



**CANTERBURY**  
BUSINESS COLLEGE



**Quality  
Education  
for a Brighter  
Tomorrow**

CRICOS Code: 01899K NTIS Code: 6554 ABN: 58 083 780 330

## INTRODUCTION

Canterbury Business College being one of the leading vocational colleges in Sydney is part of Canterbury Education Group, which offers years of experience in delivering vocational courses in the international arena. We are located in the centre of Sydney's CBD and within comfortable walking distance of the city's main transport, education, sports, government, and tourist facilities. Our program attracts national recognition and has

been specifically created to cater for the needs of international students. Our qualified staff will provide students with a nurturing and conducive atmosphere for their studies. Our classrooms and laboratories are fitted with up-to-date equipment to support the progressing learning process. We welcome students from all over the world, providing multilingual assistance in all aspects of their life in Sydney.

## Qualifications Offered

### Certificate IV in IT (Programming) - 49 weeks

CRICOS Code: 070180M / NTIS code: ICA40505

\$5,800.00

### Diploma of IT (Software Development) - 49 weeks

CRICOS Code: 070181K / NTIS code: ICA50705

\$5,800.00

### Diploma of Business - 24 weeks

CRICOS Code: 070529J / NTIS code: BSB50207

\$3,750.00

### Advanced Diploma of Business - 24 weeks

CRICOS Code: 070530E / NTIS code: BSB60207

\$3,750.00

#### Notes:

- Tuition fee includes the cost of all training material & resources. There are no additional fees apart from what is mentioned above
- Fees are inclusive of GST, if any, and are subject to change without notice
- Application fee is non-refundable (Refer to refund policies)



## PROGRAM DESCRIPTION

### ICA05 INFORMATION TECHNOLOGY

The training program provides graduates with a comprehensive educational base to provide students with the skills needed to work in the Information and Communications Industry (ICT) as analyst/programmers, and/or to continue to study in University studies in the areas of systems development and programming. The course includes units covering the areas of communication skills, project management, software testing, network & system administration, object-oriented programming in languages such as Java, C#, Javascript, ASP.net PHP, HTML & Dreamweaver.

### Generic Entry Requirements for ICA05 qualifications

- 18 years and above
- IELTS 5.5 & above or equivalent (International students only)
- Completed minimum of Year 11 for Cert IV qualification.
- Completed minimum of Year 12 for Diploma qualification.
- Must either produce a "Statement of Attainment" for the 9 pre-requisite units as listed below prior to enrolment / commencement. Overseas candidates must provide evidence of successful completion of a basic computing / IT course which meets the unit outcomes of the pre-requisites as listed below.
- If you already hold a Certificate II, III or IV in IT, you will need to submit verified Certificate / Statement of Attainment for recognition purposes. Students with either a Certificate or Statement of Attainment for Certificate III / IV will be exempted from the pre-requisite units.

#### Upon completion students will receive

- a. Certificate & a transcript indicating completion of the qualification or
- b. Statement of Attainment indicating partial completion of the qualification

### Generic Pre-requisite units for Cert IV & Diploma of IT qualification as per ICA05 training package

BSBCMN106A	Follow Workplace safety procedures
ICAD2012B	Design organizational documents using computer packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computer packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

### Pre-requisites & Co-requisites for Cert IV in IT

All pre-requisite/co-requisites are covered within individual clusters as marked with an asterisk (\*).

### Pre-requisites & Co-requisites for Diploma of IT

All pre-requisite/co-requisites are covered within individual clusters as marked with an asterisk (\*).

To enter directly into the diploma qualification students need to have achieved the units marked with a dagger (†) from the Certificate IV qualification. OR

Students who have completed the Certificate IV in IT qualification are eligible for entry into the Diploma of IT.

### Articulation to the University of Southern Queensland (USQ) CRICOS Code: 02225M

USQ, Sydney Education Centre accepts successful students who have completed the Diploma of IT and Advanced Diploma of Business qualifications into USQ's Bachelor Programs. Successful students are awarded cross credits into the following programs:

#### CBC Qualification USQ Qualification

Certificate IV in IT (Programming) & Diploma of IT (Software Development)	12 exemptions in Information Systems Development (ISD) Major and Information Technology Management (ITM) Major. (CIS1000 IS Concepts, CSC1401 Programming, CIS1101 e-commerce, CIS2000 Systems Analysis, and 2 Minors (4 courses each))
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Advanced Diploma of Business

Advance Standing for 9 courses in Bachelor of Business or Bachelor of Business Administration.

