WELCOME TO WARWICK INSTITUTE OF AUSTRALIA

WIA is located in the heart of Sydney CBD, Australia. We offer a range of nationally recognised vocational qualification in the fields of Information Technology, Marketing, Project Management, Business and Leadership and Management Training. Our course content and structures are regularly reviewed by our academic board and industry consultants to ensure that the curriculum meets the demand of the rapidly evolving marketplace. The quality training we offer at WIA will be sure to help students achieve solid expertise in their chosen field of study, with guaranteed pathways into degrees offered at Australian universities.
ABOUT WIA

Living and studying in Sydney, Australia

Why choose WIA?

Student support services and facilities

COURSES INFORMATION

Study and career pathways

Entry requirement

Certificate IV in spoken and written English-FS
Certificate IV in business
Diploma of business
Advanced diploma of business
Diploma of project management
Advanced diploma of program management
Advanced diploma of leadership and management
Advanced diploma of marketing
Diploma of software development
Diploma of systems analysis and design
Advanced diploma of network security

Fees & charges, intake dates, timetable

How to apply
LIVING & STUDYING
IN SYDNEY, AUSTRALIA

Work While You Study

Students enrolled at WIA have a minimum of 15 hours face to face and 5 hours online teaching each week. As an international student you are allowed to work for 40 hours per fortnight. If you are granted a student visa after 26 April 2008, your “Permission to Work” will automatically be included with your visa. A variety of casual jobs can be found in cafes, restaurants and other retail outlets. Australia’s minimum wage and basic rate of pay depends on such things as age, job classification and what industrial instrument they’re covered by. For more information, Visit www.fairwork.gov.au

Estimated Cost Of Living

If you’re thinking of studying in Sydney you may need to know what it will cost to support yourself. Obvious things that come to mind are accommodation, food, clothes, books, and entertainment. It is a requirement of the Department of Immigration and Citizenship that, from 1 July 2012, prospective overseas students will need to demonstrate that they have access to at least AUD$18,610 a year to fund their living costs in Australia. For more information, Visit www.studyinaustralia.gov.au

We estimate that you need approximately AUD $20,000 to cover living expenses in Sydney for each year of study. 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 as all trains and buses lead to the CBD. In addition, we recommend that you have at least AUD$2,000 when you arrive to cover the initial costs of books, rental bond, and furniture. These figures do not include large household items (such as a refrigerator) or a car.
WHY CHOOSE
WARWICK INSTITUTE
OF AUSTRALIA

Warwick Institute of Australia is a progressive Registered Training Organisation (RTO), registered on the National Training Register, accredited by the Australian Skills Quality Authority (ASQA and authorised to deliver Nationally Recognised Training within the Australian Qualifications Framework. We are also a member of the Australian Council for Private Education and Training (ACPET) and are listed on the Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS).

What we offer

- 15 Hours face to face and 5 hours online teaching each week with hands-on and relevant course materials focused on practical teaching methods.
- Each term is structured with 13 weeks per term including 9 tuition weeks and 4 weeks breaks. There are a total of 4 terms per year.
- Industry relevant teaching staff and a friendly multicultural community
- A personalised and supportive learning environment to meet individual student needs
- Pathways to universities with articulation arrangements for advanced credit standing at selected universities programs.
Orientation and enrolment

The Orientation session is usually held on the Thursday 9.00am prior to the course commencement date. On that day, students will get to meet with our friendly staff, have a tour of the campus, receive the timetable, a student ID card and have a chance to ask any questions about the course and living in Australia. New students will be provided with a USB lanyard which contains all the information they need to know about Warwick Institute of Australia and a copy of all the forms you will need get whilst studying with us.

Campus and Facilities

Warwick Institute of Australia has a large modern campus freshly renovated in 2016. We use only the latest software and equipment for our courses and provide campus-wide WiFi internet access to our students. Students have a comfortable self-study area with a library stocked with the latest reference materials; as well as a large student common room with basic kitchen amenities (such as a microwave, fridge and vending machine). Our kitchen always stocks tea and coffee, which is free of charge for all our students. There is also a separate lounge area where you can spend time enjoying the large screen television or playing games with your friends.

Student Welfare and Support

To assist you while studying at WIA, 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.
Study and career pathways

By studying Vocational Education and Training courses students can also use the qualification gained to enter a range of tertiary institutions like universities and other colleges of higher learning. Credit packages and articulation arrangements will vary from institution to institution depending upon the course you wish to study, you will need to apply for this separately.

Entry Requirements

**English courses**
- Satisfactorily completed Australian year 11 (or equivalent); AND
- Language proficiency level; Intermediate; IELTS score of at least 5.0 (or equivalent).

