

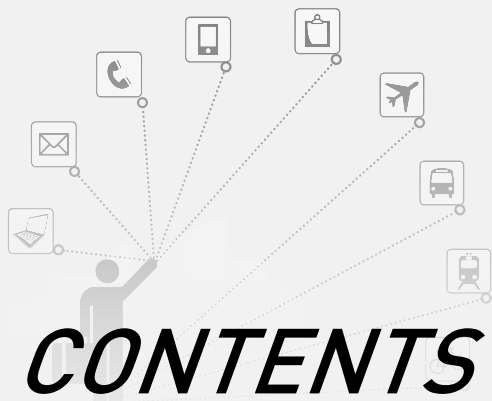


**AUSTRALIAN
PACIFIC COLLEGE**

AUSTRALIAN OWNED & OPERATED SINCE 1993

Sydney | Bondi Junction | Manly Beach | Brisbane

AUSTRALIAN PACIFIC COLLEGE
INFORMATION GUIDE 2013



WELCOME MESSAGE	4
HISTORY	5
LEARNING ENVIRONMENT	6
OUR COURSES AT A GLANCE	10
▶ ENGLISH COURSES	12
▶ INTRODUCING OUR VOCATIONAL (VET) COURSES	18
▶ CERTIFICATE II IN BUSINESS	19
▶ CERTIFICATE III IN BUSINESS	19
▶ CERTIFICATE IV IN MARKETING	20
▶ DIPLOMA OF MARKETING	20
▶ ADVANCED DIPLOMA OF MARKETING	21
▶ DIPLOMA OF MANAGEMENT	22
▶ ADVANCED DIPLOMA OF MANAGEMENT	22
▶ DIPLOMA OF SYSTEMS ANALYSIS AND DESIGN	23
▶ CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES)	24
▶ DIPLOMA OF TOURISM	25
▶ CERTIFICATE IV IN ACCOUNTING	26
▶ DIPLOMA ACCOUNTING	26
▶ ADVANCED DIPLOMA OF ACCOUNTING	27
▶ CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES)	28
▶ CERTIFICATE IV IN HOSPITALITY	28
▶ DIPLOMA OF HOSPITALITY	29

DIRECT ENTRY & ARTICULATION PATHWAYS	30
UNIVERSITY PATHWAYS	31
STUDENT SUPPORT SERVICES	32
INFORMATION FOR INTERNATIONAL STUDENTS	33
NATIONALITY MIX	34
HOW TO APPLY	35
MEET SOME APC STAFF	36
APC LOCATIONS	38
APC LOCATION MAPS	39



Australian Pacific College is an Australian Government registered ELICOS (English Language Intensive Courses for Overseas Students), NEAS (National ELT Accreditation Scheme) accredited centre and an accredited Registered Training Organisation (RTO).

WELCOME MESSAGE

I am delighted to have the opportunity to introduce APC to you. Our programs are designed to maximise the academic potential of each student and open pathways and opportunities through education. A comprehensive and challenging curriculum has been developed to offer maximum

flexibility for students to achieve their academic and professional goals. It is delivered by highly dedicated teachers with extensive experience in guiding students to reach their full potential.

Nothing is more liberating than education. At APC we offer all of our students a rewarding

education and encourage them to reach for the stars. I invite you to be part of an unforgettable learning experience and look forward to sharing the successes of studying at APC.



Sharon Luhr
Principal Academic Director,
M.Ed (Language and Literacy),
Grad Dip (Career Education),
Dip. Teach
Cert IV in Training & Assessment
Staff member since 1994



HISTORY

- ▶ Australian Pacific College was established in 1993 initially offering English Language Intensive Courses for Overseas Students (ELICOS) at the Kent Street campus in Sydney.
- ▶ In 1999, APC opened its Clarence Street campus and offered Business courses in Sydney.
- ▶ In 2003, APC won the Australian-Latin America Business Council Austrade 'Language Education Award'.
- ▶ In 2006, Manly Beach campus opened.
- ▶ In 2008, Bondi Junction campus opened and expanded in 2009.
- ▶ In 2010, APC Brisbane campus opened.
- ▶ Currently APC has more than 5,500 students studying in our programs each year.

- ▶ Over 70 different nationalities study at APC each year.
- ▶ Our ELICOS programs are recognised by various institutions and universities in Australia for direct entry and credit transfer.
- ▶ Our VET programs are recognised for advanced standing at over 10 universities and other institutions around Australia.

APC offers English, Business, Information Technology, Tourism, Hospitality and Accounting courses. Younger students may enrol in our High School Preparation course.

APC is dedicated to Quality, Equity and Advancement in education and is a unique and enjoyable place to learn.

FACILITIES AND RESOURCES

Australian Pacific College has campuses located in Sydney CBD, Manly, Bondi Junction and Brisbane CBD.

Each campus has modern, well-equipped classrooms as well as computer rooms and student common areas which incorporate student kitchen facilities.

Australian Pacific College has arrangements with local libraries for students to use their facilities and resources to assist them in completing their assignments.



LEARNING ENVIRONMENT

LIVING IN SYDNEY

Sydney is recognised as a safe, clean city with fresh air and numerous trees, parks and green spaces.

It also has stunning beauty including wonderful surfing beaches where you can walk and swim in safety. If sport appeals to you, there is a great variety from which to choose. Australians love sport and either participate in their favourite sport or watch it regularly.

Within walking distance from APC are many cultural and historical places which form

the very heart of the city: the Rocks area – rich in history from the colonial past, the Opera House, Darling Harbour, the State Library, Chinatown and some of the world's finest shopping centres. Sydney has it all and it is all within a five minute train ride or walking distance from the College.

CLIMATE

Sydney's climate is temperate with 300 days a year of sunshine on average. The wettest months are March to May, the coldest month is July and the hottest months are January and February.

COST OF LIVING

The cost of living in Sydney is comparable to the USA, Western Europe and the United Kingdom. The average living cost for international students is approximately AU\$18,800 to AU\$20,000 per year. This cost does not include tuition fees.

TRANSPORTATION

APC Sydney campuses are all conveniently located close to all major transport links.

Please refer to Pages 30-31 for maps and directions.



Our Brisbane campus is located in the centre of the city, right on Queen Street Mall, which is Queensland's premier shopping and entertainment destination.

ABOUT BRISBANE

Brisbane, the capital of Queensland – known as the "Sunshine State" – is a dynamic, cosmopolitan, safe and friendly city, once voted Australia's most livable city. It is surrounded by some of the most popular sightseeing places in Australia: the Gold & Sunshine Coasts, beautiful sand islands, zoos and theme parks.

The city is also renowned as the education centre of Queensland as it is home to nine universities.

CLIMATE

Brisbane has a comfortable subtropical climate. The average maximum daily temperature throughout the year is around 25 degrees, with an average of 300 days of sunshine per year.

COST OF LIVING, TRANSPORTATION

Living costs are comparatively lower than Sydney's and public transport is affordable and accessible. The amazing weather, excellent quality of life on offer and the friendly people

make Brisbane the perfect Australian city in which to live and study.

POPULATION

Brisbane has a population of around 2 million. The greater Brisbane area is spread out over more than 4,500 square kilometres.



I recommend APC to my Swedish friends who are interested in studying overseas since it gives you an experience for life, as well as a good education.

Stephanie Thagg (Sweden)



I met many people from different countries & the cheerful APC Student Services Team. I improved my English and had fun while studying!

Ana Maria Perilla Gonzalez (Colombia)



My business studies at APC from 2009-2012 helped me from a professional point of view to understand local legislation, taxation and management.

Marco Fedele (Italy)



I have learnt about project management, basic things about computer and even how to make a website!

Martin Stefanus Gunawan (Indonesia)



Tourism is a great course to teach as it is relevant, practical, interesting and a lot of fun.

Phil Benson



Life at APC is never boring, there is always something fun and interesting happening. Plus it's a great place to learn English.

Janine Deamer Honda



I encourage students to analyse real-world projects, helping to develop valuable skills across a range of professions including leadership, management and marketing.

