



Australian Institute of Commerce and Language



English



Commerce



Hairdressing



Hospitality

Study with us for your future career
www.aicl.nsw.edu.au





MISSION:

To be an enthusiastic provider of quality training, outstanding support and real academic pathways.

To encourage and empower students to realize their full potential and provide the means for individuals of all cultures to learn in harmony.

ACCREDITATION

The Australian Institute of Commerce and Language is a Registered Training Organisation and our courses are accredited and recognized by all relevant government bodies and educational institutions.

AICL offers courses in English Language, Commerce, Hospitality and Hairdressing and is nationally registered by VETAB (Vocational Education and Training Accreditation Board) and NEAS (National English Language Training Accreditation Scheme).

AICL's certificate, diploma and advanced diploma courses are recognized under the Australian Qualifications Framework.

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STRENGTHS

Education with a Difference

Unique teaching methods and participative learning

Articulation

With recognized Australian and overseas universities

Spectacular Location

In the heart of Sydney City

Supportive and Highly Qualified Staff and Teachers

Providing individual attention

Student Services

Offering quick response and guidance

Student Achievement

Satisfied, skilled and employable graduates

Excellent Facilities

Student common room, large and modern classrooms, and computer laboratories with scheduled internet access during school hours



The National Training Legend Award

The National Training Legend Award has been presented to select individuals and institutions around Australia for outstanding achievement in the areas of delivery and contribution to the hospitality industry. The National Training Legend Award was conferred by Tourism Training Australia and presented by the Minister of Education. The AICL and TAEF were independently nominated for the National Training Legend Award and won it independently.



Welcome message from AICL Academic Director/Principal

It is my pleasure to welcome you to the Australian Institute of Commerce and Language where we have quality education with a pathway to further studies and great career choices for your future.

AICL specializes in vocational education and training as a pathway to further studies or a great career. Australia's vocational education and training system provides individuals with the necessary skills required in an evolving and dynamic shifting economy. Vocational education has been designed to deliver training that is practical and career oriented. At AICL, we have combined those elements of practicality to ensure career success but added a higher level of assessment so that our students can take advantage of our wide network of articulated universities.

AICL has recently developed a wide range of new courses, increased the number of university articulations and have sequentially-delivered programs with TAFE NSW - Sydney Institute. As a result, AICL is being recognised in industry as an education provider with quality delivery of our programs and one that offers career paths in high demand industries.

At AICL, we aim to provide our students with a positive experience both with their studies and their new life experience. As we have students from over 40 different countries from around the world, AICL

students are exposed to a vast range of cultures that enrich their life and open up a new network of international contacts that will help their future careers.

All AICL teaching, administration and marketing staff are supportive and professional. Our teachers deliver quality programs and our support staff are always there to assist students with any of their needs. This face to face support along with our modern facilities gives AICL that necessary edge to meet the needs of our students.

I am confident that you will find your AICL experience both enriching and one that will provide you with a solid basis for a successful career. It will be a pleasure to have you as a part of our AICL team.



Natalie Scott
Academic Director/Principal

English Language Courses

English



AICL is a provider of quality international education with a unique approach to language learning led by a highly qualified and experienced team of professionals. We offer a wide range of accredited language courses including General English, IELTS Preparation Program and English for Academic Purposes. Our aim is to offer the language learner quality teaching in a friendly student centred environment that promotes confidence and motivation. Timetable: 9am - 3pm (Tuesday - Friday)

General English Program

CRICOS Code 035490K

The General English Program focuses on a combination of structured core lessons and a skills development program. The core lessons are centered on a communicative approach, which is used to best integrate critical aspects of listening, speaking, reading, writing and grammar skills. This unique approach better prepares students to use English in real life practical situations as well as develop cross-cultural communication skills.

Sample Timetable

Time	Tuesday	Wednesday	Thursday	Friday
09:00 - 11:00	Core Class	Core Class	Core Class	Core Class
11:00 - 11:20	Morning Tea Break			
11:20 - 12:20	Core Class	Core Class	Core Class	Core Class
12:20 - 01:00	Lunch Break			
01:00 - 03:00	Skills Class	Skills Class	Skills Class	Skills Class

Students on a student visa must attend 20 hours per week of supervised lessons on premises.

Course Aim: This program is designed for people who are learning English for general, practical or cultural purposes.

Assessment: Students take part in formal weekly assessments to evaluate their progress and identify areas that require more attention.

Length of Course: 4 to 52 weeks

Entry Requirements: No formal entry requirements

The AICL General English Program has 6 different levels on offer.

Students learn to analyse systems of language and are encouraged to express various opinions and recognise the degrees and fine lines expressed through language.

Students learn many abstract concepts and structures, which help them express "grey area" concepts.

Students are exposed to new angles on familiar areas and are encouraged to explore their own experience and make contrasts with their own and other cultures.

Students who have already gained basic English skills and need practice to gain fluency.

