York
Business
Institute

Course | **Booklet**

York Business Institute

A message from

Principal Executive Officer

Gai Warner

York Business Institute (YBI) is a fully accredited Registered Training Organisation located in the Central Business District of Sydney. YBI provide courses ranging from Certificates to Advanced Diplomas in vocational areas including, Business, Accounting and Hospitality Management. Students can also specialise in Information Technology and can also choose the additional offerings of Website Development and Systems Analysis and Design. Other popular courses offered by YBI include Human Resource Management and for those who aspire to higher qualifications, YBI even offer a Graduate Diploma in Management. York Business Institute aims to provide a course that provides a basis in as many professional opportunities for students as possible.

YBI's campus combines state of the art facilities with the latest in computer technology and expert Trainers with the most recent vocational currency in their fields of expertise. Our Trainers pride themselves on their up-to-date work experience and industry knowledge which allows every student to access knowledge relating to the realities of the world of work outside the classroom.

YBI aim to provide the best educational experience possible to ensure that you, the student, are fully equipped to enter the world of work or further education when you have graduated.

To ensure that you achieve your educational aspirations, York Business Institute will do everything possible to assist you to succeed in your chosen field.

We look forward to seeing you in the very near future. Thank you.

Gai Warner

Gai Warner
Principal Executive Officer

We are providing

better education for you!

York Business Institute is a Registered Training Organisation (RTO), registered by the Australian Skills Quality Authority (ASQA) under the authority of the National Vocational Education and Training Regulator Act 2011 (NVR2011) / Standards for Registered Training Organisations 2015. York Business Institute is also registered on the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS).

Content

Incredible life
at YBI

Orientation and enrollment

At York Institute 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. Students will get a chance to meet the staff, tour the campus, receive their timetables and student IDs. This also gives you the opportunity to ask any questions you might have about the program or living in Australia. Students will also receive their USB lanyards containing the Student Handbook and all forms relevant to their time at York.

Academic support

All of the academic staff members at York Business Institute are highly qualified. Trainers and assessors are certified with experience inside the classroom and in their fields. They are also aware of industry trends and stay up-to-date with the latest information to help you achieve your future career goals.

Flexible online study

Our online study option is available to all domestic and overseas students.This study pathway is best for students who prefer a flexible schedule that matches their daily routine and study at your own pace learning style.
Students who enrol in our courses will have access to York Business Insititute's learning resources through our online platform ' E-learning .' Studying the theory component of our course online will not change the learning outcomes required by the courses.

Student support

At the York Business Institute we seek to present students with the best service during their time of study. We offer welfare officers who provide on-going support services to students. This includes advice regarding academia, student visas, health insurance, welfare, social activities, and effective study methods. These welfare officers are also your main point of contact at YBI.

"Get prepared for a Dynamic and Agile career in your life"

Flexible study option

33% of the courses are delivered online that gives you flexibility at your suitable time

Multi pathway entry

Successful completion will entry into higher education of hospitality courses.

Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.

Teaching quality

All the students are satisfied with the teaching they have received

Campus futures

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.

Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

Further studies and pathways

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter Tertiary Institutions like Universities and other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institutes depending upon the course you wish to study and can be applied for separately.