Eva Busina



Information technology is changing the world on how people live and businesses operate. Join my I.T. class to secure your future career."

Dr Tony Jan

STUDENT VOICE!



WHERE I AM NOW:

Mario is part of the APC team, welcoming new students at orientation and enrolment as well as contributing to APC's social media activities.

LOVE APC

APC helped me to learn more about Management and Marketing. My favourite subject was Project Management. Also, I love the variety of students. I made some good friends. The locations and timetables' are strategically convenient!

LIFE IN SYDNEY:

Live in a beautiful, safe and multicultural city, with incredible venues, majestic beaches and cultures from all over the world.



GRADUATE

JOURNEY SO FAR:

Mario studied Certificate III in Business and Certificate IV in Marketing, plus Diploma and Advanced Diploma of Management. As an APC VET student between 2009 and 2012, this gave him the chance to make his profile more competitive for the working environment. At the moment he works as an assistant for the Administration department at APC.

STUDENT PROFILE:

Mario Cortes is a Conciliation Lawyer from Bogota, Colombia.

TEACHER VOICE!



LEARNING A LANGUAGE

"requires patience, hard work & a good sense of humour. Most of all, don't be afraid to make mistakes"

APC CLASSES:

- ▶ Enjoyable & friendly classes
- ▶ Entertaining & interesting content
- ▶ Supportive & helpful environment
- ▶ Encouraging you to do your best
- ▶ Professional teachers

TEACHER

JOURNEY TO SUCCESS:

For me, learning is a lifelong process, so age doesn't matter. What matters is that we put our heart and mind fully into whatever life presents us with. With this approach, our success only depends on what we want. As a teacher, I'm happy and proud to assist you in life's journey.

TEACHER PROFILE:

David grew up in Sydney, Australia. He has been teaching English for more than 10 years. He currently teaches EAP & is a teacher mentor.

OUR COURSES AT A GLANCE

MORNING SESSION

EVENING SESSION

MORNING & EVENING SESSIONS



COURSES

LOCATIONS

PAGE

	SYDNEY CITY	MANLY BEACH	BONDI JUNCTION	BRISBANE [^]	
General English (GE)	☀			☀	12
English for Academic Purposes (EAP)	☀				12
High School Preparation (HSP)	☀				13
IELTS Preparation (Full time / Part time)	☀			☀	14
Business English Course	☀			☀	15
English for Tourism & Hospitality	☀				15
Junior English Program	☀				16
Study Tours	☀	☀		☀	*
VOCATIONAL COURSES (may be stand alone or packaged):					
Certificate II in Business	☀	☀	☀		19
Certificate III in Business	☀	☀	☀	☀	19
Certificate IV in Marketing	☀	☀	☀	☾	20
Diploma of Marketing	☾	☾	☾		20
Advanced Diploma of Marketing	☾	☾	☾		21
Diploma of Management	☀	☀	☀	☀	22
Advanced Diploma of Management	☀	☾	☾	☀	22
Diploma of Systems Analysis & Design	☀				23
Certificate III in Tourism (Retail Travel Sales)				☾*	23
Diploma of Tourism	☀	☀	☀	☾*	23
Certificate IV in Accounting	☀	☀	☀		24
Diploma of Accounting	☀	☀	☀		24
Advanced Diploma of Accounting	☀	☀	☀		25
Certificate III in Hospitality (Accommodation Services)		☀	☀		26
Certificate IV in Hospitality		☀	☀		26
Diploma of Hospitality		☀	☀		27

[^] English courses in Brisbane are provided by English Unlimited Brisbane Pty Ltd. CRICOS Provider: 03296K.

For more information please refer to www.englishunlimited.qld.edu.au

* Refer to <http://www.apc.edu.au/courses/english/studytours.html>

☾ Not available in term 4.

For more information & current session details, please refer to www.apc.edu.au

ENGLISH

- ▶ GENERAL ENGLISH (GE)
- ▶ ENGLISH FOR ACADEMIC PURPOSES (EAP)
- ▶ HIGH SCHOOL PREPARATION (HSP)
- ▶ IELTS PREPARATION (FULL TIME & PART TIME)
- ▶ BUSINESS ENGLISH COURSE
- ▶ ENGLISH FOR TOURISM & HOSPITALITY
- ▶ JUNIOR ENGLISH PROGRAM
- ▶ STUDY TOUR

TOURISM

- ▶ CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES)
- ▶ DIPLOMA OF TOURISM

BUSINESS

- ▶ CERTIFICATE II IN BUSINESS
- ▶ CERTIFICATE III IN BUSINESS

INFORMATION TECHNOLOGY

- ▶ DIPLOMA OF SYSTEMS ANALYSIS & DESIGN

MARKETING

- ▶ CERTIFICATE IV IN MARKETING
- ▶ DIPLOMA OF MARKETING
- ▶ ADVANCED DIPLOMA OF MARKETING

ACCOUNTING

- ▶ CERTIFICATE IV IN ACCOUNTING
- ▶ DIPLOMA OF ACCOUNTING
- ▶ ADVANCED DIPLOMA OF ACCOUNTING

MANAGEMENT

- ▶ DIPLOMA OF MANAGEMENT
- ▶ ADVANCED DIPLOMA OF MANAGEMENT

HOSPITALITY

- ▶ CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES)
- ▶ CERTIFICATE IV IN HOSPITALITY
- ▶ DIPLOMA OF HOSPITALITY

INTRODUCING OUR ENGLISH COURSES

SELECT YOUR PATHWAY TO SUCCESS



- ▶ GENERAL ENGLISH (GE)
- ▶ ENGLISH FOR ACADEMIC PURPOSES (EAP)
- ▶ IELTS PREPARATION (FULL TIME /PART TIME)
- ▶ BUSINESS ENGLISH COURSE
- ▶ ENGLISH FOR TOURISM & HOSPITALITY
- ▶ JUNIOR ENGLISH PROGRAM

GENERAL ENGLISH CRICOS Code: 017830M

The General English course aims to help students to develop their speaking, reading, writing and understanding of English in a range of real communicative situations.

There are six levels of General English:

- ▶ Beginners
- ▶ Elementary
- ▶ Pre-Intermediate
- ▶ Intermediate
- ▶ Upper Intermediate
- ▶ Advanced

ENGLISH FOR ACADEMIC PURPOSES (EAP) CRICOS Code: 017829D

The EAP course aims to increase students' skills for academic study. Research, essay-writing, oral presentations and tutorial participation skills are developed in this course.

EAP provides students with the opportunity to extend their English skills to levels suitable for further study.

EAP ARTICULATION*

Upon successful completion of APC's EAP course, students are able to gain entry into one of our partner institutions including CQUniversity, Macquarie University, TAFE NSW, University of NSW Foundation Year, University of Wollongong, University of South Australia, University of The Sunshine Coast and University of Southern Queensland (Sydney campus), without sitting for the IELTS test.

IELTS (International English Language Testing System) is a highly dependable, practical and valid English language assessment primarily used by those seeking international education, professional recognition, benchmarking to international standards and global mobility.

IELTS PREPARATION COURSE (FULL-TIME & PART-TIME) CRICOS Code: 057277M

The IELTS program is a ten to twelve week course designed to develop the specific language skills of students preparing to take the IELTS examination.

The course provides practical guidance in the development and application of linguistic skills relevant to IELTS examination requirements including vocabulary, grammar, text production and analysis, and listening and speaking. Weekly practice tests based on IELTS past papers provide an assessable framework to effectively measure student progress.

The **Cambridge Exam Preparation program** is designed to provide comprehensive, practical experience in the range of skills necessary to successfully complete the Cambridge FCE or CAE

CAMBRIDGE EXAM PREPARATION* FCE CRICOS Code: 055939E CAE CRICOS Code: 057276A

The Cambridge Exam Preparation program is designed to provide comprehensive, practical experience in the range of skills necessary to successfully complete the Cambridge First Certificate in English (FCE) or Cambridge Certificate in Advanced English (CAE) examination. The course is structured around a weekly skills focus which gives intensive practise in the requisite competencies for each of the five Cambridge exam modules and it builds incrementally to equip students for every aspect of the examination requirements.