## Certificate IV in IT (Programming)

CRICOS CODE: 070180M / NTIS CODE: ICA40505

(49 weeks)

(Includes Term Breaks)

Cluster	Unit Number	Unit Name	Hours	Core / Elective
Analyse & Design -1 / Build (Part A)	ICAA4041C†	Determine and confirm business expectations and needs	20 hours	Core
	ICAA4233B†	Determine and apply appropriate development methodologies	20 hours	Core
	ICAW4027B†	Relate to clients on a business level	20 hours	Elective
Analyse & Design -1 / (Part B)	ICAD4217B	Create technical documentation	20 hours	Core
	ICAD4043B	Develop and present a feasibility report	20 hours	Core
	ICAS4023B	Provide one-to-one instruction	20 hours	Elective
	ICAB4225B†	Automate processes	40 hours	Core
	ICAA4058B	Apply skills in object-oriented design	40 hours	Core
Programming-1 (Build)	ICAB4219B*†	Apply introductory object-oriented language skills <small>*Pre-requisite unit: ICAB4225B</small>	60 hours	Core
	ICAB4222B*†	Apply introductory programming skills in another language <small>*Pre-requisite unit: ICAB4225B</small>	60 hours	Core
	ICAB4075B	Use a library or pre-existing components	40 hours	Core
	ICAB4232B*	Maintain open source code programs	40 hours	Core
Programming-2 (Build)	ICB4229B	Apply intermediate programming skills in another language <small>*Pre-requisite units: ICAB4222B &amp; ICAB4225B</small>	60 hours	Core
	ICAB4178B	Build a graphical user interface	60 hours	Core
	BSBCM304A	Contribute to personal skill development and learning	40 hours	Core
	ICAW4214B	Maintain ethical conduct	20 hours	Core
	ICAB4064B	Prepare software development review	20 hours	Elective
Testing -1 / Project Management - 1	ICAT4221B	Locate equipment, system and software faults	40 hours	Core
	ICAT4242B	Perform unit test for a class	40 hours	Core
	ICAS5118C	Manage system security	60 hours	Elective
	PSPPM402B	Manage simple projects	60 hours	Core

### Other Electives\*

CBC does not offer all the electives in its qualification, however students can request for credit by providing evidence of a verified Statement of Attainment. Students can download a detailed "Learning & Assessment Strategy" document for the above qualification from [www.canterburybc.com.au](http://www.canterburybc.com.au) by clicking on the link "courses"

## Diploma of IT (Software Development)

CRICOS CODE: 070181K / NTIS CODE: ICA50705

(49 weeks)

(Includes Term Breaks)

Please review CBC's entry requirements \*Graduates with Cert IV in IT are excluded from the pre-requisite requirements

