Support independence and wellbeing
CHCCCS041 Recognise healthy body systems
CHCCOM005 Communicate and work in health or community services
CHCDIV001 Work with diverse people
CHCLEG001 Work legally and ethically
HLTINF006 Apply basic principles and practices of infection prevention and control
HLTWHS002 Follow safe work practices for direct client care
CHCAGE011 Provide support to people living with dementia
CHCAGE013 Work effectively in aged care
CHCPAL003 Deliver care services using a palliative approach
CHCDIS011 Contribute to ongoing skills development using a strengths-based approach
CHCDIS012 Support community participation and social inclusion
CHCDIS020 Work effectively in disability support

Entry Requirements

Students must:

- Must be 18 years of age or older at the time of course commencement.
- Some prospective students may be asked to undertake an LLN+Digital assessment or enrolment interview prior to acceptance.
- Must have completed Australian Year 10 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- Must demonstrate English level of IELTS 6.0 or equivalent.

Must have the ability to undertake a work placement at an aged care, home and community care, disability care or community service organisation.

Study Pathway

- Intending to pursue higher vocational qualifications such as CHC43015 - Certificate IV in Ageing Support, CHC43121 - Certificate IV in Disability Support or CHC52025 - Diploma of Community Services
- Seeking a pathway to higher education qualifications.

CHC43015 - CERTIFICATE IV IN AGEING SUPPORT

CRICOS COURSE CODE 115469G

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.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Recommended for individuals aiming to advance their careers in aged care, taking on leadership or specialized roles in supporting older adults with complex needs.

Course Duration:

78 Weeks
Delivered Full Time

Qualification Units

CHCCCS006 Facilitate individual service planning and delivery
CHCPRP001 Develop and maintain networks and collaborative partnerships
CHCCCS011 Meet Personal Support Needs
CHCCCS023 Support Independence and wellbeing
CHCLEG003 Manage legal and ethical compliance
CHCDIV001 Work with diverse people
CHCAGE001 Facilitate the empowerment of older people
CHCADV001 Facilitate the interest and rights of clients
HLTWHS002 Follow safe work practices for direct client care
CHCAGE004 Implement Interventions with older people at risk
CHCAGE003 Coordinate Services for older people
CHCAGE005 Provide Support to people living with dementia
HLTAAP001 Recognise healthy body systems
CHCPAL001 Deliver Care Services using a palliative approach
CHCCCS025 Support relationships with carers and families
CHCCCS044 Follow established person-centred behaviour supports
CHCDIS007 Facilitate the empowerment of people with disability
CHCMHS001 Work with people with mental health issues

Career Opportunities

- Community Program Coordinator
- Residential Care Worker
- Support Worker (Community Services)
- Care supervisor
- Accommodation Support Worker
- Personal care worker, Personal care giver
- Assistant Hostel Supervisor
- Personal care assistant, Residential care officer
- Day Activity Worker
- Care Team Leader

Entry Requirements

Students must:

- Must be 18 years of age or older at the time of course commencement.
- Some prospective students may be asked to undertake an LLN+Digital assessment or enrolment interview prior to acceptance.
- Must have completed Australian Year 12 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- Must demonstrate English level of IELTS 6.0 or equivalent.
- Must have the ability to undertake a work placement at a regulated care service.

Study Pathway

- Intending to pursue other or higher vocational qualifications such as CHC43121 - Certificate IV in Disability Support or CHC52025 - Diploma of Community Services
- Seeking a pathway to higher education qualifications.

CHC43121 - CERTIFICATE IV IN DISABILITY SUPPORT

CRICOS COURSE CODE 115470C

This qualification reflects the role of individuals in a range of community settings and peoples' homes, who provide 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 according to and may contribute to an individualised plan, and work without direct supervision. They may be required to supervise and/or coordinate a small team.

The skills in this qualification must be applied in accordance with Commonwealth and State/ Territory legislation, Australian standards and industry codes of practice.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Recommended for individuals seeking to advance their careers in disability services, focusing on providing personalized support and promoting independence for people with disabilities.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

CHCDIS017 Facilitate community participation and social inclusion
CHCDIS018 Facilitate ongoing skills development using a person-centred approach
CHCCCS044 Follow established person-centred behaviour supports
CHCDIS019 Provide person-centred services to people with disability with complex needs
CHCADV001 Facilitate the interests and rights of clients
CHCAGE011 Provide support to people living with dementia
CHCCCS041 Recognise healthy body systems
CHCMHS001 Work with people with mental health issues
HLTWHS003 Maintain work health and safety
CHCLEG003 Manage legal and ethical compliance

Career Opportunities

- Social Educator (Disability)
- Day Support Disability Officer
- Social trainer
- Disability Team Leader
- Disability Support Assistant (Schools)
- Job coordinator
- Disability Service Officer
- Senior Disability Worker
- Lifestyle Support Officer
- Senior Personal Care Assistant
- Community Development Officer
- Support Facilitator (Disability)
- Behavioural Support Officer

Entry Requirements

Students must:

Completion of: CHC33021 Certificate III in Individual Support (Disability) OR Completion of: CHC33015 Certificate III in Individual Support (Disability) OR Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

Furthermore, Students:

- Must be 18 years of age or older at the time of course commencement.
- Some prospective students may be asked to undertake an LLN+Digital assessment or enrolment interview prior to acceptance.
- Must have completed Australian Year 12 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- Must demonstrate English level of IELTS 6.0 or equivalent.

Must have the ability to undertake a work placement at an aged care, home and community care, disability care or community service organisation.