*This course is available subject to demand.

Australian Pacific College offers **secondary school preparation** from Junior to Senior High School for students planning to undertake some or all of their secondary education in an Australian High School.

HIGH SCHOOL PREPARATION COURSE CRICOS Code: 018609G

The High School Preparation (HSP) course is offered by APC for Year 7 to Year 12 (Junior to Senior School) students planning to undertake some or all of their secondary education in an Australian high school. The course length is a maximum of 48 weeks. The HSP course integrates language skills, school subject-specific content, cultural information and study skills. This will assist students to participate effectively in classes in high school. Subject areas covered include English Language, Literature, World and Australian History and Geography, Commerce, Science, Mathematics, Computer Studies (including multimedia and the internet), Music, Art and Drama. These learning experiences are complemented by regular excursions with their teachers to places of interest for educational enrichment.



My name is Ana, I'm from Alicante, Spain. I came to Australia looking for an adventure and until this moment it has been more than that. During the last 6 months I have met a lot of people from everywhere discovering different cultures and improving my English each day at APC and outside too.

Ana Garcia Colomina
(Spain)



I certainly got good knowledge and we had the best teachers at APC.

Suphawan Roonmaneeerat
(Thailand)

IELTS

COURSE AVAILABILITY:
Daytime & Evening
Full-time & Part-time

IELTS PREPARATION COURSES

Australian Pacific College offers full-time day and evening IELTS preparation classes as well as the option of doing part-time IELTS preparation. Our IELTS preparation course is designed to help students achieve great results in each of the four skills tests in the IELTS examination and incorporates Academic and General Training IELTS skills. Students must have IELTS 4.5 or equivalent in order to gain entry to the course.

Part-time IELTS preparation is suitable for students with a busy lifestyle. Students can choose to attend between 2-4 days or nights per week* and therefore focus on particular competencies of the IELTS examination. Part-time students must have IELTS 4.5 or equivalent for an 8 week course or IELTS 5.0 for a four week period. The part-time IELTS course is not available as the only course of study for a student visa. Students must also study another course.

Our IELTS teachers are very experienced and focussed on achieving top results for their students and are highly regarded by former students. The course includes such tasks as speed-writing practice, argument structure, pronunciation and word stress, interview practice and chart and table completion. The learning environment, whilst serious, is comfortable and supportive.

IELTS PREPARATION COURSES FULL-TIME Sample Timetable

MON	TUE	WED	THU	FRI
Speaking Analysis	Listening Behind the News	Speaking Part 3, Discussion	Listening Diagrams & Maps	Computer Assisted Language Learning (CALL)
Writing Task 1: Charts	Writing Task 2: Paragraphs	Reading Matching Exercise		Review Units 3 & 4
BREAK				
Listening Tables & Diagrams	Test: Writing ITB: Test 1	Speaking Part 1 & 3, Comparison	Test: Reading ITB: Test 2	Reading Sentence Completion
IELTS Supplementary Materials	Mark & Review			

IELTS PREPARATION PART-TIME Sample Timetable

*DAY (11:15AM - 1:15PM), NIGHT (6:30PM - 8:30PM):		COURSE AVAILABILITY	
MON	Listening	Morning IELTS Preparation full-time:	9:00am - 1:15pm
TUE	Writing (Task 1)	Option Classes:	2:15pm - 3:15pm
WED	Reading	Self Access:	3:15pm - 4:15pm
THU	Writing (Task 2)	Evening IELTS Preparation full-time:	4:30pm - 8:30pm
FRI	Speaking		

BUSINESS ENGLISH

BUSINESS ENGLISH COURSE

CRICOS Code: 072773C

1 AIM

2 COURSE SPECIFIC OBJECTIVES

Telephone interaction and enquiries

Dealing with complaints, taking orders, reception duties

Job hunting requirements (CVs, cover letters, interview skills)

The Business English Course is designed to provide comprehensive, practical experience in the range of skills for work or study in the business field.

This course is designed for candidates who wish to work or study within the business sector either within Australia or overseas.

The primary objective of this course is to provide opportunities for students to work on practical language using authentic materials and situations, with an emphasis on communicative skills and specialist vocabulary.

By the end of this course, the student will have increased confidence in all aspects of business communication in English.

ENGLISH FOR TOURISM & HOSPITALITY

ENGLISH FOR TOURISM & HOSPITALITY

CRICOS Code: 65221E

1 AIM

2 COURSE SPECIFIC OBJECTIVES

Hospitality English

Dealing with Complaints

Job hunting requirements and more

The English for Tourism and Hospitality program is designed to provide comprehensive, practical experience in the range of skills for work or study in the Tourism and Hospitality field.

This course is designed for candidates who wish to work or study within the travel and tourism or hospitality fields either within Australia or overseas.

By the end of this course, the candidate will have increased confidence in all aspects of communication in English, in the tourism and hospitality industry.

JUNIOR ENGLISH PROGRAM

JUNIOR ENGLISH PROGRAM

1 AIM

2 COURSE SPECIFIC OBJECTIVES

Australian Pacific College's Junior program is designed as an intensive and fun short-program for primary school aged learners of English

- ▶ Age group: 9-12 years old.
- ▶ Language ability: Beginner to Intermediate.
- ▶ 1 to 8 weeks, 4 hours of English lessons per day and a supervised break-time.

- ▶ Confidence building to practise and continue to develop a love of learning English.
- ▶ All macro-skills (reading, writing, listening and speaking) taught including functional grammar, lexis and register.
- ▶ Practise language structures in a friendly environment with qualified and experienced teachers.

- ▶ Focus on English communication skills with extra emphasis on speaking.
- ▶ General English skills with fun activities based on Australian culture and environment, such as singing, games, role plays and group discussions to make the learning process more enjoyable for young students.



SAMPLE TIMETABLE (MON-FRI)

CLASS	DURATION
1st Lesson	9:00am to 9:55am
2nd Lesson	10:05am to 11:00am
3rd Lesson	11:10am to 12:05pm
4th Lesson	12:15pm to 1:10pm
Lunch Break & Free Time	1:10pm -

LANGUAGE OUTCOMES

Depending on the length of the student's enrolment and their ability, students should be able to achieve the language outcomes listed below.

WEEK 1	<ul style="list-style-type: none"> ▶ Ask and answer questions ▶ Use relevant classroom language ▶ Identify general and specific information in an aural text ▶ Identify general and specific information in a written text ▶ Speak using appropriate stress for known words ▶ Correctly use plural forms of nouns, indefinite articles and learnt vocabulary in context
WEEK 2	<ul style="list-style-type: none"> ▶ Correctly use the verb 'to be' in questions and statements ▶ Correctly use the correct nationalities associated with specific countries ▶ Ask who, what, where, how old questions ▶ Correct information in a polite manner ▶ Identify general and specific information in a written dialogue ▶ Write about themselves
WEEK 3	<ul style="list-style-type: none"> ▶ Use the verb 'to be' ▶ Correctly use negatives and questions ▶ Talk about likes and dislikes ▶ Use positive and negative expressions ▶ Use adjectives ▶ Listen for information about likes and dislikes ▶ Identify general and specific information in a written interview and story
WEEK 4	<ul style="list-style-type: none"> ▶ Correctly use present simple in negative and positive contexts ▶ Ask properly structured sentences ▶ Correctly use possessive forms ▶ Use vocabulary related to families ▶ Speak about their family and their habits ▶ Identify general and specific information in a dialogue about families
WEEK 5	<ul style="list-style-type: none"> ▶ Correctly use there is and there are ▶ Correctly use positive imperatives ▶ Correctly use prepositions of place ▶ Correctly identify places in the town and use vocabulary related to this ▶ Use numbers greater than 100 and recognise these when heard ▶ Use the correct forms when asking someone for directions ▶ Use the correct forms for giving directions
WEEK 6	<ul style="list-style-type: none"> ▶ Correctly use has/have got in context ▶ Use colours when describing objects ▶ Correctly identify and speak about parts of the body ▶ Talk about possessions ▶ Correctly use vocabulary and form for giving spoken descriptions of people ▶ Talk about themselves
WEEK 7	<ul style="list-style-type: none"> ▶ Correctly use I'd like/would you like...? in a conversation ▶ Correctly use countable and uncountable nouns ▶ Correctly use this/that/these/those ▶ Correctly use and understand vocabulary related to food ▶ Give a properly structured order for food in a restaurant or cafe ▶ Talk about food they eat ▶ Understand spoken texts related to dining out and shopping
WEEK 8	<ul style="list-style-type: none"> ▶ Use and understand adverbs of frequency ▶ Name the days of the week and use them in context ▶ Correctly say and understand time expressions ▶ Talk about daily routines ▶ Talk about regular activities ▶ Talk about favourite TV shows and viewing habits ▶ Identify times in an oral text

This program is not available to student visa holders.

