

FACULTY OF BUSINESS



CAMPUS: Main Campus, Brisbane Campus

COURSES:

- BSB30120 Certificate III in Business
- BSB40120 Certificate IV in Business
- BSB50120 Diploma of Business
- BSB40820 Certificate IV in Marketing and Communication
- BSB50620 Diploma of Marketing and Communication
- BSB60520 Advanced Diploma of Marketing and Communication
- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management

ABOUT OUR FACULTY OF BUSINESS



Imagine Education Australia's Faculty of Business delivers training in a wide variety of specialist areas including business, management, administration, and marketing and communication. Courses are offered from Certificate III level through to Advanced Diploma level. Our highly-skilled trainers are committed to providing our students the best and most up-to-date training in their chosen area of this dynamic field. At Imagine our aim is to give our Faculty of Business students the tools and training to enter the world of business confidently.



STUDENT TESTIMONIAL

"I love how studying at Imagine Education allows me to live on the beautiful Gold Coast! I am learning so much in my classes and I would recommend Imagine's business courses to other international students."

Sandra Weslsen
Sweden
Main Campus

BSB30120 CERTIFICATE III IN BUSINESS



COURSE CODE:	BSB30120
CRICOS CODE:	103739M
COURSE LENGTH:	22 weeks
CAREER OUTCOMES:	Customer service adviser; data entry operator; payroll officer; word processing operator
ARTICULATION PATHWAY:	Certificate IV in Business
CAMPUS:	Main Campus, Brisbane Campus

OVERVIEW

Individuals with business qualifications are in-demand. Students under-taking their Certificate III in Business will master skills that are translatable across a variety of fields and roles.

You will learn important business skills including: how to work effectively with others: how to create electronic presentations; and how to design and produce business documents. You will also learn how to apply knowledge of work health and safety (WHS) legislation in the workplace, how to work effectively with diversity, and how to work effectively with others.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

Should you feel you may not possess these literacy skills or have not completed a formal leaving certificate please contact us to discuss support arrangements.

TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Thursday 8:30am - 4:30pm	Day to be determined by your trainer; Monday - Wednesday or Friday 8:30am - 4:30pm	5 hours per week
BRISBANE	Tuesday 8:30am - 4:30pm	Day to be determined by your trainer; Monday, Wednesday, Thursday or Friday 8:30am - 4:30pm	5 hours per week

* Please note, course timetables are subject to change and attendance is recorded.

BSB40120 CERTIFICATE IV IN BUSINESS



COURSE CODE:	BSB40120
CRICOS CODE:	103740G
COURSE LENGTH:	35 weeks
CAREER OUTCOMES:	Administrator; project officer
ARTICULATION PATHWAY:	Diploma of Management; Diploma of Business Administration; Diploma of Marketing; Diploma of International Business; Advanced Diploma of Business
CAMPUS:	Main Campus, Brisbane Campus

OVERVIEW

Furthering your business studies by choosing Imagine Education's Certificate IV in Business, you open yourself up to a range of specialist career opportunities including project officer and executive administration assistant. Over 24-weeks you will learn the skills to work in a range of business environments, and you will learn how to provide leadership and guidance in relation to specific technical knowledge and skills.

You will learn a number of important skills including; how to implement and monitor work health and safety policies and procedures; how to organise meetings; how to implement customer service standards; how to design and develop complex text documents; and how to maintain websites and business technology.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

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TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Tuesday 8:30am - 4:30pm	Day to be determined by your trainer; Monday or Wednesday - Friday 8:30am - 4:30pm	5 hours per week
BRISBANE	Tuesday 8:30am - 4:30pm	Day to be determined by your trainer; Monday or Wednesday - Friday 8:30am - 4:30pm	5 hours per week

* Please note, course timetables are subject to change and attendance is recorded.

BSB50120 DIPLOMA OF BUSINESS



COURSE CODE: BSB50120
CRICOS CODE: 103733F
COURSE LENGTH: 35 weeks
CAREER OUTCOMES: Executive officer; program coordinator; program consultant
CAMPUS: Main Campus, Brisbane Campus

OVERVIEW

Over 35-weeks you will learn important specialised and high-level skills including; managing human resources services; managing mediation processes; managing meetings; undertaking project work; and developing workplace policy and procedure for sustainability.

When you have successfully graduated, you may choose to begin your career in a specialised role such as executive officer, administration manager, or program coordinator. You may also further your studies with a range of Advanced Diploma level qualifications within the Business Services Training Package, or other Training Packages.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

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TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Monday 8:30am - 4:30pm	Day to be determined by your trainer; Tuesday - Friday 8:30am - 4:30pm	5 hours per week
BRISBANE	Wednesday 8:30am - 4:30pm	Day to be determined by your trainer; Monday, Tuesday, Thursday or Friday 8:30am - 4:30pm	5 hours per week

* Please note, course timetables are subject to change and attendance is recorded.

