

Brisbane North Institute of TAFE

International program guide 2007



**Brisbane
North**
INSTITUTE OF TAFE



TAFE Queensland
Queensland Government

Department of
Education, Training and the Arts

www.bn.tafe.qld.gov.au

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ITHACA CAMPUS

BRACKEN RIDGE CAMPUS





GROVELY CAMPUS



CABOOLTURE CAMPUS



REDCLIFFE CAMPUS



Welcome to Brisbane North Institute of TAFE

Brisbane North Institute of TAFE is part of the government owned TAFE Queensland network and is one of the most successful public providers of vocational education and training in Queensland, Australia. Twenty-eight thousand students attend classes at six campuses across Brisbane's inner northern districts.

Since 1988, TAFE Queensland has welcomed students from over 80 countries. Over 250 international students are currently enrolled in a range of qualifications at Brisbane North Institute of TAFE. The Institute also provides an ideal base from which to experience scenery the like of which cannot be found anywhere else in the world. From the Great Barrier Reef to Australia's stunning outback, from world heritage rainforest to our world famous beach culture, studying in Brisbane affords you the opportunity to experience Australia's unique natural beauty while gaining a high quality internationally competitive qualification.

Brisbane North Institute of TAFE is ideally positioned to provide you with a unique educational and cultural experience and we all look forward to welcoming you in the near future.

Carol Webb
Institute Director

Your Life in Queensland

As an international student in Queensland, you will have the freedom to achieve your academic and professional goals while enjoying a relaxed, outdoor lifestyle. Queensland's comprehensive transport network gives you the freedom to move – busways, trains, high-speed ferries and an excellent motorway system takes you from the challenges of the classroom to the peace of our pristine environment.

You will be living in a safe and caring multicultural society within a politically stable and economically strong environment. Queensland offers both modern, cosmopolitan cities and a stunning and diverse landscape that includes national parks, rainforests and reefs, and some of the world's most beautiful beaches.

Advanced Resources and Facilities

Brisbane North Institute of TAFE is one of Australia's finest training providers and offers its students state-of-the-art resources, services and facilities which include:

- contemporary classrooms and lecture theatres
- small personalised classes
- computer laboratories and electronic learning centres
- libraries at each campus
- training restaurant, bar and kitchen facility
- fully operational hair salons
- tutoring and learning support
- student support services

Ideal Location

Brisbane North Institute of TAFE is based across six campuses – Bracken Ridge, Eagle Farm, Grovely, Ithaca, Redcliffe and Caboolture. Campuses are easily accessible by public transport and all campuses offer free parking. The following websites contain more information on Brisbane which may be of interest:

Tourism Queensland www.queenslandholidays.com.au

Our Brisbane www.ourbrisbane.com

Brisbane Australia www.brisbane-australia.com

International Programs Office

Brisbane North Institute of TAFE understands the challenges and difficulties that international students face when they embark on overseas study. Students are away from their family and friends, may have limited English language ability and little knowledge of the area in which they are living.

Our international personnel will provide you with personalised attention and support to assist you in every step of your international study journey. You will be provided with assistance and advice in the following areas:

- student applications
- visa documentation
- application for work
- overseas student health cover
- accommodation services

For more information on these areas and living in Brisbane please refer to our online student handbook at www.bn.tafe.qld.gov.au/resources/pdf/internationalstudentguide.pdf. Student Support Officers are available across the campuses to assist you in any matter. For further information on our Institute please visit our website: www.bn.tafe.qld.gov.au

We also recommend that you visit the official Australian Government website www.studyinaustralia.gov.au for advice on study in Australia.

Working in Queensland

Student visa holders may apply to the Department of Immigration and Multicultural Affairs (DIMA) for permission to work while studying in Australia. Students are permitted to work part-time up to 20 hours per week while studying full-time and 40 hours per week during the semester holidays.

Applications to DIMA can only be made once you have commenced study. The International Student Officer can provide you with further information on how to apply for a work visa, or you can apply online by visiting www.immi.gov.au

Accommodation

Many types of accommodation are available in Brisbane. The International Student Officers can refer you to two Homestay providers that can recommend a number of options, including homestay, shared and rental accommodation. These companies can also organise airport pick-up and transfer to accommodation. For more information on homestay information please visit our homestay providers websites: www.becab.com.au and / or www.huckle-berry.com.au

Pathways to University

Brisbane North Institute of TAFE is committed to building links with universities to allow our students entry to degree programs. Through recognition of prior learning, this linking, or articulation, creates a seamless pathway to higher qualifications for Brisbane North Institute of TAFE students.

Universities, including QUT, Griffith and ACU National, recognise these arrangements as our programs provide valuable preparation for tertiary study and in many cases grant credit towards bachelor degrees. Qualifications awarded by Brisbane North Institute of TAFE are nationally accredited and recognised.

Multiple entry points exist within the program offerings at Brisbane North Institute of TAFE. Many students study at Certificate and Diploma level and then return home to begin or progress their careers.

Other students choose to continue their studies, adding to the practical, job-ready skills gained with us by enrolling in bachelor degrees with credit for their prior studies.

Many students also choose to advance their English language skills before returning home or continue onto Certificate or Diploma programs.

Still more students select the articulation pathway, studying English, then Certificate or Diploma programs and finally university programs.

Whatever your intentions, Brisbane North Institute of TAFE can provide options to help you reach your goals.



CRICOS Provider code 00885B,
00004G, 00112C, 00873F



CRICOS Provider code 00233E



Queensland University
of Technology

CRICOS Provider code 00213J



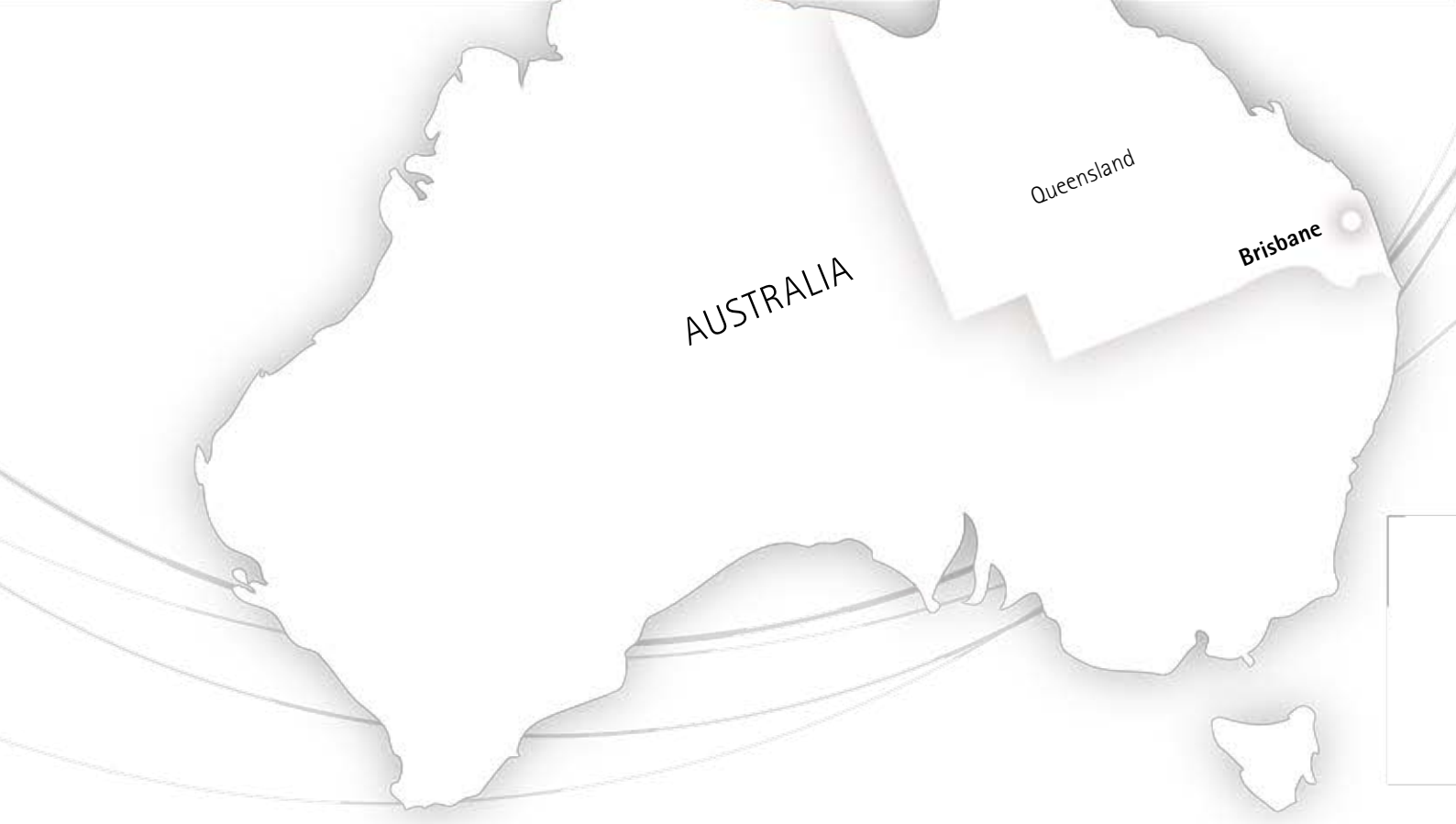
Kun (Jordan) Cui
23 years old, China

**Studying Certificate III in Hospitality
(Commercial Cookery)**

"I had just finished high school in China and my parents thought it would be a good idea for me to experience something different and study overseas. I heard that hospitality is an occupation in demand in Australia so I decided to follow my passion for cooking and become a chef.

Eventually I would like to apply for permanent residency in Australia and work in a five star hotel or restaurant. I have really enjoyed studying at Brisbane North TAFE. The teachers are friendly and nice. My English is improving but it is still my second language, the teachers take the time to explain things to me. I like studying in Australia so much that after a holiday back home in China, I will be returning next year."





AUSTRALIA

Queensland

Brisbane

English Language Programs

Brisbane North Institute of TAFE offers quality English language intensive courses for overseas students (ELICOS) through its English Language Centre at Ithaca Campus.

Preparation for internationally recognised English language examinations

- Preparation for the International English Language Testing System (IELTS) is an elective within General English

Class placement

Upon arrival students first take a placement test. Students who wish to enter specific programs on arrival need to provide evidence of their English level, as part of the application process. Students then take an orientation and receive library and internet access.

Progress reports

Teachers keep a progress record for each student. This consists of marks from class and homework assignments and the results of mid and end of term tests. Regular attendance records are also taken into account for progression and immigration purposes. Students are expected to attend all classes.

Program completion

At the end of each term, students sit for end-of-program tests. The results indicate whether the student is ready to move to the next level of the program. On successful completion of each level, students are issued with a Certificate of Attainment.

Formal program language entry requirements

To gain entry into a certificate/diploma program, students must achieve an IELTS 5.5 score.