For full course descriptions or full brochure download, please visit www.apc.edu.au.

Test your level of English for free at www.apc.edu.au/pat.

INTRODUCING OUR VOCATIONAL COURSES



▶ CERTIFICATE II IN BUSINESS
▶ CERTIFICATE III IN BUSINESS



▶ CERTIFICATE IV IN MARKETING
▶ DIPLOMA OF MARKETING
▶ ADVANCED DIPLOMA OF MARKETING



▶ DIPLOMA OF MANAGEMENT
▶ ADVANCED DIPLOMA OF MANAGEMENT



▶ CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES)
▶ DIPLOMA OF TOURISM



▶ DIPLOMA OF SYSTEMS ANALYSIS & DESIGN
INFORMATION TECHNOLOGY



▶ CERTIFICATE IV IN ACCOUNTING
▶ DIPLOMA OF ACCOUNTING
▶ ADVANCED DIPLOMA OF ACCOUNTING
ACCOUNTING



▶ CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES)
▶ CERTIFICATE IV IN HOSPITALITY
▶ DIPLOMA OF HOSPITALITY
HOSPITALITY

Australian Pacific College (APC) offers courses in Business, Information Technology, Accounting, Hospitality and Tourism for those students who wish to gain a broad understanding of, and to develop skills necessary for, practical application of knowledge within these career areas.

The courses are designed to maximise both the academic and professional pursuits of students by creating pathways to employment opportunities and further education in their respective fields.

All our courses are nationally accredited through the Australian Skills Quality Authority (ASQA).

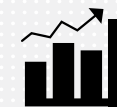


From classes I learnt a lot and it made me more interested to follow my dream. I got high marks and fortunately I passed the interview for cabin crew position at Qatar Airways before graduation from APC. I will never forget how APC staff were happy for me.

Anna Jayhwin Kim
(Korea)

PLEASE REFER TO WEBSITE FOR THE FULL LIST OF COMPETENCIES.

CERTIFICATE II IN BUSINESS BSB20107



COURSE OVERVIEW DURATION: 12 WEEKS APPROXIMATELY 3 MONTHS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

The course is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested

in gaining employment at entry level administrative

- or customer service roles such as:
- ▶ Administration Assistant
 - ▶ Clerical Worker
 - ▶ Data Entry Operator
 - ▶ Information and Customer Service Desk Clerk
 - ▶ Office Junior

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork in a business environment
- ▶ Problem solving
- ▶ Innovation and enterprise
- ▶ Planning and organising (prioritising)
- ▶ Deliver customer service

COURSE CONTENT AND STRUCTURE

4 SUBJECTS

1. Basic WHS (online)
2. Workplace Communication
3. Working Effectively
4. Workplace Administration

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent.
English language proficiency: Minimum of 80 hours or 4 weeks at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 4.5.

CERTIFICATE III IN BUSINESS BSB30107



COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS

The Certificate III in Business BSB30107 is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at a mid level administrative or customer service role.

The Certificate III in Business will provide the student with the training needed to work within the office environment in a variety of roles such as:

- ▶ Customer Service Advisor
- ▶ Data Entry Operator
- ▶ General Clerk
- ▶ Payroll Officer
- ▶ Typist
- ▶ Word Processing Operator

The Certificate III in Business will equip students with the skills needed to succeed in business both within Australia and internationally.

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning and technology
- ▶ Deliver customer service

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Resource Management
2. Advanced Teamwork
3. Effective Writing
4. Customer Service
5. Fundamentals of WHS
6. Accounting I: Basic Bookkeeping

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent or Certificate II.
English language proficiency: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

^One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/New Year the break is up to 7 weeks.

CERTIFICATE IV IN MARKETING BSB41307

COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS



The Certificate IV in Marketing is designed to introduce students to basic marketing concepts while developing a comprehensive understanding of consumer behaviour, leadership skills and networking.

Students who graduate from this qualification will be able to provide leadership and guidance to others with some limited responsibility for the output of others, however graduates

will typically report to a more senior marketing practitioner. The Certificate IV in Marketing will provide students with the training they need to work within the business environment in a variety of roles such as:

- ▶ Direct Marketing Officer
- ▶ Market Research Assistant
- ▶ Marketing Coordinator
- ▶ Marketing Officer
- ▶ Public Relations Officer

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. The Mind of the Consumer
2. Presentation Skills
3. Direct Marketing
4. Financial Reporting
5. Fundamentals of Public Relations
6. Fundamentals of International Marketing
7. Manage WHS Operations
8. Risk Management 1

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent, or Certificate III.

English language proficiency: Successful completion of 10 weeks Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

DIPLOMA OF MARKETING BSB51207

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



The Diploma of Marketing reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead

teams in conducting marketing campaigns. Possible job titles relevant to this qualification include:

- ▶ Marketing Manager
- ▶ Marketing Team Leader
- ▶ Product Manager
- ▶ Public Relations Manager

The course will also assist students

to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Marketing Opportunities 1
2. Market Research 1
3. Market Trends
4. The Marketing Mix
5. Marketing Activities
6. Media Plan
7. Profile International Markets
8. Consumer Behaviour
9. Manage Information Systems
10. Advanced Management of WHS
11. Direct Marketing

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 12 or equivalent.

English language proficiency: Successful completion of 10 weeks of Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS proficiency level of 5.5 or above (minimum of 5.0 in writing) or equivalent.

ADVANCED DIPLOMA OF MARKETING BSB60507

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



The Diploma of Marketing reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.

Possible job titles relevant to this qualification include marketing director, marketing strategist and national, regional or global marketing manager.

- ▶ Marketing Director
- ▶ Marketing Strategist
- ▶ National, Regional or Global Marketing Manager

The course will also assist students to develop higher level skills in the

following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Market Research 2
2. Marketing Objectives
3. Marketing Plan
4. Marketing Process
5. Marketing Opportunities 2
6. International Marketing Programs
7. Manage Diversity
8. Financial Management 2
9. Compliance Systems
10. Systematic WHS
11. Knowledge & Information Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 12 or equivalent.

English language proficiency: Successful completion of English for Business at APC or successful completion of the entry requirements for Advanced level (plus 80% attendance) at APC or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.0 in writing) or above or equivalent.



"APC is part of my life here in Australia. I've completed English, Business, Marketing, Management & Tourism qualifications and am now studying Advanced Diploma of Management. I've had great experience with staff and trainers in each campus and I'm very happy with my academic progress (studying in different language and country). APC helped me to achieve my goals and I've made lots of great friends."

*Slawek Skiba
(Poland)*

[^]One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/ New Year the break is up to 7 weeks.

[^]One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/ New Year the break is up to 7 weeks.

DIPLOMA OF MANAGEMENT BSB51107



COURSE OVERVIEW DURATION: 3 TERMS* APPROXIMATELY 9 MONTHS.

The Diploma of Management BSB51107 is designed for students who are seeking to gain a deeper understanding of management and management systems within the Australian context and who may be interested in gaining employment in a midlevel management role.

