



KINGSFORD
INTERNATIONAL INSTITUTE



2020

PROSPECTUS INTERNATIONAL STUDENTS

KINGSFORD INTERNATIONAL INSTITUTE (KII)
RTO CODE: 45363 | CRICOS CODE: 03689D



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WELCOME TO KINGSFORD INTERNATIONAL INSTITUTE

Welcome to Kingsford International Institute (KII) and Sydney!

We are proud and excited to be able to provide industry leading vocational qualifications to students from around the globe in our brand new campus. As an international student, we look forward to you bringing your own culture and life experience to campus life and add to our already vibrant community.

KII is a dynamic, modern and supportive learning space where we give students the keys to success so they can embrace the challenges of globalisation and a globalised workforce. We provide educational programs and pathways that help develop the skills needed for the international marketplace.

This booklet provides you with important pre-arrival information and international students' guide to help you settle into your new life studying and living in Sydney. It also includes information of the college and the courses offered at KII to help you make an informed decision about pursuing your studies in Australia. For up-to-date detailed information, you can refer to Student Handbook available on the college website at www.kii.edu.au to ensure that your experiences studying and living in Sydney are positive

We look forward to seeing you on campus and wish you every success with your studies!

With best wishes,

Kingsford International Institute

Level 6, 136 Chalmers Street

Surry Hills NSW 2010

Stay connected with KII on social media



facebook.com/kingsfordInternationalInstitute



twitter.com/kingsford_kii



instagram.com/kingsford_kii



linkedin.com/company/kingsfordinternationalinstitute





ABOUT KII

KII specialises in Business, Information Technology, Project Management, Marketing and Communication, Leadership and Management, and General English courses and also maintains close professional links with relevant industries in Australia so as to ensure your training is at the forefront of industry developments.



With KII, you will receive quality education to gain required knowledge and skill sets.

We are situated in the heart of Sydney's CBD and surrounded by a vibrant selection of shops, cafes, restaurants, and in close proximity to the State Library. Being so centrally located, our campus is easily accessible by public transport.

Our qualified staff have many years of experience and have industry leading qualifications in their relevant areas of study. Our staff are dedicated to providing students with a supportive learning environment so that they are ready to enter the Australian workforce or transition into tertiary education here in Australia after course completion. We are committed to seeing each student reach their potential.

Why Study at KII?

With KII, you will receive quality education to gain required knowledge and skill sets. We support our students on the path to achieve their goals and aspirations by helping develop practical and academic skills, knowledge and capabilities.

Campus Location

KII is centrally located in Sydney's CBD in the suburb of Surry Hills and has easy access to public transport. Surry Hills is an inner Sydney suburb which has a range of world class amenities within close reach. Our campus is only a few minutes walk from Central Railway Station, restaurants and cafés, food shops, parks, bus stations, swimming pools, public library, and post office.

Campus Facility

KII is a brand new facility constructed in late 2017. Our campus is furnished with modern state-of-the-art ergonomic furniture and amenities. Our classrooms and labs are equipped with modern infrastructures creating a great learning atmosphere for students. Our classrooms and labs are spacious, air-conditioned and fill with natural light. Students can borrow course materials and books on various subjects and areas of interest from the KII library. A study area has been designed where students can access computers with a high speed internet connection. There are also breakout areas for group work and a kitchen for students' use. Free WIFI is available throughout the campus. The award winning Prince Alfred Park is situated across from the campus building which is a great place for recreation*.

**KII is not an affiliate partner of Prince Alfred Park. Students may use the park facilities as per the park rules.*







Student Services and Support

Our dedicated student services team is always ready to assist students. You can contact our supportive and friendly student services team as your first point of contact in relation to your course progress, financial matters, or anything that concerns your safety and welfare. KII wants you to enjoy your study and life in Sydney.

Multiculturalism and Diversity

Australia is a multicultural country. You will see and come in contact with people from all parts of the globe while in Australia. We believe that a good mix of nationalities and cultural backgrounds enriches a learning environment where students and staff exchange ideas, experiences, languages and cultures. We encourage multiculturalism and diversity at KII. We enrol students from all parts of the world.