Students learn to understand and speak English to handle a variety of everyday situations and topics.

Students learn basic English language forms and their uses.



English for Academic Purposes

CRICOS Code 047949C

The English for Academic Purposes Program prepares students for the culture and style of learning in Australian universities. Students are guided through the processes involved in university research, essay and report writing, tutorials and presentations.

The program focuses on one theme each fortnight to develop the critical thinking, academic reading, writing, study, presentation and listening skills necessary for success in tertiary study at both undergraduate and post-graduate levels.

Course Aim:	This program will give students the English communication skills necessary to carry out higher education at an Australian University.
Assessment:	Students are assessed continuously during the course through assignments, including a biography, study plan, descriptions, essay plans, essays, oral presentation and research report.
Length of Course:	EAP 1: 10 weeks / EAP 2: 10 weeks EAP 1 & 2: 20 weeks Pre-EAP: up to 10 weeks (Optional)
Entry Requirements:	EAP 1: IELTS 5.0 / EAP 2: IELTS 5.5 Pre-EAP: IELTS 4.5 Students below this level will be placed in the General English Program until they reach the appropriate level required.

English for Academic Purposes
Students learn to handle complex English language structures in a variety of academic circumstances. These are then applied to advanced research strategies, genre essay writing, presentation skills, etc that will enable postgraduate students to deal with the demands of postgraduate studies.
Students learn to handle English language structures in a variety of academic circumstances. These are then applied to research strategies, foundations of essay writing, presentation skills, etc that will enable postgraduate students to deal with the demands of undergraduate studies.
Students learn basic academic skills in English in preparation to enter the English for Academic Purposes program.

IELTS Preparation Program

CRICOS Code 036908C

The IELTS Preparation Program addresses the four modules of reading, listening, speaking and writing. The study elements include IELTS exam strategies, academic skills, cultural awareness development, developing research and presentation skills, and weekly student-teacher interviews. Course delivery aims to balance these study elements to better prepare students to meet university entry requirements as well as cope with the challenges of further studies.

Course Aim:	The IELTS Preparation Program will give students the skills needed to successfully sit for the IELTS exam. An individual's exam results will depend on the length and intensity of their study program taking into account their level of English skill upon commencement of the course.
Assessment:	Students engage in a range of assessments including IELTS tests, research project presentation, and essay writing.
Length of Course:	12 to 40 weeks
Entry Requirements:	IELTS 5.0 or equivalent Students below this level will be placed in the General English Program until they reach the appropriate level required.

IELTS Preparation Program
Students are exposed to complex applications of the IELTS test and apply these to academic analysis and research strategies that lead to English language proficiency at postgraduate studies level.
Students are exposed to applications of the IELTS test and apply these to academic analysis and research strategies that lead to English language proficiency at undergraduate studies level.
Students make the transition from standard English language acquisition to an introduction to the academic language demands of the IELTS test.

Hairdressing & Hospitality Courses



AICL & TAFE NSW-Sydney Institute Working Together

We are delighted to announce the successful cooperation of AICL and TAFE NSW-Sydney Institute to sequentially deliver the following courses: Advanced Diploma of Hospitality Management and Diploma of Hairdressing Salon Management.

AICL and TAFE know that there is a growing interest in the international student sector for hairdressing & hospitality courses that lead to both an Australian qualification and the opportunity for a great career. Therefore, together AICL and TAFE NSW-Sydney Institute created a pathway for students interested in hairdressing and hospitality to study in their chosen field and gain practical workplace experience along the way.

AICL Hairdressing & Hospitality Courses

- **Entry Requirements:** Successful completion of Year 12 or equivalent and IELTS 5.5
- **Teaching Methods:** Integrated theory and practical work, demonstrations, presentations, group projects, individual assignments, exams and class tests, industry specialist visits, class participation.
- **Assessment Strategy:** Practical tests, individual assignments, group projects, class tests and exams, presentations, class participation
- **Hospitality Exit Points:** Certificate III in Hospitality (Commercial Cookery)
Certificate IV in Hospitality (Commercial Cookery)
Advanced Diploma of Hospitality Management
- **Hairdressing Exit Points:** Certificate III in Hairdressing
Diploma of Hairdressing Salon Management



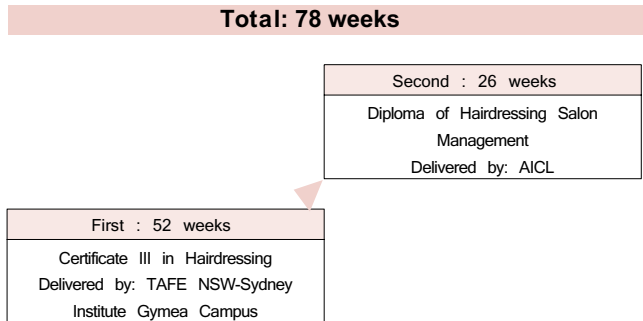
Hairdressing Course



Hairdressing Salon Management

The Diploma of Hairdressing Salon Management is a sequentially-delivered program by the Australian Institute of Commerce and Language (AICL) and TAFE NSW-Sydney Institute. The course consists of Certificate III in Hairdressing is delivered at TAFE Gymea campus for 52 weeks followed by the Diploma of Hairdressing Salon Management is delivered at AICL for a further 52 weeks.