Package programs

Students who intend to continue their study in certificate, diploma or degree programs are encouraged to apply for a package program, which includes intensive English preparation. For example: 20 weeks General English + Diploma course + Degree program. Students who are accepted into Brisbane North Institute, subject to English requirements, are able to meet the English requirement by sitting our internal English test.

Social and recreational activities

Social and recreational activities are offered on a regular basis to further enhance the learning process.

All activities incorporate a language-learning component and may include some local students. Some examples of co-curricular class activities include:

- Ice skating, ten pin bowling
- National park visits
- Cinema visits
- Photography club
- Whale watching (July, September)
- BBQs
- Educational visits to other TAFE's and the higher education sector
- Weekend social outings such as camping on Moreton Island
- Brisbane city outings such as the museum, art gallery and the maritime museum
- Interaction with domestic students includes a range of activities such as:
 - Presentations to travel students on your home country
 - Combined educational excursions



General English (full-time)

CRICOS 049486B

Classes focus on enabling you to use English effectively as a means of international communication.

You and your classmates will participate actively in class with many opportunities to develop and practise your conversational fluency.

General English is available from beginner to upper-intermediate levels. At each level the program is built around a core textbook with an individual practice book for each student.

General English proficiency

English language proficiency is tested on a regular basis. You will usually undertake a proficiency examination at the end of each

semester. However, testing may also take place at other times. Students who achieve a higher proficiency than that of their initial assessment (at enrolment) will be rewarded with an English Language Proficiency Certificate. Certificates are issued at the end of each semester or upon course exit.

Sample general English timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 - 11.00	Multi-measure placement testing: interview; listening; writing; reading comprehension; grammar & vocabulary. Class allocation. Orientation & Campus tour	Integrated skills – text based language learning topic 1 cont. Grammar exercises; phrases and expressions; vocabulary cluster tasks; dictionary usage skills. Common language usage pair roleplay situations – partner/task rotation	Integrated skills – text based language learning topic 2 Topic relevant lead-in. Elicit student knowledge, comprehension check. Practice Q & A responses. Student surveys: design, construction, distribution, analysis and reporting	Integrated skills – text based language learning topic 2 cont. Review out-of-class tasks. Topic review & testing. Supplementary activities & complementary tasks. Class chain debate – interaction analysis.	Audio-Visual Class: Contemporary Topics: "Behind the News" Pre, During and Post Worksheet tasks; Listening for gist, detail, specific language, predict. Dialogue review, creation, substitution of information.
11.00 - 11.15	Morning tea				
11.15 - 12.15	Integrated skills – text based language learning topic 1 Topic related lead-in task. Text oriented language development tasks. Pairwork comprehension check – core functions. Individual responses – language substitution & transformation drills	Integrated skills – text based language learning Interactive information exchange activities. Topic review work. Cultural comparisons; Small group discussion; mini-oral presentations; impromptu talks.	Integrated skills – text based language learning Grammar activities – tenses comparison. Context language transfer: theme & topic. Structural & functional review: boardgames	Extension activities: Topical discussion – accuracy & fluency focus. Summarizing articles, small group chain tasks & rotation. Documenting language outcomes. Song – pronunciation, rhythm & intonation.	English Class: Skills-based session speaking Topical debate / discussion accuracy & fluency focus small group reports class presentations pronunciation & intonation. Week in review, Evaluations & Assessment
12.15 - 13.15	Lunch				
13.15 - 15.15	Elective or skills-based session reading Reading comprehension: Gap-fill exercises, grammar identification & application. Newspaper skills: titles, sequencing, summaries, strategies – skim & scan.	Elective or skills-based session listening Authentic listening tasks, graded listening activities, developing listening skills, telephone communication & multimedia listening skills	Supervised study session/CALL computer assisted language laboratory	Elective or skills-based session writing Constructing narratives: transactional letters; descriptive writing; formal & informal letter types; modelling, sequencing & structuring of documents	Self directed study session

Certificate IV in TESOL (Teaching English to Speakers of Other Languages)

CRICOS 046100E 40338SA

English has become the language of international business, tourism and the internet, so the global demand for high quality English language teachers is high. Brisbane North Institute of TAFE has responded to that demand by offering Certificate IV in TESOL, which is specifically designed to provide practical teaching skills for students who wish to teach English in their home countries. The program covers the latest teaching strategies for developing learners' English language proficiency.

Career opportunities

Successful completion of the program will assist in gaining employment in English language teaching. Many of the graduates of previous programs are teaching English in their home countries in a wide range of language teaching institutions.

Program content

- Introduction to grammar
- Analysing communication
- Basic grammar
- Classroom management and organisation
- Cross-cultural factors and TESOL contexts
- Development of reading, writing, speaking and listening skills
- English language assessment tests
- Language teaching and learning
- Language teaching materials
- Language teaching methodologies
- Lesson planning
- Practice teaching and observation
- Presentation of new language
- Pronunciation
- Syllabus design

In addition to these core modules, students will be provided with professional teaching in listening and speaking, academic reading and writing, and independent learning and study skills.

Duration: 16 weeks

Intake: January, July, September

Campus: Ithaca

Entry requirements: Year 12 or equivalent, English; (IELTS 5.5 (Academic Module) or equivalent)

Yasuo Matsumoto

29 years old, Japan

Studying Certificate IV in TESOL

"In Japan I was teaching English in Primary Schools. I wanted to increase my knowledge and skills so I did some internet research for courses overseas. I found out about the TESOL course run by Brisbane North Institute of TAFE in Australia.

Since beginning the course I have found my reading and writing has improved. I have met new friends who also want to teach English and we are able to help each other out with our work. When I finish my studies I want to return home to Japan to teach adults English.

I would highly recommend the course to anyone who wants to teach English."



Certificate III in Visual Art and Contemporary Craft

CRICOS 046154B CUV30103 ASCO 2531

If you are intending to work in arts related industries or wish to undertake higher level studies in art, this course is designed to provide you with a foundation of knowledge and skills. Core studies include drawing, history, theory, health and safety, and development of art concepts. Electives offered include ceramics, painting, drawing and digital art.

Career opportunities

With further study you may wish to become a professional artist, graphic designer or other art related professions eg. gallery staff, exhibition designer, sign writer, catalogue or brochure designer, illustrator, advertising artist, costume, set or scenery designer, stage hand, make-up artist, florist landscape designer, advertising designer, games and toys designer, desktop publisher, computer graphics, web designer.

Program content

Develop, refine and communicate concepts
Follow health, safety and security procedures
Produce drawings to represent and communicate the concept

Review history and theory for application to artistic practice

Apply techniques to produce ceramics

Research and experiment with techniques to produce ceramics

Apply techniques in wheel-formed ceramics

Apply techniques to produce paintings

Research and experiment with techniques to produce paintings

Apply techniques to produce drawings

Techniques to produce digital images

Research and experiment with techniques for digital images

Develop self as artist

Apply the design process to 2-dimensional work in response to a brief

Apply the design process to 3-dimensional work in response to a brief

Further studies

Continue your studies in the Diploma of Visual Arts or higher education.

Duration: 52 weeks (12 months)

Intake: February

Campus: Eagle Farm

Entry requirements

Year 10 or equivalent, or mature age entry;
English (IELTS 5.5 or equivalent); PLUS a portfolio of your work.

Please contact the International Programs Office for details of the portfolio requirements.

Certificate IV in Design

CRICOS 057797J CUV40303 ASCO 2533

This certificate is designed to provide a broad-based entry to the fields of graphic design, print, illustration, web design, animation and marketing.

The practical and business skills you develop will start you on a career in the graphic design industry. The Certificate is particularly useful for folio development or if you are interested in higher-level courses (e.g. Diploma or Bachelor level). Mature age students will appreciate the potential of the course to deliver quality skills in just one year. The course emphasises:

- The organisation and application of design processes and design solutions, illustration and marketing tasks, with a regular focus on client job briefs.
- The acquisition of digital competency in these disciplines using industry standard software such as Adobe's Illustrator, Photoshop, InDesign and Acrobat; Macromedia's Dreamweaver, Fireworks, Flash, Freehand; Discreet's 3dsmax.
- The 3 essential skills of research - identifying, analysing and evaluating.

Career opportunities

Successful completion of this course may lead to employment in the industry as a junior graphic designer, junior web designer, design assistant, desktop publisher or illustrator.

Program content

Research and apply the history and theory of design to design practice

Integrate colour theory and design processes in response to a brief

Apply colour theory in response to a brief

Follow health safety and security procedures

Use typography techniques for design work

Source and apply design industry knowledge

Select and apply drawing techniques and media to represent and communicate the concept
Apply the design process to 2-dimensional work in response to a brief

Create, manipulate and incorporate 2D graphics

Create web pages with multimedia

Create 3D digital models and images

Create pages using a page layout application

Enhance, manipulate and output photo images

Research and apply techniques for graphic design

Interpret and respond to a brief

Originate concept for own work and conduct critical discourse

Create 2D digital animation

Apply the design process to 3D work to a brief

Produce storyboards for animation

Duration: 52 weeks (12 months)

Intake: February / July

Campus: Ithaca

Entry requirements: Year 10 or equivalent; or mature aged entry; English (IELTS 5.5 or equivalent).

You will need to have a good understanding of the PC Windows environment. It is highly desirable for students to have access to a PC running the relevant print and web design software to ensure face-to-face training is supplemented with on-going self-directed learning.

Diploma of Graphic Design

CRICOS 057796K 39148QLD ASCO 2533-13

This diploma will provide you with a visual approach to graphic design and web technologies. The course includes four major topic strands:

- Visual print design: design for printed output using industry standard software.
- Visual website design: front-end visual design using industry standard software.
- Web technologies: a visual approach to internet programming and database design/web integration.
- 3D Design: a visual approach to 3D design for cross media output (e.g. web and print output) using industry standard software.

The course emphasises the acquisition of digital competency with a creative focus using industry standard software such as Adobe's Illustrator, Photoshop, InDesign and Acrobat; Macromedia's Dreamweaver, Fireworks, Flash; and Discreet's 3dsmax.

A creative visual approach is applied to the web programming areas of XHTML, Cascading Style Sheets, JavaScript, ActionScript, database and ColdFusion. This complements the other topic strands (Visual Print Design, Visual Website Design, 3D Design).

Key competencies are taught that underpin employability.

The skills of research, industry briefs, and project management are covered.

Career opportunities

Upon graduation you may be able to apply this knowledge and skill in the following industry positions and settings:
graphic designer, art director, creative director, package designer, web designer, multimedia content designer, digital media specialist, illustrator, advertising and promotion, newspaper production, publishing houses, advertising agencies, design houses, printers, screen printers, product design divisions of companies, corporate art departments, television and motion picture industries, and publishers of non-technical and technical books.