Study Pathway

- Intending to pursue higher vocational qualifications such as CHC52025 - Diploma of Community Services
- Seeking a pathway to higher education qualifications.

CHC52025 - DIPLOMA OF COMMUNITY SERVICES

CRICOS COURSE CODE 118696E

This qualification reflects the role of community services workers involved in the delivery, management and coordination of personcentred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

To achieve this qualification, the candidate must have completed at least 200 hours of work as detailed in the Assessment Requirements of units of competency.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standardsands industry codes of practice.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Recommended for individuals pursuing leadership roles in community services, focusing on case management, advocacy, and support for vulnerable groups in diverse settings.

Course Duration:

104 Weeks
Delivered Full Time

Qualification Units

CHCDIV003 Manage and promote diversity
CHCCCS007 Develop and implement service programs
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCCSM013 Facilitate and review case management
CHCCCS019 Recognise and respond to crisis situations
CHCDFV001 Recognise and respond appropriately to domestic and family violence
CHCDEV005 Analyse impacts of sociological factors on people in community work and services
CHCMGT005 Facilitate workplace debriefing and support processes
CHCCOM003 Develop workplace communication strategies
CHCPRP003 Reflect on and improve own professional practice
CHCADV002 Provide advocacy and representation services
CHCCCS004 Assess co-existing needs
CHCMHS004 Work collaboratively with the care network and other services
CHCCSL002 Apply specialist interpersonal and counselling interview skills
CHCCSL001 Establish and confirm the counselling relationship
HLTWHS003 Maintain work health and safety
CHCDIS017 Facilitate community participation and social inclusion
CHCLEG003 Manage legal and ethical compliance
CHCMHS001 Work with people with mental health issues
CHCDIV001 Work with diverse people

Entry Requirements

Students must:

Completion of: CHC33021 Certificate III in Individual Support (Disability) OR Completion of: CHC33015 Certificate III in Individual Suppor (Disability) OR Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

Furthermore, Students:

- Must be 18 years of age or older at the time of course commencement.
- Some prospective students may be asked to undertake an LLN+Digital assessment or enrolment interview prior to acceptance.
- Must have completed Australian Year 12 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- Must demonstrate English level of IELTS 6.0 or equivalent.

Must have the ability to undertake a work placement at an aged care, home and community care, disability care or community service organisation.

Career Opportunities

- Senior Youth Worker
- Aboriginal Housing Worker
- Community Development Worker for Social Housing
- Assistant Community Services Worker
- Community Work Coordinator
- Support Facilitator (Disability)
- Support Facilitator (Community Services)
- Community Housing Worker
- Assistant Community Worker
- Coordinator of Volunteer Work
- Team Leader
- Family Support Worker
- Disability Team Leader
- Early Intervention Worker
- Community Care Manager
- Care Team Leader
- Community Access Coordinator
- Youth Housing Support Worker
- Housing Manager
- Case Coordinator (Disability)
- Housing Assistant
- Community Recreation Coordinator
- Community Housing Resources Worker
- Family Services Coordinator
- Community Worker
- Community Services Coordinator
- Case Coordinator (Community Services)

Study Pathway

- Intending to pursue other or higher vocational qualifications.
- Seeking a pathway to higher education qualifications like Bachelor of Community Services

PSP60822 ADVANCED DIPLOMA OF TRANSLATING

CRICOS COURSE CODE 113170J

This qualification reflects the role of individuals who translate special purpose texts from one language to another, including spoken or signed languages, to convey information to a known or wide unknown audience. The translation produced must contain accurate information that is in the source text, and be fit for purpose, taking into account target audience and the end use.

The Advanced Diploma of Translating prepares translators to translate texts which contain complex language, concepts and terminology. There may be significant equivalence problems between source and target texts, which calls for extensive research. Audiences may be found in commerce and marketing, government and international relations – including immigration, both regular and humanitarian – the media, and sectors generally considered to be professional, such as law, health and medicine, technology and science. Assignments may deal with material which requires significant quality assurance processes as the consequences of mistranslation can be far reaching and there are significant implications for client reputation and image.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Recommended for individuals seeking professional careers as translators, specializing in providing high-quality translation services across various industries, including legal, medical, and technical fields.

Course Duration:

52 weeks - Delivered full time
26 weeks - Delivered full time (Intensive program with prerequisite)

Qualification Units

PSPTIS103 Build glossaries for translating and interpreting assignments
PSPTIS106 Translate and certify non-narrative texts
PSPTIS120 Revise translations
PSPTIS124 Apply theories to translating work practices
PSPTIS130 Use translation technology
PSPTIS145 Apply codes and standards to professional judgement
PSPTIS146 Negotiate translating or interpreting assignments
PSPTIS148 Read and analyse special purpose English texts to be translated
PSPTIS121 Translate special purpose texts from English to LOTE
PSPTIS125 Demonstrate complex written LOTE proficiency in different subjects and cultural contexts
PSPTIS123 Read and analyse special purpose LOTE texts to be translate
PSPTIS129 Translate multimedia source material
PSPTIS122 Translate special purpose texts from LOTE to English
CUAWRT401 Edit texts
PSPTIS126 Demonstrate complex written English proficiency in different subjects and cultural contexts

Entry Requirements

For entry, students must have / or be:

- 18 years of age or above
- Completion of Year 12 or equivalent
- ESL (English as second language) applicants must demonstrate proficiency in English with an IELTS score of 6, or completion of a recognised Degree or Diploma or equivalent in any discipline from an English-speaking country.