Experienced Teachers

Our teachers bring with them a wealth of experience to KII and have worked with international students coming from diverse backgrounds. They are certified trainers with specialisations in teaching various fields of study. Our teachers are required to stay up-to-date with the latest teaching methodologies and systems with ongoing professional development programmes.

Pathway Courses

Upon graduating from KII with a Diploma or Advanced Diploma qualification, you can choose to further your tertiary study at various colleges or universities of your choice. Our qualification is recognised Australia-wide and internationally.

Our teachers bring with them a wealth of knowledge and experience to KII and have worked with international students coming from diverse backgrounds.



KII TO
SUCCESS



STUDENT WELFARE

- ▶ Student support services – medical / financial / settling into new country
- ▶ Course support
- ▶ Experienced trainers
- ▶ Study and life balance
- ▶ Pastoral care



BRAND NEW FACILITIES

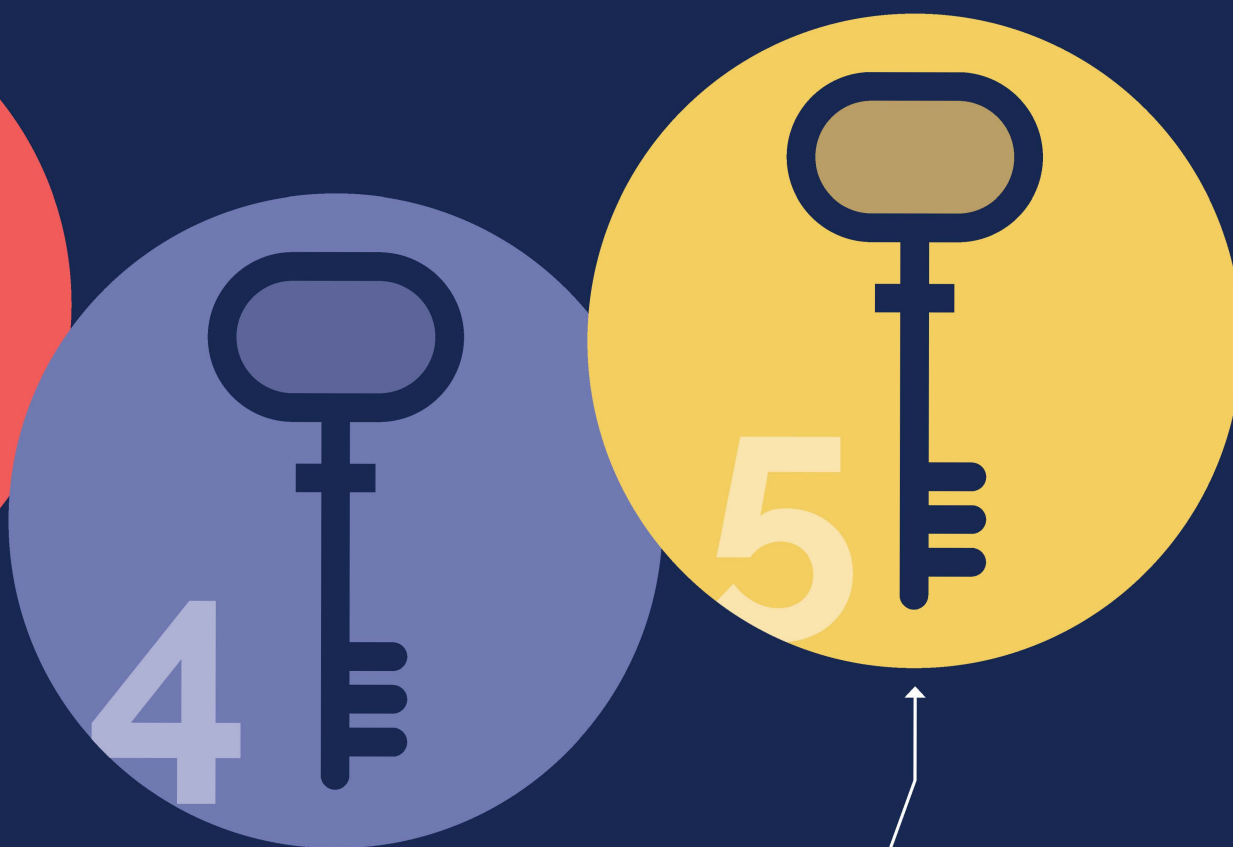
- ▶ Centrally located
- ▶ 1 minute walk from Central Station
- ▶ Collaborative workspaces
- ▶ Latest tech infrastructure



