YOUR NEW CAREER
YOUR NEW LIFE
STARTS HERE

Study Now
Pay Later

www.aurora.edu.au
### Contents

- **Welcome** ........................................ page 2
- **Institute Overview** ............................... page 3
- **Frequently Asked Questions (FAQs)** ........ page 4

### Diploma Courses

- **Business** ........................................ page 5
- **Business Administration** ....................... page 6
- **Leadership and Management** ............... page 7
- **Human Resources Management** .......... page 8
- **Project Management** ............................ page 9
- **Marketing** ....................................... page 10
- **Travel and Tourism** ............................. page 11
- **Events** ........................................... page 12
- **Hospitality** ...................................... page 13

### Double Diploma Courses

- **Business/Leadership and Management** .... page 15
- **Human Resources Management/Business Administration** ........................................ page 16

### Education and Training Facts

- **Education and Training Facts** ............... page 17

### Notes

- **Notes** ........................................... page 18

---

- The information contained in this guide is accurate at the time of printing.
- The information published in this document is intended as a guide.
- Persons considering an offer of enrolment should contact Aurora Training Institute to confirm details of the course.
- All information is subject to change without notice.
Welcome

Education is everything in the modern business world.

Competition is the driving force behind innovation, effectiveness and sustainability. Leading organisations rely heavily on high quality management teams to not only get the job done but to get it done on time and on budget. This is where superior training, skills, knowledge and experience are needed to stand out from the competition.

Our diploma courses are designed to give you that edge amongst your competitors.

The team at Aurora Training Institute has shaped a collection of diploma courses that will ensure you have every opportunity for success in your chosen industry. We offer exceptional education and training services for people at every stage of their personal and professional development.

Professionally accredited lecturers, tutors and training staff have been carefully chosen to not only impart their skills, knowledge and experience but to identify and support your learning and development needs.

We offer comprehensive and tailored support using advanced technology for those who are tech-savvy and old school face-to-face tutorials for those who prefer a more traditional approach. Why not reap the benefits and use all of our resources to gain 100% out of your studies! The beauty is that it’s up to you how you choose to study.

I extend a genuine and warm welcome to you and congratulate you on considering a high quality education with Aurora Training Institute.

Kindest Regards

Stuart Love
MBA, Grad Dip Man (Learn), FAIM, JP
Managing Director
Aurora Training Institute
Institute Overview

Why choose us?

Aurora Training Institute provides you with exceptional education and training choices, whether you are looking for your first job, returning to the workforce, seeking a career change or even a promotion with your current employer.

We are serious about providing you with world-class education and training at every stage of your personal and professional development. Aurora Training Institute is excited to offer you innovative, flexible and supportive education and training.

Quality Assurance

Aurora Training Institute is a leading Australian nationally recognised Registered Training Organisation (RTO) of vocational education and training. We offer an extensive range of courses that are accredited under the Australian Qualifications Framework (AQF), from Certificate through to Diploma level courses.

Innovative Choice

Aurora Training Institute delivers a range of short courses for industry entry and professional development. We also offer higher education qualifications at Certificate and Diploma level for personal development and career advancement.

Flexible Learning

Aurora Training Institute believes in giving you flexible learning options to suit your busy schedule and lifestyle. We offer classroom, workplace and even online learning platforms. If there’s a life you want, we can help you make it happen. No more excuses.

Give us a call and enrol today!
1300 936 864
Frequently Asked Questions (FAQs)

1. How difficult is it to complete a diploma?
Diplomas are rated as level 5 qualifications according to the Australian Qualifications Framework (AQF). We have specially designed our diplomas with similar structure and difficulty as a first year undergraduate degree at an Australian university. Our supportive training methods will ensure you the best possible chance of success in your studies.

2. Can I receive University credits by completing a diploma at Aurora Training Institute?
The majority of Australian universities recognise tertiary qualifications such as diplomas. A diploma from Aurora Training Institute may provide graduates with up to one year’s credit towards a Bachelor’s degree in a closely related field at an Australian university. Please contact your Australian university of choice to discuss the articulation pathway options available.

Example: A Diploma of Business or Hospitality or Management will receive credit towards a Bachelor of Business in Convention and Event Management with Southern Cross University.