**All other courses**
- Satisfactorily completed Australian year 12 (or equivalent); AND
- Language proficiency level; Upper Intermediate; IELTS score of at least 5.5 (or equivalent).

If you do not meet the English requirement, you are still encouraged to apply. Depending on your English ability, we may request you to take an additional English course delivered by one of TEGA’s English schools prior to the commencement of your study at Warwick Institute of Australia (WIA).
CERTIFICATE IV IN SPOKEN AND WRITTEN ENGLISH (Further studies)

With English fast becoming the language of the world, and in international business, why not attend Warwick Institute of Australia, and learn from a licensee of the NSW Adult Migrant English Services (AMES)? Let us develop your English, while enjoying one of the world’s most charming, friendly and beautiful cities.

Learning Outcomes

Learning outcomes describe what students are expected to have achieved at the end of a course of study. Learning outcomes for this qualification include:

- Participate in and contribute to the formal educational environment;
- Develop and use independent learning strategies;
- Participate in a tutorial/group discussion;
- Negotiate in a tutorial/group discussion;
- Demonstrate understanding of written texts;
- Interpret diagrammatic texts;
- Use note-taking strategies;
- Interpret essay questions;
- Research and plan an essay;
- Write an essay;
- Demonstrate understanding of a lecture or presentation;
- Use note-taking strategies;
- Research and plan a report;
- Write a report;
- Prepare to deliver a spoken presentation;
- Create appropriate visual aids to support presentation;
- Deliver a presentation.

Pathways/Articulation

Successful completion of this qualification provides a pathway in to other qualifications at Warwick Institute of Australia. Students may be able to satisfy minimum English requirement based on this qualification. Students are encouraged to discuss this with other institutions. For specific arrangements please refer to the website.

Qualification Structure

- SWELRN401A Learning strategies for further studies
- SWerea404A Reading and note-taking skills for further studies
- SWPER405A Written skills for persuasive essays
- SWEANA406A Writing skills for analytic or scientific reports
- SWELIS407A Listening and taking notes in presentations
- SWESPE408A Speaking and writing skills for presentations
- SWEDIS409A Speaking skills for discussion
CERTIFICATE IV IN BUSINESS

This qualification is suited to those working as administrators and project officers. In this role, individuals 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.

Job Roles

Possible job titles relevant to this qualification include:
- Coordinator
- Leading Hand
- Supervisor
- Team Leader

Pathways/Articulation

Successful completion of this qualification provides a pathway in to other qualifications at Warwick Institute of Australia. Students may be able to satisfy minimum English requirement based on this qualification.

Students are encouraged to discuss this with other institutions. For specific arrangements please refer to the website.

Qualification Structure

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBINN301 Promote innovation in a team environment
- BSBCM401 Make a presentation
- BSBREL401 Establish networks
- BSBCUS402 Address customer needs
- BSBWRT401 Write complex documents
- BSBCUS403 Implement customer service standards
- BSBMKG413 Promote products and services
- BSBSSUS401 Implement and monitor environmentally sustainable work practices
- BSBADM405 Organise meetings
This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a variety of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge to further develop the necessary educational and employment opportunities.

### Qualification Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG502</td>
<td>Establish and adjust the marketing mix</td>
</tr>
<tr>
<td>BSBMKG506</td>
<td>Plan market research</td>
</tr>
<tr>
<td>BSBITB501</td>
<td>Establish and maintain a workgroup computer network</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBADV507</td>
<td>Develop a media plan</td>
</tr>
<tr>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
</tbody>
</table>

### Job Roles

Possible job titles relevant to this qualification include:

- Executive Officer
- Program Consultant
- Program Coordinator

### Pathways/Articulation

Successful completion of this qualification provides a pathway into the other Diploma or Advanced Diploma qualifications in Business.

Students may be able to receive exemptions from some subjects based on this qualification. For specific arrangements please refer to the website.
ADVANCED DIPLOMA OF BUSINESS

This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

Job Roles

Possible job titles relevant to this qualification include:
- Senior Administrator
- Senior Executive

Pathways/Articulation

Successful completion of this qualification provides a pathway into other Advanced Diploma qualifications in Business or higher education and degrees.

Students may be able to receive exemptions from some subjects based on this qualification. Students are encouraged to discuss this with other institutions. For specific arrangements please refer to the website.

