



BUSINESS

www.york.edu.au



York
Business
Institute

BUSINESS COURSES

At York Business Institute

In an age of globalisation, disruption and rapid technological change, there has never been a more exciting time to pursue a career in business.

With a wealth of opportunity across many diverse industries and specialisations, business courses empower you to carve your own path to success – whether in the corporate, not-for-profit or government sectors, or by building your own startup. You can choose from our list of industry-relevant courses and be confident you will graduate career-ready.



Develop crucial communication skills

Writing a convincing report or presenting a winning pitch—and even drafting the right email—requires having excellent communication skills. To get the grade you'll have to analyze cases, diplomatically respond to conflicting opinions, and master the art of making your point.



Unlock the entrepreneur inside you

Being your own boss has many perks, but becoming a successful entrepreneur demands creativity, innovation, and a strong execution strategy. Going to the right business school will develop your entrepreneurial skills and enable you to test launch your ideas.



Accounting and budgeting

Don't let financial concepts scare you off from starting your own venture. Studying business will run you through the basics of accounting so you are confident and equipped to drive your business performance forward.



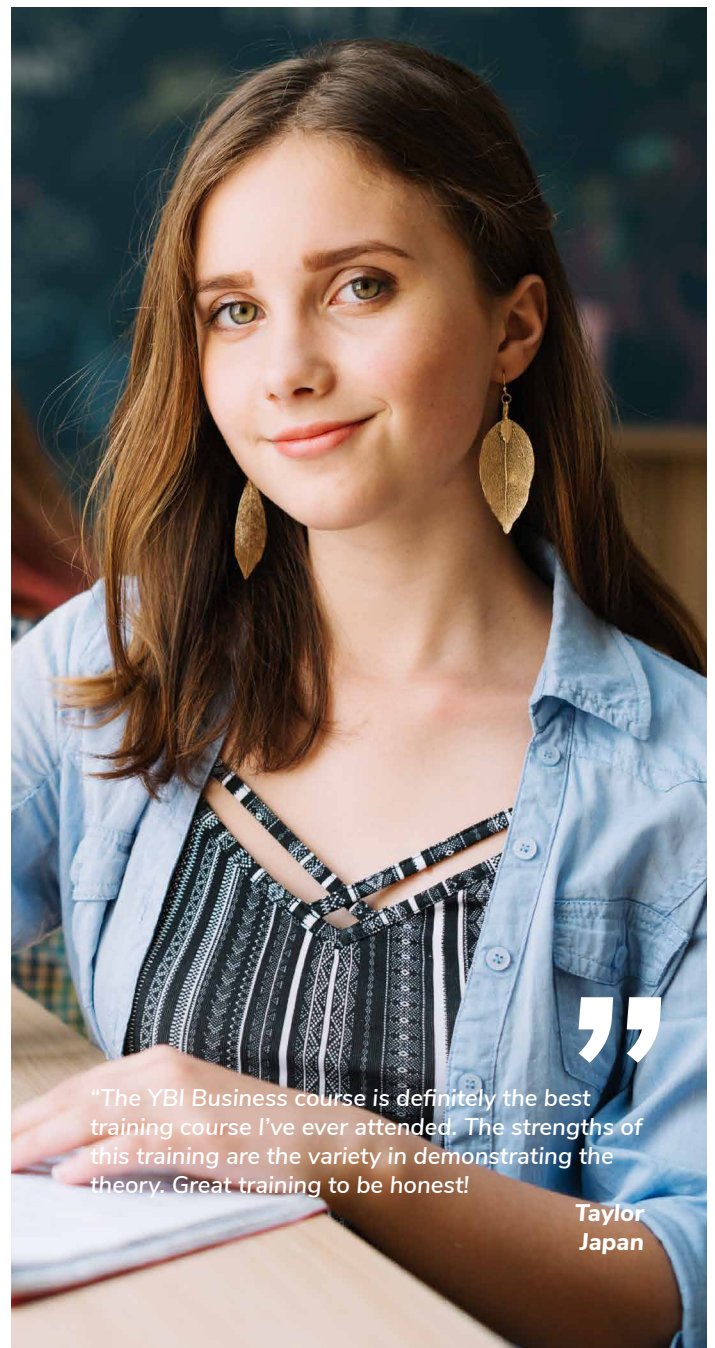
Know your audience

Teachers share ideas to inspire students, politicians run campaigns to win support, a job applicant has to sell their skill set to get the position. Making your idea (or application) stand out is no easy task, but taking classes in business can teach you to understand your audience and how you can creatively appeal to them.