CERTIFICATE III
∨∨
CERTIFICATE IV
∨∨
DIPLOMA >>
∨∨
ADVANCED DIPLOMA >>
∨∨
GRADUATE DIPLOMA >>

HIGHER EDUCATION

Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study
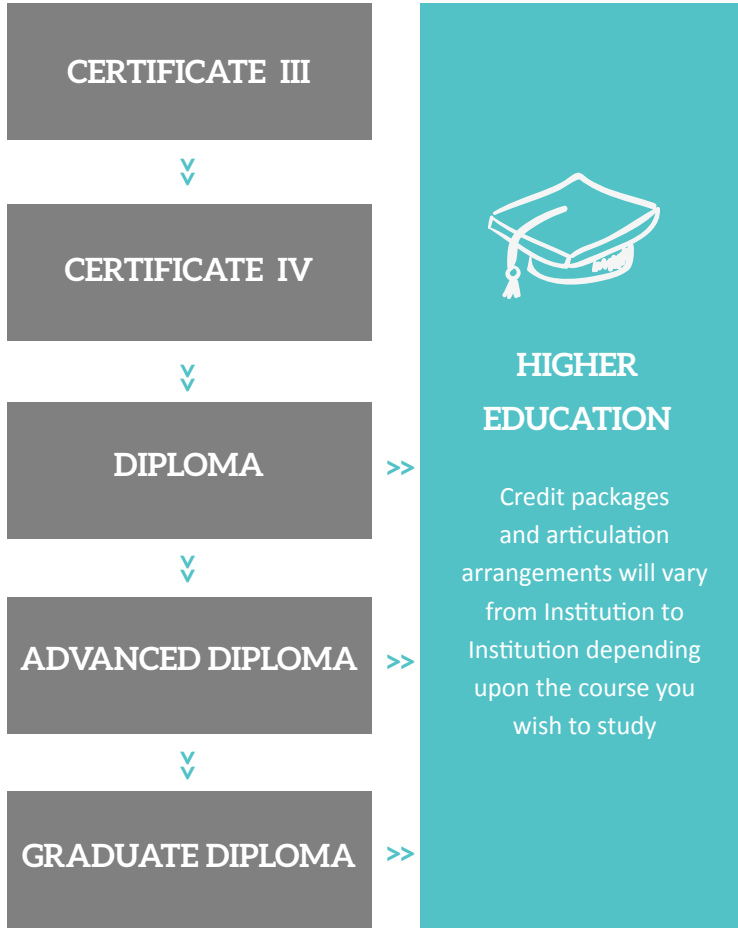
University articulation pathways

Southern Cross University Sydney

THE HOTEL SCHOOL SYDNEY · MELBOURNE · BRISBANE

AIBI Australian Institute of Business Intelligence

APIC ASIA PACIFIC INTERNATIONAL COLLEGE

York Business Institute has partnered with the Southern Cross University, Asia Pacific International College and Australian Institute of Business Intelligence, we are to providing students with the essential skills needed to set them up for career success and support their leadership journeys.

*Students are eligible to cut up to 1 year off from their bachelor degree when they complete a Diploma/Advanced Diploma course at our college.

Life in Australia

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

Average temperature: 8.8°C – 25.8°C

Population: 4.627 million

236 days of sunshine a year

State capital of New South Wales

One of the world's most liveable cities

Cultural diversity

Overseas student health cover

The health care system in Australia is one of the best but the cost of treatment can be expensive. While you are enjoying your student life in Sydney, the last thing you want to worry about is medical expenses if you get sick or have an accident. It is a visa requirement that all international students have Overseas Student Health Cover (OSHC) for the duration of their student visa.

Find work while you study

As an international student you are allowed to work for 40 hours per fortnight. The Permission to work is automatically included with your student visa. A variety of casual jobs can be found in cafes, restaurants and other retail outlets. Australia's minimum wage depends on your age, job classification and what industrial instrument these are covered by.

Estimated cost of living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD $21,041 to cover the whole year of study in Sydney (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 rails lead to the CBD.

Finding a place to live

There are a range of accommodation options available in Australia to suit your neeeds and budget. The most common types of accommodation are homestay and rentals.

CRICOS COURSE CODE: 098182A | COURSE CODE: FNS40217

CERTIFICATE IV IN
ACCOUNTING AND BOOKKEEPING

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

After this qualification has been achieved, students can achieve for higher education, such as a Diploma of Accounting to progress their careers. Students are also equipped for small time accounting positions like bookkeeping.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed Australian Year 11 or its equivalent with suitable English language skills.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the FNS training package companion volume guide, a possible job title relevant to this qualification is:

- Accounts administration
- Accounts clerk
- Accounts payable officer Accounts receivable Officer
- Bookkeeper
- Debtors clerk
- Payroll officer

Completion of this course does not automatically register you as a BAS agent. Student seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board (TPB) at https://www.tpb.gov.au/apply-register-bas-agent, as registration requirements are reviewed regularly.