Qualification Structure

- **BSBMGT617**: Develop and implement a business plan
- **BSBFIM601**: Manage finances
- **BSBMGT605**: Provide leadership across the organisation
- **BSBMKG608**: Develop organisational marketing objectives
- **BSBMKG609**: Develop a marketing plan
- **BSBINM601**: Manage knowledge and information
- **BSBINN601**: Lead and manage organisational change
- **BSBMKG603**: Manage the marketing process

Qualification Code: BSB60215
CRICOS Course Code: 087482B
DIPLOMA OF PROJECT MANAGEMENT

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Job Roles

Possible job titles relevant to this qualification include:
- Branch/Section Leader - Project Management
- Project Manager
- Project Manager - Construction/Health.

Pathways/Articulation

Successful completion of this qualification provides a pathway into the other Diploma or Advanced Diploma qualifications in Business.

Students may be able to receive exemptions from some subjects based on this qualification. For specific arrangements please refer to the website.
ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Job Roles

Possible job titles relevant to this qualification include:

- Program Manager

Pathways/Articulation

Successful completion of this qualification provides a pathway in to other Advanced Diploma qualifications in Business or higher education and degrees.

Students may be able to receive exemptions from some subjects based on this qualification. For specific arrangements please refer to the website.

Qualification Structure

- BSBPMG610  Enable program execution
- BSBPMG611  Facilitate stakeholder engagement
- BSBPMG612  Implement program governance
- BSBPMG613  Manage benefits
- BSBBLDR501  Develop and use emotional intelligence
- BSBFIN601  Manage finances
- BSBFINN601  Lead and manage organisational change
- BSBPMG615  Manage program delivery
- BSBPMG616  Manage program risk
- BSBPMG617  Provide leadership for the program
- BSBPMG606  Direct Human Resource Management of a Project Program
- BSBPMG609  Direct Procurement and Contracting for a Project Program
ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Job Roles

Possible job titles relevant to this qualification include:
- Area Manager
- Department Manager
- Regional Manager

Pathways/Articulation

Successful completion of this qualification provides a pathway into higher education including degrees. Students may be able to receive exemptions from some subjects based on this qualification. For specific arrangements please refer to the website.
ADVANCED DIPLOMA OF MARKETING*

* Superseded Qualification

This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

Job Roles

Possible job titles relevant to this qualification include:
- Marketing director
- Marketing strategist
- National, regional or global marketing manager

Pathways/Articulation

Successful completion of this qualification provides a pathway into higher education including degrees. Students may be able to receive exemptions from some subjects based on this qualification. For specific arrangements please refer to the website.

Qualification Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG608</td>
<td>Develop organisational marketing objectives</td>
</tr>
<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
</tr>
<tr>
<td>BSBMKG603</td>
<td>Manage the marketing process</td>
</tr>
<tr>
<td>BSBMKG607</td>
<td>Manage market research</td>
</tr>
<tr>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Manage organisational change</td>
</tr>
<tr>
<td>BSBMG1617</td>
<td>Develop and implement a business plan</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
</tr>
</tbody>
</table>

Qualification Code: BSB60515
CRICOS Course Code: 087560D
DIPLOMA OF SOFTWARE DEVELOPMENT

This qualification is the training package for individuals who aim to work in the Software Development Industry. The experience and competencies gained are designed to reflect the vocational requirements of working in the industry. When you finish this course you can apply for other Information Technology related qualifications. You may be able to receive exemptions from some subjects based upon this Diploma.

Job Roles

Possible job titles relevant to this qualification include:
- Analyst programmer support
- Assistant programming developer
- Assistant software applications programmer
- Assistant software developer
- Database support programmer
- Web support programmer

Pathways/Articulation

Successful completion of this qualification provides a pathway in to the Advanced Diploma of Information Technology.

Students may be able to receive exemptions from some subjects based on this qualification.

For specific arrangements please refer to the website.
DIPLOMA OF SYSTEMS ANALYSIS AND DESIGN

This qualification provides the skills and knowledge for an individual to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs. The qualification has a strong ICT base.

When you finish this course you can apply for other Information Technology related qualifications. You may be able to receive exemptions from some subjects based upon this Diploma.

Job Roles

Possible job titles relevant to this qualification include:
- Applications Architect
- Business Analyst
- Systems Analyst
- Systems Architect
- Information Technology Analyst

Pathways/Articulation

Successful completion of this qualification provides a pathway to the ICT Advanced Diploma or Vocational Graduate Certificate qualifications or other higher education sector qualifications.

For specific arrangements please refer to the website.
ADVANCED DIPLOMA OF NETWORK SECURITY

This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and communications technology (ICT) network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems. The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, including voice, wireless, network infrastructure and sustainability.