Graduates are awarded a qualification under the Australian Qualification Framework (AQF).



Working in NSW

Hairdressing legislation around licensing requires people to be over 21 years of age to work as a paid hairdresser. People under 21 working in a salon can only be employed as a salon assistant or indentured apprentice (locals only).

Certificate III in Hairdressing [AQF3]



(WRH30106)
CRICOS Code 060556M

The TAFE delivered Certificate III in Hairdressing aims to prepare students to become hair designers, platform artists for worldwide hair care corporations and representatives for world-renowned hair products. Students will learn hair design and cutting, hair colouring, permanent waving, straightening, customer service, product advice and sales.

Career Opportunities: Graduates will have a range of employment opportunities such as hairdressers in salons, cruise ships, platform artists and sales representatives for world-renowned hairdressing products.

Length of Course: 52 weeks Full-time

Diploma of Hairdressing Salon Management [AQF5]



(WRH50106)
CRICOS Code 061158F

The AICL delivered Diploma of Hairdressing Salon Management aims to prepare qualified hairdressers to become hairdressing salon owner operators or senior managers. Students will learn planning and initiation skills across a broad range of technical and managerial requirements. Ability to select equipment, services and techniques for self and others is developed. Responsibility and coordination for individuals and teams and autonomy is achieved for complex applications.

Career Opportunities: Graduates will have a range of employment opportunities such as senior hair designer, salon manager and salon owner.

Length of Course: 78 weeks Full-time (including 52 weeks Certificate III in Hairdressing)



Sample Timetables

Certificate III in Hairdressing - TAFE Gyemea Campus

- 15 students maximum per group

Days: (3 days per week)	Time:
Monday	01:00 pm - 05:00 pm
Tuesday	08:30 am - 06:00 pm
Wednesday	08:30 am - 06:00 pm

Diploma of Hairdressing Salon Management - AICL

Days: (4 days per week)	Morning	Afternoon
Monday - Thursday	08:30 am - 01:30 pm	02:00 pm - 07:00 pm

Timetables may be subject to change. Students on a student visa must attend 20 hours per week of supervised lesson on premises.

Student Testimonial



Yan Hong Zhao

"I'm studying hairdressing and have found that this is an excellent place for learning skills and practical experience related to hairdressing needs. The teachers are professional, kind and helpful. We have learned communication on the job and they lead us to be patient with clients by being an example. All the lecturers are giving us clear and professional skills so we are feeling confident in the hairdressing course. I believe that we are all going to be professional hairdressers in the future."



Nan Zhang

"I'm very interested in my course. It is great fun and I learn new things every day. The teachers are friendly and professional; the facilities are well equipped and very new so all the students like to study in this nice environment. I strongly believe that we will be successful in the future."

Hairdressing Subjects

Subject	Cert III	Diploma
Core		
Prepare Clients for salon services	✓	
Maintain tools & equipment	✓	
Maintain and Organise work areas	✓	
Follow personal health and safety routines at work	✓	
Apply the principles of hairdressing science	✓	
Consult with clients and treat hair and scalp conditions	✓	
Design haircut structures	✓	
Apply one length/solid haircut structures	✓	
Apply graduated haircut structures	✓	
Apply layered haircut structures	✓	
Apply over-comb techniques	✓	
Design and apply short to medium-length hair design finishes	✓	
Colour and lighten hair	✓	
Design and perform full and partial highlighting techniques	✓	
Perform colour correction	✓	
Perform chemical curling and volumising services	✓	
Perform chemical straightening and relaxing services	✓	
Provide service to clients	✓	
Conduct financial transactions	✓	
Communicate in the workplace	✓	
Work effectively in a retail environment	✓	
Apply safe working practices	✓	
Sell products and services	✓	
Elective		
Combine haircut structures on women	✓	
Perform on scalp full head and re-touch bleach services	✓	
Combine haircut structures for traditional and classic designs on men	✓	
Design & apply long hair design finishes	✓	
Advise on products and services	✓	
Skills development module - Cutting	✓	
Skills development module - Colour	✓	
Skills development module - Perming	✓	
Skills development module - styling design	✓	
Compulsory Unit		
Operate Effectively as a hairdresser in a salon work team (work experience unit)	✓	
Core		
Salon Supervision		✓
Maintain Customer Relation		✓
Recruit and Select Personnel		✓
Lead and Manage people		✓
Business Plan		✓
Manage Business Operations		✓
Elective		
Evaluate a Business opportunity		✓
Legal & Admin Aspects		✓
Manage Finances		✓
Training & Assessment System		✓