QUALIFICATION STRUCTURE

BSBFIA401	Prepare financial reports
BSBSMB412	Introduce clouds computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain a payroll system
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
BSBITU402	Develop and use complex spreadsheets
BSBITU306	Design and produce business documents
FNSACC313	Perform financial calculations

PATHWAYS FROM THE QUALIFICATION

FNS50217 Diploma of Accounting or other Diploma qualifications

Quality Courses
providing from YBI

DIPLOMA OF ACCOUNTING

This qualification is best suited for individuals who already have basic knowledge of accounting practices. Students will learn more in-depth about preparing financial reports. The course will also touch upon the accounting standards required from AASB in regards to different aspects of assets, liabilities, and owners equity. They will develop skills to not only prepare documents, but also how to communicate them effectively to their team in order to plan and coordinate for the business.

After this qualification has been a successfully completed, students can apply for higher education, such as an Advanced Diploma of Accounting or degrees in order to progress their careers. Students are also equipped for accounting positions like bookkeeping, Accounts Clerk, Accounts Payable Officer or Accounts Receivable Officer.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

QUALIFICATION STRUCTURE

FNSACC511	Provide financial & business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets & forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement & maintain internal control procedures
FNSACC517	Provide management accounting information
FNSACC505	Establish and maintain accounting information systems
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSORG506	Prepare financial forecasts and projections
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance

PATHWAYS FROM THE QUALIFICATION

FNS60217 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, student need to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

• 18 years or older; and

• Completion of Year 12 or equivalent with suitable English language skills; and

• Completion of the following six units:

- FNSACC311

Process financial transactions and extract interim reports

- FNSACC312

Administer subsidiary accounts and ledgers

- FNSACC408

Work effectively in the accounting and bookkeeping industry

- FNSACC416

Set up and operate a computerised accounting system

- FNSTPB401

Complete business activity and instalment activity statements

- FNSTPB402 Establish and maintain payroll systems;

OR

• Completion of FNS40615 Certificate IV in Accounting or equivalent;

OR

• Completion of FNS40215 Certificate IV in Bookkeeping or equivalent

International Student MUST

Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

ADVANCED DIPLOMA OF ACCOUNTING

This qualification is best suited for individuals who already have intermediate knowledge of accounting practices as well as some experience in the accounting field. This course will apply more complex and rigorous theoretical and technical skills. They will learn about sustainability preparation in addition to taxation requirements and how to plan for them. The course also touches upon the auditing aspects of accounting.

After this qualification has been achieved, students can further their students to achieve a degree or Master's of Professional Accounting at a University to progress their careers. Additionally, they are also equipped for entry level accounting assistant positions.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

QUALIFICATION STRUCTURE

FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC512	Prepare tax documentation for individuals
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC603	Implement tax plans and evaluate tax compliance
FNSACC511	Provide financial and business performance information
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance
FNSACC516	Implement and maintain internal control procedures
FNSACC602	Audit and report on financial systems and records
FNSACC606	Conduct internal audit
FNSACC517	Provide management accounting information
FNSACC613	Prepare and analyse management accounting information

PATHWAYS FROM THE QUALIFICATION

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

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages.

To study with us, students need to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

• 18 years or older; and

• Completion of Year 12 or equivalent with suitable English language skills;

and completion of the following units:

BSBFIA401 Prepare financial reports

FNSACC311 Process financial transactions and extract interim reports

FNSACC312 Administer subsidiary accounts and ledgers

FNSACC408 Work effectively in the accounting and bookkeeping industry

FNSACC416 Set up and operate a computerised accounting system

FNSTPB401 Complete business activity and instalment activity statements

FNSTPB402 Establish and maintain payroll systems

FNSACC511 Provide financial and business performance information

FNSACC512 Prepare tax documentation for individuals

FNSACC513 Manage budgets and forecasts

FNSACC514* Prepare financial reports for corporate entities

FNSACC516 Implement and maintain internal control procedures

FNSACC517 Provide management accounting information

*Note the following prerequisite unit requirements.

BSBFIA401 Prepare financial reports

FNSACC311 Process financial transactions and extract interim reports

OR

• Completion of FNS50215 Diploma of Accounting;

OR

• Completion of FNS50217 Diploma of Accounting

CERTIFICATE III IN
BUSINESS

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Conversely, it may also apply to those with little or no vocational experience, but who possess theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

After this qualification has been achieved, students can apply for higher education, such as a Certificate IV in Business or a range of other Certificate IV qualifications to progress their careers. Students are also equipped for small-time accounting positions like bookkeeping.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST
- Be 18 years of age or over; AND
- Student have completed year 10 or equivalent; AND

International Student MUST
- Have upper-intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Medical Receptionist
- ⊘ Records Clerk
- ⊘ Administrative Assistant
- ⊘ Customer Service Representative
- ⊘ Medical Secretary

QUALIFICATION STRUCTURE

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBFIN302	Maintain financial records
BSBOPS305	Process customer complaints

PATHWAYS FROM THE QUALIFICATION

A range of Certificate IV level qualifications within the BSB Training Package, or other Training Packages.