Career Opportunities

Students successfully finishing the PSP60822 Advanced Diploma of Translating course and passing the NAATI (National Accreditation Authority for Translators and Interpreters) Certified Translator exam may gain employment in the public and private sectors as a NAATI certified translator, either on a freelance or contract basis in areas such as business, tourism, education, health and legal services.

In addition, many graduates may perform some translating as part of their principal duties in jobs requiring translating, bilingual and cross-cultural communication skills, in areas such as health, community services, business, tourism, public relations, the medical profession, law and foreign affairs.

Study Pathway

On successful completion of this qualification students may choose to undertake studies in any of the other Advanced Diplomas in the Public Sector Training Package for various specializations or an Advanced Diploma in a related field such as Interpreting.

This course also has been endorsed by NAATI as a pathway to NAATI certification testing at the Certified Translator level.

PSP50922 DIPLOMA OF INTERPRETING

CRICOS COURSE CODE 113169B

The qualification reflects the role of individuals who interpret between two languages, in general dialogue and monologue settings where the interpreter is able to control the interaction to assist retention and recall.

In a general setting the context is usually broad and routine and the content or complexity of the situation can usually be predicted and planned for. There are typically two dialogue settings or a few monologue setting participants, to whom the interpreter has physical, visual or audio access.

The Diploma of Interpreting prepares interpreters for work typically in the community and business domains, including sectors such as general health, welfare and community services, educational and social contexts, and tourism. It also includes interactions such as initial police interviews, over the counter interviews in customer and community information services, non-complex disability assistance, and other informal business and workplace interactions. The interpreting takes place where miscommunication or the consequences of errors in communicative intent can be readily managed through consultation and preparation, and where there are opportunities for error correction.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? Recommended for individuals pursuing careers as professional interpreters, specializing in facilitating communication across languages in sectors such as legal, healthcare, community, and business.

Course Duration:

52 weeks - Delivered full time
26 weeks - Delivered full time (Intensive program with prerequisite)

Qualification Units

PSPTIS102	Apply codes and standards to ethical practice
PSPTIS112	Interpret in general dialogue settings
PSPTIS104	Prepare to translate or interpret
PSPTIS114	Manage interactions in general settings
PSPTIS115	Use routine subject area terminology in two languages
PSPTIS103	Build glossaries for translating and interpreting assignments
PSPTIS117	Use routine education terminology in two languages
PSPTIS113	Interpret in general monologue settings
PSPTIS118	Use routine health terminology in two languages
PSPTIS105	Conduct career planning
PSPTIS119	Use routine legal terminology in two languages
PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts

Entry Requirements

For entry, students must have / or be:

- 18 years of age or above
- Completion of Year 12 or equivalent
- ESL (English as second language) applicants must demonstrate proficiency in English with an IELTS score of 6 or equivalent

Career Opportunities

This qualification will enable students to confidently undertake formal assessment through NAATI (National Accreditation Authority of Translators and Interpreters). Upon successful completion of this course, students will be equipped with the skills to work in the field as a Certified Provisional Interpreter.

Students successfully finishing the course and passing the NAATI (National Accreditation Authority for Translators and Interpreters) Certified Interpreter exam may gain employment in the public and private sectors as a NAATI certified interpreter, either on a freelance or contract basis in areas such as business, tourism, education, health and legal services.

Diploma of Interpreting students will gain practical skills in receiving and analysing source texts moving between two languages and producing accurate Mandarin within a variety of interpreting settings. Students will have the opportunity to build a large and varied vocabulary which includes specialised terminology. Students will be given a solid knowledge of the ethics of the profession upon which to build their professional practice skills.

In addition, many graduates may perform some interpreting as part of their principal duties in jobs requiring translating, bilingual and cross-cultural communication skills, in areas such as health, community services, business, tourism, public relations, the medical profession, law and foreign affairs.

Study Pathway

On successful completion of this qualification students may choose to undertake studies in PSP60922 Advanced Diploma of Interpreting or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations.

This course also has been endorsed by NAATI as a pathway to NAATI certification testing at the Certified Interpreter level.

BSB50820 DIPLOMA OF PROJECT MANAGEMENT

CRICOS COURSE CODE 103692K

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? Students International students who are interested in developing their knowledge and skills in project management.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBPMG538	Manage project stakeholder engagement
BSBCMM511	Communicate with influence
BSBPMG537	Manage project procurement
BSBPMG539	Manage project governance

Entry Requirements

Access to a computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent

and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent

OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of BSB50820 - Diploma of Project Management course may gain employment in the project management field job roles including:

- Project contract manager
- Project leader/team leader
- Project manager (industry specific)
- Project vendor manager

The Diploma qualifies individuals who apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.

Study Pathway

After achieving this qualification candidates may undertake:

- BSB60720 - Advanced Diploma of Program Management or other Advanced Diploma qualifications.

BSB60720 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

CRICOS COURSE CODE 103693J

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program manage- ment across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? Students International students who are interested in developing their knowledge and skills in project management.

Course Duration:

78 Weeks
Delivered Full Time

Qualification Units

- BSBPMG630 Enable program execution
- PSPMGT006 Develop a business case
- BSBAUD601 Establish and manage compliance management systems
- BSBPMG634 Facilitate stakeholder engagement
- BSBLDR523 Lead and manage effective workplace relationships
- BSBPMG635 Implement program governance
- BSBPMG637 Engage in collaborative alliances
- BSBPMG636 Manage benefits
- ICTICT612 Develop contracts and manage contract performance
- BSBPMG631 Manage program delivery
- BSBPMG632 Manage program risk
- BSBPMG633 Provide leadership for the program

Entry Requirements

Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version).