GAIN THE KNOWLEDGE AND SKILLS

You'll develop a broad knowledge of business operations as well as gaining targeted skills in your specific field, such as customers, markets, finance, operations, strategy, business policy, and communications. The skills gained from a business program are likely to include:

- ✓ Financial management
- ✓ Marketing, sales and customer service
- ✓ Communication and negotiation
- ✓ Project management and planning
- ✓ Delegation and time management
- ✓ Problem solving
- ✓ Networking
- ✓ Decision making
- ✓ Logical thinking
- ✓ Operating organisations



“

“The YBI Business course is definitely the best training course I've ever attended. The strengths of this training are the variety in demonstrating the theory. Great training to be honest!

Taylor
Japan

MEDIAN YEARLY EARNINGS

Personal Assistant	\$70,923
Office Administrator	\$60,000
Sustainability Manager	\$127,442
Trade Coordinator	\$75,698
Executive Officer	\$99,690
Project Consultant	\$98,822

GET PREPARED FOR A DYNAMIC AND AGILE CAREER IN BUSINESS

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

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 10 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:

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

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

BSB40120 Certificate IV in Business or other Certificate IV qualifications

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

BSB50120 Diploma of Business or other Diploma qualifications

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

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

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
BSBSTP601	Manage innovation and continuous improvement
BSBSTP602	Develop organisational strategies
BSBAUD601	Establish and manage compliance management systems

PATHWAYS FROM THE QUALIFICATION

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



COURSE PATHWAYS



UNIVERSITY ARTICULATION PATHWAYS



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 Institute'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.

E-learning Access

<https://elearning.york.edu.au/login/index.php>

Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYYnryIM0Uw&t=1s>



WHAT CAN YOU DO ON E-LEARNING:

- ✓ On-line study and attendance
- ✓ Download study materials
- ✓ Download online study guide
- ✓ Download assessments
- ✓ Assessment submission
- ✓ Weekly online activities

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.

STUDENT SUPPORT

To assist you while studying at YBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.



Make Quality Education Fair and Accessible

THE PLACE TO BE
Welcome to York Business Institute,
where your future starts.

WHY STUDY AT YORK BUSINESS INSTITUTE

Welcome to York Business Institute where your future starts. Our College can offer you new and exciting experiences in the heart of Sydney. Our staff and teachers are ready to provide you with wonderful learning opportunities, new skills, and the confidence to find your way in the Sydney work force. All of our courses are nationally accredited and internationally recognised, meeting the requirements of the Business, Information Technology and Financial Services Training Packages.



Flexible study options

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



Teaching quality

All the students are satisfied with the teaching they have received



Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



Campus futures

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



Student support

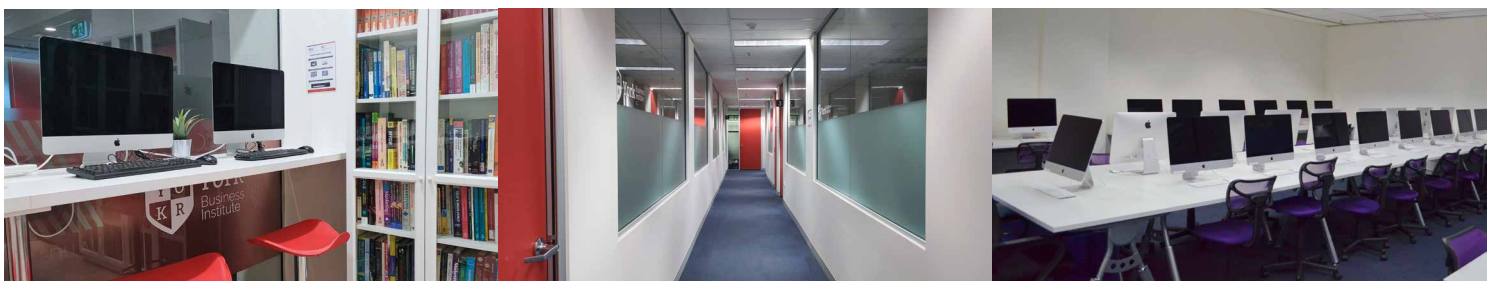
Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



Learner engagement

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

OUR MODERN CAMPUS





START YOUR STUDY JOURNEY WITH US

STEP 1: CHOOSE A COURSE

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

STEP 2: COMPLETE ENROLLMENT FORM

Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form



Student Handbook



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!

YOUR SAFETY IS OUR FIRST PRIORITY

Our campus is registered as COVID safe businesses, our students' and staffs' safety is our priority. In light of the COVID 19 pandemic, York Business Institute provides the opportunity for you to attend classes by attending campus or by joining the classes through remote live delivery via video conferencing. Our friendly staff are also here to support !

Mode of course delivery:

During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.

Timetable:

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









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CONTACT WITH US

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