Program content

Research and apply the history and theory of design to design practice
Integrate colour theory and design processes in response to a brief
Apply colour theory in response to a brief
Follow health safety & security procedures
Use typography techniques for design work
Source & apply design industry knowledge
Select and apply drawing techniques and media to represent and communicate the concept
Apply the design process to 2-dimensional work in response to a brief
Create, manipulate and incorporate 2D graphics
Create web pages with multimedia
Integrate and use a scripting language in authoring a multimedia product
Use structured query language to create database structures and manipulate data
Create and use databases
Create 3D digital models and images
Create pages using a page layout application
Enhance, manipulate & output photo images
Research and apply techniques for design
Interpret and respond to a brief
Originate concept for own work and conduct critical discourse
Create 2D digital animation
Use an authoring tool to create an interactive sequence
Incorporate design theory in creation of websites
Create dynamic web pages
Apply the design process to 3-dimensional work in response to a brief
Produce storyboard for animation
Develop complex page layout workflow
Prepare workflow files for print output
Generate high-end PDF files
Create graphics using a graphics application
Develop complex vector workflow
Plan and develop a business website
Originate and develop a concept
Develop multiple web workflow
Create an advertising brief
Duration: 74 weeks (18 months)
Intakes: January / July
Campus: Ithaca
Entry requirements: Year 12 or equivalent; English (IELTS 5.5 or equivalent), portfolio and a good understanding of the PC Windows environment.
Please contact International Programs Office for details of the portfolio requirements.

Diploma of Visual Arts (Fine Arts)

CRICOS 046155A CN0345 ASCO 2801-99

You will learn both practical skills and theory in both core units and electives. Compulsory core studies include culture and context, professional practice, and occupational health and safety. Electives offered include painting, drawing, digital art, and sculptural and architectural ceramics.

Career opportunities

The Diploma of Visual Arts (Fine Arts) will give you conceptual, technical and exhibition skills enabling you to work within the broad arts field in areas such as art studios, galleries and community arts workshops.

Program content

Culture and context - modernism, post-modernism
Reading texts 1 and 2
Occupational health and safety in the visual arts
Professional practice - concept development
The visual arts industry professionalism in practice - the business of art
Sample elective modules
Generic studio practice - minor
Drawing principles
Interpretive drawing
Workshop: computer imaging for the fine artist
Introductory painting
Painting - concept and context
Image manipulation
Experimental drawing techniques
Painting - mixed media
Painting - structures and installations
Low technology building and firing
Handbuilding - large scale
Sculptural clay
Architectural ceramics
Applied visual investigation skills
Professional Practice
Ceramic materials and processes

Duration: 104 weeks (24 months)

Intake: February

Campus: Eagle Farm

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent). All applicants must also submit a portfolio of artwork.

Please contact International Programs Office for details of the portfolio requirements. This program will change to a new qualification in 2007.

Certificate IV in Interior Decoration

CRICOS 056381G 39142QLD ASCO 3999-21

This course develops conceptual skills and abilities to equip you for employment or self-employment as an interior decorator/specialist consultant. On completion of the course you will have the ability to present a range of decoration solutions using various technologies and have the knowledge and skills to advise and provide practical assistance in the selection, coordination and decoration of interiors to clients.

Career opportunities

This course will prepare you for employment as an assistant interior decorator, colour consultant, wholesale sales representative, set designer, window dresser or sales representative in lighting or furnishings.

Program content

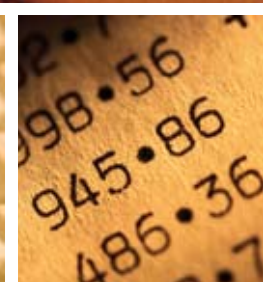
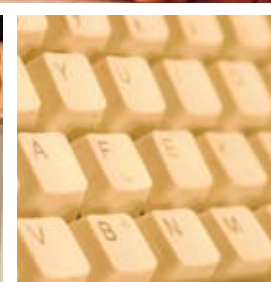
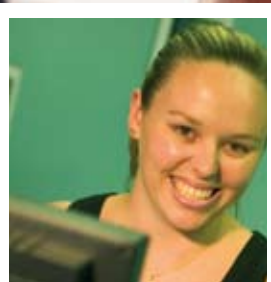
Follow health, safety & security procedures
Apply the design process to 2 dimensional work in response to a brief
Apply colour theory in response to a brief
Integrate colour theory and design processes in response to a brief
Produce technical drawings
Select & apply drawing techniques & media to represent and communicate the concept
Specify finishes for residential interiors
Identify lighting and technical requirements for residential and commercial interiors
Apply techniques to produce digital images
Develop and present interior decoration solutions for residential interiors
Specify fixtures, fittings and finishes for residential interiors
Identify materials and methods involved in residential building construction
Develop and present interior decoration design solutions for commercial interiors
Analyse and apply interior decoration styles consistent with historical periods
Apply principles of environmental sustainability to interior decoration practices
Apply business management skills to an interior decoration business
Work effectively with others

Duration: 19 weeks (6 months)

Intake: February, July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent).



Diploma of Business (Human Resources)

CRICOS 051328J BSB50801 ASCO 1213-11

The course encompasses management areas of information, people, finance, operations, planning and performance. It develops theoretical and practical industry specific skills, focusing on a range of human resource management procedures.

Career opportunities

Recruitment and selection, performance management and employee relations.

Program content

Analyse consumer behaviour
Maintain financial records
Create and use databases
Create electronic presentations
Produce word processed documents
Manage HRM information systems
Manage work/life skills
Contribute to personal skill development
Manage effective workplace relationships
Administer human resource systems
Process human resource documents and inquiries
Manage recruitment, selection and induction processes
Promote the business
Prepare financial reports
Manage industrial relations policies and processes
Manage separation and termination of employees
Manage finances
Exercise initiative in a business environment
Analyse and present research information
Promote innovation and change
Recruit and select personnel
Manage a small team
Individual learning plans
Analyse market data
Manage performance management systems
Manage HR consultancy services
Coordinate human resource services
Create and use simple spreadsheets

Duration: 52-78 weeks (12-18 months)

Intakes: January, July

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; or mature age entry. English (IELTS 5.5 or equivalent).

Diploma of Business (Marketing)

CRICOS 051325A BSB50701 ASCO 32

You will gain a grounding in marketing and business principles and learn through a variety of modes: classroom, online and in the field working on projects. Upon graduation you will have gained practical skills in market research, managing projects, market segmentation and positioning, selling, analysing and using marketing statistics, advertising and promotion, managing in new markets, managing marketing finances, managing marketing performance and ebusiness.

Career opportunities

Graduates find employment in such occupations as: marketing assistants, sales representatives, event organisers, advertising and promotions assistants and public relations assistants. Students with experience in marketing-related occupations often move on into managerial/supervisory positions.

Program content

Conduct market research
Analyse consumer behaviour
Analyse market data
Coordinate business resources
Analyse and present research information
Establish and adjust marketing mix
Develop a marketing communications plan
Manage finances
Review marketing performance
Plan and develop a business website
Conduct online research
Profile the market
Implement a marketing solution
Present a sales solution
Present an advertising campaign
Develop work priorities
Evaluate marketing opportunities

Duration: 52 weeks (12 months)

Intakes: February, July

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; or mature age entry, English (IELTS 5.5 or equivalent).



Certificate III in Business Administration

CRICOS 046110C BSB30201 ASCO 6111-11

You will receive specialised training in computing subjects (including wordprocessing, spreadsheets, database and electronic presentations using Microsoft Office XP) as well as communication and finance subjects. This program provides the knowledge and practical skills to gain employment in a variety of positions within an office environment.

Career opportunities

As a graduate of this course you can expect to gain employment as a receptionist, personal/administrative assistant, records/clerk officer, bookkeeper or accounts clerk, or word processing/data entry operator.

Program content

Develop keyboard skills
 Communicate in the workplace
 Produce simple wordprocessed documents
 Create and use spreadsheets
 Contribute to personal skill development and learning
 Deliver and monitor a service to customers
 Maintain workplace safety
 Design and develop text documents
 Organise schedules
 Process accounts payable and receivable
 Maintain a general ledger
 Process payroll

Duration: 12 weeks

Intake: February / August

Campus: Bracken Ridge

Entry requirements: Year 10 with sound achievement in English or equivalent and complementary experience and basic computer skills may be indicators of successful completion of this course; English (IELTS 5.5 or equivalent).

Diploma of Accounting

CRICOS 046159G FNS50204 ASCO 321

This diploma program is an ideal lead into an accounting career, or a pathway to higher-level study. Many graduates choose this option to gain employment in the profession before advancing to part time/university study while they continue to work. Some universities grant significant cross-credits towards a university degree.

Career opportunities

Graduates can expect to gain employment in positions such as assistant accountant, office manager, bookkeeper, administration manager, budget officer and accounts officer. You will be able to work in such areas as accounts receivable/payable, inventory, fixed assets, payroll and general ledger up to and including supervisory level.

Students may choose to articulate to University Degree programs where exemptions may apply.

Program content

Prepare income tax returns
 Manage budget forecasts
 Finance reporting
 Implement/maintain internal control procedures
 Provide management accounting information
 Prepare financial reports for financial entities, for example - companies

Duration: 78 weeks (18 months)

Intake: January

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; mature age entry, English (IELTS 5.5 with no individual score under 5.0 or equivalent).

Diploma of Business Administration

CRICOS 046157K BSB50201 ASCO 32

You will obtain an in-depth knowledge and the practical skills necessary to work in a modern computer-based office. You will study computing skills, accounting, business correspondence, communication and office procedures as well as supervisory skills.

Career opportunities

You could become an executive assistant, conference organiser, HR officer, client services officer, office administrator, wordprocessing operator, bookkeeper, accounts clerk, secretary, receptionist, personal or administrative assistant. Brisbane North Institute of TAFE has credit and advanced standing agreements with leading Queensland universities.

Program content

Develop keyboard skills
 Create electronic presentations
 Organise schedules
 Organise business travel
 Maintain business technology
 Use business technology
 Produce business documents
 Maintain workplace safety
 Maintain a general ledger
 Process payroll
 Create and use simple spreadsheets
 Deliver and monitor a service to customers
 Produce complex business documents
 Recruit, select and induct staff
 Plan and review administration systems
 Create and use databases
 Organise workplace information
 Administer projects
 Promote products and services
 Process accounts payable and receivable
 Coordinate implementation of customer service strategies
 Manage the establishment and maintenance of a workgroup network
 Develop and use complex spreadsheets
 Analyse and present research information
 Manage people/train small groups
 Performance
 Manage business document design
 Manage meetings
 Plan and manage conferences

Duration: 52 weeks (12 months)

Intake: January, July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; or mature age entry; completion of Certificate III in Business Administration is highly recommended
 English (IELTS 5.5 or equivalent).