Hospitality Management Course

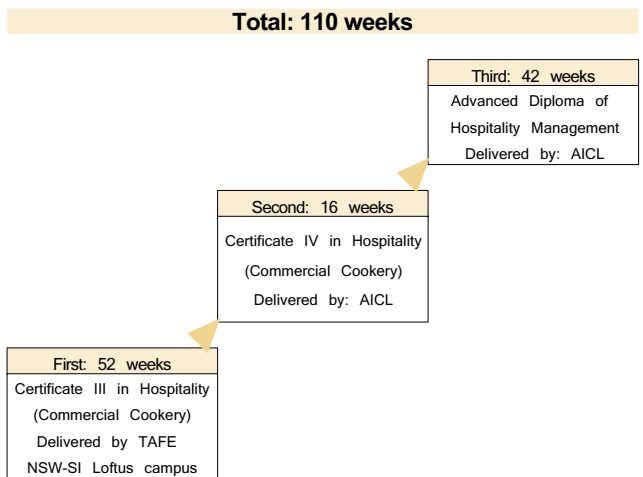


Hospitality

Hospitality Management

The Advanced Diploma of Hospitality Management is a sequentially delivered program offered by the Australian Institute of Commerce and Language (AICL) and TAFE NSW - Sydney Institute. The course consists of Certificate in Hospitality (Commercial Cookery) delivered at TAFE NSW-SI for 52 weeks, followed by the certificate IV in Hospitality (Commercial Cookery) and the Advanced Diploma of Hospitality Management delivered at AICL for a further 58 weeks.

Graduates are awarded with a qualification under the Australian Qualification Framework (AQF).



Certificate III in Hospitality (Commercial Cookery) [AQF3]



(THH31502)
CRICOS Code 052515J

The TAFE delivered Certificate III in Hospitality (Commercial Cookery) is for students who wish to develop the skills, knowledge and work related values required to work in commercial, industrial or retail catering industries, patisseries, commercial kitchens and restaurants.

Students will participate in the development of commercial cookery skills and knowledge which will include health and hygiene practices in the kitchen, food storage and safety, planning and controlling for menu based catering and buffets.

This course provides strategies to develop these skills in a variety of kitchen operations, as the competency standards are common to many areas of the hospitality industry.

Career Opportunities: Graduates will have a range of employment opportunities such as a chef/cook in a commercial, industrial or retail catering industry or hospitality enterprise.

Length of Course: 52 weeks Full-time



Certificate IV in Hospitality (Commercial Cookery) [AQF4]



(THH41302)
CRICOS Code 052516G

The AICL delivered Certificate IV in Hospitality (Commercial Cookery) is designed for students who wish to develop the skills and knowledge required to perform a supervisory / team leading role in a hospitality / catering enterprise.

Students will participate in the development of commercial cookery skills and knowledge which will include planning and controlling for menu based catering, as well as event management strategies.

This course provides strategies to develop these skills as the competency standards are common to many areas of the hospitality industry.

Career Opportunities: Graduates will have a range of employment opportunities such as a supervisory/team-leading role in a hospitality/catering enterprise.

Length of Course: 68 weeks Full-time
(including 52 weeks Certificate III in Hospitality (Commercial Cookery))



Advanced Diploma of Hospitality Management [AQF 6]



(THH60202)
CRICOS Code 052514K

The AICL delivered Advanced Diploma of Hospitality Management is aimed at owner/operators or those employed in senior management positions. The course focuses on planning and initiation skills across a broad range of managerial requirements. Ability to develop business plans; recruit, manage and monitor staff; financial management; customer relations and marketing is developed. Responsibility and coordination for individuals and teams and autonomy is achieved for complex applications.

Career Opportunities: Graduates will have a range of employment opportunities such as restaurant manager, restaurant owner and related fields in the hospitality industry.

Length of Course: 110 weeks Full-time
(including 68 weeks Certificates III & IV in Hospitality (Commercial Cookery))

Student Testimonial



Md Imran Mahmud

"I am pleased to be studying because of the high level qualifications in hospitality management. The teachers are well qualified and experienced. The staff is very friendly and kind as they help me with questions about my studies. Everyone is helpful, understanding and caring. Our kitchens are great with the latest equipment, which makes learning much easier. I am very happy to study because it is a friendly environment."



Sample Timetables

Certificate III in Hospitality - TAFE NSW - Sydney Institute

- 15 students maximum per group
Group 1:

Days: (3 days per week)	Time:
Wednesday	11:30 am - 09:00 am
Thursday	08:00 am - 05:00 pm
Friday	08:00 am - 02:30 pm

Group 2:

Days: (3 days per week)	Time:
Monday	08:00 am - 05:00 pm
Tuesday	11:30 am - 09:00 pm
Wednesday	08:00 am - 02:30 pm

Certificate IV in Hospitality - AICL

Advanced Diploma of Hospitality - AICL

Days: (4 days per week)	Morning	Afternoon
Monday - Thursday	08:30 am - 01:30 pm	02:00 pm - 07:00 pm

Timetables may be subject change. Students on a student visa must attend 20 hours per week of supervised lesson on premises.

