

National Institute of
Education and Technology




START YOUR
JOURNEY TO
SUCCESS

NIET

NATIONAL
INSTITUTE OF
EDUCATION AND
TECHNOLOGY

www.niet.edu.au

A photograph of three people—two women and one man—gathered around a document. They are all smiling and looking at the document with interest. The scene is brightly lit, suggesting a sunny outdoor environment. The man in the center has his eyes closed, while the woman on the right is wearing glasses and smiling broadly. The woman on the left is also smiling. The overall mood is positive and collaborative.

WE PREPARE
TODAY'S LEARNERS
FOR TOMORROW'S
WORKPLACES

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ABOUT NIET

VISION

Values

Embedding our values:

- O** Open
- P** Perfect
- T** Known
- I** Innovative
- M** Meaningful
- A** Authentic
- L** Leading

- N** New
- I** Inspiration
- E** Encouragement
- T** Training

National Institute of Education and Technology (NIET) is a creative institute which provides nationally recognised qualifications in business and technology areas, and NIET courses are closely linked to your chosen industry's standards. NIET uses a professional mindset to develop the institute and targets local community groups and industry workers as the majority of our market group. We prepare today's learners for tomorrow's workplaces.

A group of industry experts have joined the training team to provide excellence in education and skill development and to encourage all NIET students to become lifelong learners.

NIET National Recognised Courses

- Our students can learn skills and knowledge anywhere, anytime
- Our students can interact with trainers and assessors through many interactive ways
- Our trainers and assessors are industry professionals with excellent experience in supporting students
- Our dedicated student support team is there to help you every step of the way
- Most of our courses are nationally recognised and meet professional requirements

At The Same Time, NIET Also Provides Short Industry Partnerships

Industry partnerships benefiting both students and industry for practical knowledge, skill competency, workplace training needs and professional courses training. These professional courses are led by industry experts and designed to be directly applicable to current workplaces or businesses.

Study at NIET

About Brisbane

Brisbane is one of those cities that is always to be changing, without ever losing its essential heart and character! It is the capital city of Queensland and is located on the Brisbane river on the east coast and it is the third largest city in Australia.

Brisbane enjoys a subtropical climate with hot, humid, rainy summers and cool to warm dry winters. From white sandy beaches to tropical rainforests, Brisbane is one of the most beautiful and relaxed cities in Australia. It has one of the world's most agreeable climates, with 300 days of the year on average consisting of clear blue skies and warm temperatures.

Brisbane's prime location means it is within easy reach of both the popular Gold Coast and Sunshine Coast. Beyond its landmarks, such as the 1920s City Hall, and the Treasury Building's graceful colonnades, Brisbane's major attractions are outdoors. Cool down under a canopy of subtropical foliage at the Brisbane Botanic Gardens. Gaze at contemporary art at the Gallery of Modern Art (GOMA), dinosaurs at the Queensland Museum, and skyscrapers from the gently revolving Wheel of Brisbane. Also make sure to fill the cuteness quota at Lone Pine Koala Sanctuary, home to koalas and kangaroos.

Describing Brisbane as positive, generous and optimistic, Brisbane is Australia's New World City. With affordable housing, an affordable cost of living, access to world class education institutions and reliable public transport and infrastructure, living in Brisbane is an easy choice to make.

About Hobart

Hobart is a city rich in history and culture. As the second-oldest capital city in Australia after Sydney, Hobart has a wealth of landmarks and activities that perfectly blend modern living with heritage beauty, resulting in a must-visit location for everyone around the world.

Hobart is one of the few locations in Australia with four distinct seasons. Enjoy the beach during the warm Summers, marvel at the red and yellow hues of Autumn, experience the spectacular snow-capped Mount Wellington during Winter and watch the land's rebirth during the wetter Spring.

Savour international dining in Elizabeth Street, North Hobart, with an array of cuisine from around the world. Have a tour around the historic European houses at Battery Point – where our campus is located – in “Hobart Town”. A drive around Mount Wellington or any of Hobart's other heritage locations is a fantastic way to spend a day.

As one of Lonely Planet's top 10 locations to visit, Hobart offers a unique living experience to all who come to visit. Studying with NIET will give you the opportunity to enjoy all the opportunities Tasmania offers to their fullest.





ELICOS

At the National Institute of Education and Technology, the ELICOS program prepares students for the kind of English used in everyday situations to advanced academic level. Our In-Class English is designed to effectively develop student's communication skills, grammar skills and fluency in speaking, listening, reading, and writing.

This program includes:

- General English
 - Elementary
 - Pre-intermediate
 - Intermediate
 - Upper Intermediate
 - Advanced
- IELTS Preparation
- Pearson Test of English (PTE) Academic

Certificate I in Skills for Vocational Pathways

FSK10213 | 097094J

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

It is suitable for individuals who require:

- A prevocational pathway to employment and vocational training
- Entry level digital technology and employability skills
- Education, training and employment goals

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

This course has a minimum of 15 supervised scheduled face to face course contact hours on campus per week as well as 5 distance education hours per week. This comes to a total of 20 hours per week.

Entry Requirements

The training package does not have any entry requirement.

Course Inclusions:

| | |
|-----------|--|
| FSKDIGo2 | Use digital technology for simple workplace tasks |
| FSKLRO8 | Use simple strategies for work-related learning |
| FSKNUMo8 | Identify and use whole numbers and simple fractions, decimals and percentages for work |
| FSKNUMo9 | Identify, measure and estimate familiar quantities for work |
| FSKOCMo3 | Participate in simple spoken interactions at work |
| FSKRDO7 | Read and respond to simple workplace information |
| FSKWTO6 | Write simple workplace information |
| BSBLED1o1 | Plan skills development |
| BSBCMM1o1 | Apply basic communication skills |
| BSBITU1o2 | Develop keyboard skills |
| BSBITU1o1 | Operate a personal computer |

Student Pathway

- Vocational pathway qualification or further foundation skills development.



Certificate II in Skills for Work and Vocational Pathways

FSK20113 | 097095G

The Certificate II in Skills for Vocational Pathways is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development.

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

This course has a minimum of 15 supervised scheduled face to face course contact hours on campus per week as well as 5 distance education hours per week. This comes to a total of 20 hours per week.

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- IELTS score of 3 or equivalent; or
- Pass Certificate I in skills for vocational pathways; or
- Pass NIET LLN test

Student Pathway

- Vocational pathway qualification or further foundation skills development.

Course Inclusions:

| | |
|-----------|--|
| FSKDIGo3 | Use digital technology for routine workplace tasks |
| FSKLRGo9 | Use strategies to respond to routine workplace problems |
| FSKLRG11 | Use routine strategies for work-related learning |
| FSKNUM14 | Calculate with whole numbers and familiar fractions, decimals and percentages for work |
| FSKNUM15 | Estimate, measure and calculate routine metric measurements for work |
| FSKOCMo7 | Interact effectively with others at work |
| FSKRDG10 | Read and respond to routine workplace information |
| FSKWTGo9 | Write routine workplace texts |
| BSBITU201 | Produce simple word processed documents |
| BSBWOR202 | Organise and complete daily work activities |
| BSBWOR203 | Work effectively with others |
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBIND201 | Work effectively in a business environment |
| BSBCUS201 | Deliver a service to customers |



Certificate I in Business

BSB10115 | 097092M

This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

Course Inclusions:

| | |
|-----------|--|
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBIND201 | Work effectively in a business environment |
| BSBCMM101 | Apply basic communication skills |
| BSBITU101 | Operate a personal computer |
| BSBITU102 | Develop keyboard skills |
| BSBLED101 | Plan skills development |

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

This course has a minimum of 15 supervised scheduled face to face course contact hours on campus per week as well as 5 distance education hours per week. This comes to a total of 20 hours per week.