OR

Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

Access to a computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent

and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent

OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of BSB60720 - Advanced Diploma of Program Management course may gain employment in the program management field job roles including:

- Project Director
- Project Manager
- Project Management Section Leader

The Advanced Diploma qualifies individuals who apply specialised knowledge in a range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

Study Pathway

After achieving this qualification candidates may choose to undertake studies at higher education level.

BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS COURSE CODE 103694H

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? International students who are interested in developing their knowledge and skills in management (learning)

Course Duration:

104 Weeks
Delivered Full Time

Qualification Units

- BSBHRM613 Contribute to the development of learning and develop- ment strategies
- BSBFIN801 Lead financial strategy development
- BSBSTR801 Lead innovative thinking and practice
- BSBLDR811 Lead strategic transformation
- TAELED803 Implement improved learning practice
- PSPMGT012 Facilitate knowledge management
- BSBINS603 Initiate and lead applied research
- BSBHRM611 Contribute to organisational performance development

Entry Requirements

Confidence in modifying, saving and uploading documents across the Microsoft Office suite, such as Excel spreadsheets and word documents.

Access to a computer and the internet.

18 years old or above

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent

OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of BSB80120 – Graduate Diploma of Management (Learning) course may gain employment in the management and commerce field job roles including:

- Career Development Manager (Education Sector)
- RTO Manager
- RTO Education Advisor

Graduates at this level will apply knowledge and skills to demonstrate autonomy, well-developed judgement, adaptability and responsibility as a practitioner or learner. They will have advanced theoretical and technical knowledge in one or more disciplines or areas of practice.

Study Pathway

After achieving this qualification candidates may undertake further higher education (Master degree or above)

BSB40120 CERTIFICATE IV IN BUSINESS (OPERATIONS)

CRICOS COURSE CODE 105129K

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 defined 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.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? International students who are interested in developing their knowledge and skills in business management.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

- BSBCRT411 Apply critical thinking to work practices
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace
- BSBHRM415 Coordinate recruitment and onboarding
- BSBPEF401 Manage personal health and wellbeing
- BSBPEF403 Lead personal development
- BSBSTR402 Implement continuous improvement
- BSBOPS404 Implement customer service strategies
- BSBOPS402 Coordinate business operational plans

Entry Requirements

Proficient in editing, saving, and uploading documents using Microsoft Office tools like Excel and Word.

Access to computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent.

and/or

For overseas students whose first language is not English, an overall IELTS score of 6.0 or equivalent OR

Pass an Abbey College Australia's entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of BSB40120 - Certificate IV in Business course may gain employment in administration job roles including:

- Accounts Clerk
- Customer Service Advisor
- Office Administration Assistant
- E-business Practitioner
- Community and personal services officers

Study Pathway

Graduates will have knowledge and skills for application in a business environment. The course is suitable for students with prior knowledge looking to upskill, and others with limited experience in the field, looking to obtain entry-level employment in an industry.

Graduates can consolidate and build pathways to further education and employment opportunities including:

- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business

BSB50120 DIPLOMA OF BUSINESS (OPERATIONS)

CRICOS COURSE CODE 105130F

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities. Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? International students who are interested in developing their knowledge and skills in business management.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace
- BSBOPS502 Manage business operational plans
- BSBOPS503 Develop administrative systems
- BSBOPS504 Manage business risk
- BSBTWK503 Manage meetings
- BSBTEC403 Apply digital solutions to work processes
- BSBHRM525 Manage recruitment and onboarding
- BSBINS501 Implement information and knowledge management systems

Entry Requirements

Confidence in modifying, saving and uploading documents across the Microsoft Office suite, such as Excel spreadsheets and word documents.

Access to computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent.

and/or

For overseas students whose first language is not English, an overall IELTS score of 6.0 or equivalent OR

Pass an Abbey College Australia entry test designed to assess

Career Opportunities

Examples of indicative job roles include:

Business owner/ Corporate services manager/ Executive officer/ Project consultant

Study Pathway

Pathways to the qualification:

There are no pre-requisite requirements for this course but pathways for candidates considering this qualification may include:

- BSB40120 - Certificate IV in Business or other relevant qualification/s
- with extensive vocational experience in a business context

Pathways from the qualification:

Graduates will have knowledge and skills for application in a business environment. The course is suitable for students with prior knowledge looking to upskill, and others with limited experience in the field, looking to obtain employment in an industry setting. Graduates can consolidate and build pathways to further education and employment opportunities including:

- BSB60120 Advanced Diploma of Business
- Bachelor programs at University

BSB60120 ADVANCED DIPLOMA OF BUSINESS

CRICOS COURSE CODE 105131E

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Licensing/Regulatory Information: No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English.

To whom is this course recommended? International students who are interested in developing their knowledge and skills in business management.

Course Duration:

78 Weeks
Delivered Full Time

Qualification Units

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBFIN601 Manage organisational finances
- BSBOPS601 Develop and implement business plans
- BSBSUS601 Lead corporate social responsibility
- BSBTEC601 Review organisational digital strategy Manage
- BSBINS601 knowledge and information Develop organisational
- BSBSTR602 strategies
- BSBLDR602 Provide leadership across the organisation
- BSBLDR522 Manage people performance
- BSBHRM614 Contribute to strategic workforce planning

Entry Requirements

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
OR

Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Confidence in modifying, saving and uploading documents across the Microsoft Office suite, such as Excel spreadsheets and word documents.