The Diploma of Management will provide you with the training you need to work within the business environment

in a variety of roles such as:

- ▶ Frontline Managers
- ▶ Middle Managers
- ▶ Supervisors
- ▶ Business Operators

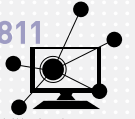
The Diploma of Management will equip students with the skills needed to succeed in marketing both within Australia and internationally.

The course will also assist students

to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

DIPLOMA OF SYSTEMS ANALYSIS AND DESIGN ICA50811



COURSE OVERVIEW DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS.

The Diploma of Systems Analysis and Design provides the skills and knowledge for an individual to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs.

It will provide you with the training

you need to work in the following job roles:

- ▶ Applications Architect
- ▶ Business Analyst
- ▶ Systems Analyst
- ▶ Systems Architect
- ▶ Information Technology Analyst

The course will also assist students

to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork in an IT environment
- ▶ Problem solving
- ▶ Innovation and enterprise
- ▶ Planning and organising
- ▶ Dealing with clients

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. Project Management
2. Fundamentals of Human Resources
3. Financial Management 1
4. Manage Quality Customer Service
5. Risk Management 2
6. Advanced Management of OHS
7. Manage Industrial Relations
8. Manage Information Systems

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 12 or equivalent.

English language proficiency: Successful completion of 10 weeks of Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS proficiency level of 5.5 or above (minimum of 5.0 in writing) or equivalent.

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Managing Data
2. IT Risk Management
3. IT for Business
4. Specifications and Strategies
5. Business System Design
6. IT Solutions
7. IT Project Management
8. System Solutions
9. Operational Contingencies
10. Ethical Software Development
11. IT Project

ASSESSMENT

All vocational courses are assessed through a combination of assessment types which may include written reports, projects, presentations and essays.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent, or any Certificate IV course.

English Language Proficiency: Successful completion of 10 weeks of Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS proficiency level of 5.5 or above (minimum of 5.0 in writing) or equivalent.

ADVANCED DIPLOMA OF MANAGEMENT BSB60407



COURSE OVERVIEW DURATION: 3 TERMS* APPROXIMATELY 9 MONTHS

This qualification is designed for students who are seeking a high level vocational qualification in management. Students will gain understanding of high level management and management systems within the Australian context. This qualification is suitable for students who may be interested in gaining employment in a high level management role or who wish to pursue university level studies in the management field.

The Advanced Diploma of Management will provide you with the training you need to work within the business environment in a variety of roles such as:

- ▶ Area Manager
- ▶ Department Manager
- ▶ Regional Manager
- ▶ Business Operators

The Advanced Diploma of Management will equip students with the skills needed to succeed in management both

within Australia and internationally.

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. Management of Change
2. Strategic Planning
3. Excellence in Leadership
4. Manage Diversity
5. Financial Management 2
6. Systematic WHS
7. Compliance
8. Business Planning

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 12 or equivalent, or Diploma qualification.

English Language Proficiency: Successful completion of English for Business at APC or successful completion of the entry requirements for Advanced level (plus 80% attendance) at APC or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.0 in writing) or above or equivalent.



*One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/ New Year the break is up to 7 weeks.

*One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/ New Year the break is up to 7 weeks.

CERTIFICATE III IN TOURISM (RETAIL TRAVEL SALES) SIT30207

Currently available in Brisbane. For further information, please go to www.apc.edu.au

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS (BRISBANE)



This course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills.

Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work for:

- ▶ A retail travel agency
- ▶ A corporate travel agency
- ▶ Tour operator
- ▶ Cruise company
- ▶ Airline

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Australian Destinations and Attractions
2. Tourism Office Operations
3. Office Administration
4. Tourism Sales Techniques
5. Normal International Airfares
6. Galileo Computer Reservations System
7. Make Presentations
8. OH&S
9. Customer Service

10. Travel Products
11. Promotional International Airfares
12. International Destinations and Attractions

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 10 or equivalent, or Certificate II.

English Language Proficiency: Successful completion of 10 weeks Business English or General English at intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



[^]One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/New Year the break is up to 7 weeks.



DIPLOMA OF TOURISM SIT50107

Currently available in Brisbane. For further information, please go to www.apc.edu.au



COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS (SYDNEY)
DURATION: 6 TERMS^ APPROXIMATELY 18 MONTHS (BRISBANE)

The Diploma of Tourism provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills together with a broad range of managerial

skills specialising in tourism operations.

Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work for:

- ▶ A retail travel agency
- ▶ A corporate travel agency
- ▶ Tour operator
- ▶ Cruise company
- ▶ Airline

COURSE CONTENT AND STRUCTURE

18 SUBJECTS

1. Australian Destinations and Attractions
2. International Destinations
3. Business Management
4. Make Presentations
5. Business Relationships
6. Normal International Airfares
7. Customer Service
8. OH&S
9. Tourism Sales Techniques
10. Finance 1

11. Finance 2
12. Galileo Computer Reservations System
13. Promotional International Airfares
14. Human Resource Management
15. Tourism Office Operations
16. Travel Products
17. Office Administration
18. Manage Quality Customer Service

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 12 or equivalent, or Certificate III in Tourism.

English Language Proficiency: Successful completion of 10 weeks Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

[^]One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/New Year the break is up to 7 weeks.

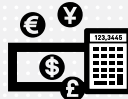
CERTIFICATE IV IN ACCOUNTING FNS40610

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS.

This qualification is designed for accounting job roles in financial services and other industries requiring accounting support functions, such as:

- ▶ Completing Business Activity Statements (BAS) and other office taxes

- ▶ Operational reporting systems
- ▶ Producing non-complex management reports including compiling budget information
- ▶ Maintaining inventory records
- ▶ Managing a small office ensuring relevant legal requirements are adhered to.
- ▶ Compiling data for job costing reports
- ▶ Classifying, recording and reporting accounting information
- ▶ Supervising the operation of computer-based financial systems



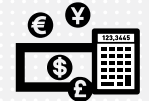
ADVANCED DIPLOMA OF ACCOUNTING FNS60210

COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS.

This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services. The primary pathway from this qualification is employment in

accounting job roles with duties such as:

- ▶ Introducing and maintaining accounting systems
- ▶ Maintaining internal control systems
- ▶ Preparing financial statements for a non-reporting entity
- ▶ Preparing tax returns
- ▶ Reporting on business performance
- ▶ Managing small teams
- ▶ Developing business plans
- ▶ Preparing accounting reports for management



COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Financial Reports
2. Financial Transactions
3. Business Documents
4. Budgets
5. Business Tax
6. Professional Practice
7. Work Health and Safety (WHS)
8. Inventory Records
9. Decision-Making
10. Business Activity Statements (BAS)
11. Financial Statements

12. Computerised Accounting Systems

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.

English language proficiency: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. Corporate Governance
2. Financial Risk
3. Business Performance
4. Financial Statistics
5. Financial Performance
6. Complex Tax Returns
7. Financial Services Industry
8. Financial Strategies

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Students are required to have successfully completed the Diploma of Accounting FNS50210.

English Language Proficiency: Successful completion of English for Business at APC or successful completion of the entry requirements for Upper Intermediate level (plus 80% attendance) at APC or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.0 in writing) or above or equivalent.

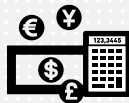
DIPLOMA OF ACCOUNTING FNS50210

COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS

This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services. The primary pathway from this qualification is employment in accounting job roles with duties

such as:

- ▶ Introducing and maintaining accounting systems
- ▶ Maintaining internal control systems
- ▶ Preparing financial statements for a non-reporting entity
- ▶ Preparing tax returns
- ▶ Reporting on business performance
- ▶ Managing small teams
- ▶ Developing business plans
- ▶ Preparing accounting reports for management



COURSE CONTENT AND STRUCTURE

9 SUBJECTS

1. Financial Reports
2. Internal Control
3. Income Tax Returns
4. Accounting Systems
5. Budget Management
6. Accounting Information
7. Corporate Financial Reports
8. Statutory Requirements
9. Workplace Relationships

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Students are required to have successfully completed the Certificate IV in Accounting FNS40610.