BLENDED LEARNING

- ▶ Face to face
- ▶ Online
- ▶ Self-paced study
- ▶ Integrated learning components
- ▶ Dynamic environment
- ▶ LinkedIn Learning
- ▶ Other E-resources
- ▶ RPL and course credit

We're committed to providing students with a supportive and dynamic learning environment in our brand new state-of-the-art facilities.



INDUSTRY LEADING QUALIFICATION

- ▶ Nationally recognised
- ▶ Job ready
- ▶ Pathway to tertiary education



CULTURE

- ▶ Vibrant
- ▶ Multicultural hub
- ▶ Diverse
- ▶ Empowering
- ▶ Welcoming

BSB40215 CERTIFICATE IV IN BUSINESS

Qualification Award	Certificate IV in Business
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 7.5 hrs
Study Area	Business and Management
Duration	52 Weeks (includes 8 weeks of holiday)
CRICOS Course Code	098223G

Course Overview

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.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 10 units; 1 core and 9 elective units.

Unit Code	Unit Name	Core/Elective
BSBWHS401 **	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBCMM401	Make a presentation	Elective
BSBCRT401	Articulate, present and debate ideas	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBWRT401	Write complex documents	Elective
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBMKG417	Apply marketing communication across a convergent industry	Elective
BSBMKG418	Develop and apply knowledge of marketing communication industry	Elective
BSBMGT402	Implement operational plan	Elective
BSBFIA412	Report on financial activity	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Logistics	Office Administrator
Ground Operations	Analyst
Business Administration	Personal Assistant
Public Administration	
Warehousing and Storage	

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 9,800.00
Total Course Fees	AUD 10,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



BSB50215 DIPLOMA OF BUSINESS

Qualification Award	Diploma of Business
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, self-paced study = approx 75 hrs
Study Area	Business and Management
Duration	52 Weeks (includes 8 weeks of holiday)
CRICOS Course Code	097219A

Course Overview

This qualification is suitable for individuals willing to undertake a variety of business roles such as executive officers, program consultants and program coordinators.

Individuals may already possess substantial experience in a business role, but may be seeking to further develop their skills across a wide range of business functions.

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

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 8 elective units.

Unit Code	Unit Name	Core/Elective
BSBHRM506	Manage recruitment, selection and induction	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBHRM501	Manage Human Resource Services	Elective
BSBADM504	Plan and Implement Administrative Systems	Elective
BSBADM506	Manage business document design and development	Elective
BSBADM502	Manage meetings	Elective
BSBRISK501	Manage risk	Elective
BSBWHS501	Ensure safe workplace	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Advertising and Marketing	Executive Officer
Public Administration	Project Consultant
Business Administration	Administrator
Legal Administration	Corporate Services Manager
	Legal Practice Manager
	Business Development Manager
	Project Coordinator
	Business Sales Team Leader

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 9,800.00
Total Course Fees	AUD 10,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

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**Payment in cash is not accepted.*



ICT50118 DIPLOMA OF INFORMATION TECHNOLOGY

Qualification Award	Diploma of Information Technology
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 7.5 hrs
Study Area	Information and Communications Technology
Duration	52 Weeks (includes 8 weeks holiday)
CRICOS Course Code	099839A

Course Overview

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.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 20 units; 4 core and 16 elective units.