Access to a computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its

equivalent

and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent

OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

Examples of indicative job roles include:

- Senior Administrator/ Senior Executive
- Business Manager/ Team Leader

Study Pathway

Pathways to the qualification: Candidates may enter the qualification through a limited number of entry points including:

BSB50120 - Diploma of Business or other relevant qualification/s OR

- Have completed two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Pathways from the qualification:

Graduates will have advanced knowledge and skills for application in a business environment. The course content will enable students with prior knowledge to upskill, and others with limited experience to gain theoretical and practical skills in business management. Graduates can consolidate and build pathways to further education and employment opportunities including:

- Bachelor programs at University

BSB40820 CERTIFICATE IV IN MARKETING AND COMMUNICATION

CRICOS COURSE CODE 103689E

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties. Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? International students who are interested in developing their knowledge and skills in marketing and communication.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

- BSBWRT411 Write complex documents
- BSBCMM411 Make presentations
- BSBCRT412 Articulate, present and debate ideas
- BSBMKG439 Develop and apply knowledge of communications industry
- BSBMKG440 Apply marketing communication across a convergent industry
- BSBINS401 Analyse and present research information
- BSBMKG433 Undertake marketing activities
- BSBOPS403 Apply business risk management processes
- BSBMKG431 Assess marketing opportunities
- BSBMKG434 Promote products and services
- BSBMKG435 Analyse consumer behaviour
- BSBPEF402 Develop personal work priorities

Entry Requirements

Confidence in modifying, saving and uploading documents across the Microsoft Office suite, such as Excel spreadsheets and word documents.

Access to a computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent

and/or

For overseas students whose first language is not English an overall IELTS

score of 6.0 or equivalent OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of this course may gain employment in the management and commerce field job roles including:

- Media Planner
- Direct Marketing Officer
- Assistant Advertising Account Planner
- Public Relations Officer
- Marketing Officer
- Copywriter
- Market Research Assistant
- Marketing Coordinator

Study Pathway

After achieving this qualification candidates may undertake:

- BSB50620 Diploma of Marketing and Communication or a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

BSB50620 DIPLOMA OF MARKETING AND COMMUNICATION CRICOS COURSE CODE 103690A

This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and who demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. Typically, the individuals would have responsibility for the work of other staff and lead teams. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? International students who are interested in developing their knowledge and skills in marketing and communication.

Course Duration:

52 Weeks
Delivered Full Time

Qualification Units

- BSBMKG543 Plan and interpret market research
- BSBMKG552 Design and develop marketing communication plans
- BSBMKG541 Identify and evaluate marketing opportunities
- BSBMKG542 Establish and monitor the marketing mix
- BSBMKG549 Profile and analyse consumer behaviour for international markets
- BSBMKG545 Conduct marketing audits
- BSBMKG551 Create multiplatform advertisements for mass media
- BSBMKG546 Develop social media engagement plans
- BSBOPS505 Manage organisational customer service
- BSBPMG430 Undertake project work
- BSBPEF501 Manage personal and professional development
- BSBMKG555 Write persuasive copy

Entry Requirements

Have completed BSB42415 Certificate IV in Marketing and Communication- OR Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

OR Have two years equivalent full-time relevant work experience.

Access to a computer and the internet.

18 years old or above to apply for this course.

Satisfactory completed Year 12 of secondary education or its equivalent

and/or

For overseas students whose first language is not English an overall IELTS score of 6.0 or equivalent OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of BSB50620 – Diploma of Marketing and Communication course may gain employment in the management and commerce field job roles including:

- Sales Manager,
- Product Manager,
- Public Relations Manager,
- Marketing Manager,
- Campaign Manager,
- Marketing Coordinator,
- Marketing Team Leader
- Assistant Account Manager (Advertising)

Study Pathway

After achieving this qualification candidates may undertake:

- BSB60520 Advanced Diploma of Marketing and Communication or a range of other Advanced Diploma qualifications. Being AQF level 7 - please contact your preferred higher education provider for more information as we are not a higher education provider.

BSB60520 ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION CRICOS COURSE CODE 103691M

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Course delivery modes: Blended learning system in Sydney or Adelaide Campus | Course conducted in English

To whom is this course recommended? International students who are interested in developing their knowledge and skills in marketing and communication.

Course Duration:

104 Weeks
Delivered Full Time

Qualification Units

- BSBMKG626 Develop advertising campaigns
- BSBMKG623 Develop marketing plans
- BSBTWK601 Develop and maintain strategic business networks
- BSBMKG625 Implement and manage international marketing programs
- BSBSTR601 Manage innovation and continuous improvement
- BSBMKG628 Lead organisational public relations
- BSBLDR601 Lead and manage organisational change
- BSBMKG624 Manage market research
- BSBMKG622 Manage organisational marketing processes
- BSBCRT512 Originate and develop concepts
- BSBMKG627 Execute advertising campaigns
- BSBMKG621 Develop organisational marketing strategy

Entry Requirements

- Have completed BSB52415 Diploma of Marketing and Communication OR, Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

OR

Have four years equivalent full-time relevant work experience.

Access to a computer and the internet.

- 18 years old or above to apply for this course.
- Satisfactory completed Year 12 of secondary education or its equivalent
- and/or

For overseas students whose first language is not English an overall IELTS

- score of 6.0 or equivalent OR

Pass an Abbey College Australia entry test designed to assess the level of English proficiency.

