



HARBOURSIDE
INSTITUTE
OF AUSTRALIA

**CREATE YOUR
FUTURE AT
HARBOURSIDE
INSTITUTE**

COURSE GUIDE



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STUDY AN ACCOMPLISHED COLLEGE

Harbourside Institute of Australia (HIA) aims to provide a premium education experience and educational programs specifically tailored to the needs of international students looking to pursue a career or further studies in Business and related disciplines.

CHOOSE HIA



Harbourside Institute of Australia is located on Level 3, 616-620 Harris St., Ultimo, NSW, 2007. It was founded in 2017 and established to deliver modern, current and relevant education in business with the mission to develop and guide students to career opportunities. HIA provides an exceptional level of service and a high-quality education within a friendly, caring and relaxed atmosphere.



All courses are nationally recognized through the Australian Skills Quality Authority (ASQA)



Modern, attractive campus with comfortable well-equipped computer classrooms, student's kitchen, library and Wi-Fi.



Flexible timetable options to suit students' needs (day, evening, and weekend options)



Instructors with professional experience



Multilingual friendly staff



Located in the education hub of Sydney CBD.



OUR COURSES

At Harbourside Institute of Australia (HIA), we know that behind every successful company, there are people with strong business skills. With the business programs balance of academic learning and real workplace skills, you can be one of them.

We offer programs to build your business skills and develop your innovative thinking, making you part of the next generation of entrepreneurs.

> FURTHER STUDIES AND PATHWAY



HIGHER EDUCATION

Credit packages will vary from Institution to Institution depending upon the course you wish to study

> WHAT WE OFFER

HIA offers a wide variety of nationally recognised certificates and diplomas in the field of business that give students a solid foundation in traditional business topics with a global mindset.

This program is general in nature and is designed to provide a wide choice of career opportunities in the business world. Students in the program will gain a practical understanding of key principles and practices necessary for success in the field of business, and acquire a range of fundamental skills in areas such as finance, leadership, operations management, and marketing.

CERTIFICATE IV IN BUSINESS

BSB40215 | CRICOS COURSE CODE: 096953A

> COURSE SUMMARY

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

JOB

Graduates of this course are most often employed as:



34.2%

Clerical and Administrative Workers



16.3%

Community and Personal Service Workers



14.4%

Managers

INDUSTRIES

Graduates of this course are most often employed in:



13.4%

Administrative and support services



12.4%

Retail trade



10%

Accommodation and food services

*All statistics are supplied by the National Centre for Vocational Education Research.

> WHAT WILL I LEARN?

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a Presentation
BSBCUS402	Address customer needs
BSBWRT401	Write complex documents
BSBMKG413	Promote products and services
BSBSUS401	Implement and monitor environmentally sustainable work practices/strategies
BSBCUS401	Coordinate implementation of customer service strategies
BSBLED401	Develop teams and individuals
BSBITU404	Produce complex desktop published documents
BSBMKG414	Undertake marketing activities



MODE OF STUDY

20 hours per week face-to-face classroom based study.



DURATION

6 months = 26 weeks
include 6 weeks of holidays

> CAREER OPPORTUNITIES

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer

> HIA ENTRY REQUIREMENTS

- Be 18 years of age or over
- Satisfactorily completed Australian Year 11 or equivalent
- Have English proficiency level equivalent to IELTS 5.5, or complete and pass HIA LLN assessment

DIPLOMA OF BUSINESS

BSB50215 | CRICOS COURSE CODE: 096954M

> COURSE SUMMARY

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

JOB

Graduates of this course are most often employed as:



26.3%

Clerical and Administrative Workers



15.9%

Managers



14.8%

Professionals

INDUSTRIES

Graduates of this course are most often employed in:



15.2%

Retail trade



13.8%

Education and training



11.9%

Accommodation and food services

*All statistics are supplied by the National Centre for Vocational Education Research.

> WHAT WILL I LEARN?

BSBADM506	Manage business document design and development
BSBADM502	Manage meetings
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG506	Plan Market Research
BSBPMG522	Undertake project work
BSBRK501	Manage Risk
BSBSUS501	Develop workplace policy and procedures for sustainability



MODE OF STUDY

20 hours per week face-to-face classroom based study.



DURATION

12 months = 52 weeks
include 12 weeks of holidays

> CAREER OPPORTUNITIES

- Executive officer
- Program consultant
- Program coordinator

> HIA ENTRY REQUIREMENTS

- Be 18 years of age or over
- Satisfactorily completed Australian Year 12 or equivalent
- Have English proficiency level equivalent to IELTS 5.5, or complete and pass HIA LLN assessment

ADVANCED DIPLOMA OF BUSINESS

BSB60215 | CRICOS COURSE CODE: 096955K

> COURSE SUMMARY

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

JOB

Graduates of this course are most often employed as:



25.6%

Professionals



25.3%

Managers



18.5%

Clerical and
Administrative
Workers

INDUSTRIES

Graduates of this course are most often employed in:



15%

Financial and
insurance services



13.8%

Education and
training



12.6%

Health care and
social assistance

*All statistics are supplied by the National Centre for Vocational Education Research.

