



Empowerment

THROUGH EDUCATION
AND TRAINING



AUSTRALIAN CAREERS
Business College
'Empowerment Through Education and Training'





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MESSAGE FROM THE CEO

The decisions you make now, will determine the direction of your future. When it comes to careers, choosing the right college and course of study that fits your interests and goals is crucial. The information provided in this booklet will help you make the best choice.

Since 1996 we have been helping school leavers and workforce re-entrants prepare for new and exciting vocations. At ACBC we are proud of the high standards we uphold and the solid foundation our graduates receive in preparing for fulfilling careers or further studies.

Although we strongly believe in classroom learning, we realise it is only part of a balanced education. This is why we emphasise our one day per week Work Placement Program that enables our students to practice what they are learning in a real world environment.

We equip our students with distinct advantages in today's competitive employment market by offering nationally recognised qualifications that are held in high esteem by industry leaders. The success of our students in the workplace and in continuing higher education, has built our reputation as one of Sydney's leading private business colleges.

Thousands of our graduates are now pursuing rewarding careers in their chosen fields. We look forward to you taking your first step in joining them, by choosing ACBC for your continuing education.



Ann Elisha
Chief Executive Officer



When it comes to careers, choosing the right college and course of study that fits your interests and goals is crucial.

EXCITING CAREER JOURNEYS START HERE

EXPAND YOUR CHOICES

Discover the opportunities that can open up an exciting and rewarding future. Step forward to claim those opportunities. If you're unsure where you want to go - university, study or into the workforce - ACBC is the perfect foundation to move you towards an exciting future.

Financial options to make it happen

ACBC is an approved provider under the VET FEE-HELP loan scheme. To find out more, start by checking out VET FEE-HELP information online at www.studyassist.gov.au and speak to one of our helpful Careers Advisors.

Convenient locations — Get the training you want without having to travel far

We have three conveniently located campuses in Liverpool, Parramatta and Wollongong.

Our campuses are in vibrant communities, with each ACBC campus located in the middle of the local business district, and within a five-minute walk from the local train station.

Campus life

Studying at ACBC will give you knowledge and job-ready skills. You will also get the opportunity to network with industry professionals and build practical work experience, as well as learn from experienced trainers who are highly recognised in their fields.

There is time to have some fun as well and help the wider community. Our enthusiastic student-run social committee organises events like our College Day Out, Jeans for Genes Day, Biggest Morning Tea.

THE ACBC TEAM

Make every step count in your journey to success. From choosing the best course of study for your interests and goals, to helping you begin a successful career after graduation, our team is dedicated to ensuring you reach your full potential.

We recognise that a sound education requires preparation and planning. Our Careers Advisors will help you choose and follow a course of study that results in a rewarding and fulfilling career.

With their academic knowledge and hands-on experience in the industry, ACBC staff prepare our students to excel in their chosen fields.

Our vocational learning rooms are set up to simulate the industry you are studying. All rooms have flat screen TVs, charging stations for laptops and wireless internet. Class sizes are small to ensure a low student-to-trainer ratio, ensuring that you get the individual attention you deserve.

Working together, the ACBC team will help you grow and succeed as you move towards your future.

OUR COURSES

At ACBC we offer a wide range of courses for a variety of interests and career options. Our trainers are industry leaders who practise what they teach. Besides classroom learning in our modern facilities you gain hands-on experience through our Work Placement program.

Our career-building courses include:

➤ **FNS50215 DIPLOMA OF ACCOUNTING** — A career in accounting can take you into almost any sector, working with organisations of all types and sizes. This qualification provides the fundamentals for an influential career in bookkeeping, finance and administration.

➤ **BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION** — This qualification prepares you for important roles to ensure that businesses run as smoothly as possible. Combining your 'can-do' attitude with winning administrative skills will make you a key player in today's business environment.

➤ **CHC51712 DIPLOMA OF COUNSELLING** — This diploma prepares you to help others find clarity, overcome challenges and enhance personal growth. You will improve the lives of others in a rewarding career as a professional counsellor.