Hospitality Subjects

	Subject	Cert III	Cert IV	Advanced Diploma
Core	Hospitality Colleagues and Customers	✓	✓	✓
	Hospitality Industry	✓	✓	✓
	Workplace Hygiene	✓	✓	✓
	Food Safety Implementation	✓	✓	✓
	Hospitality Products and Services	✓	✓	✓
	Hospitality Conflict Resolution	✓	✓	✓
	Coach Job Skills	✓	✓	✓
	Clean and Maintain Kitchen Premises	✓	✓	✓
	Present Food	✓	✓	✓
	Receive and Store Kitchen Supplies	✓	✓	✓
	Nutrition Applications in Food Service	✓	✓	✓
	Catering Planning and Control	✓	✓	✓
	Organise and Prepare Food	✓	✓	✓
	Use basic Methods of Cookery	✓	✓	✓
	Prepare Appetisers and Salads	✓	✓	✓

	Subject	Cert III	Cert IV	Advanced Diploma
Core	Sandwiches	✓	✓	✓
	Prepare stocks soups and sauces	✓	✓	✓
	Prepare vegetables, egg & farinaceous	✓	✓	✓
	Prepare & Cook Poultry & Game	✓	✓	✓
	Prepare & Cook Seafood	✓	✓	✓
	Select, Prepare & Cook meat	✓	✓	✓
	Prepare, Cook and Serve Food	✓	✓	✓
	Prepare Pastry, Cakes and Yeast Goods	✓	✓	✓
	Prepare Hot and Cold Desserts	✓	✓	✓
	Buffet Preparation	✓	✓	✓
	Prepare Cook & Serve Food for Menus	✓	✓	✓
	Control and Order Stock		✓	✓
	Monitor Catering Revenue & Costs		✓	✓
	Catering Quality Control		✓	✓
	Monitor Work Operations		✓	✓
	Lead and Manage People		✓	✓
	Interpret Financial Information		✓	✓
	Hospitality Health, Safety & Security		✓	✓
	Food Safety Programs		✓	✓
	Elective	Senior First Aid		✓
Event Concept			✓	✓
On Site Event Management			✓	✓
Event Proposals			✓	✓
Develop and Update Knowledge of Protocol			✓	✓
Manage Event Contractors			✓	✓
Core	Operational Plans			✓
	Managing Customer Service			✓
	Workplace Security			✓
	Finance I			✓
	Finance II			✓
	Business Compliance			✓
	Forming Business Relationships			✓
	Managing Staff I			✓
	Managing Staff II			✓
	Managing Staff III			✓
	Workplace Diversity			✓
	Finance III			✓
	Physical Assets			✓
	Marketing Strategies			✓
Business Plans			✓	

Commerce Courses



AICL Commerce Courses

The Australian Institute of Commerce and Language has become known for successfully delivering Certificate II, Certificate III, Certificate IV, Diploma and Advanced Diploma qualifications in Accounting, Business Management and Information Technology (Network Engineering).

These AICL courses are designed to provide students with the competencies that employers have identified as critical to their needs, being both practical and career oriented and as a pathway to further studies at university level. AICL has achieved this by ensuring that delivery and assessment strategies meet the needs of both industry and higher education requirements. These standards form the basis of assessment and students graduate as soon as they demonstrate their achievement.

Graduates are awarded with a qualification under the Australian Qualification Framework (AQF). These qualifications are recognised and valued by employers. They also provide the foundation for progressing into higher-level courses at university level with advanced standing and credits awarded for prior learning.

- **Entry Requirements:** Successful completion of Year 12 or equivalent and IELTS 5.5
- **Teaching Methods:** Lectures, group interaction, participative learning, case studies, simulations, presentations and research
- **Assessment Strategy:** Individual assignments, group projects, exams, presentations, class participation and case studies
- **Exit Points:** Certificate II (8 weeks), Certificate III (26 weeks), Certificate IV (52 weeks), Advance Diploma (104 weeks)
- **Timetable:** 2 shifts on offer : Morning or Evening Programs (depending on subject availability)

Sample Timetable	Morning	Evening
	Monday - Thursday	
Business Subjects	08:00 am - 01:00 pm	03:30 pm - 08:30 pm
IT Subjects		
Accounting Subjects		

Classes are delivered in 5-hour blocks divided into lectures and supervised study.

Students on a student visa must attend 20 hours per week (minimum) of supervised tuition on premises.

Business Course



Business course

AICL Business course graduates are prepared to undertake management jobs or continuing higher education. Students will study a wide range of applied economic, legal, human resource, marketing, e-commerce, international business and financial subjects.