English Language Proficiency: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



[^]One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/ New Year the break is up to 7 weeks.

[^]One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/ New Year the break is up to 7 weeks.

CERTIFICATE III IN HOSPITALITY (ACCOMMODATION SERVICES) SIT30707



COURSE OVERVIEW DURATION: 3 TERMS* APPROXIMATELY 9 MONTHS
THIS COURSE INCLUDES A MANDATORY (unpaid) WORK PLACEMENT OF 36 SHIFTS

This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Individuals may have some responsibility for others and provide technical advice and support to a team. Individuals may have some responsibility for others and provide technical advice and support to a team. Individuals with this multi-skilled

qualification are able to perform roles such as:

- ▶ providing reception or front desk services
- Possible job roles include:
- ▶ Front Desk Receptionist
 - ▶ Hotel Reservation Clerk

DIPLOMA OF HOSPITALITY SIT50307



COURSE OVERVIEW DURATION: 6 TERMS* APPROXIMATELY 18 MONTHS.
THIS COURSE INCLUDES A MANDATORY (unpaid) WORK PLACEMENT OF 36 SHIFTS

This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised,

technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team. Work could be undertaken in various hospitality settings, such as:

- ▶ restaurants
- ▶ hotels
- ▶ catering operations
- ▶ motels
- ▶ clubs
- ▶ pubs
- ▶ cafes and coffee shops

COURSE CONTENT AND STRUCTURE

9 SUBJECTS

1. Work Skills
2. Business Documents
3. Hospitality Service
4. Hospitality Office Operations
5. Front Desk
6. Work Health and Safety (WHS)
7. Visitor Information
8. Quality Customer Service
9. Reservations

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate II.

English Language Proficiency: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

COURSE CONTENT AND STRUCTURE

19 SUBJECTS

1. Work Skills
2. Monitor Work Operations
3. Hospitality Service
4. Australian Destinations
5. Reservations
6. Quote and Sell Products
7. Business Documents
8. Operational and Business Plans
9. Stock Control
10. Marketing Activities
11. Work Health and Safety (WHS) Management
12. Customer Service Management
13. Finance
14. Hospitality Office Operations

15. Staffing
16. Work Health and Safety (WHS)
17. Lead and Manage
18. Product Information and Presentations
19. Legal Knowledge

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations

ENTRY REQUIREMENTS

Academic: Australian Year 12 or equivalent, or Certificate III.
English Language Proficiency: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

CERTIFICATE IV IN HOSPITALITY SIT40307



COURSE OVERVIEW DURATION: 5 TERMS* APPROXIMATELY 15 MONTHS.
THIS COURSE INCLUDES A MANDATORY (unpaid) WORK PLACEMENT OF 36 SHIFTS

This qualification provides the skills and knowledge for an individual to be competent in skilled operations and team leading or supervision. Work would be undertaken in various hospitality settings such as restaurants, hotels, motels,

clubs, pubs, cafes and coffee shops. Individuals with this multi-skilled qualification are able to perform roles such as:

- ▶ Supervising activities of a front desk or reception
- ▶ Supervising concierge services

Possible job roles include:

- ▶ Front Office Supervisor
- ▶ Concierge
- ▶ Food and Beverage Supervisor

COURSE CONTENT AND STRUCTURE

15 SUBJECTS

1. Work Skills
2. Business Documents
3. Hospitality Service
4. Finance
5. Quality Service
6. Reservations
7. Manage Work Operations
8. Hospitality Office Operations
9. Front Desk
10. Work Health and Safety (WHS)
11. Stock Control
12. Product information and Presentations
13. Lead and Manage
14. Work Health and Safety (WHS) Management
15. Visitor Information

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate II.

English language proficiency: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



*One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/New Year the break is up to 7 weeks.

*One term is usually 9 weeks of classes. If a course length is 2 or more terms, there is a break of 3 weeks between terms. However over Christmas/New Year the break is up to 7 weeks.

DIRECT ENTRY & ARTICULATION PATHWAYS

RECOGNITION OF PRIOR LEARNING (RPL)

Students may be eligible to obtain credits for individual modules as a result of experience gained in employment in the relevant business fields or from previous training or education. A fee is payable for assessing your RPL status.

ARTICULATION, CREDIT TRANSFERS AND LEARNING PATHWAYS

APC Diploma & Advanced Diploma graduates can continue their studies in Business, Marketing, Tourism, Hospitality, Accounting or Management with credits in a related undergraduate program at most Australian Universities, provided they meet all the University's requirements. If you are interested in this pathway, please enquire.

VET ARTICULATION for CREDIT TRANSFERS to	EAP DIRECT ENTRY to	
Blue Mountains International Hotel Management School CRICOS Provider Code: 00911E www.bluemountains.edu.au	Australian Pacific Travel & Tourism CRICOS Provider Code: 03077K www.aptt.edu.au	TAFE NSW CRICOS Provider Code: 00591E www.studyintafe.edu.au
Central Queensland University CRICOS Provider Code: 00219C www.cqu.edu.au	Blue Mountains International Hotel Management School CRICOS Provider Code: 00911E www.bluemountains.edu.au	University of New England CRICOS Provider Code: 00003G www.une.edu.au
Charles Sturt University CRICOS Provider Code: 00005F www.csu.edu.au	Central Queensland University CRICOS Provider Code: 00219C www.cqu.edu.au	University of Newcastle CRICOS Provider Code: 00109J www.newcastle.edu.au
Edith Cowan University CRICOS Provider Code: 00279B www.ecu.edu.au	Curtin University of Technology CRICOS Provider Code: 02637B www.curtin.edu.au	University of New South Wales, Foundation Year CRICOS Provider Code: 00098G www.ufy.unsw.edu.au
Griffith University CRICOS Provider Code: 00233E www.griffith.edu.au	International College of Management Sydney CRICOS Provider Code: 01484M, 076374G, 00051M. www.icms.edu.au	University of South Australia CRICOS Provider Code: 00121B www.unisa.edu.au
University of Ballarat CRICOS Provider Code: 00103D www.ballarat.edu.au	Macquarie University CRICOS Provider Code: 00002J www.mq.edu.au	University of Southern Queensland CRICOS Provider Code: 02225M www.usq.edu.au
University of South Australia CRICOS Provider Code: 00121B www.unisa.edu.au	Raffles College of Design and Commerce CRICOS Provider Code: 02761J www.raffles.edu.au	University of Western Sydney CRICOS Provider Code: 00917K www.uws.edu.au
University of the Sunshine Coast CRICOS Provider Code: 01595D www.usc.edu.au	Sydney Institute of Business and Technology CRICOS Provider Code: 01576G www.sibt.nsw.edu.au	University of Wollongong CRICOS Provider Code: 00102E www.uow.edu.au

For current and more information, please refer to our website at www.apc.edu.au

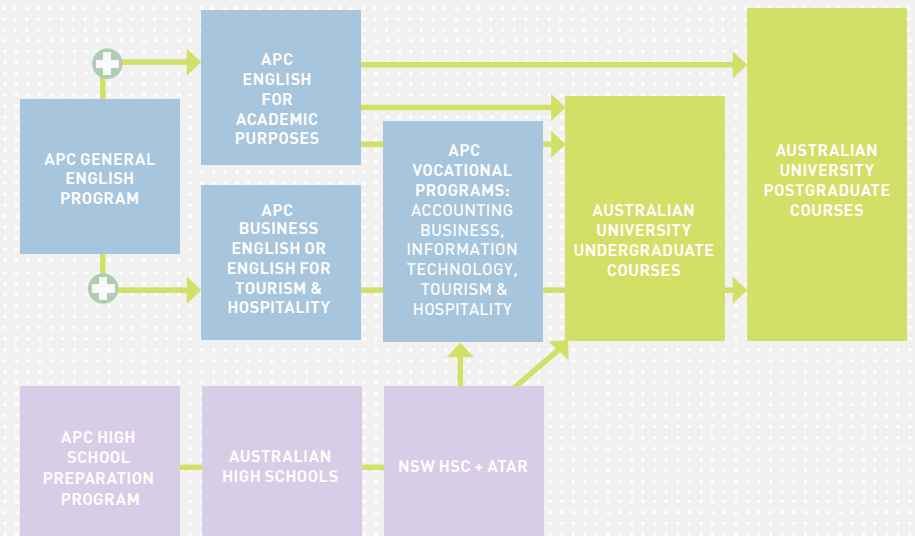
UNIVERSITY PATHWAYS

UNIVERSITY PATHWAYS

Our accredited programs are designed to maximise the academic potential of each student and open pathways and opportunities through education.