➤ **CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE** — With more parents in the workforce, families need reliable early education and care options. This qualification gets you career ready in an important field where you care for children and help them develop.

➤ **BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT** — Become your own manager. This qualification will get you the skills to enable you to successfully manage and organise your time and team! You will gain practical training in leadership skills and abilities which you can apply within your workplace and life situations.

➤ **BSB52215 DIPLOMA OF LEGAL SERVICES** — Get ready for a role in the legal services world. This qualification opens up opportunities in the dynamic and financially rewarding legal services industry where you will provide vital support to Australian law practitioners.

➤ **BSB52415 DIPLOMA OF MARKETING AND COMMUNICATION** — Imagine influencing consumer and commercial decisions on a daily basis. This qualification provides the marketing skills that organisations need to grow and prosper in a dynamic environment.

➤ **ICT60215 ADVANCED DIPLOMA OF NETWORK SECURITY** — Fill an important role at the centre of business and communication networks. This qualification gives you the skills to detect and prevent network threats and create secure commercial IT platforms.

➤ **SIS50612 DIPLOMA OF SPORT DEVELOPMENT** — The Diploma of Sport Development will equip you with the skills to become a professional, as well as ensure that you are prepared for the many exciting careers within the sport industry.

➤ **SIT50116 DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT** — This qualification enables you to take your place in one of the fastest growing global industries. With the skills that travel & tourism businesses need, you will have a choice of many exciting career destinations in Australia or beyond.



OUR COURSES

FNS50215 DIPLOMA OF ACCOUNTING



This is an exceptional curriculum that really adds up. Skilled accountants are highly sought after by companies everywhere. Enjoy leading accounting training that positions you to become a key influencer in today's business and financial marketplace. Our Diploma of Accounting arms you with vital competencies in managing, recording and presenting financial information to standards which are valued by employers.

Entry requirements: NSW Higher School Certificate or its equivalent. PLUS completion of all core Certificate IV in Accounting units in the Financial Services Training Package FNS10 OR completion of all core Certificate IV in Accounting units in the Financial Services Training Package FNS04.

Don't satisfy the entry requirement units? Don't give up! Just complete all entry requirements units from Certificate IV in Accounting in the Financial Services Training Package FNS10 before you kick off your diploma.

Commitment: Full time

Attendance: 15 hours per week over 32 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- Senior Financial Clerk
- Book-Keeper
- BAS Agent
- Office Manager

"I would highly recommend completing a Diploma of Accounting at Australian Careers Business College."



"When I decided to go back to school, a friend of mine suggested ACBC Parramatta as he had completed a course there. One year on, and I have completed a Diploma of Accounting. I was in Work Placement at Kelly Partners Chartered Accountants, and was offered employment as a Junior Accountant Assistant at the firm.

The Australian Careers Business College has enabled me to achieve all of this. By providing great facilities and the most qualified staff, ACBC gives you the ability to further yourself and your career, provided you put in the effort."

Joshua McNamara – *Diploma of Accounting*

BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION



Become the nerve centre driving a successful organisation. High-performing businesses depend on great administrators for order, process and support. Our Diploma of Business Administration equips you with exceptional communication, organisational and administrative skills to play an indispensable role in today's dynamic business environment.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

Commitment: Full time

Attendance: 15 hours per week over 32 weeks (excluding holidays). Additional home-based study will be required.

Career opportunities include:

- Administration Manager
- General Office Manager
- Office Manager

"Australian Careers Business College is an excellent place to gain a tertiary qualification in a year."



"With a large variety of courses, you can pursue the area you are most interested in. The Student Representative Council designs events to get everyone on campus involved. The classroom atmosphere is more open and easygoing than traditional institutions.

The Work Placement program is a great way to gain the necessary experience that most employers look for. I became really close with most of my classmates and I missed them when I reached the end of my course."