Diploma of Business Studies

CRICOS 058999B 39134QLD ASCO 3291

This one year Business Diploma will give you a solid foundation of business and study skills which can be applied to the workplace or further studies. You will cover a wide range of general business topics, including basic accounting, basic economics, presentations and report writing, information analysis, marketing and introductory management principles. Key learning areas in this diploma are general business and e-business, management and administration, human resource management and marketing.

Career opportunities

Assistant accountant, office manager, administration manager, budget officer.

Program content

Prepare for academic and vocational study by applying study skills
Write simple documents
Analyse and present research information
Create and use databases
Create electronic presentations
Maintain business technology
Deliver oral presentations
Exercise initiative in a business environment
Work effectively with diversity
Introduction to management
Process accounts payable and accounts receivable
Maintain a general ledger
Analyse consumer behaviour for specific markets
Develop and use complex spreadsheets
Report writing and presentation
Business information analysis
Prepare financial reports
Accounting principles
Marketing principles
Management principles
Introduction to economics
Minimum of one of the following electives:
Employment relations
Introduction to business law
Introduction to international business

Duration: 50 weeks, including 11 weeks holidays

Intake: February/ July

Campus: Ithaca

Entry requirements: Successful completion of Year 12 or equivalent; English (IELTS 5.5 or equivalent)

Diploma of Business

CRICOS 046156M BSB50101 ASCO 32

The Diploma of Business offers training in a wide range of business applications. Program majors include marketing, finance, management, human resources, communications and business software.

Career opportunities

This diploma develops business, managerial, financial, human resource management and marketing skills. You may expect to obtain employment in the public or private sector. Successful completion may offer articulation to university.

Program content

Communication in workplace
Effective workplace relationships
Business resources
Maintain financial records
Prepare financial reports
Manage finances
Access the internet
Business technology
Organise workplace information
Develop teams and individuals
Manage a small team
Manage people performance
Organise personal work priorities and development
Create and use simple spreadsheets
Create and use databases
Produce simple wordprocessed documents
Analyse and present workplace information
Prepare budgets and financial plans
Initiative in business environment
Produce business documents

Duration: 52 weeks (12 months)

Intake: January, July

Campus: Bracken Ridge, Ithaca

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent).

Diploma of Justice Administration

CRICOS 051326M 39071QLD

This course aims to enable you to apply administrative skills of the Queensland and Australian Justice System in a variety of regulatory positions. This course will further develop your ability to analyse other justice systems and apply a range of law enforcement legislation to a range of justice issues. You will also be able to understand the application of ethical standards to the justice profession. Further areas in this course include computer technology, managing meeting and teams and the

development of effective communications skills for interviews and taking statements.

Career opportunities

You will be able to move into a broad range of justice related careers including Police, Transport, Parks and Wildlife, Corrections, the Investigative and Security Industries and Customs.

Program content

Analyse criminal and civil justice systems
Gather information through interview
Write simple documents
Develop keyboard skills
Communicate with clients on justice-related issues
Analyse and present research information
Promote team effectiveness
Manage meetings
Maintain workplace safety
Produce simple word-processed documents
Prepare court documentation for criminal proceedings
Prepare court documentation for civil proceedings
Apply the Queensland criminal code
Apply procedural and evidentiary rules
Apply the provisions of a range of law enforcement legislation
Conduct prosecutions
Analyse social justice issues
Develop work priorities
Manage ethical and accountability responsibilities in the justice system
Research and report on justice issues
Contribute to personal skill development and learning

Duration: 50 weeks (appr. 12 months) which includes 39 weeks program delivery

Intake: July

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; mature age entry; English (IELTS 5.5 or equivalent).

Diploma of Tourism – Operations Management

CRICOS 0461713K THT50302 ASCO 3292-11.

During this program you will gain knowledge and skills for employment in the tourism industry with travel agents, wholesalers and airlines. The program is designed to allow you to enter the industry at the travel agency level.

Career opportunities

Upon graduating you will be well prepared for a career in retail travel operations. You will gain knowledge and skills for employment in the exciting tourism industry as domestic or international travel consultants, airline sales or reservations officers, tourism information officers or corporate consultants.

You may also articulate to university degree programs where some exemptions may apply.

Program content

Use business technology
 Keyboarding skills
 Work with colleagues/customers
 Follow health, safety and security procedures
 Communicate on the telephone
 Develop/update tourism knowledge
 Process non-air documentation
 Sell tourism products/services
 Source/provide destination information
 Receive/process reservations
 Administration billing and settlement plan
 Construct normal international fares
 Operate computer reservation
 Interpret financial information
 Prepare quotations
 Process air documentation
 Create promotional display stands
 Process financial transactions

Monitor work operations
 Work health and safety security processes
 Manage projects
 Establish and conduct business relations
 Develop and implement operations
 Lead and manage people
 Manage finances within a budget
 Develop and update legal knowledge
 Coordinate production of brochure
 Produce simple wordprocessed documents
 Work in socially diverse environment
 Deal with conflict situations
 Perform office procedures
 Construct domestic airfares
 Operate automated information systems
 Access/interpret product information
 Book/coordinate marketing activities
 Establish/maintain workplace relations
 Manage quality customer service
 Prepare and monitor budgets
 Coordinate marketing activities
 Construct promotional international fares
 Coach others in job skills
 Coordinate development of a brochure
 Develop and update event knowledge
 Manage event contractors

Select event venues and sites
 Develop conference programs
 Coordinate guest/delegate registration at a venue
 Plan, implement and evaluate an event/program

Duration: 65 weeks (15 months)

Intake: February

Campus: Ithaca

Entry requirements:

Year 12 or equivalent;

English (IELTS 5.5 or equivalent).



Certificate III in Tourism – International Retail Travel Sales

CRICOS 046107J THT30302 ASCO 6397-11

This program is designed to allow you to enter the industry at the operative level. You will gain knowledge and skills for employment in the travel industry for travel agents, airlines, consolidators and wholesalers.

Career opportunities

You will gain knowledge and skills for employment in the exciting tourism industry as international travel consultants, airline sales or reservations officer, tourism information officer, corporate consultant.

You may articulate to a Diploma of Tourism – Operations Management. The program is fully accredited and has received endorsement from the Australian Tourism Review Panel (ATRP) as training that achieves national industry standards.

Program content

Develop and update tourism knowledge
Work with colleagues and customers
Work in a socially diverse environment
Health, safety and security procedures
Deal with conflict situations
Produce simple wordprocessing documents
Establish/conduct business relations
Communicate on the telephone
Perform office procedures
Coach others in job skills
Source/provide destination information
Access/interpret product information
Sell tourism products/services
Prepare quotations
Book/coordinate supplier services
Operate a computerised reservations system (Galileo)
Process non-air documentation
Process air documentation
Construct domestic airfares
Construct normal international airfares
Construct promotional international fares

There are a number of electives which must be undertaken. These will be selected from endorsed training packages such as hospitality, tourism and business.

Duration: 26 weeks (6 months)

Intake: March

Campus: Ithaca

Entry requirements: Year 10 or equivalent; mature age entry; English; (IELTS 5.5 or equivalent).

Diploma of Sport Development

CRICOS 051324B SRS50503 ASCO 3993-29

This course is aimed at people wishing to pursue a career in the sport industry and will equip students with advanced technical, planning and leadership skills in this field.

Career opportunities

Career directions are operations managers, program managers and coaching advisers.

Program content

Establish, maintain and evaluate the organisation's OH&S system
Manage an organisation's risk
Promote compliance with laws and legal principles
Promote compliance with laws and legal principles which relate to activities
Support athletes to adopt the principles of sports psychology
Support athletes to adopt the principles of eating for peak performance
Provide information about the principles of eating for peak performance
Develop and teach the basic skills of strength and conditioning
Manage conflict related to officiating
Work with officials
Provide leadership in the workplace
Facilitate a group
Deal with conflict
Manage personal work priorities and professional development
Develop a personal financial plan
Manage recruitment selection and induction processes
Determine needs of client populations
Manage culture and education to expand participation in recreation service.
Foster the values and ethos of the phenomenon of play

Manage evolving patterns of work to expand participation in recreation service
Manage projects
Manage environmental performance
Coordinate events
Manage volunteers
Implement sports first aid procedures and apply sports first aid
Monitor coach welfare
Implement recovery training program
Evaluate, analyse and modify conduct and outcomes of officiating
Plan, implement and evaluate a fitness and recovery program for officials
Plan and prepare individualised long term training program
Conduct, monitor and adjust individualised long term training programs
Evaluate, analyse and modify training programs
Prepare a sponsorship proposal
Prepare a public speaking presentation
Monitor and review staff performance
Manage people performance
Manage meetings
Manage quality customer service
Market services and concepts to internal customers
Design training courses
Design and establish training systems
Facilitate and capitalise on change
Duration: 52 weeks (12 months)
Intake: February
Campus: Bracken Ridge
Entry requirements: Year 12 or equivalent, or mature age entry; English (IELTS 5.5 or equivalent).



Certificate III in Meetings and Events

CRICOS 055892D THT30102 ASCO 3292-11

This program is designed to prepare you for a the role supporting event managers and meeting and conference coordinators.

You will learn how to access and interpret product information, prepare quotations, book and coordinate supplier services, process and monitor event registration, coordinate guests and delegate registrations at venues.

Career opportunities

This program will provide you with opportunities in the tourism industry in positions such as conference, events or meeting coordinators

Program content

- Develop and update tourism knowledge
- Work with colleagues and customers
- Work in a socially diverse environment
- Health, safety and security procedures
- Deal with conflict situations
- Produce simple wordprocessed documents
- Communicate on the telephone
- Perform office procedures
- Process financial transactions
- Access and interpret product information
- Prepare quotations
- Book and coordinate supplier services
- Coordinate/monitor event registrations
- Coordination of guest registration at venues
- Provide on-site event management services
- Develop event industry knowledge
- Manage event contractors

Duration: 19 weeks (approximatley 6 months)

Intake: February / July

Campus: Ithaca

Entry requirements: Year 10 or equivalent, or mature age entry; English (IELTS 5.5 or equivalent).

There are a number of electives which must be undertaken. These will be selected from endorsed training packages such as hospitality, tourism and business.

Diploma of Hospitality (Management)

CRICOS 046164M THH51202 ASCO 332

This program provides a flexible career pathway to develop supervision and management skills associated with quality assurance and best practice in a range of hospitality areas such as food and beverage service, purchasing/stores department, front office, reception and gaming.

The standard hospitality uniform is required for all practical classes and is required for the first

day of the training program. You will need the front-of-house black and white uniform. Full details of uniform requirements will be advised to successful applicants.

Career opportunities

The diploma provides a flexible career pathway to develop supervision and management skills associated with quality assurance and best practice. You can expect to gain positions at management level in front office, bars and restaurants, reception and gaming, and other associated hospitality management areas.

For those seeking to advance their career and undertake supervisory duties, the Diploma of Hospitality (Management) can serve as a pathway to further university study.