A comprehensive and challenging curriculum has been developed to offer maximum flexibility for students to achieve their vocational, professional and academic goals. High School Students who have completed the NSW HSC successfully, and have met the university entry requirements, qualify for direct entry to university.

For students who do not qualify for direct university entry, we offer other flexible study pathways and alternatives to university, directly from our programs, including CQUniversity, Edith Cowan University, Griffith University, Macquarie University, University of New England, University of NSW Foundation Year, University of the Sunshine Coast, University of South Australia, University of Wollongong, University of Western Sydney, and many others. Please enquire or check our website for regular updates.



STUDENT SUPPORT SERVICES

SERVICES AVAILABLE FOR APC STUDENTS



1. Airport Meet and Greet (upon request)

A member of APC staff will meet you at the airport and will take you to your accommodation.

2. Accommodation

- ▶ **Homestay:** a unique form of accommodation that provides students with valuable insights into Australian culture in safe and comfortable surroundings.
- ▶ **Hostel:** budget accommodation where students usually share a dormitory and bathroom.
- ▶ **Hotel:** a more expensive type of accommodation where students pay for their own room. Kitchen facilities are usually not included.

3. Welfare (Academic & Counselling)

Student welfare is important to the staff at

APC. Younger students, such as our High School Preparation students, are given special attention and are observed carefully to ensure their continuing success within the program. Our experienced welfare staff and teachers will assist students with educational matters or any enquiries they may have. All APC students are encouraged to make an appointment with APC welfare staff if they require services such as:

- ▶ Academic counselling
- ▶ Welfare counselling
- ▶ Grievance resolution
- ▶ Further studies placement.

4. APC Social Club

Our Social Activities Club gives all students many opportunities to make new friends or see their classmates out of class. We go to a wide variety of exciting places, either in Sydney or in places such as Port Stephens and the Hunter Valley.

From beach BBQs to bushwalks in the famous Blue Mountains, or visits to salsa dance clubs, you are sure to have a good time with APC teachers, and APC's activity tour leaders. Whether playing games like Wahu cricket, beach volleyball or soccer, throwing a boomerang with friends in some of Sydney's many beautiful parks or playing soccer, you will truly enjoy your experience at APC.

5. Job Support

6. Au-Pair

7. Other Services

Student Services can also assist you if you need information about:

- ▶ Health services
- ▶ Emergency Services
- ▶ Legal Services

On your first day of study you will receive a student handbook with information about these services near your campus.



INFORMATION FOR INTERNATIONAL STUDENTS

REQUIREMENTS FOR A STUDENT VISA APPLICATION

- ▶ A Letter of Offer from APC.
- ▶ An electronic Confirmation of Enrolment (eCoE) from APC.
- ▶ A medical examination if required by regulations.
- ▶ Proof of financial support if required by regulations.
- ▶ Citizens of certain countries may need to obtain a Pre-Visa Assessment from the Australian Diplomatic Mission before making any payment to APC.

Further information about visa regulations is available on the Department of Immigration & Citizenship (DIAC) website www.immi.gov.au

YOUR STUDENT VISA CONDITIONS

Student visa conditions and regulations as determined by the Department of Immigration and Citizenship (DIAC) state that students must:

- ▶ Study full-time while in Australia.
- ▶ Satisfy course requirements - must maintain a minimum of 80% of all scheduled classes and achieve a record of satisfactory academic performance.

- ▶ Not work for more than an average of 40 hours over two consecutive weeks during course sessions.
- ▶ Maintain Overseas Student Health Cover (OSHC).
- ▶ Inform DIAC if they change their student status.
- ▶ Inform DIAC if they withdraw from the course that they are enrolled in.
- ▶ Extend their student visa before it expires.
- ▶ Inform DIAC and APC of current address details.



APC is very responsible and has good teachers. I have made good friends from different countries and learnt about their cultures.

Quyhn Giao Nguyen (Vietnam)
Diploma of I.T.



Studying here has helped me to improve my presentation skills and make some good friends

Andrea Mangrandi (Italy)
Certificate IV in Marketing



The staff and trainers are brilliant and I am learning a lot. I am really impressed with Bondi campus.

Nikki Davies (UK)
Diploma of Tourism



Studying at APC has helped me learn how to improve my management skills and to socialize better with people.

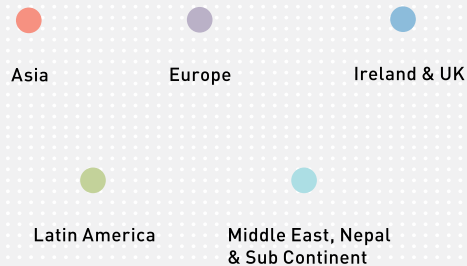
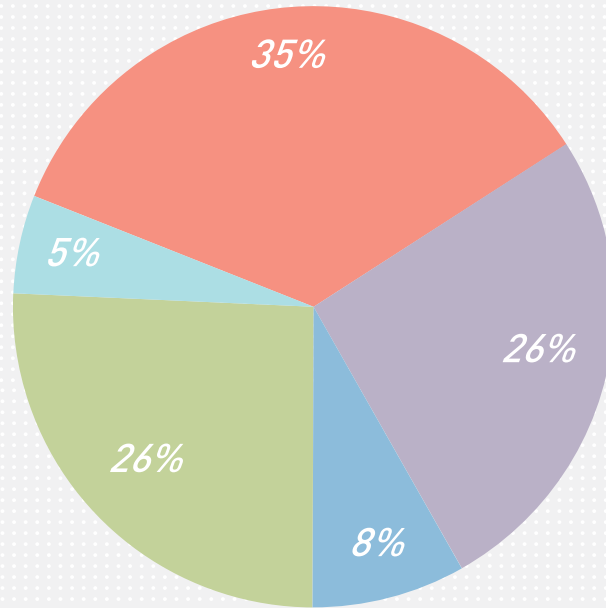
Ashish Chitrakar (Nepal)
Certificate IV in Marketing



I like the way trainers support students in class. I became more friendly and able to socialize with other cultures.

Wendy Quesada (Peru)
Certificate IV in Marketing

NATIONALITY MIX*



HOW TO APPLY

You may apply to APC directly or through one of our representatives in Australia or in your country.

1

1. Complete the APC application form.
2. Submit the form and the supporting documents to APC by fax, email or post.
3. Sit for the APC Pre-Arrival Test (PAT) online at www.apc.edu.au/pat, if English is not your first language.
4. Attach your academic transcripts if you are applying for vocational courses.
5. If your application is successful, APC will issue a Letter of Offer (LOO) for the course you have applied.

2

1. Sign the acceptance form attached to the Letter of Offer and pay the tuition fees as indicated in the Letter of Offer.
2. Once the payment of tuition fees is received, APC will issue an electronic Confirmation of Enrolment (eCOE) to apply for your visa and default of the orientation date of your course.
3. Arrive on time for your orientation and enrolment.
4. Students arriving after the course start date may not be able to enrol.
5. If you are applying for Recognition of Prior Learning (RPL), you have to submit the documents prior to commencement of your course.

3

Payment must be made in Australian dollars and all bank and transfer fees paid by the applicant.