CERTIFICATE IV IN
BUSINESS

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 INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
26 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:
- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Personal Assistant
- ⊘ Office Administrator
- ⊘ Sustainability Manager
- ⊘ Sales Assistant
- ⊘ Sustainability Officer
- ⊘ Trade Coordinator
- ⊘ Exporter
- ⊘ Importer

QUALIFICATION STRUCTURE

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
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBSTR401	Promote innovation in team environments
BSBCMM411	Make presentations
BSBTEC402	Design and produce complex spreadsheets

PATHWAYS FROM THE QUALIFICATION

A range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

DIPLOMA OF
BUSINESS

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 INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed Australian Year 12 or its equivalent with suitable English language skills.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Executive Officer
- ⊘ Business Development Manager
- ⊘ Project Consultant
- ⊘ Office Manager
- ⊘ Administrator

QUALIFICATION STRUCTURE

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
BSBPMG430	Undertake project work
BSBPEF501	Manage personal and professional development
BSBSTR502	Facilitate continuous improvement

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake:

A range of Advanced Diploma level qualifications within the BSB Training Package, or other Training

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ADVANCED DIPLOMA OF
BUSINESS

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).

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

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

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Quarry Business Manager
- ⊘ Business Analyst
- ⊘ Senior Executive
- ⊘ Business Development Director

QUALIFICATION STRUCTURE

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
BSBINS601	Manage knowledge and information
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBAUD601	Establish and manage compliance management systems

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake:

Higher Education or a range of other Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage services.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification however

All Students MUST

• Be 18 years of age or over; AND

• Have completed year 12 or equivalent; or with limited vocational experiences and sound workplace written communication skills

International Student MUST

Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

POTENTIAL CAREER OUTCOMES

- ⊘ Function manager,
- ⊘ Executive housekeeper,
- ⊘ Front office manager,
- ⊘ Motel manager, and etc.

PATHWAYS FROM THE QUALIFICATION

SIT60316 Advanced Diploma of Hospitality Management or Higher Education

WORK PLACEMENT

Work placement forms part of this qualification and students are required to undertake 36 shifts (up to 360 hours) of work placement in an appropriate hospitality environment. Students are responsible for finding their own work placements. However YBI has agreements with different organisations in case students need any assistance finding placements.

QUALIFICATION STRUCTURE

SITTTSL002	Access and interpret product information
SITHIND001	Use hygienic practices for hospitality service
SITHIND002	Source and use information on the hospitality industry
SITXCOM002	Show social and cultural sensitivity
BSBITU306	Design and produce business documents
BSBWOR203	Work effectively with others
SITXHRM001	Coach others in job skills
SIRXPDK001	Advise on product and services
BSBFIA301	Maintain Financial records
SITXWHS002	Identify hazards, assess and control safety risks
SITXHRM004	Recruit, select and induct staff
BSBRSK501	Manage Risk
SITHIND004	Work effectively in hospitality service
SITXFIN003	Manage finances within a budget
SITXWHS003	Implement and monitor work health and safety practices
SITXFIN004	Prepare and monitor Budgets
BSBADM502	Manage meetings
BSBCMM401	Make a presentation
BSBDIV501	Manage diversity in the workplace
SITXCOM005	Manage conflict
SITXHRM002	Roster staff
SITXCCS008	Develop and Manage quality customer service practices
SITXGLC001	Research and comply with regulatory requirements
BSBMGT517	Manage operational plan
SITXCCS007	Enhance the customer service experience
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships

CERTIFICATE III IN HOSPITALITY

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in hospitality services, food and beverage.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
65 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification however

All Students MUST

• Be 18 years of age or over; AND

• Have completed year 11 or equivalent; or with limited vocational experiences and sound workplace written communication skills

International Student MUST

Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

POTENTIAL CAREER OUTCOMES

- ⊘ Food and beverage attendant
- ⊘ Front desk receptionist
- ⊘ Front office assistant
- ⊘ Function attendant

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

PATHWAYS FROM THE QUALIFICATION

There are no entry requirements for this qualification. However it is recommended that individuals should have year 11 or equivalent and suitable English Language skills.