Unit Code	Unit Name	Core/Elective
BSBWH521	Ensure a safe workplace**	Core
BSBSUS501	Develop workplace policy and procedures for sustainability**	Core
ICTICT517	Match ICT needs with the strategic direction of the organisation **	Core
ICTICT509	Gather data to identify business requirements**	Core
ICTSAS509	Provide client ICT support services	Elective
ICTSAS512	Review and manage delivery of maintenance services	Elective
ICTSAS517	Use network tools	Elective
ICTWEB506	Develop complex cascading style sheets	Elective
ICTWEB505	Develop complex web page layouts	Elective
ICTWEB504	Build a document using eXtensible markup language Produce	Elective
ICTTEN516	technical solutions from business specifications Design and	Elective
ICTNWK504	implement an integrated server solution	Elective
ICTNWK505	Design, build and test a network server	Elective
ICTWEB509	Use site server tools for transaction management	Elective
CUADIG502	Design digital applications	Elective
ICTNWK509	Design and implement a security perimeter for ICT networks	Elective
ICTNWK513	Manage system security	Elective
ICTSAD501	Model Data Objects	Elective
ICTPRG527	Apply intermediate object-orientated language skills	Elective
ICTICT406	Build a graphical user interface	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Quality Auditing	ICT office manager
Information Technology	ICT systems administrator
Business Administration	Information systems office manager
Information Technology Support Services	Office systems administrator
	Systems manager

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 11,800.00
Total Course Fees	AUD 12,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



BSB51415 DIPLOMA OF PROJECT MANAGEMENT

Qualification Award	Diploma of Project Management
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 7.5 hrs
Study Area	Business and Management
Duration	52 Weeks (includes 8 weeks of holiday)
CRICOS Course Code	097850M

Course Overview

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 12 units; 8 core and 4 elective units.

Unit Code	Unit Name	Core/Elective
BSBPMG511 **	Manage project scope	Core
BSBPMG512 **	Manage project time	Core
BSBPMG513 **	Manage project quality	Core
BSBPMG514 **	Manage project costs	Core
BSBPMG515 **	Manage project human resources	Core
BSBPMG516 **	Manage project information and communication	Core
BSBPMG517 **	Manage project risk	Core
BSBPMG521 **	Manage project integration	Core
ICTSAS509	Provide client ICT support services	Elective
ICTICT517	Match ICT needs with the strategic direction of the enterprise	Elective
ICTSAS512	Review and manage delivery of maintenance services	Elective
ICTSAS517	Use network tools	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Business Administration	Project leader
Education Administration	Project team leader
Community Services	Project contract manager
Advertising and Marketing	Project manager (generic)
Retail Services	Project manager (industry specific)
Public Administration	Project vendor manager
Financial Services	

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 9,800.00
Total Course Fees	AUD 10,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



ICT60415 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Qualification Award	Advanced Diploma of Information Technology Project Management
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*= 5 hrs, Self-Paced Study = approx. 7.5 hrs
Study Area	Information and Communications Technology
Duration	78 Weeks (includes 12 weeks holiday)
CRICOS Course Code	097852J

Course Overview

This qualification provides the skills and knowledge for an individual to manage a range of information and communications technology (ICT) projects to meet customer requirements. Projects may cover a wide range of specialities, including software development, hardware procurement and implementation, network analysis and deployment, and web and/or system development.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 15 units; 6 core and 9 elective units.

Unit Code	Unit Name	Core/Elective
ICTPMG602	Manage ICT project initiation**	Core
ICTPMG603	Manage ICT project planning**	Core
ICTPMG604	Manage ICT project delivery**	Core
ICTICT610	Manage copyright, ethics and privacy in an ICT environment **	Core
ICTPMG605	Manage ICT project closure**	Core
ICTPMG601	Establish ICT project governance**	Core
ICTICT608	Interact with clients on a business level	Elective
BSBINN601	Lead and Manage organisational change	Elective
BSBWHS605	Manage WHS system	Elective
ICTPMG607	Manage and control ICT project risks	Elective
ICTSAS522	Manage the testing process	Elective
ICTSAS505	Review and update disaster recovery and contingency plans	Elective
ICTSUS601	Integrate sustainability in ICT planning and design projects	Elective
ICTICT602	Develop contracts and manage contracted performance	Elective
ICTICT609	Lead the evaluation and implementation of current industry-specific technologies	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Business Administration	E-business project manager
Advertising and Marketing	ICT business manager
Consulting	ICT manager
IT Infrastructure	ICT procurement manager
Public Administration	Project Management
Financial Services	ICT program/project manager
Ecommerce	Quality assurance manager-ICT projects
Engineering & Construction	Senior project manager