3. How long will it take to complete a diploma?
Aurora Training Institute’s diploma courses are designed to be completed in 12 months.

4. Will I have direct contact with teaching staff or is it all delivered online?
Diploma course materials including lectures are accessible online and you can also attend weekly support sessions at each of our campuses conducted by our accredited trainers.

5. How will I know if I am on track with my study and if I am passing my course?
Our training staff will engage with you directly and provide extensive support to your learning at every stage. You will be notified when assessment tasks are due and provided with constructive feedback allowing you to monitor your progress and see your achievements.

Need more information? Give us a call today!
1300 936 864
Business Diploma Course

Diploma of Business  
BSB50215

Are you game to step up?

Learn advanced business skills with a Diploma of Business and put yourself ahead of your peers, fast tracking you towards a new career or promotion. You will develop skills and knowledge in how to recruit quality staff, plan projects, manage risk and analyse business operations.

Business leaders are vital for organisations of every size and scope, and pursuing your diploma level studies could give you a wide variety of employment and promotional opportunities in the future.

There are no more excuses now!

Units of Study

- BSBADM502  Manage meetings
- BSBPMG522  Undertake project work
- BSBHRM513  Manage workforce planning
- BSBMGT516  Facilitate continuous improvement
- BSBRSK501  Manage risk
- BSBMGT517  Manage operational plan
- BSBHRM506  Manage recruitment selection and induction processes
- BSBWOR501  Manage personal work priorities and professional development

Your New Career

- Team Leader
- Department Manager
- Program Coordinator
- Executive Officer

Entry Requirements

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Diploma of Business Administration
BSB50415

Are you set to make your mark in business?

When it comes to running a successful business, it is crucial that you have the key fundamentals in place. This diploma course will introduce you to the skills, knowledge and practical techniques required to manage a business at a professional level, including the planning and implementing of administrative systems, leading and managing team projects, and the delivery of quality customer service.

If you are really serious about building a career in the business sector or potentially running your own business, then the Diploma of Business Administration is your launch point.

This is just the beginning!

Units of Study

- BSBADM504 Plan and implement administrative systems
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBPMG522 Undertake project work
- BSBCUS501 Manage quality customer service
- BSBADM506 Manage business document design and development
- BSBWOR502 Lead and manage team effectiveness
- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences

Your New Career
Administration Manager
Department Manager
Office Manager

Entry Requirements
There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Leadership and Management Diploma Course

Diploma of Leadership and Management
BSB51915

Are you equipped to take a lead role?

Become the leader and manager you know you can be with a Diploma of Leadership and Management. Enhance your ability to manage diverse teams, maximise your efficiency and productivity in the workplace, and achieve the best from your own work and that of your team.

A solid understanding of leadership and management could make you a valuable asset to any organisation across every industry and sector, anywhere in the world.

Nothing great ever happens by itself!

Units of Study

- BSBWOR502 Lead and manage team effectiveness
- BSBMGT517 Manage operational plan
- BSBLDR501 Develop and use emotional intelligence
- BSBHRM513 Manage workforce planning
- BSBMGT516 Facilitate continuous improvement
- BSBRSK501 Manage risk
- BSBLDR502 Lead and manage effective workplace relationships
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBHRM506 Manage recruitment selection and induction processes
- BSBWOR501 Manage personal work priorities and professional development
- BSBCUS501 Manage quality customer service
- BSBPMG522 Undertake project work

Your New Career
Department Manager
Project Coordinator
Department Head
Executive Officer

Entry Requirements
There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Diploma of Human Resources Management
BSB50615

Are you a people person?

Good businesses need good people, and more importantly, they need even better people to hire and support that workforce. This diploma course will expose you to the relevant skills and knowledge required to succeed in managing personnel, including monitoring human resource systems and processes, guiding workforce planning and recruitment, and monitoring the performance of employees.

If you want to be a professional people person and work with people rather than just data, then the Diploma of Human Resources Management is your perfect match.

People are depending on you!