Entry Requirements

The training package does not have any entry requirement.

Student Pathway

- Vocational pathway qualification or further foundation skills development.



Certificate II in Business

BSB20115 | 097093K

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Course Inclusions:

| | |
|-----------|---|
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBCUS201 | Deliver a service to customers |
| BSBIND201 | Work effectively in a business environment |
| BSBINM201 | Process and maintain workplace information |
| BSBINM202 | Handle mail |
| BSBCMM201 | Communicate in the workplace |
| BSBITU201 | Produce simple word processed documents |
| BSBWOR203 | Work effectively with others |
| BSBWOR204 | Use business technology |
| BSBSUS201 | Participate in environmentally sustainable work practices |
| BSBWOR202 | Organise and complete daily work activities |
| BSBINN201 | Contribute to workplace innovation |

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

This course has a minimum of 15 supervised scheduled face to face course contact hours on campus per week as well as 5 distance education hours per week. This comes to a total of 20 hours per week.

Entry Requirements

- **Education**
 - Australian year 10 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 3.5 or equivalent; or
 - Pass NIET LLN test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Student Pathway

- Vocational pathway qualification or Certificate III in Business Administration.

Certificate III in Business Administration

BSB30415 | 094811J



This Business Administration course gives students the foundation skills needed to work in an administration environment. The Certificate III in Business Administration provides essential knowledge in developing documents using Word, Excel, and PowerPoint and performing general accounting tasks.

Course Inclusions:

| | |
|-----------|--|
| BSBITU307 | Develop keyboarding speed and accuracy |
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBADM307 | Organise schedules |
| BSBITU302 | Create electronic presentations |
| BSBITU303 | Design and produce text documents |
| BSBITU304 | Produce spreadsheets |
| BSBITU306 | Design and produce business documents |
| BSBITU309 | Produce desktop published documents |
| BSBWRT301 | Write simple documents |
| BSBFIA302 | Process payroll |
| BSBFIA303 | Process accounts payable and receivable |
| BSBFIA304 | Maintain a general ledger |
| BSBFIA301 | Maintain financial records |

Course Details:

- 47 weeks
- Course Fee: Please enquire at info@niet.edu.au
- Delivery Mode: face to face and online
- Intake Date: First Monday of every month

Entry Requirements

- **Education**
 - Australian Year 10 high school certificate or equivalent; or
 - Certificate II in Business; or
 - Two years vocational experience in business admin roles without formal business qualifications; or
 - NIET entry test
 - Basic computer skills
- **English** (international students only)
 - IELTS score of 3.5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Clerk
- Receptionist
- Data Entry Operator
- Accounts Payable Clerk
- Office Administration Assistant
- Accounts Receivable Clerk
- Word Processing Operator
- Junior Personal Assistant

Certificate IV in Business

BSB40215 | 096244G



This course will help you upgrade your business skills so you can apply solutions to unpredictable problems by analysing and evaluating the situation. A perfect gateway into a business role and a stepping stone to complete further studies with the Diploma of Business Administration.

Course Inclusions:

| | |
|------------|--|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements |
| BSBADM405 | Organise meetings |
| BSBCUS402 | Address customer needs |
| BSBITU401 | Design and develop complex text documents |
| BSBITU404 | Produce complex desktop published documents |
| BSBCMM401 | Make a presentation |
| BSBPMG522 | Undertake project work |
| BSBRISK401 | Identify risk and apply risk management processes |
| BSBWRT401 | Write complex documents |
| BSBITU306 | Design and produce business documents |

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

Entry requirements

- **Education**
 - 16 years old or above
 - Australian year 10 certificate or equivalent; or
 - Pass NIET entry test
- **English** (International Student only)
 - IELTS score of 4.5 or equivalent; or pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Office Manager
- Team Leader

Diploma of Business Administration

BSB50415 | 094814F

This qualification will apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Course Inclusions:

| | |
|-----------|---|
| BSBADM502 | Manage meetings |
| BSBADM504 | Plan and implement administrative systems |
| BSBADM506 | Manage business document design and development |
| BSBFIM502 | Manage payroll |
| BSBPMG522 | Undertake project work |
| BSBCUS501 | Manage quality customer service |
| BSBMGT517 | Manage operational plan |
| BSBMKG502 | Establish and adjust the marketing mix |

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Australian Year 11 high school certificate or equivalent; or
 - Two years vocational experience in business admin roles without formal business qualifications; or
 - NIET entry test
 - Basic computer skills
- **English** (International students only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Office Manager
- Administration Manager
- Finance Manager
- Team Leader



Certificate III in Early Childhood Education and Care

CHC30113 | 096246F

This is an entry level course which will allow you to work in a childcare centre, become a qualified Nanny or work at a family day care. It provides you with the necessary skills to work in a range of early childhood educational settings and is designed to work within the requirements of the Education and Care Services, National Regulations and the National Quality Standard.

This course requires a minimum of 120 hours to be completed in a registered and licensed children's service over the period of the qualification. Placement must occur for the full duration of the study in the qualification.

Course Inclusions:

| | |
|-----------|--|
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCECE001 | Develop cultural competence |
| CHCECE002 | Ensure the health and safety of children |
| CHCECE003 | Provide care for children |
| CHCECE004 | Promote and provide healthy food and drinks |
| CHCECE005 | Provide care for babies and toddlers |
| CHCECE007 | Develop positive and respectful relationships with children |
| CHCECE009 | Use an approved learning framework to guide practice |
| CHCECE010 | Support the holistic development of children in early childhood |
| CHCECE011 | Provide experiences to support children's play and learning |
| CHCECE013 | Use information about children to inform practice |
| CHCLEG001 | Work legally and ethically |
| CHCPRT001 | Identify and respond to children and young people at risk |
| HLTAID004 | Provide an emergency first aid response in an education and care setting |
| HLTWHS001 | Participate in workplace health and safety |

| | |
|-----------|--|
| CHCDIV001 | Work with diverse people |
| BSBSUS301 | Implement and monitor environmentally sustainable work practices |
| BSBWOR301 | Organise personal work priorities and development |

Course Details:

- 52 weeks (include 4 weeks holiday)
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - 16 years old or above
 - Australian year 10 certificate or equivalent; or
 - Pass NIET Entry test
- **English** (international students only)
 - IELTS score of 4.5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Childhood Educator of Assistant Educator
- Playground Supervisor
- Family Day Care Educator
- Nanny

Diploma of Early Childhood Education and Care

CHC50113 | 096247E



This qualification will teach you how to design and implement educational programs that will stimulate learning and development, and get the skills you need to foster the holistic wellbeing of children. The students will work to implement an approved learning framework within the requirements of the Education and Care Services, National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers.

This course requires a minimum of 240 hours to be completed in a registered and licensed children's service over the period of the qualification. Placement must occur for the full duration of the study in the qualification.