Program content

- Food and beverage
- Front office
- Customer service
- Hygiene
- General administration
- Computer technology training
- Gaming
- Housekeeping
- Sales and marketing
- Health, safety and security
- Financial administration
- Workplace operations
- Develop and update tourism knowledge
- Work with colleagues and customers
- Work in a socially diverse environment
- Health, safety and security procedures
- Deal with conflict situations
- Produce simple wordprocessing documents
- Use business technology
- Establish and conduct business relations
- Communicate on the telephone
- Perform office procedures
- Process financial transactions
- Access and interpret product information
- Prepare quotations
- Book and coordinate supplier services
- Process and moniter event registrations
- Coordination guest registration at venue
- Provide on-site event management services
- Develop event industry knowledge
- Manage event contractors

There are a number of electives which must be undertaken. These will be selected from endorsed training packages such as hospitality, tourism and business.

Duration: 78 weeks (18 months)

The full-time training program is timetabled between 8.00am and 10.00pm Monday to Friday

Intake: February, July

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent).

Certificate II in Hospitality – Kitchen Operations

CRICOS 046165K THH22002 ASCO 9931-11

This is an industry recognised pre-apprenticeship program in commercial cookery. Skills gained in this program are immediately useable for employment as a cook or kitchen hand.

Career opportunities

This program will provide you with skills for employment as a cook or lead to a career in professional cookery in restaurant service, banquet and function preparation, room service, cafe, club and hotel or in hospital meal preparation. As a graduating student of Brisbane North Institute of TAFE, our Job Placement Officers can help you achieve your professional goals.

All units are assessable with a competency based assessment format according to the national training package and established industry standards. This allows for maximum articulation into other programs if desired.

Program content

- Work with colleagues and customers
- Follow health, safety and security procedures
- Follow workplace hygiene procedures
- Prepare, cook and serve food
- Work in a socially diverse environment
- Develop and update hospitality industry knowledge
- Receive and store kitchen supplies
- Clean and maintain kitchen premises
- Prepare stocks, sauces and soups
- Organise and prepare food
- Present food
- Use basic methods of cookery
- Prepare vegetables, eggs, farina
- Additional materials: textbook requirements will cost approximately AUD60-70
- uniforms approximately AUD150-250
- knives and equipment AUD150-250

Duration: 26 weeks (6 months)

Intake: February / July

Campus: Bracken Ridge

Entry requirements: Year 10 or equivalent; mature age entry; English (IELTS 5.5 or equivalent).

Certificate III in Hospitality (Operations)

CRICOS 046166J THH33002 ASCO 632

This program is designed to train you to begin a career in hospitality. Units completed as part of this program will be credited for identical units in the Diploma of Hospitality (Management).

For those seeking to advance their career and undertake supervisory duties, the Diploma of Hospitality (Management) is available. Certificates in Hotel Reception, Housekeeping and Cookery are available for people wishing to develop other related skills.

Career opportunities

Successful completion of the program will provide you with the opportunity to enter employment as waiting and bar staff in a variety of venue styles in Australia and overseas. Positions may include bar attendants, food and drink waiters, mini bar attendants, room service attendants, bottle shop attendants, cellar persons. Venues may include 3 to 5 star hotels, motels, clubs, pubs, restaurants, cafes, resorts or nightclubs.

Program content

Restaurant and bar service strand:

Develop keyboard skills
Produce simple wordprocessed documents
Create and use simple spreadsheets
Prepare and serve cocktails
Provide silver service
Provide responsible gambling
Clean and tidy bar areas
Operate a bar
Provide a link between kitchen
Provide food and beverage
Provide table service of alcohol
Provide responsible service of alcohol
Develop and update food and beverage knowledge
Prepare and serve espresso coffee
Attend gaming machines
Work with colleagues and customers
Work in a socially diverse environment
Follow health, safety and security procedures
Develop and update local knowledge
Promote products and services to customers
Deal with conflict situations
Process financial transactions
Communicate on the telephone
Source and present information
Follow workplace hygiene procedures
Coach others in job skills
Develop and update hospitality knowledge

Hotel reception and housekeeping strand:

Work with colleagues/customers
Work in a socially diverse environment
Deal with conflict situations
Communicate on the telephone
Update hospitality industry knowledge
Process financial transactions
Develop keyboard skills
Produce simple wordprocessing documents
Create and use simple spreadsheets
Follow health, safety and security
Workplace hygiene procedures
Coach others in job skills
Promote products to customers
Provide housekeeping service to guests
Prepare room for guests
Clean premises and equipment
Receive and process reservations
Provide accommodation and reception services
Perform office procedures
Conduct night audit
Provide porter services
Operate a computer reservation system
Attend gaming machines
Responsible gaming services

Duration: 26 weeks (6 months)

Intake: February / July

Campus: Bracken Ridge

Entry requirements: Year 10 or mature age entry; English (IELTS 5.5 or equivalent).

Certificate III Hospitality (Commercial Cookery)

CRICOS 056380J THH31502 ASCO 4513-11

This program is designed to provide you with the skills and knowledge to work efficiently and effectively in food preparation and food service industries.

Upon completion of the Certificate III you may continue onto the Diploma of Hospitality Management with six months credit.

This program also offers international students a unique opportunity to develop the skills and knowledge required for success in today's global market, through a professional internship in the hospitality industry, part-time, during their study.

Career opportunities

This program develops operational kitchen and commercial cookery skills, leading to a cookery career in restaurants, banquet or function facilities, cafes and catering or hospital meal preparation.

Program content

Use basic methods of cookery
Prepare appetisers, stocks, sauces & salads
Prepare vegetables and eggs
Organise and prepare and present food
Receive, store kitchen supplies
Clean, maintain kitchen premises
Work in socially diverse environments
Follow health, safety and security
Communicate on the telephone
Follow workplace hygiene procedures
Handle and serve cheese
Select, prepare and cook meat
Prepare foods – dietary and cultural
Prepare and cook seafood, poultry & game
Prepare hot and cold desserts
Prepare pastry cakes and yeast
Plan and prepare food for buffets
Plan/control menu based catering
Prepare cook and serve for menus
Promote products and services
Deal with conflict situations
Coach others in job skills
Prepare gateaux, tortes and cakes
Work with colleagues and customers
Update hospitality industry knowledge

Duration: 52 weeks (12 months)

Intake: January, July

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; English (IELTS 5.5 or equivalent).

Diploma of Information Technology (Networking)

CRICOS 059000B ICA 50405 ASCO 2231

In this newly developed diploma course you will obtain the in-depth knowledge and practical skills necessary to work across the broad spectrum of computer networking. You will study hardware and software faults, network operating system configurations, data communication configuration, design of network systems, installation of operating systems, multi-user systems and network diagnostics as well as configuration of switches and routers. Through the embedded CISCO Networking Academy Program, successful students will obtain CCNA1, CCNA2, CCNA3, CCNA4 certification.

Career opportunities

You will have career choices within the Information Technology industry with specific focus on computer networks and their associated equipment.

Program content

Sem 1, Block 1 (PreReq) 4 Weeks

Follow workplace safety procedures
Design organisational documents using computing
Operate a personal computer
Operate computer hardware
Operate computing packages
Integrate commercial computing packages
Use computer operating system
Work effectively in an IT environment
Communicate in the workplace
Install software applications

Sem 1, Block 2 (CCNA1 – Networking Basics) 5 Weeks

Install and manage network protocols
Provide network systems administration
Configure and administer a network operating system
Connect internal hardware components

Sem 1, Block 3 (CCNA2 – Routers & Routing Basics) 10 Weeks

Install and configure router
Install and configure a network
Monitor and administer network security
Determine and apply appropriate development methodologies
Create technical documentation
Determine and confirm client business expectations and needs
Install network hardware to a network
Install and maintain a server

Sem 2, Block 1 (CCNA3 – Switching Basics and Intermediate Routing) 9 Weeks

Install and configure a single segment local area network switch
Install high-end switches in multi-switched local area networks
Build and configure a server
Design a server
Translate business needs into technical requirements
Manage project quality
Manage projects
Produce network architecture design
Prepare disaster recovery and contingency plans

Sem 2, Block 2 (CCNA4 – WAN Technologies) 10 Weeks

Build a security shield for a network
Identify best fit topology for WAN network
Configure an Internet gateway
Build an internet infrastructure
Identify and resolve network problems
Install and manage complex networks
Ensure privacy for users
Manage network security

Duration: 50 weeks (12 months)

Intake: February, July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; mature age entry; English (IELTS 5.5 or equivalent). You will also need to have a good understanding of the PC Windows environment.

Diploma of Information Technology (Systems Administration)

CRICOS 058998C ICA50305 ASCO 2231-11

This Diploma focuses on developing your in-depth knowledge and practical skills in the management and maintenance of complex ICT systems. You will study hardware and software faults, network operating system configurations, data communication configuration, design of network systems, installation of operating systems, multi-user systems and network diagnostics, the maintenance and testing of computer systems and networks as well as the configuration of switches and routers. Through the embedded CISCO Networking Academy Program, successful students will obtain CCNA1, CCNA2 certification.

Career opportunities

You will have career choices within the Information Technology industry with specific focus on computer networks and their associated equipment.

Program content

Sem 1, Block 1 (PreReq) 4 Weeks

Follow workplace safety procedures
Design organisational documents using computing
Operate a personal computer
Operate computer hardware
Operate computing packages
Integrate commercial computing packages
Use computer operating system
Work effectively in an IT environment
Communicate in the workplace

Sem 1, Block 2 (CCNA1) 5 Weeks

Install and manage network protocols
Provide network systems administration
Configure and administer a network operating system
Connect internal hardware components
Care for computer hardware
Run standard diagnostic tests

Sem 1, Block 3 (CCNA2) 10 Weeks

Install and configure a network
Monitor and administer network security
Determine and apply appropriate development
Create technical documentation

Determine and confirm client business expectations
Install network hardware to a network
Install and maintain a server
Select and install router
Install and configure router

Sem 2, Block 1 – 9 Weeks

Build and configure a server
Design a server
Translate business needs into technical requirements
Manage project quality
Manage projects
Produce network architecture design
Prepare disaster recovery and contingency plans
Review and manage delivery of maintenance services
Implement and hand over system components
Ensure privacy for users

Sem 2, Block 2 – 10 Weeks

Configure an internet gateway
Build an internet infrastructure
Gather data to identify business requirements
Match IT needs with the strategic direction of the enterprise
Establish and maintain client user liaison
Perform systems test
Manage the testing process
Develop detailed test plan
Build a security shield for a network
Manage system security

Duration: 50 weeks (12 months)

Intake: February, July

Campus: Ithaca

Entry requirements: Year 12 or equivalent, English (IELTS 5.5 or equivalent). You will also need to have a good understanding of the PC Windows environment.