BSB40820 CERTIFICATE IV IN MARKETING AND COMMUNICATION



COURSE CODE:	BSB40820
CRICOS CODE:	103732G
COURSE LENGTH:	32 weeks
CAREER OUTCOMES:	Direct marketing officer; marketing officer; marketing research assistant; marketing coordinator; public relations officer
ARTICULATION PATHWAY:	Diploma of Marketing and Communication; a range of Diploma Level Qualifications within the business services training package
CAMPUS:	Brisbane Campus

OVERVIEW

Over 32-weeks you will develop marketing skills and a broad knowledge base in a wide variety of marketing contexts. You will learn important skills including; how to promote products and services; how to make a presentation; how to conduct market research; and how to apply digital solutions to work processes.

Once you have successfully completed your qualification, you may wish to pursue a career in a variety of exciting roles. These include marketing officer, marketing research assistant, or public relations officer amongst others. Alternatively you may wish to further your studies with your Diploma of Marketing and Communication or another Diploma course in the Business Services Training Package.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

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TIMETABLE

TUTORIAL DAY

Friday
8:30am - 4:30pm

RESEARCH DAY

Day to be determined by your trainer;
Monday - Thursday
8:30am - 4:30pm

DISTANCE EDUCATION

5 hours
per week

* Please note, course timetables are subject to change and attendance is recorded

BSB50620 DIPLOMA OF MARKETING AND COMMUNICATION



COURSE CODE:	BSB50620
CRICOS CODE:	103734E
COURSE LENGTH:	32 weeks
CAREER OUTCOMES:	Marketing manager; marketing team leader; product manager; public relations manager
ARTICULATION PATHWAY:	Advanced Diploma of Marketing and Communication
PRE-REQUISITES:	Completion of all core units in BSB42415 Certificate IV in Marketing and Communication
CAMPUS:	Brisbane Campus

OVERVIEW

Once you have completed your Certificate IV in Marketing and Communication you may wish to continue to develop your skill-set with Imagine Education's Diploma of Marketing and Communication. This qualification opens up a higher level of career and educational opportunities.

Over 32-weeks you will learn important skills including; planning and implementing sponsorship and event marketing; designing and developing marketing communication plans; managing budgets and financial plans; and planning direct marketing activities.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

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Completion of all core units in BSB42415 Certificate IV in Marketing and Communication

TIMETABLE

TUTORIAL DAY

Friday
8:30am - 4:30pm

RESEARCH DAY

Day to be determined by your trainer;
Monday - Thursday
8:30am - 4:30pm

DISTANCE EDUCATION

5 hours
per week

* Please note, course timetables are subject to change and attendance is recorded

BSB60520 ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION



COURSE CODE:	BSB60520
CRICOS CODE:	103738A
COURSE LENGTH:	32 weeks
CAREER OUTCOMES:	Marketing director; marketing strategist; national, regional, or global marketing manager
PRE-REQUISITES:	Completion of all core units in BSB52415 Diploma of Marketing and Communication
CAMPUS:	Brisbane Campus

OVERVIEW

Over 32-weeks students will gain the skills and confidence to lead and manage teams of staff and perform at a managerial level. You will learn key advanced skills including; how to develop and implement diversity policy, business plans, strategic plans, and marketing plans; and how to manage risk. Students studying this qualification may choose to complete a generic marketing qualification or specialise in direct marketing, public relations, or international marketing.

Once you have completed this course you will be qualified to pursue a career in such high-level and in-demand roles as marketing director or strategist, and national, regional, or global marketing manager.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

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Completion of all core units in BSB52415 Diploma of Marketing and Communication

TIMETABLE

TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
Friday 8:30am - 4:30pm	Day to be determined by your trainer; Monday - Thursday 8:30am - 4:30pm	5 hours per week

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BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT



COURSE CODE: BSB50420
CRICOS CODE: 103735D
COURSE LENGTH: 36 weeks
CAREER OUTCOMES: Team leader; corporate or operations manager; account manager; supervisor in both business and government
CAMPUS: Main Campus, Brisbane Campus

OVERVIEW

This 36-week course will give you the skills to undertake the tasks and responsibilities required in a management role in a variety of business related fields. You will learn important skills that are key to successfully taking on a leadership role. These include; managing workplace relationships and team effectiveness; ensuring a safe workplace and managing risk; recruiting, selection, and induction of staff; and managing an information or knowledge management system.

After you complete your qualification you may wish to continue your studies with Imagine Education's Advanced Diploma of Leadership and Management or a range of other Advanced Diploma qualifications.