Course Inclusions:

| | |
|-----------|---|
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCECE001 | Develop cultural competence |
| CHCECE002 | Ensure the health and safety of children |
| CHCECE003 | Provide care for children |
| CHCECE004 | Promote and provide healthy food and drinks |
| CHCECE005 | Provide care for babies and toddlers |
| CHCECE007 | Develop positive and respectful relationships with children |
| CHCECE009 | Use an approved learning framework to guide practice |
| CHCECE016 | Establish and maintain a safe and healthy environment for children |
| CHCECE017 | Foster the holistic development and wellbeing of the child in early childhood |
| CHCECE018 | Nurture creativity in children |
| CHCECE019 | Facilitate compliance in an education and care services |
| CHCECE020 | Establish and implement plans for developing cooperative behaviour |
| CHCECE021 | Implement strategies for the inclusion of all children |
| CHCECE022 | Promote children's agency |
| CHCECE023 | Analyse information to inform learning |
| CHCECE024 | Design and implement the curriculum to foster children's learning and development |
| CHCECE025 | Embed sustainable practices in service operations |
| CHCECE026 | Work in partnership with families to provide |

| | |
|-----------|--|
| | appropriate education and care for children |
| CHCLEG001 | Work legally and ethically |
| CHCPRT001 | Identify and respond to children and young people at risk |
| HLTAID004 | Provide an emergency first aid response in an education and care setting |
| HLTWHS003 | Maintain work health and safety |
| CHCDIV001 | Work with diverse people |
| CHCPRP003 | Reflect on and improve own professional practice |
| BSBINN502 | Build and sustain an innovative work environment |
| BSBLED401 | Develop teams and individuals |
| BSBSUS501 | Develop workplace policy and procedures for sustainability |

Course Details:

- 52 weeks (include 4 weeks holiday)
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - 16 years old or above
 - Australian year 11 certificate or equivalent; or
 - Pass NIET entry test
- **English** (international students only)
 - IELTS score of 5 or equivalent; or pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Lead Educator
- Service Manager
- Service Educator

Certificate III in Individual Support

CHC33015 | 097537J



This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Be of legal working age
 - Australian year 10 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 5 or equivalent; or
 - NIET LLN test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Course Inclusions:

| | |
|-----------|--|
| CHCCCS015 | Provide individualised support |
| CHCCCS023 | Support independence and well being |
| CHCCOM005 | Communicate and work in health or community services |
| CHCDIV001 | Work with diverse people |
| CHCLEG001 | Work legally and ethically |
| HLTAAP001 | Recognise healthy body systems |
| HLTWHS002 | Follow safe work practices for direct client care |
| CHCAGE001 | Facilitate the empowerment of older people |
| CHCAGE005 | Provide support to people living with dementia |
| CHCCCS011 | Meet personal support needs |
| CHCAGE001 | Facilitate the empowerment of older people |
| CHCCCS025 | Support relationships with carers and families |
| CHCHCS001 | Provide home and community support services |

Student Pathway

- Certificate IV in aging support

Career Outcomes

- Financial Clerk
- Assistant in Nursing
- Care Worker
- Community Care Worker
- Residential Care Worker
- Home Care Assistant
- Respite Care Worker

Certificate IV in Ageing Support

CHC43015 | 097538G



This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Course Details:

- 52 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Be of legal working age
 - Australian year 11 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 5 or equivalent; or
 - NIET LLN test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Student Pathway

- Diploma of Nursing

Course Inclusions:

| | |
|-----------|--|
| CHCADV001 | Facilitate the interests and rights of clients |
| CHCAGE001 | Facilitate the empowerment of older people |
| CHCAGE003 | Coordinate services for older people |
| CHCAGE004 | Implement interventions with older people at risk |
| CHCAGE005 | Provide support to people living with dementia |
| CHCCCS006 | Facilitate individual service planning and delivery |
| CHCCCS011 | Meet personal support needs |
| CHCCCS023 | Support independence and wellbeing |
| CHCCCS025 | Support relationships with carers and families |
| CHCDIV001 | Work with diverse people |
| CHCLEG003 | Manage legal and ethical compliance |
| CHCPAL001 | Deliver care services using a palliative approach |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships |
| HLTAAP001 | Recognise healthy body systems |
| HLTWHS002 | Follow safe work practices for direct client care |
| CHCCCS015 | Provide individualised support |
| HLTAID003 | Provide first aid |
| BSBWOR204 | Use business technology |

Career Outcomes

- Personal Care Assistant
- Aged Care Worker
- Residential care worker
- Care Supervisor
- Care Team Leader

Diploma of Nursing

HLT54115 | 097089F



This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units.

Course Details:

- 104 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Australian year 11 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 6 or equivalent; or
 - From April 2018, 7.0 or equivalent

Career Outcomes

- Enrolled Nurse

Course Inclusions:

| | |
|-----------|--|
| CHCDIV001 | Work with diverse people |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCPRP003 | Reflect on and improve own professional practice |
| HLTAAP002 | Confirm physical health status |
| HLTAAP003 | Analyse and respond to client health information |
| HLTENN001 | Practise nursing within the Australian health care system |
| HLTENN002 | Apply communication skills in nursing practice |

| | |
|------------|---|
| HLTENN003 | Perform clinical assessment and contribute to planning nursing care |
| HLTENN004 | Implement, monitor and evaluate nursing care plans |
| HLTENN005 | Contribute to nursing care of a person with complex needs |
| HLTENN006 | Apply principles of wound management in the clinical environment |
| HLTENN007 | Administer and monitor medicines and intravenous therapy |
| HLTENN008 | Apply legal and ethical parameters to nursing practice |
| HLTENN009 | Implement and monitor care for a person with mental health conditions |
| HLTENN011 | Implement and monitor care for a person with acute health problems |
| HLTENN012 | Implement and monitor care for a person with chronic health problems |
| HLTENN013 | Implement and monitor care of the older person |
| HLTENN015 | Apply nursing practice in the primary health care setting |
| HLTINF001 | Comply with infection prevention and control policies and procedures |
| HLTWHS002 | Follow safe work practices for direct client care |
| BSBWOR404 | Develop work priorities |
| CHCLEG001 | Work legally and ethically |
| HLTAID003 | Provide first aid |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace |
| HLTWHS004 | Manage work health and safety |

Certificate III in Commercial Cookery

SIT30816 | 097090B



This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Course Details:

- 52 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Australian year 11 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 4.5 or equivalent; or
 - NIET LLN test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Student Pathway

- Certificate IV in Commercial Cookery

Career Outcomes

- Commercial Cook

Course Inclusions:

| | |
|------------|---|
| BSBSUS201 | Participate in environmentally sustainable work practices |
| BSBWOR203 | Work effectively with others |
| SITHCCC001 | Use food preparation equipment |
| SITHCCC005 | Prepare dishes using basic methods of cookery |
| SITHCCC006 | Prepare appetisers and salads |
| SITHCCC007 | Prepare stocks, sauces and soups |
| SITHCCC008 | Prepare vegetable, fruit, egg and farinaceous dishes |
| SITHCCC012 | Prepare poultry dishes |
| SITHCCC013 | Prepare seafood dishes |
| SITHCCC014 | Prepare meat dishes |
| SITHCCC018 | Prepare food to meet special dietary requirements |
| SITHCCC019 | Produce cakes, pastries and breads |
| SITHCCC020 | Work effectively as a cook |
| SITHKOP001 | Clean kitchen premises and equipment |
| SITHKOP002 | Plan and cost basic menus |
| SITHPAT006 | Produce desserts |
| SITXFSA001 | Use hygienic practices for food safety |
| SITXFSA002 | Participate in safe food handling practices |
| SITXHRM001 | Coach others in job skills |
| SITXINV002 | Maintain the quality of perishable items |
| SITXWHS001 | Participate in safe work practices |
| SITXCCS006 | Provide service to customers |
| SITXCCS007 | Enhance customer service experiences |
| BSBITU306 | Design and produce business documents |
| SITXWHS003 | Implement and monitor work health and safety practices |

Certificate IV in Commercial Cookery

SIT40516 | 096245G



This qualification will provide you with hands-on experience in areas of kitchen operations, food preparations and cookery skills. Upon successful completion of this certificate, you will be qualified to work in restaurants, hotels, hospitals or any commercial catering environment.