Payment can be made by:

1. Bank draft made payable to Australian Pacific College
2. Direct Deposit or Telegraphic Transfer to:

Account Name:	Australian Pacific College
Name of Bank:	Westpac Bank Corporation
Address:	275 George Street, Sydney NSW 2000
BSB No:	032013
Bank Account No:	131540
SWIFT Code:	WPACAU2S
3. All major Credit Cards (Master / Visa / Amex / Diners / JCB) and Electronic Fund Transfer (EFT) cash cards are accepted – please contact APC (surcharges apply).
4. Personal cheques are NOT accepted by APC.
5. Please quote your STUDENT NUMBER and FULL NAME when making your payment.

* as at 1st April 2013

MEET SOME APC STAFF!

MEET SOME APC STAFF



Carlos - Colombian

Being a student of APC was one the most amazing experiences in my life. I had the opportunity not only to improve my English skills but also to make friends from all around the world. My teachers were always friendly and they cared a lot about their students. I am now the APC Marketing Representative for Latin America and I will be happy to share my experiences with you.



Chama - French Moroccan

I studied Diploma & Advanced Diploma of Management at APC. I made many friends from different backgrounds, shared much laughter with the teachers and was encouraged by APC staff. During my studies I had the opportunity to undertake an APC Internship. I now realise how important it is to provide excellent customer service and understand that each student is unique.



Rachel - South Korean

I used to be a tourism student at APC where we had awesome teachers who conveyed so much knowledge from the travel industry. I made lots of friends and I am now working in APC Student Services where I enjoy helping our students from many different countries.



Yuki - Japanese

I completed my Diploma of Tourism at APC. The opportunities to work as a volunteer in tourism exhibitions were most enjoyable. The trainers were great & helped us understand the subjects. Now I am a member of APC Student Services and I am very happy to see new students all the time!



Kathryn - Australian

My name is Kathryn and I have been working at APC since 2010. I am a Student Services Officer, having also worked as Receptionist, and it is a pleasure to work with such a great team. In my roles at APC, I have met many wonderful and interesting students which has made my APC experience very memorable.



Luiza - Brazilian

My name is Luiza and I studied Advanced Diploma of Management at APC back in 2009. I've gained a lot of incredible experiences since I came to Australia from Brazil. There is always the desire to learn new things and acquire new knowledge. Now that I am part of APC Student Services, I am still having a wonderful time. Thank you so much APC for my beautiful journey.

MEET SOME APC STAFF

APC LOCATIONS

OUR CAMPUSES IN SYDNEY, MANLY BEACH, BONDI JUNCTION & BRISBANE: FUN AND INSPIRING PLACES TO STUDY

KENT STREET CAMPUS (CBD)



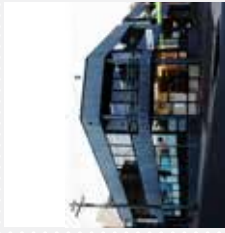
YORK STREET CAMPUS (CBD)



CLARENCE STREET CAMPUS (CBD)



BONDI JUNCTION CAMPUS



MANLY BEACH CAMPUS



BRISBANE, QUEENSLAND CAMPUS



SYDNEY



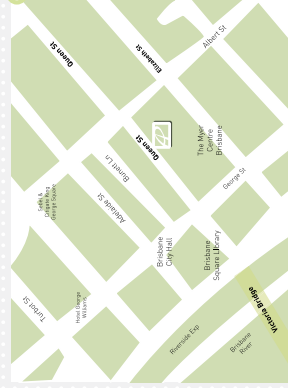
MANLY BEACH



BONDI BEACH



BRISBANE



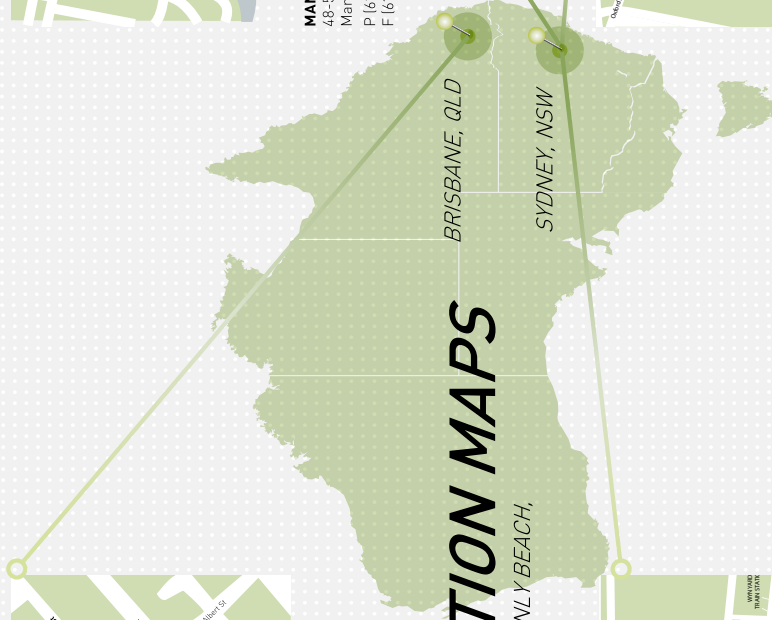
BRISBANE, QUEENSLAND CAMPUS
Level 4, 115 Queen Street
Brisbane QLD 4000
P (61 7) 3003 0088
F (61 7) 3003 1138



MANLY BEACH CAMPUS
48-52 Sydney Road
Manly Beach NSW 2095
P (61 2) 9976 2122
F (61 2) 9976 2188

APC LOCATION MAPS

OUR CAMPUSES IN SYDNEY, MANLY BEACH, BONDI JUNCTION & BRISBANE



KENT STREET CAMPUS (CBD)
Lower Ground, 189 Kent Street
Sydney NSW 2000
P (61 2) 9251 7000
F (61 2) 9251 7575

YORK STREET CAMPUS (CBD)
Level 5, 37 York Street
Sydney NSW 2000
P (61 2) 9279 2122
F (61 2) 9299 1135

CLARENCE STREET CAMPUS (CBD)
Level 3, 123 Clarence Street
Sydney NSW 2000
P (61 2) 9262 3222
F (61 2) 9262 3388



BONDI JUNCTION CAMPUS
100 Ebley Street
Bondi Junction NSW 2022
P (61 2) 9389 9755
F (61 2) 9389 9766

“Dedicated to Quality, Equity and Advancement”

info@apc.edu.au
www.apc.edu.au

NEW SOUTH WALES (NSW) CAMPUSES

▶ **KENT STREET CAMPUS**

Ground Floor, 189 Kent Street
Sydney, NSW 2000
Tel: (61 2) 9251 7000
Fax: (61 2) 9251 7575

▶ **YORK STREET CAMPUS**

Level 5, 37 York Street
Sydney, NSW 2000
Tel: (61 2) 9279 2122

▶ **CLARENCE STREET CAMPUS**

Level 3, 123 Clarence Street
Sydney, NSW 2000
Tel: (61 2) 9262 3222

▶ **MANLY BEACH CAMPUS**

48-52 Sydney Road
Manly, NSW 2095
Tel: (61 2) 9976 2122

▶ **BONDI JUNCTION CAMPUS**

1/100 Ebley Street
Bondi Junction, NSW 2022
Tel: (61 2) 9389 9755

APC QR CODE

Scan the QR code
below to enter
our site for more
information.



QUEENSLAND (QLD) CAMPUS

▶ **BRISBANE CAMPUS**

Level 4, 115 Queen Street
Brisbane QLD 4000
Phone: (61 7) 3003 0088
Fax: (61 7) 3003 1138

NSW: YOUNG RABBIT PTY LTD (ABN 28 003 381 182) TRADING AS AUSTRALIAN PACIFIC COLLEGE
RTO PROVIDER 90396 | CRICOS PROVIDER 01331F

QLD: AUSTRALIAN PACIFIC COLLEGE BRISBANE PTY LTD (ABN 45 120 995 780)
TRADING AS AUSTRALIAN PACIFIC COLLEGE BRISBANE
RTO PROVIDER 32352 | CRICOS PROVIDER 03297J