Diploma of Graphic Design

CRICOS 057796K 39148QLD ASCO 2533-11

This diploma will provide you with a visual approach to graphic design and web technologies. The course includes four major topic strands:

- Visual print design: design for printed output using industry standard software
- Visual website design: front-end visual design using industry standard software
- Web technologies: A visual approach to internet programming and database design/web integration
- 3D design: A visual approach to 3D design for cross media output (e.g. web and print output) using industry standard software.

The program emphasises the acquisition of digital competency with a creative focus using industry standard software such as Adobe's Illustrator, Photoshop, InDesign, and Acrobat; Macromedia's Dreamweaver, Fireworks, Flash; and Discreet's 3dsmax.

- A creative visual approach to the web programming areas of XHTML, Cascading Style Sheets, JavaScript, ActionScript, database and ColdFusion. This complements the other topic strands (visual print design, visual website design, 3D design).
- Integration of key competencies that underpin employability.
- The skills of research, industry briefs and project management.

Career opportunities

Upon graduation from this diploma you may be able to apply this knowledge and skill in the following industry positions and settings:

Graphic designer, art director, creative director, package designer, web designer, multimedia content designer, digital media specialist, illustrator, advertising and promotion, newspaper production, publishing houses, advertising agencies, design houses, printers, screen printers, product design divisions of companies, corporate art departments, television and motion picture industries, and publishers of non-technical and technical books.

Program content

Research and apply the history and theory of design to design practice
Integrate colour theory and design processes in response to a brief
Apply colour theory in response to a brief
Follow health safety & security procedures
Use typography techniques for design work
Source & apply design industry knowledge
Select and apply drawing techniques and media to represent and communicate the concept
Apply the design process to 2-dimensional work in response to a brief
Create, manipulate and incorporate 2D graphics
Create web pages with multimedia
Integrate and use a scripting language in authoring a multimedia product
Use structured query language to create database structures and manipulate data
Create and use databases
Create 3D digital models and images
Create pages using a page layout application
Enhance, manipulate and output photo images
Research and apply techniques for graphic design
Interpret and respond to a brief
Originate concept for own work and conduct critical discourse
Create 2D digital animation
Use an authoring tool to create an interactive sequence
Incorporate design theory in creation of websites
Create dynamic web pages
Apply the design process to 3-dimensional work in response to a brief
Produce storyboards for animation
Develop complex page layout workflow
Prepare workflow files for print output
Generate high-end PDF files
Create graphics using a graphics application
Develop complex vector workflow
Plan and develop a business website
Originate and develop a concept
Develop multiple web workflow
Create an advertising brief

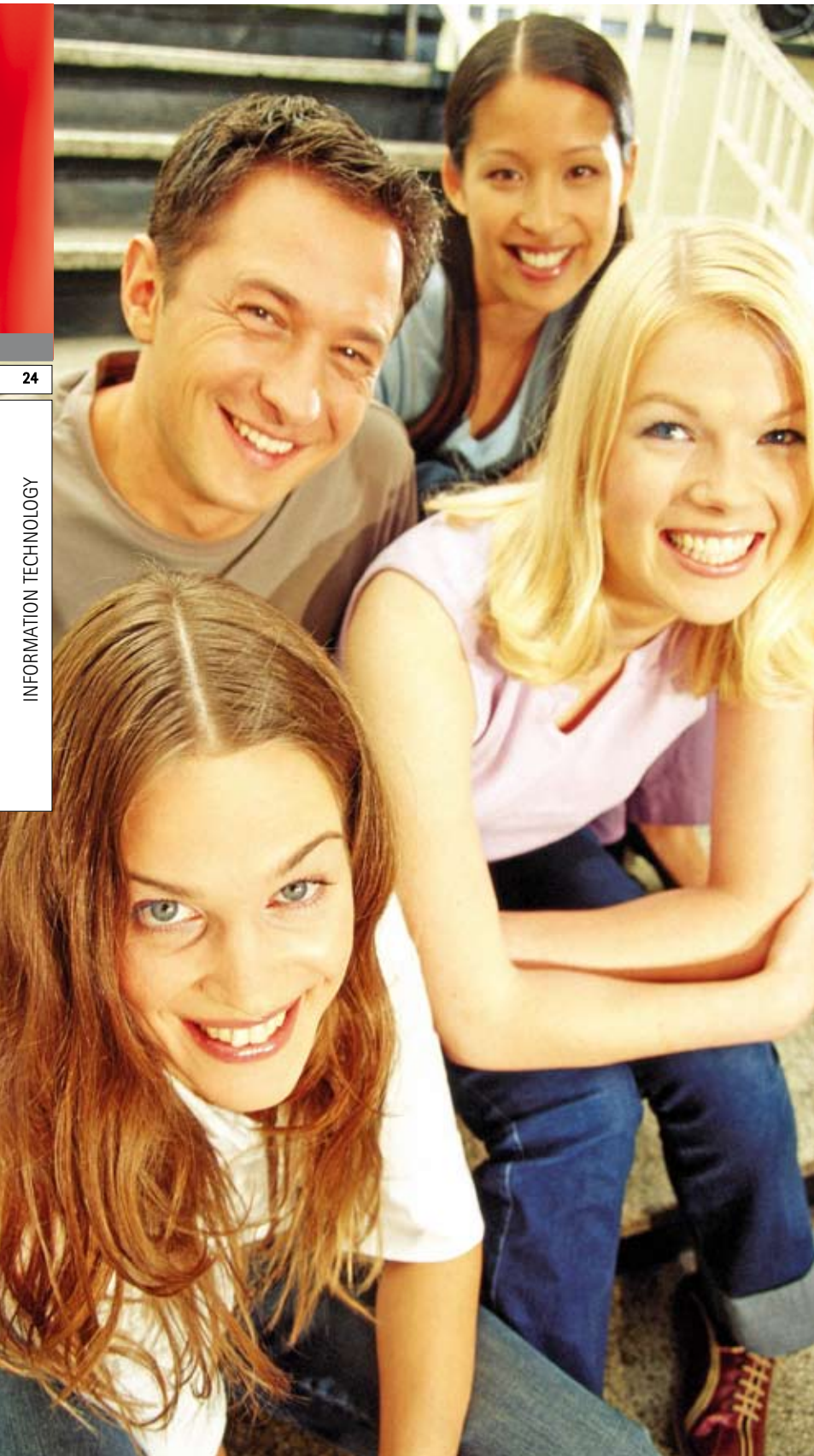
Duration: 78 weeks (18 months)

Intakes: January / July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; English (IELTS 5.5 or equivalent), Portfolio and a good understanding of the PC Windows environment.

Please contact International Programs Office for details of the portfolio requirements.



Certificate IV in Screen (Visual Effects)

CRICOS 057822B CUF40101 ASCO 4941-11

This program will provide you with basic skills for employment within the creative industries. Creative industry organisations require the skills of visual effects artists and designers operating within games development, advertising (TV and theatre), architectural visualisation, film visual effects and production. This is an entry level program providing you with basic knowledge and successful completion of the certificate will enable you to continue on to the diploma and advanced diploma level which will provide more senior employment opportunities.

Career opportunities

You may find employment as a junior artist in the areas of:

- Games development
- Advertising (TV and theatre)
- Architectural visualisation
- Film visual effects
- Production

Program content

Produce key drawings for animation
 Follow health, safety and security procedures
 Specify sound systems
 Implement workplace health and safety and security procedures
 Compile a production schedule
 Create, manipulate and incorporate 2D graphics
 Address copyright requirements
 Create 3D digital models and images
 Make presentations
 Develop and apply industry knowledge
 Create storyboards for animation
 Produce camera-ready animation
 Determine lighting requirements and operate lighting
 Compose camera shots and operate a camera
 Participate in, lead and facilitate a team
 Operate non-linear editing systems
 Create 3d digital animation
 Manage a project

Duration: 52 weeks (12 months)

Intake: February / July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent); You will also need to have a good understanding of the PC Windows environment.

Diploma of Screen (Visual Effects)

CRICOS 057795M CUF50101 ASCO 4941-11

If you are interested in employment within the creative industries this is the program for you. Creative industry organisations require the skills of visual effects artists and designers operating within games development, advertising (TV and theatre), architectural visualisation, film visual effects and production.

Career opportunities

You will be qualified to work as a visual effects artist or designer in the areas of:

- Games development
- Advertising (TV and theatre)
- Architectural visualisation
- Film visual effects and production

Program content

Produce key drawings for animation
Follow and implement health, safety and security procedures
Specify sound systems
Compile a production schedule
Create, manipulate and incorporate 2D graphics
Address copyright requirements
Create 3D digital models and images
Make presentations
Develop and apply industry knowledge
Create storyboards for animation
Produce camera-ready animation
Determine lighting requirements and operate lighting
Compose camera shots and operate a camera
Participate in, lead and facilitate a team
Operate non-linear editing systems
Create 3D digital animation
Manage a project
Originate and develop the concept
Develop and implement an operational plan
Prepare a proposal
Operate a camera under special conditions
Develop and implement lighting designs
Coordinate the creation of special effects
Make creative and technical editing decisions
Conduct research
Create special effects for the screen
Prepare and compile music for a soundtrack
Address legal and administrative requirements

Duration: 78 weeks (18 months)

Intake: February / July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent); You will also need to have a good understanding of the PC Windows environment.

Advanced Diploma of Screen (Visual Effects)

CRICOS 057798G CUF60101 ASCO 4992-23

If you are interested in employment within the creative industries this is the program for you. Creative industry organisations require the skills of visual effects artists and designers operating within games development, advertising (TV and theatre), architectural visualisation, film visual effects, production and post production.

You will gain skills in the areas of:

- previsualisation (specification and design of audio visual sequences)
- digital modelling in both 2D and 3D (inorganic and organic forms)
- animation
- texturing and lighting within 3D digital environment
- production techniques involving appropriate use of cameras and lighting
- editing of rendered and filmed sequences
- post production techniques involving - compositing of rendered and filmed sequences and mixing audio to support the visual sequences

Career opportunities

You will be qualified to work as a visual effects artist or designer in the areas of:

- Games development
- Advertising (TV and theatre)
- Architectural visualisation
- Film visual effects
- Production
- Post production

Program content

Produce key drawings for animation
Follow health, safety and security procedures
Specify sound systems
Implement workplace health and safety and security procedures
Compile a production schedule

Create, manipulate and incorporate 2D graphics
Address copyright requirements
Create 3D digital models and images
Make presentations
Develop and apply industry knowledge
Create storyboards for animation
Produce camera-ready animation
Determine lighting requirements and operate lighting
Compose camera shots and operate a camera
Participate in, lead and facilitate a team
Operate non-linear editing systems
Create 3D digital animation
Manage a project
Originate and develop the concept
Develop & implement an operational plan
Prepare a proposal
Operate a camera under special conditions
Develop and implement lighting designs
Coordinate the creation of special effects
Make creative and technical editing decisions
Conduct research
Create special effects for the screen
Prepare and compile music for a soundtrack
Address legal and administrative requirements
Apply principles of instructional design to a multimedia project
Apply principles of visual design and communication to the development of a media product
Plan and coordinate the post-production pathway
Develop and implement designs
Obtain sponsorship
Develop and implement visual effects designs
Develop and implement special effects designs for screen

Duration: 104 weeks (24 months)

Intake: February / July

Campus: Ithaca

Entry requirements: Year 12 or equivalent; or mature age entry; English (IELTS 5.5 or equivalent). You will also need to have a good understanding of the PC Windows environment.