Ashleigh Warton –
Diploma of Business Administration

OUR COURSES

CHC51712 DIPLOMA OF COUNSELLING



Our Diploma of Counselling gives you great grounding in all skills essential to working as a professional counsellor. It is also a fantastic doorway into a rewarding career in one of the most important community services. You will learn how to make a difference in people's lives by helping them to overcome challenges including depression, anxiety, grief, trauma, abuse, procrastination, relationship concerns, discrimination and finding a new direction and purpose.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

Commitment: Full time

Attendance: 15 hours per week over 32 weeks (excluding holidays). Additional home-based study will be required.

Career opportunities include:

- Relationship and Conflict Resolution Counselling
- Career Counselling
- Counselling Clients with Addictions
- Grief and Loss Counselling
- Child Development and Effective Parenting
- Workplace Counselling
- Abuse Counselling
- Family Therapy

"You won't just get a boring class lesson — with the fabulous trainers it is very personalised and interactive."



"The Australian Careers Business College's unique combination of theory and practical work – including the practicum program – provides an opportunity to excel in the Diploma of Counselling. The small classes, group discussions, simulations and role-play activities enable you to really get to know your fellow students and training staff.

You won't just get a boring class lesson — with the fabulous trainers it is very personalised and interactive. This is why I looked forward to my lessons at ACBC."

David Ho – *Diploma of Counselling*

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



As more parents return to the workforce, skilled child care workers are in high demand. Through our Diploma of Childcare you will learn to impart values, social and communication skills, creativity and much more to upcoming generations.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

Commitment: Full time

Attendance: Three days of college attendance and two days of work placement per week over 42 weeks. Additional home-based study will be required.

Potential career opportunities include:

Director, Manager or Assistant at:

- Child Care Centres
- Neighbourhood Houses
- Occasional Care Centres
- Pre-schools/Kindergartens

"I always had such a positive experience while at the college. I learnt so much about early childhood care and education"



"I received my Diploma of Early Childhood Education and Care at the Australian Careers Business College. I enjoyed the experience throughout the year as I found the college was very supportive. During the course I completed over 800 hours of practicum at a child care centre. As a result, the centre offered me a full-time position upon completing the course. ACBC has definitely helped make my wish come true!"

Cristhy Arrieta Knust – *Diploma of Early Childhood Education and Care*

OUR COURSES

BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT



This qualification develops your skills, enabling you to successfully manage and organise your time and team! Become an effective manager with practical training on leadership skills and abilities which you can apply within your workplace and throughout your life.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

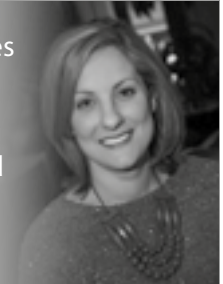
Commitment: Full time

Attendance: 20 hours per week over 35 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- Manager
- Team Leader
- Coordinator
- Supervisor

"I know that graduates of ACBC's Diploma of Leadership and Management will add value to my business from day one."



"As the Director of a marketing company, I look for team members who can bring something extra to the workplace. Like many employers today, I look out for job applicants who have had quality training across diverse management skills. I need staff who can hit the ground running and are able to communicate effectively with my staff and customers. I know that graduates of ACBC's Diploma of Leadership and Management will add value to my business from day one."

Mary-Anne Amies –
Director - Wise Up Marketing



Every industry survives and thrives on the strength of great marketing. Gain extensive knowledge of marketing dimensions and applications to enjoy career success in this dynamically exciting field. Our students gain skills to produce high performance across all marketing facets including advertising, public relations, sales promotions and event marketing.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

Commitment: Full time

Attendance: 15 hours per week over 34 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- Marketing Assistant
- Sales Manager
- Marketing Manager
- Product Manager

“As someone who was been through the tertiary system, I highly recommended you give ACBC a chance because you owe it to yourself.”



“Having already been to university, I came to ACBC looking for an opportunity to hone my professional and personal skills. I felt my university study lacked a practical work element and I found difficulty finding employment with my degree. What really attracted me to ACBC was the Work Placement part of the course. Having trainers who are not only excellent educators but also industry professionals was wonderful. Their first-hand knowledge of the industry helped develop my understanding of what I should expect once I left the college.”