Full-time Study:

This course includes the completion of vocational work placement for a minimum of 48 complete food service periods.

Course Inclusions:

| | |
|------------|--|
| BSBDIV501 | Manage diversity in the workplace |
| BSBSUS401 | Implement and monitor environmentally sustainable work practices |
| SITHCCC001 | Use food preparation equipment |
| SITHCCC005 | Prepare dishes using basic methods of cookery |
| SITHCCC006 | Prepare appetisers and salads |
| SITHCCC007 | Prepare stocks, sauces and soups |
| SITHCCC008 | Prepare vegetable, fruit, egg and farinaceous dishes |
| SITHCCC012 | Prepare poultry dishes |
| SITHCCC013 | Prepare seafood dishes |
| SITHCCC014 | Prepare meat dishes |
| SITHCCC018 | Prepare food to meet special dietary requirements |
| SITHCCC019 | Produce cakes, pastries and breads |
| SITHCCC020 | Work effectively as a cook |
| SITHKOP002 | Plan and cost basic menus |
| SITHKOP004 | Develop menus for special dietary requirements |
| SITHKOP005 | Coordinate cooking operations |
| SITHPAT006 | Produce desserts |
| SITXCOM005 | Manage conflict |
| SITXFIN003 | Manage finances within a budget |
| SITXFSA001 | Use hygienic practices for food safety |
| SITXFSA002 | Participate in safe food handling practices |

| | |
|------------|--|
| SITXHRM001 | Coach others in job skills |
| SITXHRM003 | Lead and manage people |
| SITXINV002 | Maintain the quality of perishable items |
| SITXMGT001 | Monitor work operations |
| SITXWHS003 | Implement and monitor work health and safety practices |
| SITXCCS006 | Provide service to customers |
| SITXCCS007 | Enhance customer service experiences |
| SITXHRM002 | Roster staff |
| BSBITU306 | Design and produce business documents |
| BSBADM405 | Organise meetings |
| BSBCMM401 | Make a presentation |
| BSBCUS402 | Address customer needs |

Course Details:

- 78 weeks (include 8 weeks holiday)
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - 16 years old or above
 - Australian year 10 certificate or equivalent; or
 - Pass NIET Entry test
- **English (international students only)**
 - IELTS score of 4.5 or equivalent; or pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Chef

Diploma of Hospitality Management

SIT50416 | 096248D

This Course Suits:

- Domestic students
- Existing employees who wish to upgrade their qualifications as well as those in senior management positions who wish to gain a qualification

Please note: : note that this is a holistic course which means students cannot receive Statement of Attainment until all assessments have been submitted and deemed competent.

Course Inclusions:

| | |
|------------|--|
| BSBDIV501 | Manage diversity in the workplace |
| BSBMGT517 | Manage operational plan |
| SITXCCS007 | Enhance customer service experiences |
| SITXCCS008 | Develop and manage quality customer service practices |
| SITXCOM005 | Manage conflict |
| SITXFIN003 | Manage finances within a budget |
| SITXFIN004 | Prepare and monitor budgets |
| SITXGLC001 | Research and comply with regulatory requirements |
| SITXHRM002 | Roster staff |
| SITXHRM003 | Lead and manage people |
| SITXMGTO01 | Monitor work operations |
| SITXMGTO02 | Establish and conduct business relationships |
| SITXWHS003 | Implement and monitor work health and safety practices |
| SITHIND001 | Use hygienic practices for hospitality service |
| SITHIND004 | Work effectively in hospitality service |
| BSBADM502 | Manage meetings |
| BSBITU301 | Create and use databases |
| BSBITU302 | Create electronic presentations |
| BSBITU306 | Design and produce business documents |
| BSBRISK501 | Manage risk |
| BSBFIA302 | Process payroll |
| BSBFIM502 | Manage payroll |
| BSBCMM401 | Make a presentation |
| BSBWOR501 | Manage personal work priorities and professional development |
| BSBMGT502 | Manage people performance |
| BSBLDR501 | Develop and use emotional intelligence |
| BSBLDR502 | Lead and manage effective workplace relationships |
| BSBWOR502 | Lead and manage team effectiveness |

Course Details:

- Course Duration: 52 weeks (include 4 weeks holiday)
- Delivery Mode: face to face and online

Entry Requirements

Students are required to spend a minimum of 36 complete service periods (shifts) in a commercial hospitality environment. Throughout the work placement, students should get involved in various stages of hospitality management, operations, implementation and evaluation.

The work placement will need to be completed in Australia, and students will be responsible for the costs of any travel, accommodation, statutory checks or other requirements related to their work placement.

- **Education**
 - Be of legal working age
 - Year 11; or
 - NIET entry test
- **English** (International students only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Hotel Manager
- Motel Manager
- Restaurant Manager

Certificate IV in Property Services (Real Estate)

CPP40307



This qualification is designed to provide practical aspects of building client relationships, appraising and managing properties, leasing and listing properties for sale, managing tenancy agreements and conducting an auction to name a few of the units. Whether you want to start a career in real estate as a salesperson, a property manager or you would like to run your own real estate agency with full real estate agent licenses? This course would be perfect for you.

Course Inclusions:

| | | | |
|-------------|--|-------------|--|
| CPPDSM4007A | Identify legal and ethical requirements of property management to complete agency work | CPPDSM4022A | Sell and finalise the sale of property by private treaty |
| CPPDSM4008A | Identify legal and ethical requirements of property sales to complete agency work | CPPDSM4046A | Manage tenancy disputes |
| CPPDSM4009B | Interpret legislation to complete agency work | BSBSMB404 | Undertake small business planning |
| CPPDSM4015B | Minimise agency and consumer risk | BSBLDR403 | Lead team effectiveness |
| CPPDSM4080A | Work in the real estate industry | BSBCMM401 | Make a presentation |
| BSBSMB406 | Manage small business finances | BSBADM40 | Organise meetings |
| CPPDSM4003A | Appraise property | BSBWRT401 | Write complex documents |
| CPPDSM4005A | Establish and build client-agency relationships | | |
| CPPDSM4006A | Establish and manage agency trust accounts | | |
| CPPDSM4010A | Lease property | | |
| CPPDSM4011A | List property for lease | | |
| CPPDSM4012A | List property for sale | | |
| CPPDSM4013A | Market property for lease | | |
| CPPDSM4014A | Market property for sale | | |
| CPPDSM4016A | Monitor and manage lease or tenancy agreement | | |
| CPPDSM4018A | Prepare and present property reports | | |
| CPPDSM4019A | Prepare for auction and complete sale | | |

Course Details:

- Course Duration: 24 weeks
- Delivery Mode: face to face and online

Entry Requirements

The training package does not have any entry requirement.