Zhon Yujie
19 years old, China

"After doing a short study tour in Australia I decided I wanted to come back and study in Brisbane. I really liked the relaxed, friendly atmosphere. I sought out Brisbane North Institute of TAFE and the staff helped me choose a suitable course. The teachers and other students have been so friendly and are always willing to help - especially when there is something I may not understand.

I am going home to China for a holiday to visit family and friends but I look forward to returning to Australia next year."



Diploma of Logistics Management

CRICOS 051327K TDT51002 ASCO 3393-11

Logistics management focuses on the processes of planning, implementing and controlling the efficient, effective flow and storage of goods, services and related information from point of origin to point of consumption for the purpose of conforming to customer requirements.

Application of training, for the diploma, involves participation in development of strategic initiatives. This provides skills in supporting business activities such as transportation and distribution planning and development in conjunction with management skills required to manage logistics operations.

Career opportunities

This diploma provides opportunities for employment as a supervisor or manager in transportation, distribution, warehousing, freight exporting, purchasing and materials (spare parts).

Program content

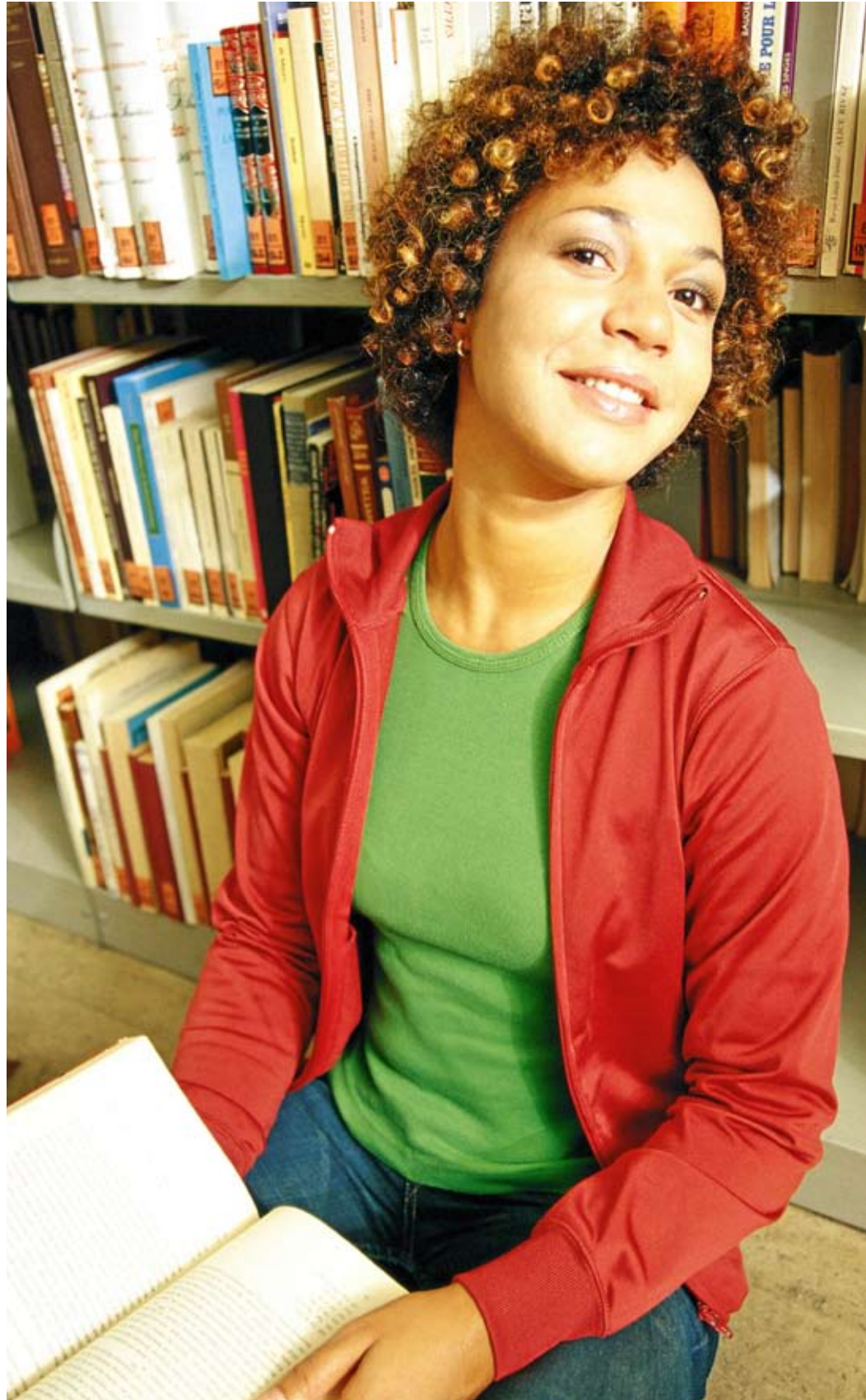
- Plan and implement maintenance schedules
- Evaluate hardware and software enhancements
- Develop operational procedures for distribution enterprises
- Set and achieve budgets
- Establish international distribution networks
- Manage export logistics
- Establish workplace health and safety systems

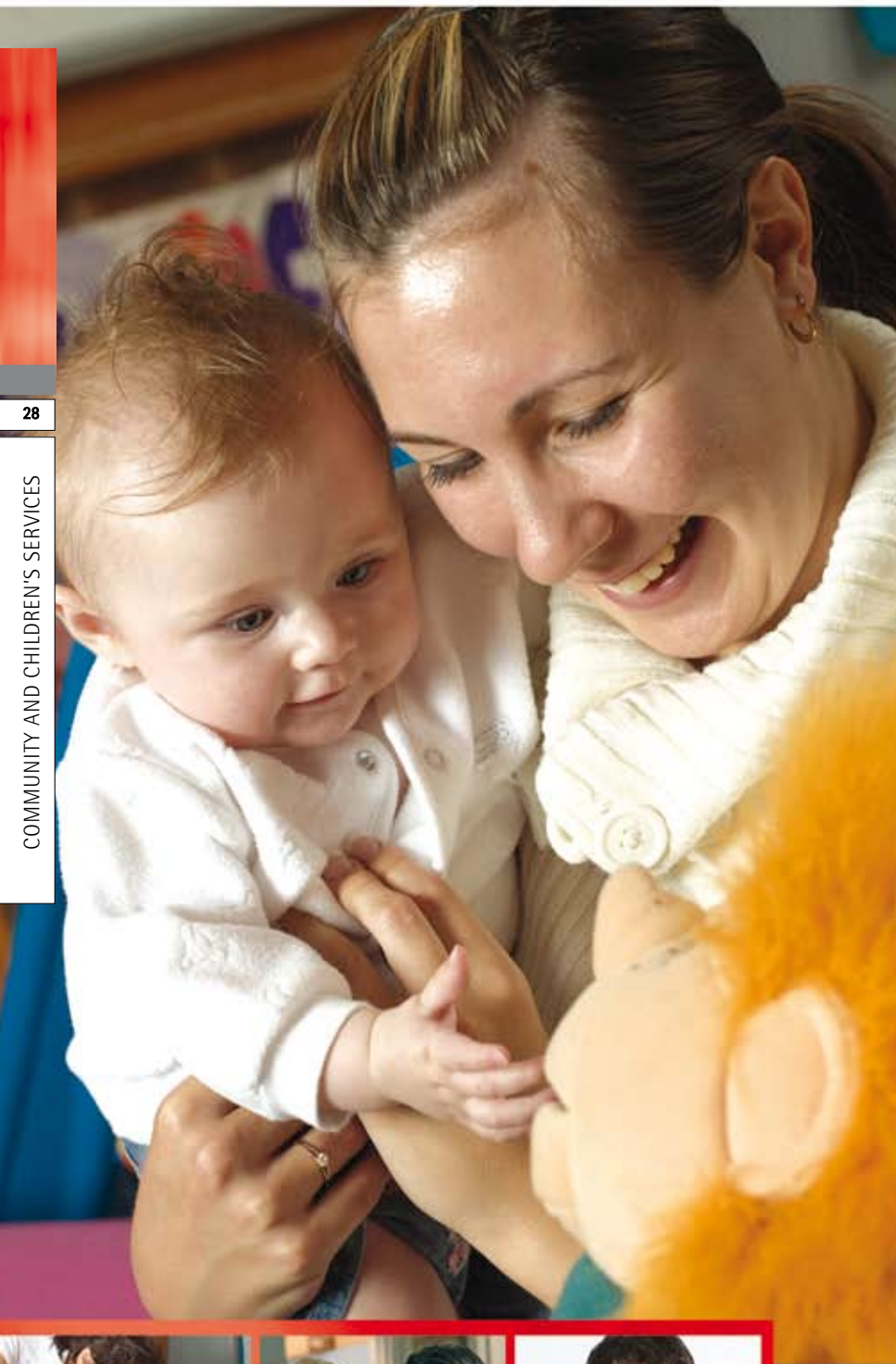
Duration: 78 weeks (18 months)

Intake: February

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; mature age entry; English (IELTS 5.5 or equivalent).





Diploma of Community Welfare Work

CRICOS 046161C CHC50702 ASCO 3421

This program provides you with training in the knowledge and skills required to become community welfare worker or community development officer. This program will assist you in gaining specialised skills in communication, strategic planning and program development.

Brisbane North Institute of TAFE now has full AIWCW (Australian Institute of Welfare and Community Workers) accreditation for our Diploma of Community Welfare work. This means international students may now be assessed for recognition as a welfare worker for migration to Australia under the skilled migration scheme.

Career opportunities

Upon completion of this program you may gain employment as a community development worker or coordinator of neighbourhood and community centres.

Program content

Undertake work in the community services industry

Develop and implement community programs

Support community leadership

Utilise specialist communication skills

Meet statutory and organisational information requirements

Develop new networks

Implement and monitor occupational health and safety policies, procedures and programs

Plus: five elective units and industry placement

Duration: 104 weeks (24 months)

Intake: February

Campus: Bracken Ridge, Caboolture

Entry requirements: Year 12 or equivalent; mature age entry; English (IELTS 5.5 or equivalent).

Diploma of Children's Services

CRICOS 051969J CHC50302 ASCO 3292-11

This program is designed to develop your knowledge, skills and attitudes required as a competent childcare worker in all sectors and specialisations of childcare. The curriculum framework is informed by a philosophy which values high quality childcare.