Certificate II in Business (AQF2)



(BSB20101)
CRICOS Code 046817A

The Certificate II in Business introduces students to basic business communication concepts and computing fundamentals.

Career Opportunities: Graduates will be able to have employment opportunities as a clerk and Small Business Assistant.

Length of Course: 8 weeks Full-time

Certificate III in Business (AQF3)



(BSB30101)
CRICOS Code 046818M

The Certificate III in Business is an introductory program providing a broad base of knowledge from which to build on.

Career Opportunities: Graduates will be able to seek employment in clerical and administrative areas in an industry of their choice.

Length of Course: 26 weeks Full-time

Certificate IV in Business Management (AQF4)



(BSB41101)
CRICOS Code 046819K

The Certificate IV in Business Management trains students to understand the business environment and identify some of the functions in a business and how they contribute to organizational objectives.

Career Opportunities: Graduates will have the basic skills to develop a career as a Trainee Manager or Supervisor in a general business area.

Length of Course: 52 weeks Full-time

Pre-requisite: Certificate III in Business

Diploma of Business Management (AQF5)



(BSB50401)
CRICOS Code 046820F

The Diploma of Business Management provides the skills and knowledge needed to manage the strategic and operational areas of an organisation. It is for students who are aspiring to be managers in medium sized organisations across all industry sectors.

Career Opportunities: Entry-level or Trainee Manager / Supervisor in the areas of marketing, human resources, retailing, accounting or administration

Length of Course: 104 weeks Full-time

Pre-requisite: Certificate IV in Business Management

Business Subjects

Subject	Cert II	Cert III	Cert IV	Diploma
Communication at Workplace	✓			
IT Fundamentals	✓			
Business Communication		✓	✓	✓
Business Computing		✓	✓	✓
Accounting		✓	✓	✓
Work Place Management		✓	✓	✓
Marketing Fundamentals		✓	✓	✓
Human Resource Management I			✓	✓
Managing Organisations			✓	✓
Commercial Law			✓	✓
Consumer Behaviour			✓	✓
Managing Operations			✓	✓
Managing Performance				✓
Information Systems Management				✓
Human Resource Management II				✓
Change Management				✓
Managing Customer Service				✓
International Management				✓
Financial Management				✓
Marketing Management				✓
Project Management				✓
Researching a Business Opportunity				✓

Accounting Courses



Accounting Courses

AICL Accounting course provides high level training with advanced accounting technical skills and knowledge. The course also provides the foundation for progressing into higher-level courses including entry into universities.

Accounting Subjects

Diploma	Advanced Diploma	Subject	Diploma	Advanced Diploma
Core	Core	Business Communication	✓	✓
		Office Tax Procedures	✓	✓
		Budgeting	✓	✓
		Company Accounts	✓	✓
		Management Accounting Principles	✓	✓
Elective	Elective	Financial Accounting	✓	✓
		Bookkeeping	✓	✓
Prerequisite	Prerequisite	Computer Accounting Systems	✓	✓
		Financial Reporting	✓	✓
Prerequisite / Elective	Prerequisite / Elective	Financial Reporting	✓	✓
Elective / Core	Elective / Core	Internal Control	✓	✓
Core	Core	Monitor Corporate Governance Activities		✓
Elective	Elective	Organisational Management		✓
		Internal Audit		✓
		Prepare Complex Tax Returns and Lodgments		✓
		Implement Tax Plans and Evaluate Tax Compliance		✓

Diploma of Accounting [AQF5]



(FNS50204)
CRICOS Code 058251B

The Diploma of Accounting aims to provide basic financial management, costing, taxation law and business law. Students learn to produce and analyse financial reports, and develop management techniques for a small team.

Career Opportunities: Graduates will be able to enter into an accounting role to perform such duties as introducing and maintaining accounting systems; maintaining internal control systems; preparing financial statements for a reporting entity; preparing tax returns; reporting on business performance and managing small teams.

Length of Course: 52 weeks Full-time

Advanced Diploma of Accounting [AQF6]



(FNS60204)
CRICOS Code 058249G

The Advanced Diploma of Accounting is an industry - specified pathway for students wishing to practice as an accountant. Students will also learn to produce and analyse financial reports, and develop management techniques for a small team.

Career Opportunities: Graduates will be able to enter into an accounting role to perform such duties as tax planning; evaluating business performance; perform internal and external audit functions; perform and supervise auditing; financial planning management and managing a team or department.

Length of Course: 78 weeks Full-time

Pre-requisite: Diploma of Accounting

Information Technology Courses



Information Technology Courses

AICL Information Technology Courses provide for the development of real skills by mixing both theoretical and practical components. Students will be able to operate and maintain hardware and software; develop, implement and evaluate IT products and services; provide user support; manage systems and projects; configure networks and troubleshoot. All AICL Information Technology courses are ACS (Australian Computer Society) certified. Students who complete AICL's Diploma & Advanced Diploma level Information Technology courses are eligible for membership to the Australian Computer Society at the grade of Provisional Associate (AACS Prov). Students are eligible for an upgrade to Associate Member (AACS) on the achievement of two years of relevant industry experience in Information Technology.