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 14,700.00
Total Course Fees	AUD 14,950.00
Additional Costs	
Material Fee	AUD 450.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



BSB42415 CERTIFICATE IV IN MARKETING AND COMMUNICATION

Qualification Award	Certificate IV in Marketing and Communication
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 75 hrs
Study Area	Sales And Marketing
Duration	52 Weeks (includes 8 weeks of holiday)
CRICOS Course Code	097864E

Course Overview

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 12 units; 5 core and 7 elective units.

Unit Code	Unit Name	Core/Elective
BSBCMM401	Make a presentation	Core
BSBCRT401	Articulate, present and debate ideas	Core
BSBMGT407	Apply digital solutions to work processes	Core
BSBMKG417	Apply marketing communication across a convergent industry	Core
BSBMKG418	Develop and apply knowledge of marketing communication industry	Core
BSBMKG401	Profile the market	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBADV408	Review advertising media options	Elective
BSBMKG413	Promote products and services	Elective
BSBMKG411	Analyse direct marketing databases	Elective
BSBPUB402	Develop public relations campaigns	Elective
BSBPUB403	Develop public relations documents	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Advertising and Marketing	Marketing Coordinator
Local Government Administration	Community Relations Team Leader
Business Administration	Media Assistant, Sales Administrator
	Copywriter
	Promotions Assistant Manager
	Marketing Officer
	Public Relations Officer

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 9,800.00
Total Course Fees	AUD 10,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

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BSB52415 DIPLOMA OF MARKETING AND COMMUNICATION

Qualification Award	Diploma of Marketing and Communication
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 75 hrs
Study Area	Sales And Marketing
Duration	52 Weeks (includes 8 weeks of holiday)
CRICOS Course Code	097866C

Course Overview

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams.

*Kll requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Entry Requirements

Successful completion of all core units in BSB42415 Certificate IV in Marketing and Communication.

Units of Competency

The course consists of 12 units; 3 core and 9 elective units.

Unit Code	Unit Name	Core/Elective
BSBMKG507	Interpret market trends and developments	Core
BSBMKG523	Design and develop an integrated marketing communication plan	Core
BSBPMG522	Undertake project work.	Core
BSBMKG501	Identify and evaluate marketing opportunities	Elective
BSBMKG502	Establish and adjust the marketing mix	Elective
BSBMKG506	Plan market research	Elective
BSBMKG514	Implement and monitor marketing activities	Elective
BSBADV507	Develop a media plan	Elective
BSBMKG525	Design effective web search responses	Elective
BSBMKG527	Plan social media engagement	Elective
ICTGAM504	Manage interactive media production	Elective
ICTDMT501	Incorporate and edit digital video	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Retail Management	Sales Manager
Legal Administration	Marketing Coordinator
Advertising and Marketing	Marketing Team Leader
Education Administration	Public Relations Manager
	Marketing Manager
	Executive Assistant
	Campaign Manager

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 9,800.00
Total Course Fees	AUD 10,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

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**Payment in cash is not accepted.*



BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT

Qualification Award	Diploma of Leadership and Management
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 7.5 hrs
Study Area	Business and Management
Duration	52 Weeks (includes 8 weeks of holiday)
CRICOS Course Code	098933M

Course Overview

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 judgement 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.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 12 units; 4 core and 8 elective units.