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Licensed Real Estate Agent
- Agent's Representative



Diploma of Property Services (Agency Management)

CPP50307 | 097091A

This qualification is based on nationally recognised training that is designed for individuals who want to acquire the knowledge and skills needed to operate and manage a real estate/property agency business. This qualification helps students develop skills for selling, marketing, leasing and managing property, and managing the physical, human and financial resources of a real estate agency.

Course Details:

- 26 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Australian year 11 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET LLN test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Real Estate Agent
- Property Manager

Course Inclusions:

CPPDSM4006A Establish and manage agency trust accounts

| | |
|-------------|--|
| CPPDSM4007A | Identify legal and ethical requirements of property management to complete agency work |
| CPPDSM4008A | Identify legal and ethical requirements of property sales to complete agency work |
| CPPDSM4009B | Interpret legislation to complete agency work |
| CPPDSM4015B | Minimise agency and consumer risk |
| CPPDSM4080A | Work in the real estate industry |
| BSBSMB406 | Manage small business finances |
| CPPDSM4003A | Appraise property |
| CPPDSM4005A | Establish and build client-agency relationships |
| CPPDSM4010A | Lease property |
| CPPDSM4011A | List property for lease |
| CPPDSM4012A | List property for sale |
| CPPDSM4013A | Market property for lease |
| CPPDSM4014A | Market property for sale |
| CPPDSM4016A | Monitor and manage lease or tenancy agreement |
| CPPDSM4018A | Prepare and present property reports |
| CPPDSM4019A | Prepare for auction and complete sale |
| CPPDSM4022A | Sell and finalise the sale of property by private treaty |
| CPPDSM4046A | Manage tenancy disputes |
| BSBFIM501 | Manage budgets and financial plans |
| BSBMGT517 | Manage operational plan |
| BSBMGT605 | Provide leadership across the organisation |
| CPPDSM5009A | Coordinate risk management system in the property industry |
| CPPDSM4005A | Establish and build client-agency relationships |
| BSBHRM402A | Recruit, select and induct staff |
| BSBMGT502 | Manage people performance |

Certificate IV in Retail Management

SIR40316

Our Certificate IV in Retail Management develops managerial skills in those currently working in, or interested in entering, the retail sector.

Core skills include financial management, employee and customer relations, and team leadership. Graduates will be front-line managers, dealing with daily operations and implementing strategies to meet organisational goals.

Course Inclusions:

| | |
|------------|--|
| SIRRRTF002 | Monitor retail store financials |
| SIRXCEG004 | Create a customer centric culture |
| SIRXHRM002 | Maintain employee relations |
| SIRXMGTO02 | Lead a frontline team |
| SIRXRSK002 | Maintain store security |
| SIRXSLSo03 | Achieve sales results |
| SIRXWHS003 | Maintain workplace safety |
| BSBCUS401 | Coordinate implementation of customer service strategies |
| CHCDIV001 | Work with diverse people |
| BSBCUS402 | Address customer needs |
| BSBCM401 | Make a presentation |

Course Details:

- Delivery Mode: face to face and online

Career Outcomes

This course is for those who:

- Wish to upgrade their qualifications as well as those in the retail industry who wish to gain a qualification

Entry Requirements

NIET's specific course entry requirements are:

- **Education**
 - Have achieved a Certificate III in Retail or
- Have relevant industry employment experience in a job role that has involved the application of skills and knowledge described in core units of competency from the SIR30216 Certificate III in Retail, such as:
 - Customer service
 - Supervising work teams and employee relations
 - Sales performance
 - Store safety and security

Examples of evidence of retail management experience may include:

- Job descriptions and references from current or past employers
- An entry interview to determine retail supervision experience.

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.



Diploma Of Retail Leadership

SIR50116

The Diploma of Retail Leadership is designed to meet the needs of students who dream of managing their own retail store, a chain of department stores or working with big brand names to deliver value.

Core skills include planning and evaluating performance, employee/customer relations and strategic planning.

Graduates will find roles as area managers, state managers, cluster managers and small business owner.

Course Inclusions:

| | |
|------------|---|
| SIRRSTR001 | Undertake strategic planning in retail |
| SIRXCHA002 | Lead the change process |
| SIRXMGT003 | Provide leadership to others |
| SIRRRTF003 | Drive retail profitability |
| BSBLDR501 | Develop and use emotional intelligence |
| BSBLDR502 | Lead and manage effective workplace relationships |
| BSBWHS501 | Ensure a safe workplace |
| BSBMGT502 | Manage people performance |
| CHCDIV001 | Work with diverse people |
| SIRXHRM002 | Maintain employee relations |

Course Details:

- Delivery Mode: face to face and online

Career Outcomes

- Cluster Supermarket Area Manager
- Retail Area Manager
- Store Manager

Entry Requirements

NIET's specific course entry requirements are:

- **Education**
 - Have achieved a Certificate IV in Retail Management or
 - Have relevant industry employment experience in a job role that has involved the application of skills and knowledge described in core units of competency from the SIR40316 Certificate IV in Retail Management.
 - Monitor retail store financials
 - Create a customer centric culture
 - Maintain employee relations
 - Lead a frontline team
 - Maintain store security
 - Achieve sales results
 - Maintain workplace safety

Examples of evidence of retail management experience may include:

- Job descriptions and references from current or past employers
- An entry interview to determine retail supervision experience.
- **English** (International Student only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.



Certificate IV in Accounting and Bookkeeping

FNS40217 | 097536K

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Course Details:

- 52 weeks
- Delivery Mode: face to face and online

Entry Requirements

- **Education**
 - Australian year 11 certificate or equivalent; or
 - NIET LLN test
- **English** (international students only)
 - IELTS score of 4.5 or equivalent; or
 - NIET LLN test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Course Inclusions:

| | |
|-----------|---|
| BSBFIA401 | Prepare financial reports |
| BSBSMB412 | Introduce cloud computing into business operations |
| FNSACC311 | Process financial transactions and extract interim reports |
| FNSACC312 | Administer subsidiary accounts and ledgers |
| FNSACC408 | Work effectively in the accounting and bookkeeping industry |
| FNSACC416 | Set up and operate a computerised accounting system |
| FNSTPB401 | Complete business activity and instalment activity statements |
| FNSTPB402 | Establish and maintain payroll systems |
| BSBCUS301 | Deliver and monitor a service to customers |
| BSBITU402 | Develop and use complex spreadsheets |
| BSBITU306 | Design and produce business documents |
| BSBWRT301 | Write simple documents |
| BSBADM405 | Organise meetings |

Student Pathway

- Diploma of Accounting

Career Outcomes

- Financial Clerk
- Bookkeeper

Diploma of Accounting

FNS50215 | 094813G

Studying the Diploma of Accounting creates real workplace opportunities for individuals looking for a career in Accounting. This professionally recognised qualification covers preparation of budgets, tax returns, financial reports, BAS and payroll, financial and business performance information. You will also learn how to develop complex spreadsheets as well as manage internal control procedures and information systems.