QUALIFICATION STRUCTURE

SITHIND004	Work effectively in hospitality service
SITXHRM001	Coach others in job skills
SITHIND002	Source and use information on the hospitality industry
BSBWOR203	Work effectively with others
SITXWHS001	participate in safe work practices
SITXCOM002	Show social and cultural sensitivity
SITXCCS006	Provide service to customers
SITHIND001	Use hygienic practices for hospitality service
SIRXPDK001	Advise on product and services
BSBFIA301	Maintain Financial records
SITXWHS002	Identify hazards, assess and control safety risks
SITXFIN001	Process financial transactions
SITEEVT001	Source and use information on the event industry
BSBITU306	Design and produce business documents
SITTTSL002	Access and interpret product information

WORK PLACEMENT

Work placement forms part of this qualification and students are required to undertake 36 shifts (up to 360 hours) of work placement in an appropriate hospitality environment. Students are responsible for finding their own work placements. However YBI has agreements with different organisations in case students need any assistance finding placements.

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions. This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
156 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no entry requirements for this qualification however

All Students MUST

• Be 18 years of age or over; AND

• Have completed year 12 or equivalent; or with limited vocational experiences and sound workplace written communication skills

International Student MUST

Have upper intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

POTENTIAL CAREER OUTCOMES

- ⊘ Executive chef,
- ⊘ Executive housekeeper,
- ⊘ Club secretary or manager,
- ⊘ Head chef

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may choose to progress into a Bachelors program with Universities.

WORK PLACEMENT

Work placement forms part of this qualification and students are required to undertake 36 shifts (up to 360 hours) of work placement in an appropriate hospitality environment. Students are responsible for finding their own work placements. However YBI has agreements with different organisations in case students need any assistance finding placements.

QUALIFICATION STRUCTURE

SITTTSL002	Access and interpret product information
SITHIND001	Use hygienic practices for hospitality service
SITHIND002	Source and use information on the hospitality industry
SITXCOM002	Show social and cultural sensitivity
BSBITU306	Design and produce business documents
BSBFIA301	Maintain Financial records
SITXWHS002	Identify hazards, assess and control safety risks
BSBWOR203	Work effectively with others
SITXHRM001	Coach others in job skills
SITXHRM004	Recruit, select and induct staff
BSBRSK501	Manage Risk
SITHIND004	Work effectively in hospitality service
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor Budgets
SITXWHS003	Implement and monitor work health and safety practices
BSBADM502	Manage meetings
BSBCMM401	Make a presentation
BSBDIV501	Manage diversity in the workplace
SITXCCS008	Develop and Manage quality customer service practices
SITXGLC001	Research and comply with regulatory requirements
SITXCOM005	Manage conflict
SITXHRM002	Roster staff
BSBMGT517	Manage operational plan
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXCCS007	Enhance the customer service experience
SITXMPR007	Develop and implement marketing strategies
BSBFIM601	Manage finances
BSBMGT617	Develop and implement a business plan
SITXHRM006	Monitor staff performance
SITXFIN005	Manage physical assets
SITXWHS004	Establish and maintain a work health and safety system

CERTIFICATE IV IN INFORMATION TECHNOLOGY
(Specialisation: Programming and Web development)

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:

Programming: building, testing and applying basic object-oriented language skills, user interfaces and software developments.