Cluster	Unit Number	Unit Name	Hours	Core / Elective
Analyse & Design - 2	ICAA5151B*	Gather data to identify business requirements <small>*Pre-requisite units: ICAB4233B &amp; ICAA4041C (Cert IV units)</small>	20 hours	Specialist Elective
	ICAA5158B*	Translate business needs into technical requirements <small>*Pre-requisite unit: ICAB4233B (Cert IV unit)</small>	40 hours	Common Core
	ICAA5050B	Develop detailed component specifications from project specifications	40 hours	Elective
	ICAA6052B*	Design an IT security framework <small>*Pre-requisite unit: ICAA4041C (Cert IV unit)</small>	50 hours	Elective
	ICAA5056B	Prepare disaster recovery and contingency plans	50 hours	Common Core
Advanced Programming (Build)	ICAB5223B*	Apply intermediate object-oriented language skills <small>*Pre-requisite units: ICAB4219B &amp; ICAB4225B (Cert IV units)</small>	40 hours	Common Core
	ICAB5226B*	Apply advanced object-oriented language skills <small>*Pre-requisite units: ICAB5223B (Dip unit), ICAB4219B &amp; ICAB4225B (Cert IV units)</small>	60 hours	Common Core
	ICAB5227B*	Apply advanced programming skills in another language <small>*Pre-requisite units: ICAB4229B, ICAB4222B &amp; ICAB4225B (Cert IV units)</small>	60 hours	Common Core
	ICAB5068B	Build using rapid application development	40 hours	Specialist Elective
Testing - 2	ICAT5077B	Develop detailed test plan	50 hours	Elective
	ICAT5079B	Perform integration test	50 hours	Common Core
	ICAT5083B*	Develop and conduct client acceptance test <small>*Pre-requisite unit: ICAW4027B (Cert IV units)</small>	60 hours	Elective
	ICAB5230B*	Maintain custom software <small>*Pre-requisite units: ICAB4222B &amp; ICAB4225B (Cert IV units)</small>	40 hours	Specialist Elective
Support / Project Management - 2	ICAS5202B	Ensure privacy for users	40 hours	Common Core
	ICAS5102B	Establish and maintain client user liaison	40 hours	Specialist Elective
	BSBPM505A	Manage project quality	60 hours	Common Core
	PSPPM502B	Manage complex projects	60 hours	Common Core

### Other Electives\*

CBC does not offer all the electives in its qualification, however students can request for credit by providing evidence of a verified Statement of Attainment. Students can download a detailed "Learning & Assessment Strategy" document for the above qualification from [www.canterburybc.com.au](http://www.canterburybc.com.au) by clicking on the link "courses"

## BSB07 Program Description

The qualifications are of 6 months duration each. Students will develop a full understanding of the Business, Marketing & Management concepts, coordinated organisational approach; and a concern for profits—and how these can be related to all other courses (subjects) in the program. The qualification highlights specialised aspects of business management such as management strategy, marketing services, product management and research.

The qualification prepares the candidates for jobs in diverse fields such as public relations, advertising, management, marketing, sales, business and market research, tourism, travel and economics or alternatively provides a pathway entry into university's graduate programs.

### Entry Requirements for Diploma & Advanced Diploma of Business - BSB07

18 years and above

Completed atleast Year 12 qualification for entry into any of the Business qualifications (International Students).

Must complete lower level qualification prior to entry into the higher level qualification.

For example: Students need to complete the Diploma qualification prior to commencement of Advanced Diploma qualification. Mature students with other or no formal qualifications and / or relevant vocational / work experience can apply directly into any of the Business qualification.

CBC will assess eligibility on a case by case basis. (1 -2 yrs relevant / vocational work experience in a range of work environments in senior support roles for entry into Diploma of Business & 3 - 4 yrs vocational work experience in a range of work environments, acting in a range to senior support or technical roles for Advanced Diploma of Business).

If you already hold a Certificate IV or Diploma in Business, you will need to submit verified Certificate / Statement of Attainment for recognition purposes. Students with either a completion Certificate or Statement of Attainment of units for Certificate IV / Diploma / Advanced Diploma will be awarded exemptions from those units.

Upon completion of units students will receive

- Certificate & a transcript indicating completion of the qualification or / and
- Statement of Attainment indicating partial completion of the qualification

## Diploma of Business

**CRICOS CODE: 070529J / NTIS CODE: BSB50207**

**(24weeks )**

(Includes Term Breaks)

Cluster Name	Unit Number	Unit Name	Hours
Advertising - 1	BSBADV511A	Evaluate and recommend advertising media options	55 hours
	BSBADV507B	Develop a media plan	45 hours
General Administration	BSBADM506B	Manage business document design and development	60 hours
Human Resource Management - 1	BSBHRM501A	Manage human resources services	40 hours
Marketing -1	BSBMKG501B	Identify and evaluate marketing opportunities	60 hours
	BSBMKG502B	Establish and adjust the marketing mix	50 hours
	BSBMKG514A	Implement and monitor marketing activities	50 hours
Information Management - 1	BSBINM501A	Manage an information or knowledge management system	40 hours