Certificate II in Information Technology (General) (AQF2)



(ICA20105)
CRICOS Code 060551E

The Certificate II in Information Technology will offer the student a introduction to basic computer packages and integration of computers in the workplace.

Career Opportunities: Graduates will be able to have employment opportunities as an IT helpdesk or secretarial office administration.

Length of Course: 8 weeks Full-time

Certificate III in Information Technology (AQF3)



(ICA30105)
CRICOS Code 060463E

Certificate III in Information Technology provides the skills and knowledge for an individual to be competent in introductory Information and Communications Technology 'technical' functions and is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT 'user'.

Career Opportunities: Graduates from this qualification will be able to work in basic personal computer support, basic network / system administration or in first level help desk roles.

Length of Course: 26 weeks Full-time

Certificate IV in Information Technology (Networking) (AQF4)



(ICA40405)
CRICOS Code 060464D

The Certificate IV in Information Technology (Networking) develops skills and knowledge in the installation and management of simple networks and provides for an individual to be effective in network management either as an independent ICT specialist or as part of a team.

Career Opportunities: Graduates will be able to work in the following positions:

- " Network administrator
- " Network manager
- " Network technician
- " Network operations analyst

Length of Course: 52 weeks Full Time

Pre-requisite: Certificate III in Information Technology



Diploma of Information Technology (Networking) (AQF5)



(ICA50405)
CRICOS Code 060465C

Diploma of Information Technology (Networking) provides the skills and knowledge for an individual to be competent in high-level network management and engineering.

Career Opportunities: Possible job titles for the graduates include:

- " E-security analyst / manager
- " Integration analyst
- " Intranet engineer
- " Network engineer
- " Solutions architect
- " Systems engineer

Length of Course: 78 weeks Full Time
Pre-requisite: Certificate IV in Information Technology (Networking)

Advanced Diploma of Information Technology (Network Security) (AQF6)



(ICA60205)
CRICOS Code 060466B

Advanced Diploma of Information Technology (Network Security) provides skills and knowledge in planning, technical design, implementation & management of complex and high-level network security and components. Students will also gain the skills to identify and isolate key security issues within network infrastructures and network servers.

Career Opportunities: Graduates will be able to work in the variety of IT jobs such as:

- " Database security expert
- " E-risk manager
- " ICT network specialist
- " ICT security consultant & specialist
- " Internal computer audit specialist
- " IT security administrator & analyst
- " Network and systems manager
- " Network security analyst
- " Network engineer
- " Security administrator
- " Security engineer

Length of Course: 104 weeks Full Time
Pre-requisite: Diploma of Information Technology (Networking)











Information Technology Subjects

	Module Name	Cert.II	Cert.III	Cert.IV	Dipl.	Adv. Dipl.
	Computer Fundamentals	✓				
	Web Concepts & Multimedia	✓				
Pre-requisite	IT Fundamentals		✓			
Core	Network Essentials		✓			
Core/ Electives	Network Operating System Basics		✓			
Electives	Install & Configure a Network		✓			
	Install Software to the Networked Computers		✓			
Core/ Electives	Network Trouble shooting		✓			
	Provide Advice to Clients		✓			
Core	Computer Hardware		✓			
	Develop & Present Feasibility Report				✓	
	User need Analysis				✓	
	Technical Documentation				✓	
	Create Script for Networking				✓	
	Network Management Basics				✓	
	Build & Intranet				✓	
	Manage Simple Projects				✓	
Elective	Business and IT				✓	
Core/ Electives	Manage Network Security				✓	
Elective	Build & Configure a Server					✓
Core	Network Strategy and Design				✓	
	Internet Basics				✓	
Electives	Network Topologies				✓	
Core/ Electives	Routing and Switching Basics				✓	
	Project Management				✓	
Elective	Network Security Fundamentals					✓
Core	System Infrastructure Design					✓
Elective	Advanced Network Security					✓
Core	Undertake Complex Design Brief					✓
	Design System Security & Controls					✓
	Risk Management and Controls					✓
Core/ Electives	Change Management					✓

Articulation between AICL and Universities

At AICL, we have strengthened our academic systems through comprehensive and thorough graded assessment strategies that meet both VETAB and university articulation requirements. As such, key universities have offered AICL students direct entry into various programs. Now, AICL students can choose from a range of Australian and overseas universities to further their studies.

