HOW TO ENROL
1. Choose course/s
2. Apply for admission (You can apply directly, online or through an education agent)
3. Once you meet the entry requirements you will receive a Letter of Offer for your selected course/s.
4. Sign the Enrolment Agreement and make payment
5. Obtain Confirmation/s of Enrolment.

ENTRY REQUIREMENTS
Age – you must be 18 years of age or over at the time of course commencement
English language proficiency – IELTS 5.5 or equivalent
Academic Criteria – a minimum of Higher School Certificate

WHAT TO PROVIDE FOR ENROLMENT
• Completed and signed Application Form
• Copy of a passport bio data page
• Copy of visa page from your passport (if applicable)
• Copy of highest educational achievements (see relevant course for academic requirements)
• English proficiency (see relevant course for English level requirements)
• Proof of payment of Enrolment fees

OUR LOCATIONS
Sydney City – Main Campus
Level 4, 22 Market Street
Sydney NSW 2000

Brookvale – Northern Beaches Campus
Level 2, 14 Williams Street
Brookvale NSW 2100

FOR FURTHER INFORMATION PLEASE VISIT
www.cityinstitute.edu.au

CONTACT DETAILS
Sydney City
Main Campus
Level 4, 22 Market Street
Sydney NSW 2000
Australia

Brookvale
Northern Beaches Campus
Level 2, 14 Williams Street
Brookvale NSW 2100
Australia

CONTACT DETAILS
T: +61 2 9279 0041
M City: +61 406 969 306
M Brookvale: +61 451 915 609
F: +61 2 9279 0042
E: marketing@cityinstitute.edu.au

City_Institute_Sydney
City Institute
twitter.com/City_Institute
www.cityinstitute.edu.au
ABOUT US
City Institute is one of Australia’s fast growing training institutions. We are providing students with high quality vocational training courses designed to meet industry standards.

Our students gain both theoretical knowledge and valuable practical experience through their training.

City Institute is a Registered Training Organisation (RTO), registered by the Australian Skills Quality Authority’s (ASQA) and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to provide courses to overseas students.

OUR FACILITIES
We have professional and friendly staff and well-qualified and experienced trainers. City Institute has classrooms equipped with Windows and MAC computers and students have access to high speed Wi-Fi. We have heavily invested in up-to-date facilities and equipment to provide students with a consistent, superior standard of training. We run small classes in a friendly and professional atmosphere.

NATURALITY MIX
Presently we have over 30 nationalities studying at City Institute.

1.68% Africa
7.94% Asia
49.72% Europe
40.5% South America
0.56% Middle East

ACADEMIC CALENDAR
The academic year of City Institute is 36 weeks plus 16 weeks of holidays. The terms are divided into 4 terms of 9 weeks with a 4 weeks holiday break between each term.

QUALIFICATION PATHWAYS

CERTIFICATE IV in Business
DIPLOMA of Project Management
DIPLOMA of Marketing
DIPLOMA of International Business
DIPLOMA of Leadership and Management

CERTIFICATE IV in Web-based Technologies

ADVANCED DIPLOMA of Leadership and Management

DIPLOMA of Website Development

OUR COURSES
City Institute offers a wide range of training in business, international business, leadership and management, marketing, project management, and website development from Certificates up to Advanced Diploma level.

We have carefully chosen our courses and consulted on our curriculum with industry representatives. Our training focuses on face to face classroom delivery supported by trainers, relevant resources and online access.

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>Description</th>
<th>Availability</th>
<th>Course Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB4215 Certificate IV in Business</td>
<td>This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyze and evaluate information from a variety of sources. They may provide leadership and guidance to others with limited responsibility for the output of others. Examples of indicative job roles: Customer Service, Administrator.</td>
<td>Campus C, B</td>
<td>4 terms (12 weeks incl. 16 weeks holidays)</td>
</tr>
<tr>
<td>BSB50815 Diploma of International Business</td>
<td>This qualification reflects the role of individuals working in various positions across a variety of industry sectors who possess a sound theoretical knowledge base in international business management. They may demonstrate a range of managerial skills to ensure that international business activities are conducted effectively in an organization or business area.</td>
<td>Campus C, B</td>
<td>4 terms (12 weeks incl. 12 weeks holidays)</td>
</tr>
<tr>
<td>BSB51415 Diploma of Project Management</td>
<td>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.</td>
<td>Campus C, B</td>
<td>4 terms (40 weeks incl. 12 weeks holidays)</td>
</tr>
<tr>
<td>BSB81915 Diploma of Leadership and Management</td>
<td>This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.</td>
<td>Campus C, B</td>
<td>6 terms (10 weeks incl. 24 weeks holidays)</td>
</tr>
<tr>
<td>BSB81015 Advanced Diploma of Leadership and Management</td>
<td>This qualification reflects the role of individuals who have senior or managerial responsibilities. They may supervise the work of others or have specialised roles where they do not supervise others but provide strategic leadership. Examples of indicative job roles: Manager.</td>
<td>Campus C</td>
<td>8 terms (30 weeks incl. 32 weeks holidays)</td>
</tr>
<tr>
<td>BSB81215 Diploma of Marketing</td>
<td>This qualification reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.</td>
<td>Campus C, B</td>
<td>4 terms (40 weeks incl. 12 weeks holidays)</td>
</tr>
</tbody>
</table>

TIMETABLE
The delivery of a course is 15 hours of face-to-face on campus and a maximum of five hours of off campus distance learning per week. Overseas students are required to meet their visa requirements regarding weekly attendance of 20 hours per week, comprising 15 contact hours in face-to-face sessions plus 5 hours of assigned online distance learning tasks; and satisfactory academic progress for each study period.

Distance learning
Online self access
Student support
Monday – Friday 10am – 7pm
Contact us for availability

CONTACT DETAILS
For further information please contact us via email at info@cityinstitute.edu.au or call us on (02) 9670 4500

Tuition fees – see current price list at www.cityinstitute.edu.au | Compulsory enrolment fee $200

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