Matilda Menz – *Advanced Diploma of Marketing*

OUR COURSES

BSB52215 DIPLOMA OF LEGAL SERVICES



Law encompasses an absorbing variety of specialised areas including Criminal Law, Civil Law and Family Law. Legal support roles are an integral part of modern law offices and our students gain essential skills across a diverse range of legal areas to work in these roles.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

Commitment: Full time

Attendance: 15 hours per week over 32 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- Paralegal
- Senior Legal Secretary
- Legal Services Support Officer
- Executive Assistant

"I highly recommend the college to anyone who is deciding to follow their dreams."



"ACBC has been an incredible experience. Not only did I grow as an individual but I gained the confidence to step out of the college with the knowledge and skills to pursue my career in the legal industry. Furthermore, my lecturer became a great mentor.

Overall, I would highly recommend ACBC to anyone who wants to follow their dreams."

Sovannary Khoeung – *Diploma of Legal Services*



Become one of the most important protectors on the information superhighway. IT is the lifeblood of today's business environment and if you have the passion for protecting, we have the training. You will build all the skills and know-how to carry out ICT network planning, design, management and monitoring — all through a balanced blend of theory and practical experience.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

Commitment: Full time

Attendance: 11 hours per week over 35 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- E-Security Specialist
- IT Security Administrator, Analyst or Specialist
- Systems Network Administrator
- Senior Network Administrator
- Systems Security Analyst

"I cannot thank the Australian Careers Business College enough. They have set me up for a bright, happy and successful future."



"I enjoyed the opportunity to study Network Security at the Australian Careers Business College. The trainers were helpful and taught us the skills to work in the IT industry. My experience in the Work Placement program showed me what it was like to work in an IT company and increased my confidence. I believe that I now have the skills and hands on experience to kick start my future."

Asher Karim – *Advanced Diploma of Network Security*

OUR COURSES

SIS50612 DIPLOMA OF SPORT DEVELOPMENT



Turn your passion for sport into a rewarding career. The Diploma of Sport Development will equip you with the skills to become a professional, as well as ensure that you are prepared for the many exciting career opportunities within the sport industry.

Entry requirements: Year 11 of the NSW Higher School Certificate or its equivalent.

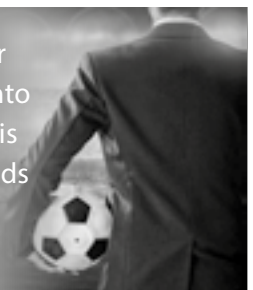
Commitment: Full time

Attendance: 16 hours per week in the classroom and 8 hours per week on the field over 30 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- Competition Manager
- Program Developer
- Talent Development Manager
- Sport Development Manager

Taking a passion for sport on the field into a rewarding career is possible with a hands on qualification from ACBC



Opportunities continue to grow for qualified managers in the sports sector. Solid professional training can see talented sports people extend their tenure in the industry, complementing their on the field skills.

There is no time like the present to combine your love of sports with a package of management skills that will see you ready to rise to the top of your sport or code. Start kicking goals faster than your competition with an ACBC qualification.



Jet set your way to a career that truly places the world at your fingertips! Tourism is one of Australia's largest and fastest-growing industries. Our students learn essential industry skills, workplace knowledge and computerised reservation system operation systems. Climb aboard a career that will really take you places.

Entry requirements: Demonstrable tourism industry knowledge, customer service and operational skills.

You will either be asked to: Complete a formal assessment that weighs your prior training and skills against the Diploma unit clusters. **OR** Show relevant tourism and travel industry employment experience

Don't satisfy either entry requirement? Don't give up! Just complete the eight-part tourism operations unit cluster before you kick off your Diploma.

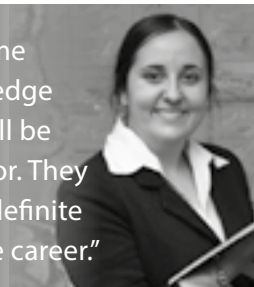
Commitment: Full time

Attendance: 20 hours per week over 28 weeks (excluding holidays). Additional home-based study will be required.