The current list of universities AICL has articulation with is:

University	Pathway from AICL program	To University programs
 Blue Mountains Hotel School (BMHS)	<ul style="list-style-type: none"> - IELTS Preparation Program - English for Academic Purpose - Advanced Diploma of Hospitality Management 	<ul style="list-style-type: none"> - Diploma - Undergraduate - Postgraduate Diploma
 Central Queensland University (CQU)	<ul style="list-style-type: none"> - IELTS Preparation Program - English for Academic Purpose 	<ul style="list-style-type: none"> - Undergraduate - Post-graduate
	<ul style="list-style-type: none"> - Diploma of Business Management - Diploma of Information Technology - Diploma in Accounting 	Advanced standing into relevant bachelor programs
 Edith Cowan University (ECD)	<ul style="list-style-type: none"> - Diploma of Information Technology 	Bachelor of IT
 International Hotel Management Institute, Switzerland	<ul style="list-style-type: none"> - Advanced Diploma of Hospitality Management 	<ul style="list-style-type: none"> - Undergraduate (B.A. Degree Hons in International Hotel Management)
 Queensland University of Technology (QUT)	<ul style="list-style-type: none"> - Diploma of Business Management 	<ul style="list-style-type: none"> - Undergraduate
 Sydney Institute of Business and Technology (SIBT) located in Macquarie University	<ul style="list-style-type: none"> - English for Academic Purpose 	<ul style="list-style-type: none"> - Foundation Studies - Diploma - Advanced Diploma The SIBT Diploma courses articulate into the second year of relevant degree programs at Macquarie University.
 The University of Newcastle	<ul style="list-style-type: none"> - Diploma of Business Management - Diploma of Information Technology 	Advanced standing into relevant bachelor programs
 The University of Ballarat	<ul style="list-style-type: none"> - Diploma of Business Management 	Advanced standing into relevant bachelor programs
 The University of Canberra	<ul style="list-style-type: none"> - Advanced Diploma of Hospitality Management 	<ul style="list-style-type: none"> - Undergraduate
 Wollongong University College (WUC)	<ul style="list-style-type: none"> - IELTS Preparation Program - English for Academic Purpose 	<ul style="list-style-type: none"> - Foundation Studies - Diploma

*Note: Each articulation agreement has conditions that applicants are required to meet. The conditions including English entry requirement, academic entry requirement, a list of AICL's exit levels and the university's specific entry programs, exemption, and assessment of application are available at www.aicl.nsw.edu.au/Articulation.htm. For more information, contact AICL Marketing Department.

AICL Facilities & Services



Facilities

- Large, modern fully equipped classrooms
- Computer laboratories
- Scheduled internet access during college hours
- Self access centre
- Audio visual equipment
- Student common room

Services

- Excursions and social clubs
- Multi-lingual student services
- Industry and Department of Immigration DIMIA Seminars
- Arrangement of airport pick-up/ home stay
- Bank account opening assistance service to be provided by Westpac Banking Corporation. Westpac provides (preferred bank of AICL)

- Advice on students' visa extension and working visa application
- Students' support and information service, personal and academic counseling
- Optional membership for Library access at TAFE NSW-Sydney Institute
- Welfare and Guidance Services
- ❖ Lifeline phone numbers for international students in Australia
- ❖ Overseas Student Health Cover (Medibank Card)
- Industry Placement
 - *Students will be required to complete a practicum in industry as part of their studies at AICL/TAFE NSW-Sydney Institute. The following hours are required:*
 - ❖ Hairdressing: 180 hours / Hospitality: 50 hours (These industry practicum hours must be completed in order to get credentials to pass the course.)

TAFE NSW-Sydney Institute

TAFE NSW-Sydney Institute (SI) in 2003 won the prestigious NSW Training Provider of the Year Award.

Sutherland College Facilities

- Well equipped library
- Health and fitness facilities
- State of the art hairdressing facilities
- State of the art kitchen facilities



Living & Studying in Sydney Australia

Australia is one of the most popular study destinations among overseas students. As well as enjoying a very high quality of education and training, the students have every opportunity to participate in the broader Australian community and its culture. During semester breaks students can travel further to experience more of Australia's spectacular natural environment and great physical beauty.



Sydney, one of the most spectacular cities in the world

- ❖ Multicultural society
- ❖ Cost of Living not as prohibitive as in England or the United States.
- ❖ Proximity to Asia
- ❖ Excellent climate
- ❖ Plenty of things to see and do around the city
- ❖ Relatively easy to find work (allowed to work while studying)
- ❖ Good living conditions
- ❖ International students' tuition fees are protected by the government.

Cost of Living in Australia

It is a well known fact that it is less costly to live in Australia than in the USA or the United Kingdom. Below is a general guide of the living costs involved.



Accommodation	\$150 - \$250 / week
Public Transport	\$20 - \$50 / week
Food	\$100 - \$200 / week

Overall Cost: Statistics estimate that it costs international students around \$AUD 12000 per year for living costs which includes rent, food and transport.

Other AICL policies *Please refer to the AICL website for details of the following :

- ❖ Discipline
- ❖ Access and Equity
- ❖ Client Support Service
- ❖ Occupational Health & Safety
- ❖ Privacy Related to Student Information
- ❖ Language, Literacy and Numeracy Skills
- ❖ Welfare and Guidance

AICL



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