> WHAT WILL I LEARN?

BSBADV602	Develop an advertising campaign
BSBINN601	Lead and manage organisational change
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBMKG603	Manage the marketing process
BSBFIM601	Manage finances
BSBMGT617	Develop and implement a business plan
BSBMGT605	Provide leadership across the organisation



MODE OF STUDY

20 hours per week face-to-face
classroom based study.



DURATION

12 months = 52 weeks
include 12 weeks of holidays

> CAREER OPPORTUNITIES

- Senior Administrator
- Senior Executive
- Executive Manager
- Director

> HIA ENTRY REQUIREMENTS

- Be 18 years of age or over
- Satisfactorily completed Australian Year 12 or equivalent
- Have English proficiency level equivalent to IELTS 5.5, or complete and pass HIA LLN assessment
- Have a Diploma of Business or equivalent

HOW TO APPLY



1. CHOOSE A COURSE

Check out our course information and entry requirements, and read our Student Handbook at <http://harbourside.nsw.edu.au/>



2. CONSIDERING RPL/COURSE CREDIT APPLICATION

You may be eligible to RPL/Course Credit exemption based on your previous skills, experience and qualifications, etc. For more detailed information, please check our Student Handbook which can be downloaded from our website.



3. COMPLETE APPLICATION FORM

Download from our website at <http://www.harbourside.nsw.edu.au> and complete the "International Application for Enrolment" form, alternatively you can request one to be sent to you via mail or email.

Fill in the form in full and sign the Student Declaration and Acknowledgement. This acknowledgement states that you have read, understood and agree to abide by the Rules and Regulations contained within the International Students Handbook.

Alternatively, you can apply online by completing the online application form and providing required documents:

https://hia.rtomanager.com.au/Publics/PublicsPages/StudentApply/pp_Application_Step0.aspx



4. PROVIDE DOCUMENTATION

Provide the following items with the Enrolment Form to us:

- A copy of your passport.
- Certified copy of your qualifications (including certificate and academic transcript).
- English language Skills Certificate – Certified copy of IELTS result or other forms of English level evidence.

Please Note: All the above documents sent to Harbourside Institute of Australia Pty Ltd must be certified by an official. Harbourside Institute of Australia Pty Ltd reserves the right to check the validity of all documents tendered.



5. HIA WILL CONTACT YOU TO CONFIRM COURSE SUITABILITY



6. ISSUING LETTER OF OFFER

- A Letter of Offer will be issued to the successful applicant, or:
- A Letter of Rejection, with reasons, will be sent to the unsuccessful applicant.



7. ACCEPTING THE LETTER OF OFFER AND PAY TUITION FEE

Upon receiving the Letter of Offer, the student will need to carefully read and agree with the terms and conditions listed on this document. At this point it is a requirement for the student to:

- Sign and return a signed copy of the Letter of Offer to Harbourside Institute via email admission@harbourside.nsw.edu.au or in person to the Student Services Officer.
- Pay relevant tuition fee(s) as listed in the Letter of Offer.

Please note that the agreement to accept the offer must be signed and returned to HIA for the student's enrolment to be confirmed.



8. CONFIRMATION OF ENROLMENT

An electronic Confirmation of Enrolment (e-CoE) letter will be issued to international students on successful completion of Step 7: Accepting the Letter of Offer and paying tuition fee.

The COE is necessary for students to apply for student visa S500.



9. ATTENDING ORIENTATION AND COMMENCING COURSE

Orientation is conducted on Thursday at 9:00AM prior to your course commencement date. You will receive induction information on the orientation day which includes information about your classroom, timetable, trainer and assessor.

> INTAKE DATES

2019	2020	2021
	13 JAN	11 JAN
	12 FEB*	15 FEB*
8 APR	6 APR	5 APR
13 MAY*	11 MAY*	10 MAY*
15 JUL	13 JUL	12 JUL
19 AUG*	17 AUG*	16 AUG*
7 OCT	5 OCT	4 OCT
11 NOV*	9 NOV*	8 NOV*

Note: The intake dates with * are not available for Certificate IV in Business course.

> SAMPLE STUDY TIMETABLE

	SHIFT 1	SHIFT 2	SHIFT 3	SHIFT 4
MON	8:10-16:20			16:30-21:45
TUE	8:10-16:20			16:30-21:45
WED	8:10-13:20	13:30-18:40		
THU		8:10-16:20		16:30-21:45
FRI		8:10-16:20	16:30-21:45	
SAT			8:10-16:20	16:30-21:45
SUN			8:10-16:20	

STUDENT SERVICES

> STUDENT INDUCTION AND ORIENTATION

HIA will at the commencement of each course conducted and complete an orientation/induction program that will be held for all overseas students (it's mandatory for students to attend the orientation).