Career Opportunities

With relevant working experience graduates of BSB60520 – Advanced Diploma of Marketing and Communication course may gain employment in the management and commerce field job roles including:

- Client Services Executive
- Marketing Director
- Advertising Account Director
- Client Services Director
- Marketing Strategist
- Advertising Account Planning Manager
- Marketing Manager

Study Pathway

After achieving this qualification candidates may choose to undertake studies at higher education level.

CPC30620 CERTIFICATE III IN PAINTING AND DECORATING

CRICOS COURSE CODE 120177K

This qualification prepares students for a trade career in residential and commercial painting and decorating (e.g. Painter and Decorator).

Licensing requirements vary by state and territory, so relevant authorities should be consulted. It is suitable for an Australian Apprenticeship pathway.

Completion of construction induction training (CPCCWHS1001) is required to work in the construction industry.

Course delivery modes: Blended learning system in Sydney | Course conducted in English.

To whom is this course recommended? Recommended for beginners or career changers seeking to start a career in painting and decorating.

Course Duration:

52 Weeks
Delivered Full Time

Career Opportunities

Examples of indicative job roles include:

Painter and Decorator

Study Pathway

The further study pathways available to students who undertake this qualification include:

• CPC40120 Certificate IV in Building and Construction (Building),

• CPC50220 Diploma of Building and Construction (Building), or

• Range of Certificate IV or Diploma level qualifications with the CPC Training Package.

Qualification Units

CPCCCM2008 – Erect and dismantle restricted height scaffolding
CPCCCM2012 – Work safely at heights
CPCCCM3001 – Operate elevated work platforms up to 11 metres
CPCCCM3005 – Calculate costs of construction work
CPCCOM1012 – Work effectively and sustainably in the construction industry
CPCCOM1013 – Plan and organise work
CPCCOM1014 – Conduct workplace communication
CPCCOM1015 – Carry out measurements and calculations
CPCCOM2001 – Read and interpret plans and specifications
CPCCPB3026 – Erect and maintain trestle and plank systems
CPCCPD2011 – Handle and store painting and decorating materials
CPCCPD2012 – Use painting and decorating tools and equipment
CPCCPD2013 – Remove and replace doors and door and window components
CPCCPD3021 – Prepare existing coated surface for painting
CPCCPD3022 – Apply paint by brush and roller
CPCCPD3023 – Apply texture coat paint finishes by brush, roller and spray
CPCCPD3024 – Apply paint by spray
CPCCPD3025 – Match specific paint colours
CPCCPD3026 – Apply stains and clear timber finishes
CPCCPD3027 – Remove and apply wallpaper
CPCCPD3028 – Apply decorative paint finishes
CPCCPD3030 – Apply protective paint coating systems
CPCCPD3031 – Work safely with lead-painted surfaces in the painting industry
CPCCPD3035 – Prepare uncoated surfaces for painting
CPCCPD3036 – Work safely to encapsulate non-friable asbestos in the painting industry
CPCCWHS2001 – Apply WHS requirements, policies and procedures in the construction industry
BSBESB301 – Investigate business opportunities
CPCCPD3029 – Remove graffiti and apply anti-graffiti coatings

Entry Requirements

There are no formal prerequisites for this qualification. However, international students must meet the following requirements:

IELTS 6.0 (or equivalent), or pass Abbey's English test / Upper-Intermediate English level
Adequate language, literacy, numeracy, and digital skills
Completion of Year 12 (or equivalent) or mature-age entry
Minimum age of 18
Access to a computer, internet, and ability to use advanced calculators
Note: It is strongly recommended to complete CPCCWHS1001 Prepare to work safely in the construction industry before starting, as it is a prerequisite for many units.

CPC31320 CERTIFICATE III IN WALL AND FLOOR TILING

CRICOS COURSE CODE 120178J

This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as the specialist field of work, wall and floor tiling. Tilers work with materials like ceramic, glass, slate, marble and clay. They cut these materials and lay tiles on walls and floors, both interior and exterior. They may also add decorative touches to their basic work.

Course delivery modes: Blended learning system in Sydney | Course conducted in English

To whom is this course recommended? Recommended for individuals seeking to start a career in wall and floor tiling, with little or no prior experience.

Course Duration:

52 Weeks
Delivered Full Time

Career Opportunities

Tiler

Wall and Floor Tiler

Construction trades worker (tiling)

Small business owner (tiling/construction)

Qualification Units

CPCCCM2006 - Apply basic levelling procedures
CPCCOM1012 - Work effectively and sustainably in the construction industry
CPCCOM1013 - Plan and organise work
CPCCOM1014 - Conduct workplace communication
CPCCOM1015 - Carry out measurements and calculations
CPCCOM2001 - Read and interpret plans and specifications
CPCCWF2001 - Handle wall and floor tiling materials
CPCCWF2002 - Use wall and floor tiling tools and equipment
CPCCWF3001 - Prepare surfaces for tiling application
CPCCWF3002 - Install floor tiles
CPCCWF3003 - Install wall tiles
CPCCWF3004 - Repair wall and floor tiling
CPCCWF3005 - Install decorative tiling
CPCCWF3006 - Install mosaic tiling
CPCCWF3007 - Tile curved surfaces

Entry Requirements

No formal prerequisites

IELTS 6.0 (or equivalent)

Adequate LLN & digital literacy

Year 12 or equivalent (or mature age)

Minimum age: 18 years

Access to computer & internet

CPCCWHS1001 highly recommended

Study Pathway

CPC40120 Certificate IV in Building and Construction

CPC40320 Certificate IV in Building Project Support

CPC50220 Diploma of Building and Construction (Building)

CPC50320 Diploma of Building and Construction (Management)

Higher education in Building and Construction (subject to entry requirements)

INTERNSHIP at Abbey

At Abbey College Australia, we believe that learning goes beyond the classroom. Our Internship Program provides students with valuable real-world industry experience, bridging the gap between academic knowledge and professional practice.