### Other Electives\*

CBC does not offer all the electives in its qualification, however students can request for credit by providing evidence of a verified Statement of Attainment. *Students can download a detailed "Learning & Assessment Strategy" document for the above qualification from [www.canterburybc.com.au](http://www.canterburybc.com.au) by clicking on the link "courses"*

## Advanced Diploma of Business

**CRICOS CODE: 070530E / NTIS CODE: BSB60207**

**(24weeks )**

(Includes Term Breaks)

Cluster Name	Unit Number	Unit Name	Hours
Advertising - 2	BSBADV602B	Develop an advertising campaign	50 hours
	BSBADV604B	Execute an advertising campaign	60 hours
	BSBADV605B	Evaluate campaign effectiveness	50 hours
Information Management - 2	BSBINM601A	Manage knowledge and information	40 hours
Human Resource Management - 2	BSBHRM602B	Manage human resources strategic planning	60 hours
Marketing -2	BSBMKG603B	Manage the marketing process	50 hours
	BSBMKG605B	Evaluate international marketing opportunities	45 hours
	BSBMKG606B	Manage international marketing programs	45hours

### Other Electives\*

CBC does not offer all the electives in its qualification, however students can request for credit by providing evidence of a verified Statement of Attainment. *Students can download a detailed "Learning & Assessment Strategy" document for the above qualification from [www.canterburybc.com.au](http://www.canterburybc.com.au) by clicking on the link "courses"*

## Generic information for prospective students

### Studying in Sydney

Sydney is the largest and oldest city in Australia. The city is built along the beautiful Sydney Harbour, which now boasts the famous Sydney Harbour Bridge and the Opera House. Our campus is conveniently located close to Central Railway Station, Central Bus Services, Darling Harbour, Chinatown and the centre of Sydney City. Australia is one of the most culturally diverse countries in the world with migrants from more than 170 countries. Sydney is a comparatively safe and clean city to live in. It offers a high standard of living, excellent health and educational facilities, and cosmopolitan shopping centres.

### Living Expenses

Yearly living expenses in Australia are approximately from AUD\$18,000 plus 35% for each family dependant. (Note: School age dependants are required to pay tuition fee for their education in Australia).

### Contact Hours/Terms

Study periods are divided into terms. Please contact the institute for detailed breakdown on terms for all qualifications. As per DIAC regulations, overseas students are required to study with a minimum of 20 contact hours per week on a full-time basis. Please note that all programs are in full-time mode and cannot be undertaken part-time or via distance education.

### Recognition of Prior Learning

RPL is the process that recognises skills and experience you currently have regardless of where and when the learning occurred. To apply for Recognition of Prior Learning you will need to complete the RPL form, which can be requested by emailing to [mel@canterburybc.com.au](mailto:mel@canterburybc.com.au). After completing the RPL form please scan and attach all your supporting evidence. RPL procedures are detailed in the RPL Application form. For further information on CBC's RPL process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Entry Requirements

Please refer to "Entry requirements" section.

### Assessment Methods

CBC follows a combinations of methods for unit assessments. For example, direct observation, role-play, practical demonstration, written tests, essays, oral tests, projects, simulation & portfolios.

### Disciplinary & Dismissal Procedures

An offence involving the breach of CBC's rules and regulations can lead to dismissal, even instant dismissal. For further information on CBC's disciplinary & dismissal process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section

### Complaints & Appeals Handling Procedure

The CBC complaints & appeals process is made up of formal and informal academic and non-academic appeals processes. If you consider that the response to a disciplinary or misconduct decision is unsatisfactory or unfair you have the right to seek further recourse. For further information on CBC's complaints & appeals procedures, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section

### Facilities/Equipments

CBC campus is modern and well equipped according to the latest industry standards. CBC has a wide range of facilities which include specialised training rooms, computer laboratories and workshops fully-equipped with the latest equipment, appliances and tools to enhance the student learning experience.

### Support Services

CBC offers a wide range of student support/welfare guidance services in both academic and personal areas.

These services are available free of charge to all enrolled students and include

- Orientation
- (overseas student health cover, ID cards, cultural adjustment, bank and financial institution services awareness, student visa conditions and requirements, library, student support services and others);
- Computing services
- Academic and personal counselling
- Awareness of medical and health services options;
- Learning support (language, numeracy, and literacy assistance)

CBC does not offer professional counselling service to students. The Director / Manager student services (DSS / MSS) acts as a point of contact and offers support to students on matters and issues that fall within his capacity. However if the student needs professional counseling or support services, then DSS / MSS will seek or recommend professional counselling agency.