The orientation program covers the majority of what students will need to know about their course and adjusting to life in Australia. The following activities

will take place on the orientation:

- Introduction to student support services available to students in the transition to life and study in a new environment
- Introduction to course information, timetable, learning & assessment strategies, academic intervention strategies
- Introduction to student rights and responsibilities at HIA
- Meet key staff
- Introduction to facilities and resources
- Introduction to complaints and appeals processes
- Introduction to student visa condition relating to course progress and/or attendance as appropriate.
- Information about emergency and health services
- Information about legal services





➤ **ACADEMIC SUPPORT SERVICE**

To maximise the chance of students successfully completing their training, HIA will identify any support individual students need and provide access to that support throughout their training.

This may include but not limit to provide:

- Language, Literacy and Numeracy (LLN) support;
- Assistive Technology
- Additional Tutorials

➤ **YOUTH SUPPORT SERVICES**

Need help dealing with loneliness? Stress? Self-harm? Addiction? Depression? Suicide?

Take control of whatever you're going through. Reach out and Lifeline are available for you 24 hours a day, seven days a week. It doesn't matter what has gone wrong in your life, how much pain you're in, or how confused you are - their telephone crisis supporters will listen and offer non-judgemental support and advice.

For more details you can visit their websites:
www.au.reachout.com or
www.lifelinesydney.org
Phone - 13 11 14

➤ **COUNSELLING SERVICES**

The student counselling service at HIA is designed to assist students in dealing with a wide range of problems including homesickness, managing stress, handling conflicts, emotional issues, improving motivation, enhancing study skills, organising study time and any other issue that may be of concern to the student.

Student Services Officers are well acquainted with the pressures and stresses of student life and are the first point of contact for any assistance. If they are not able to help the student with a particular situation or matter, they will refer the student to the appropriate personnel for further consultation. This may be the HIA CEO or the Head Trainer, or external service provider if required. If the CEO feels the need for a student to be referred to a professional counsellor, a reliable and qualified social worker or psychologist will be recommended.



WELCOME TO AUSTRALIA

THINGS TO SEE AND DO IN SYDNEY

- Explore the Blue Mountains for ancient rainforests, misty waterfalls and spectacular views of the Three Sisters rock formation.
- Take a walk along the coast from Bondi to Coogee Beach, and try to choose a favourite new place for a swim along the way.
- Visit the food and crafts markets of The Rocks, Sydney's oldest neighbourhood, located right beneath the Harbour Bridge.
- See koalas, kangaroos and Tasmanian devils as well as exotic animals from around the world at Taronga Zoo - enjoy a great view of the Harbour between the necks of the giraffes.



LIVING IN SYDNEY

-  Australia is among the happiest countries in the world (World Happiness Report 2017) and we have four of the 30 best cities in the world for students (QS Top University Rankings 2017), you are sure to enjoy your time here.
-  International and cosmopolitan lifestyle with a population of 5 million friendly people.
-  Temperature climate, average temperature between 17°C in winter and 26°C in summer.
-  Over 100 white sandy beaches surround the city, including the famous Bondi and Manly beaches, ideal for water based activities.
-  The World's largest natural harbour, with a dynamic cultural centre including museums, galleries, and Australian icons such as the Opera House and the Harbour Bridge.
-  Australia's largest city, host to many festivals and cultural events, such as Vivid Sydney and New Years' Eve fireworks.
-  Great shopping opportunities with an amazing and exciting night life.

WORKING IN AUSTRALIA

Students on a study visa are able to work a maximum of 40 hours every two weeks while taking courses. During any scheduled course break, students may work more hours. Nevertheless, just remember to always check the validity of your student visa before getting a paid job.

When living and working part-time in Australia, you are entitled the minimum wage and basic rights as full-time employees. For more detailed information about employment rights and conditions, and how to resolve workplace issues, please refer to Fair Work website: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>

ESTIMATED COST OF LIVING IN AUSTRALIA

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$20,290 to cover the whole year of study in Sydney (excluding tuition fees).

Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in.

Transport is easy to access as all trains, buses, ferries and light rail leads to the CBD.

You should have at least AUD \$2,000 when you first arrive to cover your initial expenses.

*All information is referenced from source Study in Australia. Visit www.studyinaustralia.gov.au for more information.





www.harbourside.nsw.edu.au

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✉ info@harbourside.nsw.edu.au

Connect with HIA community!

   @harboursideinstitute

DISCLAIMER: The information in this brochure is correct as of July 2019. Changes in circumstances after this date may alter the accuracy of the information. Harbourside Institute of Australia reserves the right to alter any matter described in this brochure without notice. Reader are responsible for verifying information that pertains to them by contacting the College.

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