Unit Code	Unit Name	Core/Elective
BSBLDR511 **	Develop and use emotional Intelligence	Core
BSBMGT517 **	Manage operational plan	Core
BSBLDR502**	Lead and manage effective workplace relationships	Core
BSBWOR502**	Lead and manage team effectiveness	Core
BSBHRM506	Manage recruitment, selection and induction process	Elective
BSBHRM501	Manage Human Resource Services	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBPMG522	Undertake project work	Elective
BSBMGT502	Manage People Performance	Elective
BSBCUS501	Manage quality customer service	Elective
BSBMGT518	Develop organisation policy	Elective
BSBRISK501	Manage risk	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Business Administration	Business Development Manager
Legal Administration	Team leaders
Government Service Delivery	Distribution Centre Manager
Purchasing and Procurement	Operations Manager
Logistics	Office Manager
	Corporate Services Manager

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 9,800.00
Total Course Fees	AUD 10,050.00
Additional Costs	
Material Fee	AUD 300.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

Qualification Award	Advanced Diploma of Leadership and Management
Study Mode (Weekly)	Face-to-Face = 15 hrs, Online*=5 hrs, Self-Paced Study = approx 7.5 hrs
Study Area	Business and Management
Duration	78 Weeks (includes 12 weeks of holiday)
CRICOS Course Code	098225F

Course Overview

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

*KII requires students to have access to an internet enabled computer to access study materials, prepare your assessments, and communicate with trainers, support staff, and other students.

Units of Competency

The course consists of 12 units; 4 core and 8 elective units.

Unit Code	Unit Name	Core/Elective
BSBINN601**	Lead and manage organisational change	Core
BSBFIM601**	Manage finances	Core
BSBMGT617**	Develop and implement a business plan	Core
BSBMGT605**	Provide leadership across the organisation	Core
BSBWHS605	Develop, implement and maintain WHS management systems	Elective
BSBMKG603	Manage the marketing process	Elective
ICTICT608	Interact with clients on a business level	Elective
BSBINM601	Manage knowledge and information	Elective
BSBMGT608	Manage innovation and continuous improvement	Elective
BSBMKG609	Develop a marketing plan	Elective
BSBMGT616	Develop and implement strategic plans	Elective
ICTICT609	Lead the evaluation and implementation of current industry-specific technologies	Elective

Disclaimer: The units listed above is not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery. The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: admissions@kii.edu.au

Employment Outcome

Industry Sector	Occupation
Business Administration	Product Manager
Education Administration	Team leaders
Production	Service Manager
Financial Services	Head of Strategy
Public Administration	Office Manager
	Head of Product and Service

2020 Intakes

January	February	April	May
July	August	October	November

For intake dates, please refer to: www.kii.edu.au

Course Fees and Payment Method(s)

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 14,700.00
Total Course Fees	AUD 14,950.00
Additional Costs	
Material Fee	AUD 450.00
Assesment Re-Sit Fee	AUD 100.00 per unit

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



COURSE ENTRY REQUIREMENTS

All international students applying to enter a course with KII must:

- Be over the age of 18
- A current IELTS score of 5.5 overall with no band less than 5.5, or an equivalent English test result
- Have completed Year 12 or an equivalent higher secondary schooling level of a School Certificate
- Meet the Student Visa 500 subclass requirements
- Exceed minimum pass level in all three sections of Course Entry Requirement Test (CERT) or completed a Qualification that is closely related to the course

If one of the following applies, you do not need to provide evidence of an English test score with your visa application:

- You are enrolled in full-time school studies as a principal course including in a secondary exchange programme, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students
- You have completed at least five years study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- In the two years before applying for the student visa, you completed, in Australia and in English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa

HOW TO APPLY?

1

Enquiry

Student shall be provided with pre-enrolment information containing details about the course entry requirements, enrolment process, visa eligibility requirements, information on life in Australia, Refund Policy, Complaints and Appeals Policy, etc.

2

Submit Application

If interested and eligible, student submits application form with all relevant and required documents.

3

Course Entry Requirement Test (CERT)

KII or its representative interviews the student.
Student completes CERT. Answer sheets are assessed.
(Placement Test for General English Courses)

4

Offer Letter

If deemed eligible, an offer letter is issued.
Offer letter covers terms and conditions of enrolment.

5

Accept Offer & Pay Fees

Student accepts the terms and conditions on the offer letter.
Pays fees as indicated on the offer letter.

6

COE Issuance

An electronic Confirmation of Enrolment (eCoE) is issued.
This eCoE is required to apply for student visa.

7

Visa Application

Student applies for visa online.