Qualification Structure

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTNWK601</td>
<td>Design and implement a security system</td>
</tr>
<tr>
<td>ICTNWK602</td>
<td>Plan, configure and test advanced server based security</td>
</tr>
<tr>
<td>ICTNWK502</td>
<td>Implement secure encryption technologies</td>
</tr>
<tr>
<td>ICTNWK509</td>
<td>Design and implement a security perimeter for ICT networks</td>
</tr>
<tr>
<td>ICTSUS601</td>
<td>Integrate sustainability in ICT planning and design projects</td>
</tr>
<tr>
<td>ICTSAS505</td>
<td>Review and update disaster recovery and contingency plans</td>
</tr>
<tr>
<td>ICTNWK519</td>
<td>Design an IT security Framework</td>
</tr>
<tr>
<td>ICTTEN811</td>
<td>Evaluate and apply network security</td>
</tr>
<tr>
<td>ICTNWK603</td>
<td>Plan, configure and test advanced internetwork routing solutions</td>
</tr>
<tr>
<td>ICTNWK610</td>
<td>Design and build integrated VoIP networks</td>
</tr>
<tr>
<td>ICTNWK608</td>
<td>Configure network devices for a secure network infrastructure</td>
</tr>
<tr>
<td>ICTNWK607</td>
<td>Design and implement wireless network security</td>
</tr>
</tbody>
</table>

Job Roles

Possible job titles relevant to this qualification include:
- e-security specialist
- ICT security specialist
- IT security administrator
- IT security analyst
- IT security specialist
- Systems/network administrator
- Network security analyst
- Network security specialist
- Systems security analyst
- Senior network administrator
- Network security administrator

Pathways/Articulation

Successful completion of this qualification provides a pathway in to higher education including degrees. Students may be able to receive exemptions from some subjects based on this qualification for Bachelor Degree in IT. For specific arrangements please refer to the website.
Fees & Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment / Application fee (not refundable)</td>
<td>AUD $200</td>
</tr>
<tr>
<td>Confirmation of Enrolment fee (CoE)</td>
<td>AUD $50</td>
</tr>
<tr>
<td>Material fee (per term)</td>
<td>AUD $50</td>
</tr>
<tr>
<td>Priority processing fee</td>
<td>AUD $100</td>
</tr>
<tr>
<td>Change of course fee</td>
<td>AUD $200</td>
</tr>
<tr>
<td>Deferment fee</td>
<td>AUD $200</td>
</tr>
</tbody>
</table>

For holidays please refer to the Academic Calendar. For full fees details, please refer to Student fees & charges on our website, www.warwick.nsw.edu.au

Intake Dates

**For Certificate IV In Spoken and Written English - FS**

<table>
<thead>
<tr>
<th>Term</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>04 Jan</td>
<td>11 Apr</td>
<td>11 Jul</td>
<td>10 Oct</td>
</tr>
<tr>
<td>2017</td>
<td>09 Jan</td>
<td>10 Apr</td>
<td>10 Jul</td>
<td>09 Oct</td>
</tr>
<tr>
<td>2018</td>
<td>08 Jan</td>
<td>09 Apr</td>
<td>09 Jul</td>
<td>08 Oct</td>
</tr>
</tbody>
</table>

Choose when you want to study. WIA has 4 intake dates all year round. Don’t wait and start whenever you like!

Sample Timetable

<table>
<thead>
<tr>
<th></th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift 1</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
</tr>
<tr>
<td>Shift 2</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
</tr>
<tr>
<td>Shift 4</td>
<td>8.30-17.00</td>
<td>8.30-17.00</td>
<td>9.00-13.00</td>
<td>8.30-17.00</td>
<td>8.30-17.00</td>
<td>9.00-13.00</td>
</tr>
<tr>
<td>Shift 5</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
<td>8.45-16.45</td>
</tr>
</tbody>
</table>

How to Apply

1. **CHOOSE COURSE**
   Check out our course outline and entry requirements at www.warwick.nsw.edu.au

2. **COMPLETE THE ENROLMENT FORM**
   Read the terms & conditions and the Student Handbook available from our website then complete the enrolment form online or request a paper enrolment form.

3. **PROVIDE RELEVANT DOCUMENTS**
   Attach all relevant documents. For example, certified copies of passport, education qualifications, English qualifications, any working experience (if relevant) and RPL application (if relevant).

4. **SUBMIT YOUR APPLICATION**
   Return your application form and the necessary documents to:
   **Warwick Institute of Australia**
   Level 1, 841 George St. Sydney NSW 2000
   or email to: info@warwick.nsw.edu.au

5. **RECEIVE AN OFFER LETTER**
   If your application is successful you will receive a letter of offer for your 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!