This qualification reflects professional accounting job roles in financial services and other industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and guide others within defined guidelines.

Course Inclusions:

| | |
|-----------|--|
| FNSACC501 | Provide financial and business performance information |
| FNSACC502 | Prepare tax documentation for individuals |
| FNSACC503 | Manage budgets and forecasts |
| FNSACC504 | Prepare financial reports for corporate entities |
| FNSACC506 | Implement and maintain internal control procedures |
| FNSACC507 | Provide management accounting information |
| BSBFIA401 | Prepare financial reports |
| FNSACC301 | Process financial transactions and extract interim reports |
| FNSACC505 | Establish and maintain accounting information systems |
| BSBWOR501 | Manage personal work priorities and professional development |
| BSBMGT502 | Manage people performance |

Course Details:

- 52 weeks
- Delivery Mode: face to face and online
- Intake Date: First Monday of every month

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- **Education**
 - Australian Year 11 high school certificate or equivalent; or
 - Two years vocational experience in accounting roles without formal business qualifications; or
 - NIET entry test
 - Basic computer skills
- **English** (International students only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Senior Financial Clerk
- Assistant Accountant



Diploma of Leadership and Management

BSB51915 | 094815E

The Diploma of Leadership and Management allows individuals to develop understanding of leadership and workplace skills that will enhance performance at all levels of management. The Diploma will provide an understanding and skill in problem solving, leading others and managing projects in a business environment.

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgment in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Course Inclusions:

| | |
|-----------|--|
| BSBLDR501 | Develop and use emotional intelligence |
| BSBMGT517 | Manage operational plan |
| BSBLDR502 | Lead and manage effective workplace relationships |
| BSBWOR502 | Lead and manage team effectiveness |
| BSBCUS501 | Manage quality customer service |
| BSBPMG522 | Undertake project work |
| BSBWOR501 | Manage personal work priorities and professional development |
| BSBRSK501 | Manage risk |
| BSBFIM502 | Manage payroll |
| BSBMGT502 | Manage people performance |
| BSBADM502 | Manage meetings |
| BSBMKG502 | Establish and adjust the marketing mix |

Course Details:

- 52 weeks
- Delivery Mode: face to face and online
- Intake Date: First Monday of every month

Entry Requirements

- **Education**
 - Australian Year 11 high school certificate or equivalent; or
 - Two years vocational experience in management roles without formal management qualification; or
 - NIET entry test
 - Basic computer skills
- **English** (International students only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Manager
- Supervisor
- Team Leader
- Event Coordinator

Advanced Diploma of Leadership and Management

BSB61015 | 094816D

The Advanced Diploma of Leadership and Management allows individuals to develop an in-depth understanding of leadership and workplace skills that will enable you to perform at all levels of management. The coursework covers business planning, people development, change management, organisational innovation and it provides a pathway to university.

This course suits students who want to upgrade Diploma qualification to Advanced qualification.

Course Inclusions:

| | |
|------------|--|
| BSBFIM601 | Manage finances |
| BSBINN601 | Lead and manage organisational change |
| BSBMGT605 | Provide leadership across the organisation |
| BSBMGT617 | Develop and implement a business plan |
| BSBMGT608 | Manage innovation and continuous improvement |
| BSBMGT615 | Contribute to organisation development |
| BSBMGT616 | Develop and implement strategic plans |
| BSBDIV601 | Develop and implement diversity policy |
| BSBMKG609 | Develop a marketing plan |
| BSBRISK501 | Manage risk |
| BSBSUS501 | Develop workplace policy and procedures for sustainability |
| BSBHRM602 | Manage human resources strategic planning |

Course Details:

- 52 weeks
- Delivery Mode: face to face and online

This course has a minimum of 15 scheduled face-to-face contact hours on campus per week as well as 5 distance education hours per week. This comes to a total of 20 hours per week.

Entry Requirements

- **Education**
 - 16 years old or above
 - Australian year 11 certificate or equivalent;
 - Business management relevant Diploma qualification, or pass NIET entry test
- **English (International students only)**
 - IELTS score of 5.5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Advanced Diploma of Translating

PSP60816 | 096251J



The PSP60816 Advanced Diploma of Translating (Mandarin-English both directions) reflects the skills and knowledge required to translate special-purpose texts from one language to another to convey information written using specific terminology for a specific audience. The qualification is designed for people who translate in highly specialized domains at the professional level in areas such as legal, medical, and business contexts.

Course inclusions:

| | |
|-------------|---|
| PSPTIS100 | Apply codes and standards to professional judgement |
| PSPTIS101 | Negotiate translating and interpreting assignments |
| PSPTISo60 | Analyse text types for translation of special purpose texts (LOTE-English) |
| PSPTISo61 | Quality assure translations |
| CUAWRT401 | Edit texts |
| PSPTISo62 | Translate special purpose texts from English to LOTE |
| PSPTISo64 | Read and analyse special purpose English texts to be translated |
| PSPTISo63 | Translate special purpose texts from LOTE to English |
| PSPTISo65 | Read and analyse special purpose LOTE texts to be translated |
| PSPTISo68 | Demonstrate complex written English proficiency in different subjects and cultural contexts |
| SITXLAN3415 | Read and write documents in a language other than English (Mandarin) |
| PSPTISo02 | Build glossaries for translating and interpreting assignments |
| BSBWOR501 | Manage personal work priorities and professional development |

Course details:

- Course Duration: 24 weeks
- Delivery Mode: face to face and online

Entry requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- **Education**
 - Advanced Mandarin and English skills and
 - Diploma or higher qualification
- **English (International students only)**
 - IELTS score of 6 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Translator

Diploma of Remedial Massage

HLT52015 | 094812G

Launch your career in allied health with the Diploma of Remedial Massage. Learn how to assess a variety of needs and apply specialised treatment modalities. The Diploma suits individuals looking to become a self-employed practitioner or work in large health organisations.

Please note: this is a holistic course which means students cannot receive Statement of Attainment until all assessments have been submitted and deemed competent.

Full-Time Study:

Students study Diploma of Remedial Massage full-time over a minimum duration of 12 months (1 academic year).

To graduate with a Diploma of Remedial Massage, students must have a record of completing 200 practical hours as required by the massage associations.

Please note: Completing components in private clinics and/or shop fronts is not considered student clinical practicum hours or training.

Course Details:

- Course Duration: 52 weeks (include 4 weeks holiday)
- Delivery Mode: face to face and online

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- Access to massage clinic for prac hours
- **Education**
 - 16 years old or above
 - Australian year 11 certificate or equivalent; or
 - Pass NIET entry test
- **English** (International students only)
 - IELTS score of 4.5 or equivalent; or
 - Pass NIET entry test

Career Outcomes

- Massage Therapist
- Clinic Supervisor

Course Inclusions:

| | |
|-----------|--|
| CHCCOM006 | Establish and manage client relationships |
| CHCDIV001 | Work with diverse people |
| CHCLEG003 | Manage legal and ethical compliance |
| CHCPRP003 | Reflect on and improve own professional practice |
| CHCPRP005 | Engage with health professionals and the health system |
| HLTAAP003 | Analyse and respond to client health information |
| HLTAID003 | Provide first aid |
| HLTWHS004 | Manage work health and safety |
| HLTINF004 | Manage the control of infection |
| HLTMSG001 | Develop massage practice |
| HLTMSG002 | Assess client massage needs |
| HLTMSG003 | Perform remedial massage musculoskeletal assessments |
| HLTMSG004 | Provide massage treatment |
| HLTMSG005 | Provide remedial massage treatments |
| HLTMSG006 | Adapt remedial massage practice to meet specific needs |
| HLTMSG008 | Monitor and evaluate remedial massage treatments |
| BSBSMB404 | Undertake small business planning |
| HLTAAP002 | Confirm physical health status |
| HLTMSG002 | Assess client massage needs |
| HLTMSG007 | Adapt remedial massage practice for athletes |
| HLTREF002 | Provide reflexology for relaxation |

This course has a minimum of 15 scheduled face-to-face contact hours on campus per week as well as 5 distance education hours per week. Total of 20 hours per week.