ELICOS GENERAL ENGLISH (NON-AQF AWARD)

CRICOS Code	: 098248K
Duration	: 12 to 52 Weeks (depending on level at commencement)
Hours per week	: 20 hours face-to-face
Start Date	: Every Monday
Tuition Fee	: \$250 per week
Location	: L6, 136 Chalmers St., Surry Hills NSW 2010

Study English at Kingsford International Institute

Kingsford International Institute (KII) offers students an exciting and fresh approach to the study of English as a Second Language.

Our new program NGL Life 2nd Edition is a full program using the wide-ranging materials of the National Geographic Association of America.

Included in the course are Computer-Assisted Language Learning systems, recreational group activities, study tours to cultural and educational venues and an ongoing commitment from our staff to give you the most enjoyable and effective learning experience.

Each level (A2-C1) runs for 12 weeks with student progress reports every four weeks so that students who progress well are rewarded with timely promotion up the study ladder.

KII offers students a pleasant environment to meet friends, enjoy Sydney and develop excellent English skills. Plus, the college is just a short walk from Central Station and the city.

Levels	Duration
Advanced	4-12 weeks
Upper Intermediate	4-12 weeks
Intermediate	4-12 weeks
Pre-intermediate	4-12 weeks
Elementary	4-12 weeks

Why study English at KII?

- Improve your communication skills
- Learn to speak with confidence
- Build your fluency and accuracy in English
- Explore the world cultures
- For travel or business
- Small class sizes, one-on-one attention from the teacher
- Pathway to enter higher studies in English language
- Unlock possibilities of career opportunities in English speaking countries



Entry prerequisites

Learners entering the General English program will be required to have successfully engaged in English education in their own countries such that they will be able to at least manage the basics of English at the A2 Elementary level. In terms of age range, students will be required to be at least 18 years old. Students without literacy in their own language are not admitted to this course.

English Placement Test

On arrival, students are presented with an orientation program and an English language placement test. The results of these test tools help determine the CEFR level (A1-C1) most suited to the learner's needs and performance profile.

The test comprises of:

- Listening
- Writing
- Reading
- Speaking

Course Fees

Enrolment Application Fee (not refundable)	AUD 250.00
Course Fee	AUD 250.00 per week
Material Fee	AUD 75.00 per level

Intake

Every Monday

How to apply?

Refer to page 33

KII accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to KII)

**Payment in cash is not accepted.*



Apply now via www.kii.edu.au



INTERNATIONAL STUDENTS' GUIDE

Sydney

Sydney, capital of New South Wales and one of Australia's largest cities, is best known for its harbour front, Sydney Opera House, beautiful beaches, iconic buildings, historic landmarks, award-winning restaurants, and a vibrant culture.

Sydney offers an array of cultural activities for people of all ages. Sydney's idyllic parks have garnered international attention for their natural beauty and unspoiled old world feel. You'll find plenty of things to see and do in Sydney. Sydney Harbour is a natural playground, and the views are magnificent. There's a wide- ranging cultural life, a dynamic food scene and vibrant cityscape of outstanding contemporary and colonial architecture. Iconic beaches – most notably Bondi and Manly – and major national parks deliver unforgettable outdoor experiences.

(Source: <http://www.sydney.com/destinations/sydney>)

Accommodation

Generally, the price you pay for accommodation will determine its quality. However, it can be expensive to stay in a good quality motel or hotel for a long period. Backpacker accommodation is relatively inexpensive but you may need to bring your own pillow and sleeping bag if you choose this option.

If you know someone in Australia, staying with friends or family is a great way to settle-in to life. Your friends or family can provide advice, support and encouragement during your early days in Australia.

Cost of Living

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. This includes funds to cover travel, tuition and living expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they do not need to rely on such work to meet all their expenses.

As per Department of Home Affairs, from 1 February 2018, the 12 month living cost is:

Student/guardian	: AUD 20,290
Partner/spouse	: AUD 7,100
Child	: AUD 3,040

Students must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

While the Department of Home Affairs requires students with a student visa to possess the above mentioned funds, the cost of living in Sydney varies as per student's lifestyle. A general guide to costs of living (accommodation, groceries, eating out, gas, electricity, phone and internet, car (after purchase) and entertainment) per week can be found in the link below:

www.studyinaustralia.gov.au/english/live-in-australia/living-costs

Working in Australia

If you have been granted your student visa, you will receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 40 hours a fortnight while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work more than 40 hours per fortnight during recognised vacation periods. These are scheduled by KII during the course. Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 40 hours a fortnight at all times after your course has commenced.

