



Domestic Student Prospectus 2016-2017

Rachi Systems Pty Ltd Pty Ltd trading as Ultimate Institute Australia
ABN 68 79 132 349 681 RTO Code 41544 CRICOS Code 03511G

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Ultimate Institute of Australia: A Logical Choice

Welcome to Ultimate Institute Australia

It is our pleasure to introduce you to Ultimate Institute Australia. This document will provide you information about the courses and services available at the Institute.

Ultimate Institute of Australia provides nationally recognised qualifications in business. Ultimate Institute of Australia is approved by regulatory body Australian Skills Quality Authority (ASQA) (RTO Code 41544) and is a CRICOS registered training organization (CRICOS Code 03511G).

Ultimate Institute of Australia is located in the heart of Melbourne Australia and is well equipped with education resources, including facilities, equipment, learning and library resources, state of the art classrooms, student recreational areas and computer labs with free access to internet and email. Training is delivered by qualified and experienced trainers and assessors.

We hope you will find information about the courses and Institute useful and that we meet your study needs. Please feel free to contact us if you require assistance at any stage.

We look forward to seeing you at Ultimate Institute Australia.

Murad Tanvir
Chief Executive Officer
Ultimate Institute of Australia



Course Overview

Ultimate Institute of Australia offers the following nationally recognized qualifications. For detailed information refer to course information available on our website www.ultimate.edu.au.

CRICOS Code	Course Code	Course Title	Course Duration (including holidays)	Tuition Fees*
	BSB50215	Diploma of Business	52 weeks	AU\$10,000
	BSB60215	Advanced Diploma of Business	52 weeks	AU\$10,000

* All fees are in Australian Dollars (AU\$) are valid for 2016/2017 and are subject to change. Please refer to schedule of fees page.

Entry Requirements

Ultimate Institute of Australia has the following admission requirements to suit the delivery and assessment mode offered:

Learner must be 18 years of age or above at the time of course induction.

Direct Entry Requirements: Learners who want to study at Ultimate Institute of Australia must have satisfactorily completed an equivalent of Australian Year 12 or Certificate IV or higher.

Applicants who do not have formal academic qualification can be assessed individually to assess skills and aptitude to study based on relevant and sufficient work experience. Supervisory or management experience is an advantage.

Learners at this level will have sound literacy and numeracy skills to enable them to communicate to clients and colleagues, to make presentations, prepare reports and read reference resources, and to perform numerical calculations. Learners will undertake a Language, Literacy, and Numeracy test prior to commencing the course.

Our Courses

Course information contained in this document is current at the time of printing and is subject to change. Please refer to www.ultimate.edu.au for the latest information. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to an Ultimate Institute of Australia staff member for details. Ultimate Institute of Australia handles all superseded qualifications as per our Training Package Transition Policy and Procedure available from www.ultimate.edu.au.

Diploma of Business

Course Code	BSB50215
Course Duration	52 weeks (including holidays)
Tuition Fees	AU\$10,000
Course Material Fees	AU\$500
Intake Dates	Feb, Apr, Jul, Oct

Description

This qualification applies 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.

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.

Career Opportunities

Possible job outcomes relevant to this qualification include:

- Administrator
- Business Development Manager
- Business Sales Team Leader
- Corporate Services Manager
- Executive Officer
- Legal Practice Manager
- Project Consultant
- Project Coordinator

Entry Requirement

- 18 years or older
- Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
- Satisfactory completion of a Language, Literacy, and Numeracy test prior to commencing the training

Course Delivery

At Ultimate Institute Australia, courses are delivered for 20 hours per week of formal training over 3 days in the classroom and a simulated workplace environment. Students are recommended to spend additional 10 hours a week in self-study.

A number of approaches to course assessment may be used by Ultimate Institute of Australia which can include observations of performance in class, case studies, projects, assignments, presentations, role plays, written tests and exams.

Mode of Delivery

Courses will be delivered on campus face to face at Level 6, 271 William Street, Melbourne VIC 3000.

Pathways from the Qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

Course Structure

Students must complete the following 8 elective units of competency to attain the qualification.

Unit Code	Unit Name
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBMKG506	Plan market research
BSBMKG501	Identify and evaluate marketing opportunities
BSBADV507	Develop a media plan
BSBADV509	Create mass print media advertisements
BSBHRM506	Manage recruitment, selection and induction processes

Advanced Diploma of Business

Course Code	BSB60215
Course Duration	52 weeks (including holidays)
Tuition Fees	\$10,000 AUD
Course Material Fees	\$500 AUD
Intake Dates	Feb, Apr, Jul, Oct

Description

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.

Career Opportunities

Possible job outcomes relevant to this qualification include:

- Administrator
- Business Analyst
- Business Development Director
- Quarry Business Manager
- Senior Executive

Entry Requirements

- 18 years or older
- Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
- Previous business or marketing knowledge
- Satisfactory completion of a Language, Literacy, and Numeracy test prior to commencing the training

Course Delivery

At Ultimate Institute Australia, courses are delivered for 20 hours per week of formal training over 3 days in the classroom and a simulated workplace environment. Students are recommended to spend additional 10 hours a week in self-study, research and assignments.

A number of approaches to course assessment may be used by Ultimate Institute of Australia which can include observations of performance in class, case studies, projects, assignments, presentations, role plays, written tests and exams.

Mode of Delivery

Courses will be delivered on campus face to face at Level 6, 271 William Street, Melbourne VIC 3000.

Pathways from the Qualification

Further training pathways from this qualification may lead to higher education.

Course Structure

Students must complete the following 8 elective units of competency to attain the qualification.