Potential career opportunities include:

- Travel Agent
- Manager – Cultural Tour Operations
- Manager – Tour Operations
- Reservations Manager or Call Centre Manager
- Retail Travel Agency Manager
- Tourism Manager

"ACBC has given me invaluable knowledge and skills that I will be forever thankful for. They have given me a definite path for my future career."



"My experience at ACBC was great. I loved the Travel and Tourism course and the people in it. The trainers and staff were so supportive and encouraging, which helped me to achieve so much. The Work Placement program was a great way to gain practical knowledge and skills. In my work placement at the Mercure Hotel Penrith, I was able to gain first-hand experience and industry knowledge."

Megan-Mae Miller – *Diploma of Travel and Tourism*

GET THE EXPERIENCE EMPLOYERS WANT

When you apply for jobs, work experience counts. That is why we take you beyond the classroom and into organisations in your chosen industry with our ACBC Work Placement Program.

Our unique work placement program complements in-class learning, gives you hands-on experience and the opportunity to build industry networks. On completion of your studies at ACBC, you will be ready for the workforce and begin your career with a solid understanding of all it has to offer and how it really works.

We have an exciting pool of organisations who offer work placements, including Novotel, P&O Cruises, Pacific Publications, Maurice Blackburn, Qantas and McDonalds — to name just a few.

This program is available for full-time students who are studying towards a Diploma or Advanced Diploma qualification. Commencing at the beginning of term three, students are placed one day per week in an organisation of their choice until the end of the academic year.



PATHWAYS TO UNIVERSITY

If you plan to attend University in the future, take your first step towards achieving this goal by studying at the Australian Careers Business College.

Our current course credit partners are Australian Catholic University, Western Sydney University and University of Wollongong. With an ACBC qualification you can leverage pathways into a broad range of degree programs from your ACBC studies. Do not consider yourself limited to our University Pathway partners for further study. ACBC qualifications are nationally respected and our graduates have secured articulation into numerous other universities including;

- University of New South Wales (UNSW)
- Macquarie University
- University of Technology Sydney (UTS)
- University of Sydney

WESTERN SYDNEY
UNIVERSITY



DID YOU KNOW?

YOUR PREVIOUS HARD WORK IS RECOGNISED

If you have completed another nationally recognised qualification, your hard work can fast-track your ACBC studies. Our credit transfer program allows you to apply all relevant equivalent learning outcomes from other nationally recognised prior studies to your current course. Chat with one of our Careers Advisors if you think credit transfer may apply to you.

Prior learning counts

Learning can take many forms. Our recognition of prior learning (RPL) option acknowledges skills and

knowledge you may have gained through work or life experience. Of course, knowledge from formal training or study counts too. Speak with one of our Careers Advisors if you think RPL may apply to you.

Literacy does not have to be an issue

Successful completion of your ACBC course means you will need a good level of reading, spelling, writing and basic numeracy skills. At ACBC, we are invested in your success, so we ask you to take a Language, Literacy and Numeracy test (LLN) when you enrol. What if you don't do so well in the LLN assessment? We will support you in improving the necessary skills and put you in touch with people who can help.