Further information about student visa conditions can be found at:
www.homeaffairs.gov.au/trav/stud

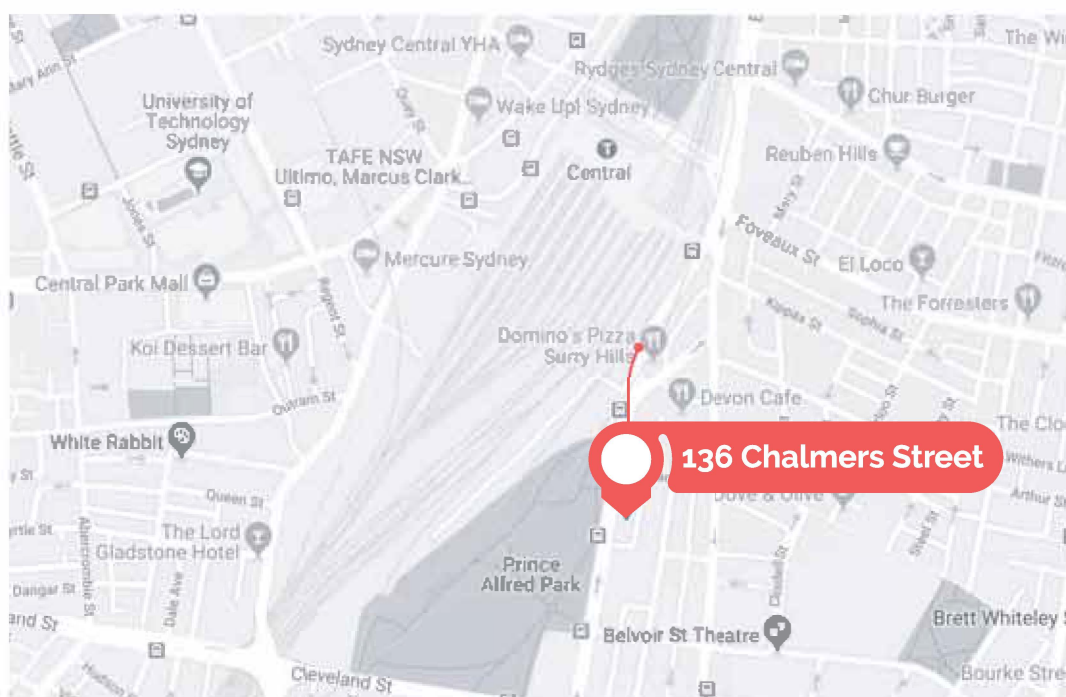
Contact Us

Kingsford International Institute (KII)

Level 6, 136 Chalmers St, Surry Hills, NSW 2010

Phone: 02 8599 9800

Email: info@kii.edu.au



**Take the Southern Concourse exit to Chalmers Street.
We are only a minute away from Central Station.**

COURSE PACKAGING INFORMATION

1. BSB40215 Certificate IV in Business

2. BSB50215 Diploma of Business

**2
YEARS**

1. ICT50118 Diploma of Information Technology

**2. ICT60415 Advanced Diploma of Information
Technology Project Management**

**2.5
YEARS**

1. BSB51415 Diploma of Project Management

**2. ICT60415 Advanced Diploma of Information
Technology Project Management**

**2.5
YEARS**

1. BSB42415 Certificate IV in Marketing & Communication

**2. BSB52415 Diploma of Marketing
& Communication**

**2
YEARS**

1. BSB51918 Diploma of Leadership & Management

**2. BSB61015 Advanced Diploma of Leadership
& Management**

**2.5
YEARS**



Level 6, 136 Chalmers Street Surry Hills NSW 2010

+61 2 8599 9800 | info@kii.edu.au

www.kii.edu.au