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.



Diploma of Information Technology

ICT50115 | 096739G

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

Course Inclusions:

| | |
|-----------|---|
| BSBSUS501 | Develop workplace policy and procedures for sustainability |
| BSBWHS501 | Ensure a safe workplace |
| ICTICT509 | Gather data to identify business requirements |
| ICTICT511 | Match ICT needs with the strategic direction of the enterprise |
| ICTICT501 | Research and review hardware technology options for organisations |
| ICTICT507 | Select new technology models for business |
| ICTPMG501 | Manage ICT projects |
| ICTSAS505 | Review and update disaster recovery and contingency plans |
| ICTSAS506 | Update ICT system operational procedures |
| ICTSAD506 | Produce a feasibility report |
| ICTPRG501 | Apply advanced object-oriented language skills |
| ICTPRG502 | Manage a project using software management tools |
| ICTPRG503 | Debug and monitor applications |
| ICTPRG504 | Deploy an application to a production environment |
| ICTPRG505 | Build advanced user interface |
| ICTNWK501 | Plan, implement and test enterprise communication solutions |
| ICTNWK502 | Implement secure encryption technologies |

| | |
|-----------|---|
| ICTNWK503 | Install and maintain valid authentication processes |
| ICTNWK504 | Design and implement an integrated server solution |
| ICTNWK505 | Design, build and test a network server |

Course Details:

- 52 weeks
- Delivery Mode: face to face and online

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- **Education**
 - Australian year 11 certificate or equivalent; or
 - Pass NIET entry test
- **English** (international students only)
 - IELTS score of 5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

Career Outcomes

There are possible career outcomes, when students complete this qualification:

- Information Systems Officer Manager
- Office Systems Administrator
- IT Office Manager
- IT Systems Administrator
- Systems Manager

Graduate Certificate in Management (Learning)

BSB80515 | 096252G



This qualification is designed for managers with entry based on management experience and looking for substantial specialised skills and knowledge in the field of learning and management development.

Course Inclusions:

| | |
|-----------|--|
| BSBLDR801 | Lead personal and strategic transformation |
| BSBLED802 | Lead learning strategy implementation |
| BSBLED807 | Establish career development services |
| BSBINN601 | Lead and manage organisational change |

Course Details:

- Course Duration: 52 weeks
- Delivery Mode: face to face and online

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- **Education**
 - Diploma with 2 years' vocational experience in management roles; or
 - Bachelor; or
 - No formal qualification but 5 years' vocational experience in management roles
- **English (International students only)**
 - IELTS score of 6 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Company Manager/Consultants
- Organisational Learning and Leadership Manager
- Business Development Manager
- Corporate Training Manager

Graduate Diploma of Management (Learning)

BSB80615 | 096253G

This qualification provides solid knowledge and depth of understanding of a broad range of theory, practical business strategies and applications. It is suitable for individuals with specialised knowledge and skills to further develop in organisational learning and capability development. The graduate diploma in management would apply to leaders and senior managers who initiate, establish and build organisational plans and strategies.

Course Inclusions:

| | |
|-----------|--|
| BSBINN801 | Lead innovative thinking and practice |
| BSBRES801 | Initiate and lead applied research |
| BSBFIM801 | Manage financial resources |
| BSBMGT605 | Provide leadership across the organisation |
| BSBLDR801 | Lead personal and strategic transformation |
| BSBLED802 | Lead learning strategy implementation |
| BSBLED807 | Establish career development services |
| BSBINN601 | Lead and manage organisational change |

Course Details:

- Course Duration: 104 weeks
- Delivery Mode: face to face and online

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- **Education**
 - Diploma with 2 years' vocational experience in management roles; or
 - Bachelor; or
 - Graduate Certificate; or
 - No formal qualification but 5 years' vocational experience in management roles
- **English (International students only)**
 - IELTS score of 6 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop, laptop or tablet
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

Career Outcomes

- Company Manager/Chief Executives
- National Managers/Consultants
- Organisational Learning and Leadership Manager
- Business Development Manager
- Corporate Training Manager

Graduate Diploma of Strategic Leadership

BSB80215 | 096740C

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles.

Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts.

Course Inclusions:

| | |
|-----------|--|
| BSBLDR801 | Lead personal and strategic transformation |
| BSBLDR802 | Lead the strategic planning process for an enterprise |
| BSBMGT803 | Use financial and economic information for strategic decision making |
| BSBMGT802 | Lead design and review of enterprise systems |
| BSBFIM801 | Manage financial resources |
| BSBMGT801 | Direct the development of a knowledge management strategy for a business |
| BSBLDR803 | Develop and cultivate collaborative partnerships and relationships |
| BSBLDR804 | Influence and shape diversity management |

Course Details:

- 52 weeks
- Delivery Mode: face to face and online

Career Outcomes

There are possible career outcomes, when students complete this qualification:

- Manager
- Team Leader

Entry Requirements

The training package does not have any entry requirement, but NIET's specific course entry requirements are:

- **Education**
 - Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years' equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise; or
 - Have completed a Bachelor degree in related fields of study and 2 years' equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise; or
 - Have five years' equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- **English** (international students only)
 - IELTS score of 5.5 or equivalent; or
 - Pass NIET entry test

Computing

Hardware and software requirements:

- Desktop or laptop
- Microsoft Office or equivalent
- Broadband internet connection
- A web camera and a speaker

You will need access to software to view online videos and images, such as Adobe Reader, Windows Media Player, Windows Photo Viewer, which can be downloaded from the internet.