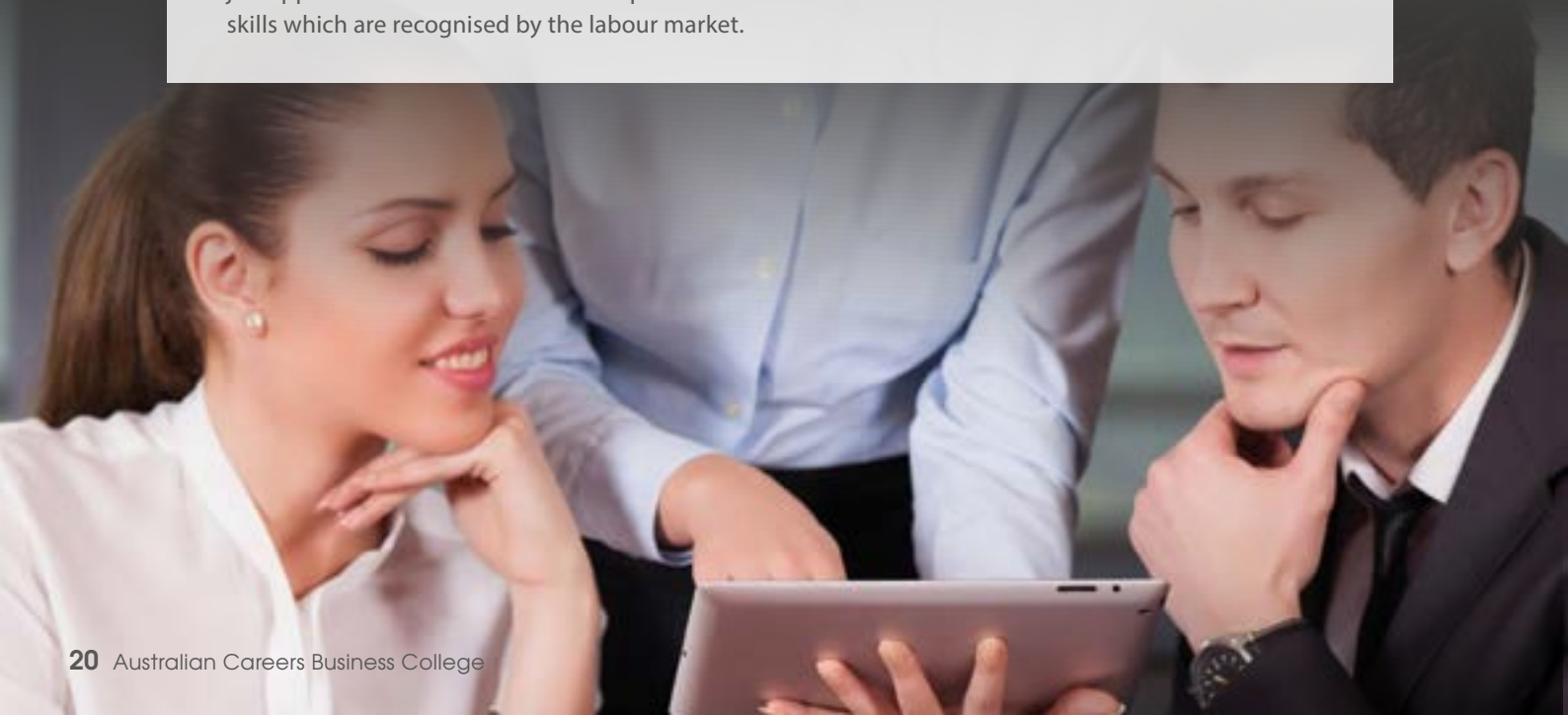
INTERVIEW & ENROLMENT PROCESS

At ACBC our interview and enrolment process is designed to ensure that you select the most suitable course for your goals and abilities. You will also learn more about the benefits and requirements of studying with us.

At the interview, a Careers Advisor will explain the courses and important details – including course duration, study requirements, and opportunities for career and further education. As part of the selection process, you are invited to inspect the College facilities and participate in an interview.

The Australian Careers Business College conducts vocational education and training courses. The training provided is directly relevant to immediate job opportunities and towards the acquisition of skills which are recognised by the labour market.

We pride ourselves on producing graduates who are highly skilled in their area of employment, and professional in their attitude and presentation. Students are advised of the specific requirements to receive a qualification in their area of study, and will receive all the training for which they have enrolled. To be awarded a qualification, students are required to attend college in accordance with our study schedules, and all assignments and assessments must be completed to a competent level. Competency is assessed by our qualified and industry-experienced trainers and assessors. Our recruitment process is fair and ethical at all times, and is consistent with the requirements of the qualifications, training packages and VET industry standards.



FINANCIAL ASSISTANCE

There are many ways to fund your training. Here are a few of the options available for ACBC students.