### Accommodation

If student requires the Institute to arrange home stay or other types of accommodation the Student Services staff can be contacted for assistance.

- Hostel Approx AUD\$200-250/week
- Home stay Approx AUD\$250-280/week
- Shared Rent Approx AUD\$150-200 /week

CBC can arrange for airport pickup if advised prior to arrival in Australia. Please contact CBC to confirm the costs & arrangements.

### Transfer between providers

CBC will not authorise student transfer prior to the student completing 6 months of their principal course. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced. For further information on CBC's provider transfer policies, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section

### Refund Policy

1. As per ESOS Act 2000 and the ESOS Regulations 2001, a student will be given a full refund if CBC is unable to offer the course.
2. In event of visa refusal, Application fees (\$150) are not refundable.
3. Refund on the basis of visa rejection will require a copy of the visa rejection notification from the Australian Embassy/High Commission/DIAC and your official CBC receipt.
4. Accommodation Deposit and Airport Pick up fees are refundable if Visa is not granted.
5. Tuition Fees, Overseas Students Health Cover are Refundable in full where:
  - Student has provided evidence of medical OR compassionate reasons due to which the student cannot commence the course
  - Australian Embassy rejects a Visa application.
  - Requests for refunds must be made in writing.
  - CBC is advised of the cancellation of 28 days or more before course starts and prior to entering into Australia
  - Student enrolled in packaged courses do NOT qualify for a refund once they commence their ELICOS studies in Australia.
6. CBC will send the refund to the applicant unless otherwise instructed and authorized in writing.
7. Tuition fees are not transferable to any other institution or student, but may be transferred to another course within CBC.
8. If you withdraw from a course once it has commenced no refund of fees is given.
9. In the unlikely event that CBC is unable to deliver your course in full, you will be offered a full refund of the tuition fees you have paid.
10. If you have given misleading information to CBC approved agent, CBC and / or any commonwealth agencies of Australia, no refund will be given.
11. All refunds will be payable in the same currency in which the fees were paid. CBC will forward the refund to the applicant in his / her country of origin unless otherwise authorized in writing.
12. The normal processing of a refund will be done within 4 weeks.
13. All approved refunds in those cases where fees are paid from overseas are made payable to and sent to the student in his/her country of origin.
14. A student dissatisfied with the refund decision handed by CBC has the right to pursue other legal remedies, which includes independent complaints & appeals handling services provided by a mediation company appointed by CBC.
15. In the event that CBC defaults, student are protected by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001
16. Under compassionate circumstances such as bereavement (e.g. family death) CBC will make the decision of a refund on student's application.
17. This agreement does not remove the right to take further action under Australia's consumer protection laws.
18. CBC will give the student a refund statement that explains how the amount has been worked out.

### Course Progress policy

CBC will maintain and monitor student's academic progress throughout the duration of the qualification. CBC will put in place all required student support services to assist them in achieving the desired results. Students are expected to achieve a **minimum** of 50% pass rate in every term. For further information on CBC's academic progress process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Attendance Policy

CBC follows the DEEWR - DIAC Course Progress Policy and Attendance Policy to monitor the performance and attendance of each student. This Policy is designed to monitor student attendance to ensure that each student complies with his/her visa conditions and enables the College to comply with the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training ("The National Code"). Students are required to attend at least 80% of classes (including medical related absences). For further information, please review the student handbook posted on the website [HYPERLINK "http://www.canterburybc.com.au" www.canterburybc.com.au](http://www.canterburybc.com.au).

### Privacy

Your right to privacy is important to CBC and all personal information collected about you is treated as confidential. This statement applies to the collection any personal information we collect on you. You may request access at any time to information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits us to do so (Commonwealth and State agencies including VETAB and the Fund Manager of the ESOS Assurance Fund). In these circumstances, the minimum amount of information required or requested will be disclosed. For further information on CBC's privacy policies process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.



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