ENTRY REQUIREMENTS

Students need to be 15 years old and are required to have reading, writing and comprehension skills equivalent to Year 10 pass level to successfully complete the Certificate level courses.

Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses. Imagine Education Australia requires an IELTS 5.5 with no band less than 5, or equivalent (as determined by Imagine Education Australia).

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TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Thursday 8:30am - 4:30pm	Day to be determined by your trainer; Monday - Wednesday or Friday 8:30am - 4:30pm	5 hours per week
BRISBANE	Thursday 8:30am - 4:30pm	Day to be determined by your trainer; Monday - Wednesday or Friday 8:30am - 4:30pm	5 hours per week

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BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT



COURSE CODE:	BSB60420
CRICOS CODE:	103737B
COURSE LENGTH:	32 weeks
CAREER OUTCOMES:	Team leader; account manager; corporate or operations manager; supervisor in both business and government
CAMPUS:	Main Campus, Brisbane Campus

OVERVIEW

By choosing Imagine Education's Advanced Diploma of Leadership and Management, you will spend 32-weeks learning the advanced skills needed to be effective as a leader. You will learn to use your initiative and judgement to carry out leadership and management functions. You will learn skills including; how to contribute to organisational development; how to lead and manage organisational change; how to provide leadership across an organisation; and how to use skills and knowledge to create, monitor, and improve strategies and policies in the workplace.

After you complete your qualification you may wish to begin a career in such high-level leadership positions as corporate or operations manager, account manager, or team leader.

ENTRY REQUIREMENTS

Entry to this qualification is limited to those who: Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), **or** Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

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TIMETABLE

	TUTORIAL DAY	RESEARCH DAY	DISTANCE EDUCATION
GOLD COAST	Wednesday 8:30am - 4:30pm	Day to be determined by your trainer; Monday, Tuesday, Thursday or Friday 8:30am - 4:30pm	5 hours per week
BRISBANE	Monday 8:30am - 4:30pm	Day to be determined by your trainer; Tuesday, Wednesday, Thursday or Friday 8:30am - 4:30pm	5 hours per week

* Please note, course timetables are subject to change and attendance is recorded

CONTACT US



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SOUTHPORT QLD 4215

ASHMORE CAMPUS

+617 5586 2244
151 CURRUMBURRA ROAD
ASHMORE QLD 4214

OUR COURSES

ENGLISH COURSES

056501E General English; 1 – 60 weeks
056499E IELTS Preparation; 1 – 12 weeks
057239F Young Learners English Program; 1 – 40 weeks
056502D High School Preparation; 60 weeks

BUSINESS, MARKETING & ACCOUNTING COURSES

BSB30120 Certificate III in Business; 22 weeks
BSB40120 Certificate IV in Business; 35 weeks
BSB40820 Certificate IV in Marketing and Communication; 32 weeks
BSB50120 Diploma of Business; 35 weeks
BSB50420 Diploma of Leadership and Management; 36 weeks
BSB50620 Diploma of Marketing and Communication; 32 weeks
BSB60420 Advanced Diploma of Leadership and Management; 32 weeks
BSB60520 Advanced Diploma of Marketing and Communication; 32 weeks
FNS40217 Certificate IV in Accounting and Bookkeeping; 32 weeks
FNS50217 Diploma of Accounting; 29 weeks
FNS60217 Advanced Diploma of Accounting; 36 weeks

Cricos Provider No. 02695C
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Imagine Education Australia Pty Ltd
Investing in imaginations

The information in this course guide was correct at time of printing (August 2021).

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AUTOMOTIVE COURSES

AUR30620 Certificate III in Light Vehicle Mechanical Technology; 60 weeks
AUR40216 Certificate IV in Automotive Mechanical Diagnosis; 36 weeks
AUR50116 Diploma of Automotive management; 30 weeks

CHILD CARE COURSES

CHC30113 Certificate III in Early Childhood Education and Care; 28 weeks
CHC50113 Diploma of Early Childhood Education and Care; 32 weeks

COMMUNITY SERVICES COURSES

CHC33015 Certificate III in Individual Support (Ageing); 27 weeks
CHC43015 Certificate IV in Ageing Support; 39 weeks
CHC43015 Certificate IV in Ageing Support (upgrade); 39 weeks

HOSPITALITY COURSES

SIT30816 Certificate III in Commercial Cookery; 40 weeks
SIT40516 Certificate IV in Commercial Cookery; 25 weeks
SIT50416 Diploma of Hospitality Management; 56 weeks
SIT50416 Diploma of Hospitality Management (Commercial Cookery) (upgrade); 27 weeks
SIT60316 Advanced Diploma of Hospitality Management; 51 weeks

IMAGINE EDUCATION AUSTRALIA

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