Career opportunities

On successful completion you could work as Group Leader in centre based care, field worker / coordinator with family day care or coordinator of out of school hours care.

Program content

Maintain a healthy and safe environment
Support emotional wellbeing of babies/ infants

Foster children's development

Organise experiences for children

Develop new approaches for providing children with services

Industry placement

Facilitate play and leisure

Guide children's behaviour

Communicate with children

Support group activities

Prepare food

Follow occupational health and safety policies

Interact positively with children

Observe children

Support babies' needs

Manage workplace issues

Duration: 104 weeks (24 months)

Intake: February

Campus: Bracken Ridge

Entry requirements: Year 12 or equivalent; mature age entry; English (IELTS 5.5 or equivalent).

Certificate III in Children's Services

CRICOS 046163A CHC30402 ASCO 6312-11

This certificate provides you with an educational program focusing on the knowledge, attitudes and skills required by a person working with children, their families and the community.

Career opportunities

On successful completion of this certificate, you may articulate into the Diploma of Children's Services.

Program content

Maintain a healthy and safe environment

Support the development of children

Communicate with children

Participate in the work environment

Foster children's self help skills

Organise experiences for children

Travel with children safely

Prepare food

Support emotional wellbeing of babies/ infants

Follow the organisation's occupational health and safety policies

Respond to illness, accident and emergencies

Work collaboratively with children

Communicate with family members about a child

Duration: 52 weeks (12 months)

Intake: February, April, July, September

Campus: Bracken Ridge

Entry requirements: Year 10 or equivalent; mature age entry; English (IELTS 5.5 or equivalent).

Certificate III in Aged Care

CRICOS 055891E CHC30102 ASCO 6313-17

In this program you will develop your knowledge and skills to work within the aged care sector. You will also develop skills and procedures to assist with personal care and to work within a team. Work is carried out in residential facilities and the community under supportive but limited guidance.

Career opportunities

This program could lead to employment in the following fields – aged care facilities both private and public, retirement villages, nursing home hostels, supported residential services, community action/development for and on behalf of the aged, social and home support for the aged, respite care and advocacy for the aged.

Program content

Provide support to an older person

Provide personal care

Orientation to aged care

Support the older person to meet their emotional and psychosocial needs

Provide care support which is responsive to the specific nature of dementia

Communicate appropriately with clients

and colleagues, care and community care sectors

Comply with information requirements of the aged care and community care sectors

Participate in safety procedures for direct care work

Participate in the work environment

Support the older person to maintain their independence

Assist with self-medication

Prepare and maintain beds

Respond to challenging behaviour

Industry placement

Plus two more electives

Duration: 20 weeks (6 months)

Intake: February, July

Campus: Caboolture

Entry requirements: English (IELTS 5.5 or equivalent).



Certificate III in Horticulture (General)

CRICOS 046180M RTF30403 ASCO 4623-13

You will learn how to:

- establish and maintain plants and structures/features in gardens & parks
- use horticultural machinery and equipment
- apply pest, weed and disease management techniques
- establish and maintain irrigation and drainage systems
- identify plants, products and treatments

Career opportunities

With practical and relevant industry skills you will develop a career as a skilled horticultural worker. You could be employed in the private or public sector undertaking a variety of activities including propagation; growing, identifying and selling plants; advising clients and constructing, maintaining and designing gardens. Upon successful completion of this program you can undertake higher-level study, e.g. Diploma in Horticulture.

Program content

Meet industry requirements
Use hazardous substances safely
Act in an emergency
Control weeds
Establish turf and provide turf care
Apply chemicals and biological agents
Install irrigation systems
Operate tractors
Provide planted area care
Prune shrubs and small trees
Support revegetation works
Meet workplace health and safety requirements
Maintenance program
Cooperate in the workplace
Plan daily work routines
Undertake propagation activities
Prepare plant displays
Provide work site support
Control pests and diseases
Implement plant nutrition program
Provide nursery plant care
Establish planted areas
Prepare plant displays
Renovate grassed areas
Treat pests and diseases
Plant trees and shrubs
Operate ride-on vehicles

Provide propagation support
Recognise plants, products and treatments
Provide information on plants, products and treatments
Operate equipment and machinery

Duration: 52 weeks (12 months)

Intake: February, July

Campus: Grovely

Entry requirements: Year 10 or equivalent; or completion of a relevant program; or mature age entry; English (IELTS 5.5 or equivalent).

Diploma of Horticulture (General)

CRICOS 046178E RTF50103 ASCO 3112-79

The outcome of this program is a broad based general Diploma of Horticulture. You will learn how to establish and manage a horticultural business or project.

Career opportunities

You could become a supervisor or manager in a business or project in landscape, nursery, parks and gardens or you can gain general management skills and knowledge across a broad range of horticultural areas.

Program content

The diploma program offered includes the Certificate III competencies in addition to a selection from the following:

Promote plant health
Manage plant health
Plan and implement chemical use
Develop and manage chemical strategy
Sustainable land use strategy
Collect and manage data
Collect and classify plants
Prepare reports
Plan restoration parks/gardens
Manage parks and reserves
Prepare a garden design
Provide specialist advice
Monitor and manage soils
Manage trial/research material

Duration: 104 weeks (24 months)

Intake: February

Campus: Grovely

Entry requirements: Year 12; mature age entry; English (IELTS 5.5 or equivalent).

Certificate III in Floristry

CRICOS 049489K WRF30104 ASCO 4984-11

You will learn various flexible and adaptable skills within four main areas of study. These are:

- develop good working habits
- prepare and display products
- provide service to customers
- creative floristry design.

As a floristry student you are required to purchase flowers for each class. This additional cost will depend on the flowers the student chooses and could be up to \$50.00 per week.

Students are also required to bring the following items to each class: florist knife, secateurs, scissors, note book and pencil, towel and closed in shoes with a back. Please don't purchase equipment until after your first class.

Career opportunities

Your practical and relevant industry skills will give you a head start in your blossoming floristry career. You may gain employment in a floral design studio, a floristry section in a department/retail store, with a flower wholesaler or you may wish to start up your own business.

Program content

Recommend floristry products & services
Coordinate work teams
Provide service to customers
Minimise theft
Provide assistance to customers
Create floristry designs
Create and sell products and services
Create floristry designs using hand-held techniques

Duration: 26 weeks (6 months)

Intake: February, July

Campus: Grovely

Entry requirements: Successful completion of Year 10 with a minimum of sound achievement in Mathematics and English; mature age entry and English (IELTS 5.5 or equivalent).



Certificate III in Companion Animal Services

CRICOS 058451E RUV30304 ASCO 6399-15

You will gain specific skills in animal care including training in nutrition; care and management of dogs, cats, birds and small mammals; reception and office administration; and grooming and clipping dogs and cats.

Career opportunities

This program can lead to employment in caring for animals in kennels, catteries, pet shops, grooming salons and veterinary practices.

Program content

- Work in the animal care industry
- Follow occupational health and safety procedures in an animal care environment
- Assist with general animal care
- Provide food and water for animals
- Participate in workplace communications
- Carry out workplace occupational health and safety procedures
- Work effectively in the companion animal industry
- Monitor and maintain health of companion animals
- Provide information on companion animals, products and services
- Provide advice on companion animal selection and general care
- Provide enrichment for companion animals
- Capture, handle and transport companion animals
- Prepare companion animal diets and monitor feeding
- Provide professional companion animal grooming service
- Provide companion animal hydro-bathing

Duration: 26 weeks (6 months)

Intake: February, July

Campus: Ithaca

Entry requirements: Year 10 or equivalent with minimum of sound achievement in at least four subjects including an English, Mathematics and Science subject, mature age entry and English (IELTS 5.5 or equivalent).

The application process

A step-by-step guide to enrolling with Brisbane North Institute of TAFE.

Fax, mail or email application form, documents and other materials to:

International Programs Office
Brisbane North Institute of TAFE
Locked Bag 3
Eagle Farm BC Queensland 4009
Australia

Telephone: +61 7 3259 9221
Facsimile: +61 7 3259 9238
E-mail:
international.bnit@det.qld.gov.au

STEP ONE

Complete the Application Form for International Students

You will need the following supporting documents:

- copy of passport and visa pages from the passport
- educational certificates and academic records
- evidence of employment history (if required)
- English Language test results:
 - IELTS (International English Language Testing System)
 - TOEFL (Test of English as a Foreign Language)
 - ISLPR (International Second Language Proficiency Rating)
- References from employers (if required)
- Portfolio of artwork (if required).

STEP TWO

You will receive an Offer of Place

This may be a conditional offer on the basis that you meet certain conditions or requirements. These will be stated in the Offer of Place. This Offer of Place will also include TAFE Queensland's Refund and Transfer Policy and the Terms and Conditions of study.

STEP THREE

Before the expiry date on the Offer of Place you should:

- pay the tuition fees and the Overseas Student Health Cover (OSHC), as stated on the offer, by bank cheque, credit card or telegraphic transfer.
- read the Refund and Transfer Policy and the Terms of Conditions forms which accompanied the Offer of Place. Return the signed copy of the Refund and Transfer Policy either by fax, mail or email.
(Payment of your fees will indicate that you have accepted the Refund and Transfer Policy and the Terms of conditions of Brisbane North Institute of TAFE).
- provide evidence that you have met the conditions (if any) stated on your Offer of Place.

STEP FOUR

Receive your confirmation of enrolment (eCoE)

Brisbane North Institute of TAFE will send you the following items:

- Confirmation of Enrolment (eCoE) for International Students
- receipt of tuition fees and OSHC payments
- Overseas Student Health Cover (OSHC) brochure
- information about accommodation providers and airport reception

If you have any further questions please contact us.

STEP FIVE

Apply for your Student Visa

The Australian Embassy must see your:

- receipt for the tuition fee payment
- Confirmation of enrolment (eCoE) for International Students
- Offer of Place

STEP SIX

Arrange your travel after collecting your student visa

Please note: Your payment for OSHC must be made before arriving in Australia.

STEP SEVEN

Arrange for accommodation

- for either homestay or rental/share, please refer to the information provided on accommodation and airport reception which was forwarded to you with the Offer of Place. Please also refer to information on page 4 of this document.

STEP EIGHT

Attend the orientation day

Attendance is compulsory. Orientation details will be forwarded to you with the Offer of Place.





**Brisbane North Institute of TAFE
International Programs Office**

Street Address: Fulcher Road, Red Hill

Brisbane, Queensland 4059

Postal Address: Locked Bag 3

Eagle Farm BC Queensland 4009 Australia

Telephone: +61 7 3259 9221

Facsimilie: +61 7 3259 9238

Email: international.bnit@det.qld.gov.au

Website: www.bn.tafe.qld.gov.au

CRICOS Provider Code 02444M