Unit Code	Unit Name
BSBMKG607	Manage market research
BSBADV602	Develop an advertising campaign
BSBHRM602	Manage human resources strategic planning
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBMGT616	Develop and implement strategic plans



Studying at Ultimate Institute Australia

Course Delivery

A number of approaches to course delivery are used by the Institute staff. Course delivery approaches may include: trainer-led classroom delivery, workshops, seminars, tutorials and supervised study. During class time, students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

Mode of delivery is face to face in the classroom and/or simulated workplace environment.

Volume of Learning

The duration of course specified in the course information only includes formal training. Students are recommended to spend a minimum of 10 hours per week for self-study in addition to their scheduled training plan.

Qualifications Issued

Ultimate Institute of Australia is responsible for compliance of training and assessment, and for issuance of AQF certification documentation. Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment for completed competencies.

Enrolling in our courses does not guarantee a successful completion of the course. Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g. licensing, professional registration etc.) may apply to some occupations and locations.

Qualification Recognition

The qualifications offered by Ultimate Institute of Australia are based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF) and Standards for Registered Training Organisation 2015 and have national recognition.

Institute of Australia do not have work based training and assessment.

Pathways

Graduates of Ultimate Institute of Australia may seek credits to the relevant degree programs in Australian Universities. Ultimate Institute of Australia currently has no special arrangements with any Australian University and there is no guaranteed entry into University programs.

Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is proof of competency. This may involve providing copies of your resume, work experience, job description, and any certificates of in-house or formal training. You may be asked for contact details of people who can verify your skills level: supervisors from current or previous workplaces, clients, or some character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions.

Please refer to the policy and procedure for full details on our website www.ultimate.edu.au. Forms are available through Student Administration.

Credit Transfer

Students who have completed identical units from their course at other institutions will be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment. Application for credit transfer must be lodged in writing.

Please refer to the policy and procedure for full details on our website www.ultimate.edu.au. Forms are available through Student Administration.

USI - Unique Student Identifier

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institute during the enrolment process. If a student does not provide USI, Ultimate Institute of Australia will not be able to issue a Certificate, Statement of Attainment or Transcript for the training undertaken. Prior to enrolment, learners will be asked to provide their USI. If they do not have a USI, Ultimate Institute will apply on their behalf after getting their consent.

Please refer to the policy and procedure for full details on our website www.ultimate.edu.au.

Campus Facilities

Campus Location

Ultimate Institute of Australia has a modern and fully equipped campus conveniently located at Level 6, 271 William Street, Melbourne VIC 3000, in the heart of Melbourne's Central Business District. The campus is situated close to Flagstaff train station and tram stop. The campus can be accessed via lifts from the ground floor. The campus is close to Flagstaff gardens and a short walk away to the vibrant Swanston Street.



Classrooms

Our classrooms are modern with state of the art facilities, equipment, technology, student amenities, air-conditioning that are well equipped with audio-visual facilities for effective learning.

Equipment

Staff and students will have access to classroom or simulated workplace environment in the campus that will have following equipment as per the course requirement.

Tables, chairs, whiteboards, stationery, internet access, computers, printers, data projectors, photocopiers, scanners, computer applications (Microsoft Office).

Computer Labs

Two computer labs are located on Level 6. These are general computer labs for use by all students.

Cafés

There are several cafés and restaurants in the vicinity of the campus, where students can socialise, relax and meet with others. The public café at the ground floor offers beverages, snacks, serves breakfast and lunch.

Resource Centre

We have a designated Student Resource Centre where students will have access to online resources such as online journals, videos, newspapers. Students will have free internet access and access to printing and photocopy service at a nominal cost (please refer to schedule of fees). Students will be able to borrow reference resources from the reception. The State Library Victoria is easily accessible by a short walk or via tram or train.

The following online libraries can be accessed:

State Library Victoria - Free membership: www.slv.vic.gov.au

Open Library: www.openlibrary.org

World Public Library: www.worldlibrary.org

Free Library Online: www.freelibraryonline.com

Free eBooks library: www.digilibraries.com

The Free Library: www.thefreelibrary.com

Local Amenities

Within the immediate vicinity of Ultimate Institute, the following facilities are available:



Public Transport

Train: The institute is located close to Flagstaff train station

Tram: Tram 55 runs along Williams street

Shopping

There are many shopping opportunities within Melbourne Central Business District. They include Melbourne Central, GPO, MYER, David Jones.

Post Office

Australia Post - Melbourne Law Courts Post Shop

Ground Floor, 277 William Street, Melbourne VIC

3000

Phone: 13 13 18

Library

State Library Victoria is close to the Institute at 328 Swanston St, Melbourne VIC 3000

Phone: 8664 7000

Orientation

Orientation is conducted prior to the commencement of the course. Its purpose is to fully inform new students of most aspects of life at the Institute and to provide an introduction to studying at Ultimate Institute Australia, Melbourne's costs of living, transportation, facilities, banking and accommodation. It is a good opportunity to ask questions, to meet other students and the Institute staff. If you are unable to attend the orientation program, please ensure that you access the orientation presentation online prior to commencement at Ultimate Institute Australia.



Helpful Links

Please refer to the following websites for information about Melbourne and other relevant information:

Study Melbourne: www.studymelbourne.vic.gov.au

City of Melbourne: www.melbourne.vic.gov.au / www.thatsmelbourne.com.au

Visit Victoria: www.visitvictoria.com

Visit Melbourne: www.visitmelbourne.com

Australian Government: www.australia.gov.au



Ultimate Institute of Australia

Campus and Postal Address: Level 6, 271 William Street, Melbourne VIC 3000

Phone: 1300 842 814 or (+61 3) 9077 8118 *if calling from overseas*

Facsimile: (+61 3) 9317 4062

Email: study@ultimate.edu.au | Website: www.ultimate.edu.au

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