Why Choose Our Internship?

Practical Industry Experience – Apply classroom learning in real workplace settings.

Career Development – Build confidence, gain new skills, and strengthen your CV.

Networking Opportunities – Connect with professionals and expand your industry network.

Pathway to Employment – Many of our interns transition into full-time roles.

BRIDGING EDUCATION AND EMPLOYMENT.

WHAT **OUR STUDENENTS** SAY ABOUT US?

STUDENT TESTIMONIALS

FATIMA SANMIGUEL
ICT40120 Certificate IV in Information Technology

"Abbey College impressed me from day one with its skilled trainers, excellent facilities, and great student service. Though stuck in Mexico due to the pandemic, I'm motivated by the online platform. I miss Australia, my trainers, and friends and can't wait to return and graduate!"

EVANGELINE ORDONO
ICT60220 Advanced Diploma of Information Technology

"I worked as an IT officer in the Philippine police for over 10 years. Seeking to advance my career, I chose the Advanced Diploma of Telecommunication Network Engineering at Abbey. It has helped me improve my skills and contribute to my career and country. I highly recommend this course!"

JULIHANY CORREA
ICT60220 Advanced Diploma of Information Technologyy

"Before Abbey College Australia, I studied architecture in Brazil. I chose Abbey's Network Engineering course to enhance my resume. This unique qualification has prepared me well for the job market. I highly recommend Abbey for its great experience. I'll miss the Sydney campus."

JUAN CARLOS FERNÁNDEZ GARCÍA
ICT40120 Certificate IV in Information Technology

"Halfway through my course at Abbey College, I feel confident in my career path. The real-workplace examples and supportive trainers have been invaluable. The management and services team are always ready to listen. I'm very grateful for this experience."

"PRACTICAL COURSES"

"HIGH SKILLED TRAINERS"

"UNIQUE QUALIFICATION"

"GREAT STUDENT SERVICES"

APPLY, FEES, INTAKES **INTAKE DATES**

01

Choose Course

Check out our course outline and entry requirements on our website.

02

Complete The Enrolment Form

Read the terms & Conditions available from our website https://www.abbeycollege.edu.au/how-to-apply/

03

Provide Relevant Documents

Attach all relevant documents.
For example
-Certified copy of passport
-Education qualifications
-English qualifications
-Working experience (if required)
-RPL application (if required)

04

Submit Your Application

Return your application form and the necessary documents to:
Level 1/545 Kent St, Sydney
NSW, 2000 Australia OR email to:
info@abbeycollege.edu.au

05

Provide Further Information

After the initial review of your application, the Student Administration team may reach out to you for a pre-enrolment interview. Depending on your application, you may be required ro complete a Placement Test.