Web development: designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed Australian Year 11 or its equivalent with suitable English language skills.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the ICT training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Computer Programmer
- ⊘ Support Specialist
- ⊘ Network Engineer
- ⊘ Systems Analyst

PATHWAYS FROM THE QUALIFICATION

ICT50220 Diploma of Information Technology or other Diploma qualifications

QUALIFICATION STRUCTURE

BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cyber security risk management
ICTICT426	Identify and evaluate emerging technologies and practices
ICTICT443	Work collaboratively in the ICT industry
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS432	Identify and resolve client ICT problems
ICTICT449	Use version control systems in development environments
ICTPRG430	Apply introductory object-oriented language skills
ICTPRG433	Test software developments
ICTPRG437	Build a user interface
ICTPRG440	Apply introductory programming skills in different languages
ICTWEB431	Create and style simple markup language documents
ICTWEB432	Design website layouts
ICTWEB433	Confirm accessibility of websites
ICTWEB434	Transfer content to websites
ICTWEB443	Implement search engine optimisations
ICTWEB450	Evaluate and select a web hosting service
ICTWEB452	Create a markup language document
ICTPMG411	Support small scale ICT projects

DIPLOMA OF
INFORMATION TECHNOLOGY
(Specialisation: Advanced Programming and Front end Web development)

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 specialist fields, working independently, as part of a team or leading deliverables 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:

Advanced programming: applying intermediate and advanced programming skills, managing data and building advanced user interfaces to manage organisational requirements

Front end web development: designing dynamic and complex websites, user experience solutions and documents using extensible mark-up languages

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed Australian Year 12 or its equivalent with suitable English language skills.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the ICT training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ IT Office Manager
- ⊘ General Application Support Officer
- ⊘ eLearning Manager

QUALIFICATION STRUCTURE

BSBCRT501	Originate and develop concepts
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 in ICT environments
ICTSAS527	Manage client problems
ICTPRG535	Build advanced user interfaces
ICTPRG547	Apply advanced programming skills in another language
ICTPRG549	Apply intermediate object-oriented language skills
ICTPRG554	Manage data persistence using noSQL data stores
ICTPRG556	Implement and use a model view controller framework
ICTICT530	Design user experience solutions
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB518	Build a document using extensible markup language
ICTWEB519	Develop complex web page layouts
ICTWEB520	Develop complex cascading style sheets
ICTICT523	Gather data to identify business requirements
ICTPRG533	Debug and monitor applications
ICTPMG505	Manage ICT projects

ADVANCED DIPLOMA OF
INFORMATION TECHNOLOGY
(Specialisation: IT strategy and organisational development; Systems development and analysis)

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:

IT strategy and organisational development: managing and communicating strategic ICT business solutions

Systems development and analysis: modelling and testing data objects, data processes and preferred ICT system solutions.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed Australian Year 12 or its equivalent with suitable English language skills.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the ICT training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Enterprise Architecture Manager
- ⊘ Enterprise Application Integration Consultant
- ⊘ Knowledge Manager
- ⊘ Software Manager

PATHWAYS FROM THE QUALIFICATION

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

QUALIFICATION STRUCTURE

BSBCRT601	Research and apply concepts and theories of creativity
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBWOR502	Lead and manage team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ICTICT611	Develop ICT strategic business plans
ICTSAD604	Manage and communicate ICT solutions
ICTSAD608	Perform ICT-focused enterprise analysis
ICTSAD611	Manage assessment and validation of ICT solutions
ICTPRG605	Manage development of technical solutions from business specifications
ICTSAD610	Analyse stakeholder requirements
ICTSAD612	Implement and maintain uses of containerisation
ICTSAD613	Install and configure container orchestration services
ICTPMG617	Plan and direct complex ICT projects
ICTSUS601	Integrate sustainability in ICT planning and design projects

CERTIFICATE IV IN
HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed Australian Year 11 or its equivalent with suitable English language skills.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Human Resources Officer
- ⊘ Human Resources Coordinator
- ⊘ Payroll Officer

QUALIFICATION STRUCTURE

BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM412	Lead difficult conversations
BSBHRM529	Coordinate separation and termination processes
BSBHRM531	Coordinate health and wellness programs
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBWRT411	Write complex documents

PATHWAYS FROM THE QUALIFICATION

BSB50320 Diploma of Human Resource Management or other Diploma qualifications

DIPLOMA OF
HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

• Be 18 years of age or over; AND

• Have completed year 12 or equivalent; AND

• Have completed the following 4 units (or equivalent competencies):

- BSBHRM411 Administer performance development processes;

- BSBHRM412 Support employee and industrial relations;

- BSBHRM415 Coordinate recruitment and on boarding; and

- BSBHRM417 Support human resource functions and processes.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