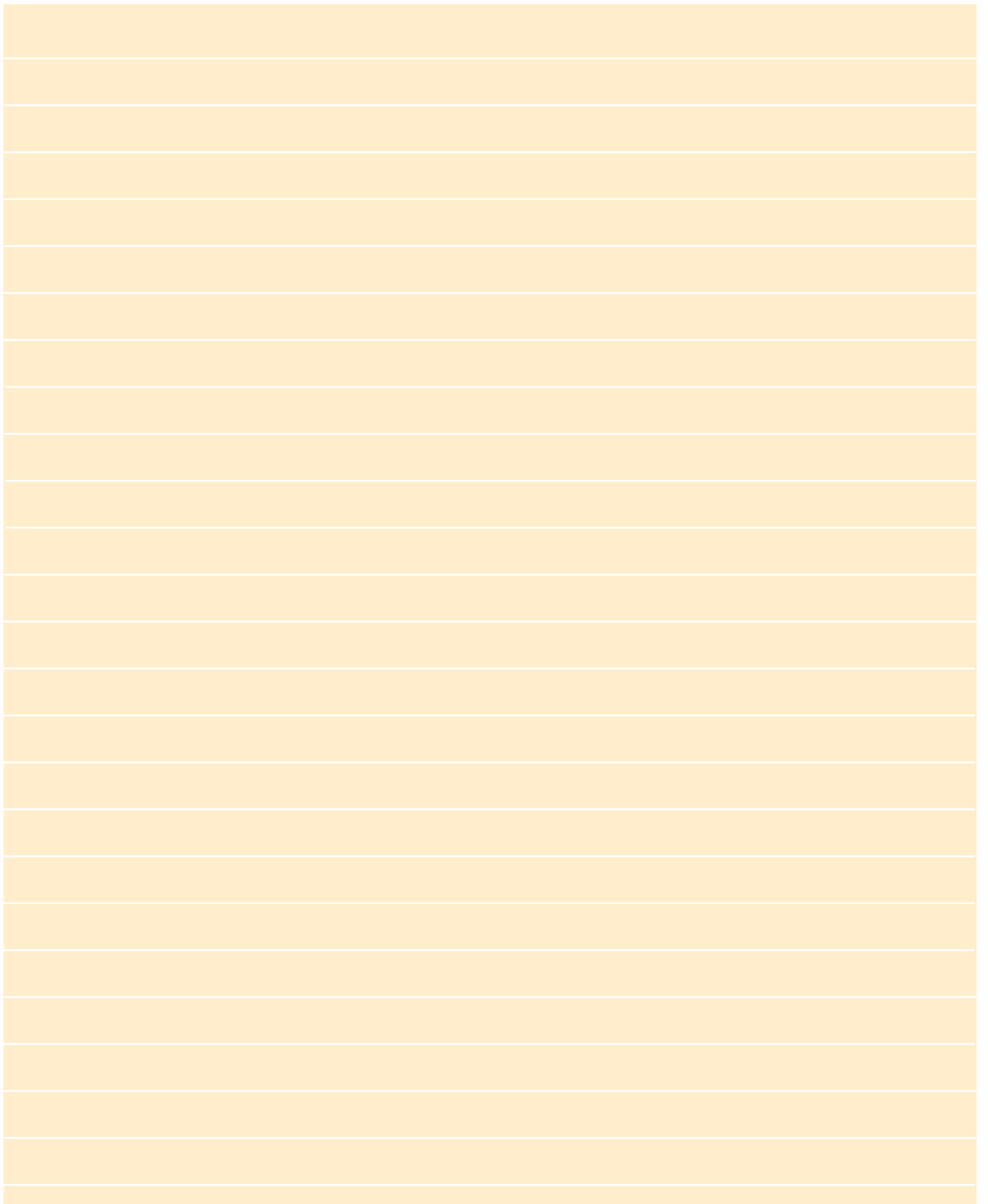


Student Support

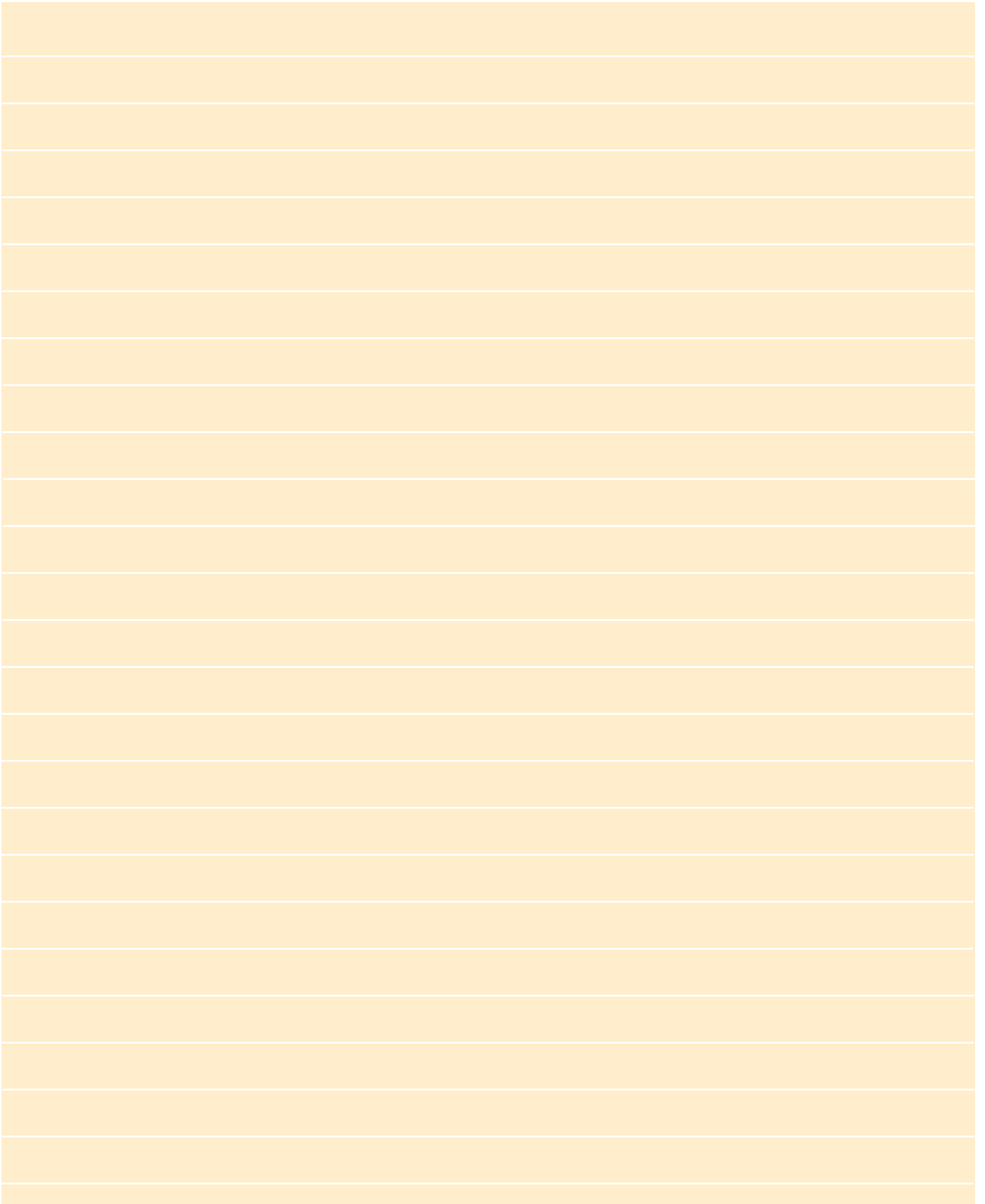
Our study coach policy provides every student with a single point of contact for the duration of their enrolment, ensuring they always have access to the support they need to get the most from their studies.

With a variety of contact options, including virtual class, email, telephone appointment, live chat, video conference and the portal, your study coach or trainer is always on hand to assist you in any way they can. And for extra support for the students to discuss course work and any challenges they face with the course work there are options of joining our interactive support webinars and/or regular workshops with trainers or study coaches and peers.

NOTE



NOTE



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*Our friendly student services team
would love to hear from you!*

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AGENT DETAILS

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