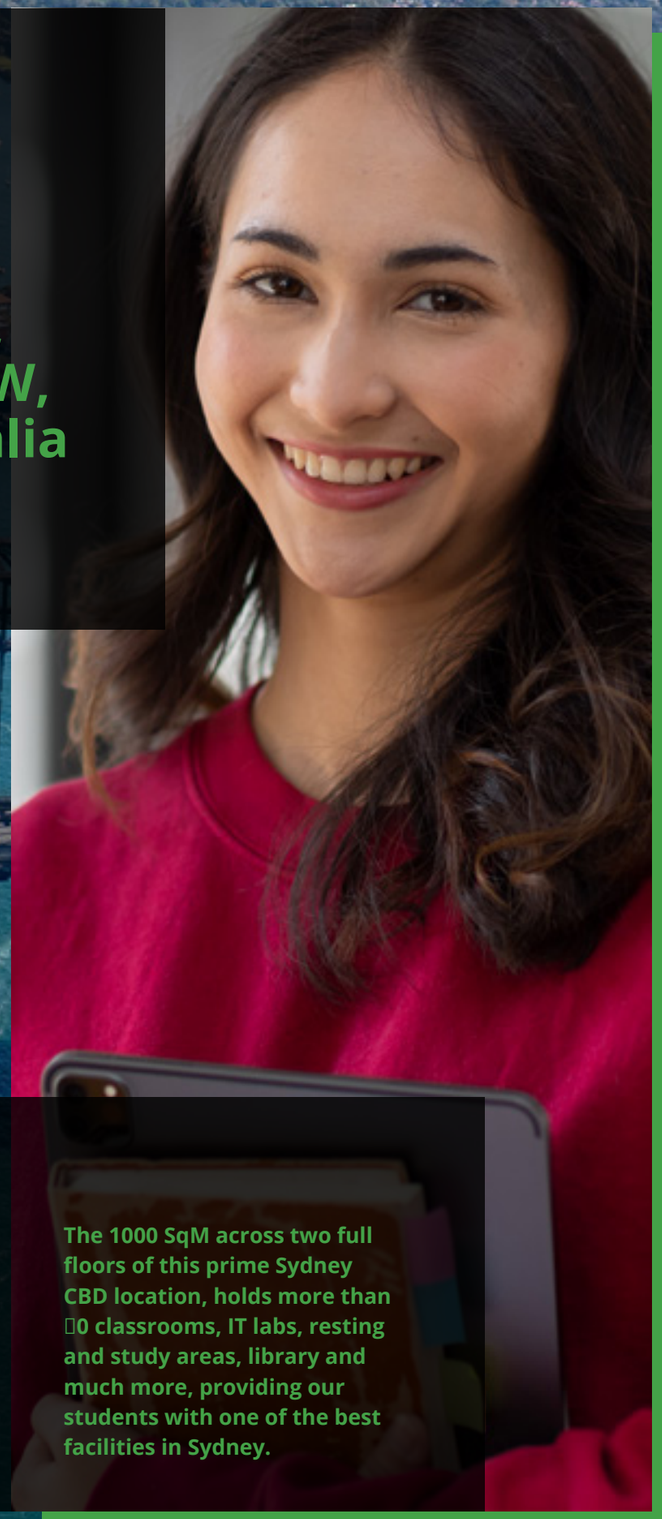
06

Receive an Offer Letter

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCOE). For international students, This eCOE will be required for your visa application. Once the visa is granted, you are ready to go!

SYDNEY CAMPUS

L1
545 Kent St,
Sydney, NSW,
2000 Australia



The 1000 SqM across two full floors of this prime Sydney CBD location, holds more than 0 classrooms, IT labs, resting and study areas, library and much more, providing our students with one of the best facilities in Sydney.

ADELAIDE CAMPUS

L11
118 King
William St.
Adelaide SA
5000 Australia

In the heart of Adelaide CBD, from February 2021, Students from all over the world and from South Australia can now count on a brand new Abbey College Australia's facility in one of the top 10 most livable cities on the planet. Adelaide is a safe, cosmopolitan coastal city, with renowned museums, art galleries, national parks, awarded wineries, theaters, film & music

INTAKE DATES

Please note, the listed mid-intake dates may not be available to all courses. Please consult college staff before applying.

Please be advised that our Translating and Interpreting course at Abbey College offers new intakes each month..For detailed information regarding specific dates, we encourage you to contact us at marketing@abbeycollege.edu.au

Disclaimer: Information here is correct at time of printing and is subject to change without notice.

26

MAIN	MID
05 Jan	02 Feb
06 Apr	04 May
06 Jul	03 Aug
05 Oct	02 Nov

27

MAIN	MID
11 Jan	08 Feb
12 Apr	10 May
12 Jul	09 Aug
11 Oct	08 Nov

28

MAIN	MID
10 Jan	07 Feb
10 Apr	08 May
10 Jul	07 Aug
09 Oct	06 Nov

Fees & Charges

The Tuition Fee includes access to computers, campus facilities, training and services etc. For complete list of fees and charges please refer to Student Handbook.

LLN+Digital Requirements
Language, Literacy and Numeracy

Students whose first language is not English and who do not meet the language standard will be advised as to what support and assistance they can receive. This advice will be provided by the Administration and Student Services Representative or trainer. Special attention is given to applicants from a non-English speaking background in relation to Language, Literacy and Numeracy.

USI
Unique Student Identifie

Each student must provide their USI (Unique Student Identifier) before they are to commence their studies. If you do not have a USI, you can create one at:

https://www.usi.gov.au/students/create-your-usi

Abbey College Australia will assist students to create their USI if required. Students must contact info@abbeycollege.edu.au or Abbey Reception Desk at 0290558558 if they face any challenges with creating their USI.

LIFE IN **AUSTRALIA**

Australia has six states and two major mainland territories. People from all parts of the world have come to live in or visit Australia. The country is surrounded by water offering beautiful beaches and amazing natural attractions like the Great Barrier Reef, many National Parks, deserts, tropical forests, canyons, mountain, and more. Some of Australia's most popular recreational activities are surfing and sailing.

YOUNG • **MULTI-CULTURAL** • **OPEN**

Freedom to Create Anything

Sydney is one of the first cities established in Australia. It's also the largest and most populous city in Australia and Oceania. This cosmopolitan city boasts the famous Sydney Opera House and Harbour Bridge. There are also numerous world class restaurants and shopping areas. Students joining us will always have something to do whilst in Sydney.

JOIN US TODAY

LIFE IN
AUSTRALIA

01

ESTIMATED COST OF LIVING

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD $29,710 to cover the whole year of study in Sydney or Adelaide (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferry and light rail lead to the CBD.

ESTIMATED COST OF LIVING • **FIND WORK** • **OVERSEAS STUDENTS HEALTH COVER**

02

WORKING

nternational students are allowed to work for 40 hours per fortnight whilst studying full time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses. Working offers you the right to minimum wage as well as superannuation.

For more information, visit www.fairwork.gov.au

03

LIFE INSURANCE

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). Australia offers a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia; however, it can become quite costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.

Contact info.

Phone 02 9055 8558
Email info@abbeycollege.edu.au
www.abbeycollege.edu.au

Locations
L1, 545 Kent Street
Sydney NSW 2000 Australia

L11, 118 King William Street
Adelaide SA 5000 Australia

SYDNEY
ADELAIDE

INFORMATION TECHNOLOGY
CONSTRUCTION
COMMUNITY SERVICES
TRANSLATING | INTERPRETING
PROJECT MANAGEMENT | MANAGEMENT
BUSINESS | MARKETING & COMMUNICATION
TRADE COURSES
(PAINTING AND DECORATING& WALL AND FLOOR TILING)

www.abbeycollege.edu.au