OR

• Have two years equivalent full-time relevant work experience

International Student MUST

Have upper-intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

QUALIFICATION STRUCTURE

BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBHRM525	Manage recruitment and onboarding
BSBWHS521	Ensure a safe workplace for a work area
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ⊘ Human Resources Consultant
- ⊘ Human Resources Advisor
- ⊘ Human Resources Manager

PATHWAYS FROM THE QUALIFICATION

BSB60320 Advanced Diploma of Human Resource Management or other Advanced Diploma qualifications

ADVANCED DIPLOMA OF
HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may manage a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.
All Students MUST

• Be 18 years of age or over; AND

• Have completed year 12 or equivalent; AND

• Have completed the following qualifications:

- BSB50320 Diploma of Human Resource Management; or

- BSB50618 Diploma of Human Resources Management (or a superseded equivalent version)

OR

• Have four years equivalent full-time relevant work experience

International Student MUST

Have upper-intermediate proficiency in English or an IELTS score of at least 5.5 (or equivalent).

PATHWAYS FROM THE QUALIFICATION

BSB60320 Advanced Diploma of Human Resource Management or other Advanced Diploma qualifications

QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBHRM611	Contribute to organisational performance development
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

⊘ Human Resources Consultant
⊘ Human Resources Advisor
⊘ Human Resources Manager

GRADUATE DIPLOMA OF
MANAGEMENT (LEARNING)

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability develop-ment. 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 INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

• Be 18 years or older; and

• Have completed a Bachelor degree in related fields of study, or have completed an Advanced Diploma qualification in related fields of study and 1 year equivalent relevant workplace experience.

• International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

PATHWAYS FROM THE QUALIFICATION

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

QUALIFICATION STRUCTURE

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBFIN801	Lead financial strategy development
BSBSTR802	Lead strategic planning processes for an organisation
BSBLDR812	Develop and cultivate collaborative partnerships and relationships

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

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

Study at
York Business Institute

FEES & CHARGES

Enrolment fee (not refundable)	AUD $200
Change of Course fee	AUD $200
Deferment fee	AUD $250
Priority Processing fee	AUD $50
Confirmation of Enrolment fee (COE) (not refundable)	AUD $50
Material fee (per term)	AUD $50

For information regarding school holidays, please refer to the Academic Calendar. For additional fee information, please refer to the to Student fees & charges page that is available on our website at www.york.edu.au.

INTAKE DATES

	TERM1	TERM2	TERM3	TERM4
2022	10 Jan	11 Apr	11 Jul	10 Oct
2023	09 Jan	10 Apr	10 Jul	09 Oct
2024	08 Jan	08 Apr	08 Jul	07 Oct

Choose when you want to study. York Business Institute has 4 main intake dates all year round. Don't wait and start whenever you like!

SAMPLE TIMETABLE

At York Business Institute we try our very best to accommodate our student's needs. We understand the importance of a good school life balance. Our students can select a study timetable from a variety of options that suite their lifestyle needs. We hope that students enjoy their time at York and Sydney, Australia.

SHIFT	MON	TUE	WED	THUR	FRI	SAT	SUN
1	7:30 14:45	7:30 14:45					
2	15:00 22:15	15:00 22:15					
3			7:30 14:45	7:30 14:45			8:45 16.45
4			15:00 22:15	15:00 22:15			
5					7:30 14:45	7:30 14:45	
6					15:00 22:15	15:00 22:15	
7							7:30 14:45 & 15:00 22:15

100% ONLINE STUDY

* During the Covid- 19 pandemic, all of our courses will be delivered online. The Online Class timetable may differ from the actual(face-to-face) class timetable. The nature of student support and engagement may also vary during this online delivery period. Please contact the college if you have any enquiries regarding the mode of delivery and the timetable.

HOW TO APPLY?

STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at www.york.edu.au

STEP 2: COMPLETE ENROLLMENT FORM

Read the terms & conditions and the Student Handbook available from our website

STEP 3: PROVIDE RELEVANT DOCUMENTS

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

STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :
York Business Institute
Suite 1, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA
OR email to : info@york.edu.au

STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

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). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

Start your study journey
with us

Make Quality Education
Fair and Accessible

WELLINGTON
EDUCATION GROUP

Strive for Excellence

BERKELEY
BUSINESS INSTITUTE

York Business Institute