VET FEE-HELP

The Australian Careers Business College is an approved provider under the VET FEE-HELP loan scheme. Under the VET FEE-HELP loan scheme, students can obtain a loan from the Commonwealth government to pay for all, or part of their tuition fees. This loan opportunity is available to eligible applicants when undertaking a VET accredited diploma or an advanced diploma qualification at an approved VET provider.

ACBC assists candidates to assess their eligibility and lodge their application for VET FEE-HELP. As the course is delivered and progresses, students accrue charges for the study they participate in. Loan recipients then repay the HELP debt through the taxation system once their repayment income is above the compulsory repayment threshold. The compulsory repayment threshold is adjusted each year. Students applying for a VET FEE-HELP loan are subject to a one off loan fee of 20% charged by the government. For more information go to www.studyassist.gov.au.

Government support

Several means-tested payment options are open to eligible students to provide financial assistance whilst you study. Government funding support is available to students undertaking approved study or an Australian apprenticeship. Support opportunities include:

Austudy - Provides financial help if you are aged 25 or over and studying an approved full-time course at our approved colleges.

Abstudy- Abstudy is a living allowance for Indigenous secondary or tertiary students, for which local ACBC students may be eligible.

Youth Allowance- You may be eligible for Youth Allowance if you are 16 to 24 years of age (or 15 years if considered independent) and studying full-time at our approved colleges.

At ACBC, we encourage applicants to learn more about what support is available to you. We are pleased to assist applicants to explore and apply for funding assistance.

Flexible payment

Everyone has different financial circumstances. This is why ACBC offers a range of easy flexible payment schedules. Options include a scheduled or monthly payment plan. Please note that there are specific special conditions regarding each individual payment plan. If you think you might need flexible payment options to help fund your studies, please arrange to meet with one of our Campus Managers to discuss these options.





SEE FOR YOURSELF

It is important to like where you study, so we invite you to visit us in person at one of our campuses in Liverpool, Parramatta or Wollongong. You will get a feel for our learning environment, and you can meet former students who know the ACBC experience first-hand. To find out when our next open day is planned, go to www.acbc.nsw.edu.au.

TAKE CHARGE OF YOUR CAREER

DIPLOMA OF ACCOUNTING

➔ **FNS50215**



DIPLOMA OF BUSINESS ADMINISTRATION

➔ **BSB50415**

- High jobs growth to 2020.
- Be valued for your decision making skills

DIPLOMA OF COUNSELLING

➔ **CHC51712**

*"Help others achieve their dreams and you will achieve yours."
Les Brown*

DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

➔ **CHC50113**

- High Job satisfaction



DIPLOMA OF MARKETING AND COMMUNICATION

➔ **BSB52415**

"The aim of marketing is to know and understand the customer so well the product or service fits him and sells itself" - Peter Drucker

DIPLOMA OF LEADERSHIP AND MANAGEMENT

➔ **BSB51915**



DIPLOMA OF LEGAL SERVICES

➔ **BSB52215**



ADVANCED DIPLOMA OF NETWORK SECURITY

➔ **ICT60215**

Protecting business from hackers and fraud. Strong career growth for next 5 years



DIPLOMA OF TRAVEL & TOURISM MANAGEMENT

➔ **SIT50116**



DIPLOMA OF SPORT DEVELOPMENT

➔ **SIS50612**

Bring your passion on the field to the industry

VISIT US

➔ www.acbc.nsw.edu.au

- ➔ Like us on Facebook /australiancareersbusinesscollege
- ➔ follow us on [instagram.com/acbc_official/](https://www.instagram.com/acbc_official/)



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Liverpool NSW 2170
Tel: 02 9824 0000

Level 1, 85 George Street
Parramatta NSW 2150
Tel: 02 9687 1333

313-323 Crown Street
Wollongong NSW 2500
Tel: 02 4228 1222

RTO NUMBER: 90271

All campuses are located in the heart of their local business districts and are within a five-minute walk from local train stations.



AUSTRALIAN CAREERS
Business College
'Empowerment Through Education and Training'

➔ Celebrating 20 years of Excellence
in Education and Training