Units of Study

- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBWRK510 Manage employee relations
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBDIV501 Manage diversity in the workplace
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBMGT516 Facilitate continuous improvement

Your New Career

- Human Resources Assistant
- Human Resources Consultant
- Human Resources Manager

Entry Requirements

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

Courses Start Weekly
Diploma of Project Management
BSB51415

Are you willing to help big business bring it all together?

Not everyone can lead a team through complex problems that arise when managing a project, and this is why businesses are seeking to hire employees with not only the right skills and personality but also the right qualifications. This diploma course will give you the skill set required to effectively lead and manage a project from conception to completion including designing, implementing and monitoring complex projects, scheduling and controlling project resources, and managing funding and project costs.

If you are looking to expand your project management skill set or are already experienced in project management but want to gain a formal qualification, then the Diploma of Project Management is made for you.

It’s time to make things happen!

Units of Study

- BSBPMG511 Manage project scope
- BSBPMG512 Manage project time
- BSBPMG513 Manage project quality
- BSBPMG514 Manage project cost
- BSBPMG515 Manage project human resources
- BSBPMG516 Manage project information and communication
- BSBPMG517 Manage project risk
- BSBPMG521 Manage project integration
- BSBMGT516 Facilitate continuous improvement
- BSBWOR501 Manage personal work priorities and professional development
- BSBWOR502 Lead and manage team effectiveness
- BSBADM502 Manage meetings

Your New Career

- Project Team Leader
- Project Leader
- Project Manager
- Project Contract Manager

Entry Requirements

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Diploma of Marketing
BSB51215

Are you a natural at engaging people?
To grow, all businesses need to be able to positively engage with their target audience, and this is where good marketers play an essential role. This diploma course will teach you the theoretical knowledge and practical skills required to succeed in a competitive marketing environment, including identifying, researching and evaluating marketing opportunities, implementing and monitoring marketing activities, and creating persuasive communications.

If you are genuinely interested in consumer behaviour, relationship building and communications, then the Diploma of Marketing is calling out for you.
Limitless opportunities are waiting!

Units of Study

- BSBMKG501 Identify and evaluate marketing opportunities
- BSBMKG506 Plan market research
- BSBMKG507 Interpret market trends and developments
- BSBMKG514 Implement and monitor marketing activities
- BSBMKG502 Establish and adjust the marketing mix
- BSBMKG510 Plan e-marketing communications
- BSBWRT501 Write persuasive copy
- BSBCM401 Make a presentation

Your New Career
Marketing Assistant
Marketing Coordinator
Marketing Manager

Entry Requirements
There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Travel and Tourism Diploma Course

Diploma of Travel and Tourism
SIT50112

Are you prepared to take off with your new career?
Boost your travel and tourism career prospects by learning vital skills to work in this exciting industry, whether it is in an international hotel or resort, with a major airline or on a cruise liner, with a tour operator or even in a retail travel agency.

If travel is one of your passions, get qualified and take off in a career that offers unlimited opportunities to explore the world.

The next move is yours!

Units of Study

- SITXHRM402  Lead and manage people
- SITXCOM401  Manage conflict
- BSBRSK501  Manage risk
- SITXMGT401  Monitor work operations
- SITTPPD401  Package tourism products
- SITXFIN402  Manage finances within a budget
- SITXFIN401  Interpret financial information
- SITXFIN501  Prepare and monitor budgets
- SITXMGT502  Manage projects
- SITXWHS401  Implement and monitor work health and safety practices
- SITXMGT501  Establish and conduct business relationships
- SITTPPD502  Assess tourism opportunities for local communities
- SITXCCS501  Manage quality customer service
- BSBWRT401  Write complex documents
- SITTPPD403  Coordinate and operate sustainable tourism activities
- BSBADM502  Manage meetings
- BSBCCMM401  Make a presentation

Your New Career
Tour Agent
Retail Travel Agent
Inbound Guide
Inbound Sales
Visitor Services

Entry Requirements
Entry to this qualification is open to people who are able to demonstrate travel and tourism industry knowledge, customer service and operational skills. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Diploma of Events
SIT50212

Are you eyeing a red carpet career?
Unlock the talents needed to plan, create, develop and stage popular events with a Diploma of Events. This comprehensive course gives you the opportunity to develop essential skills in administration, finance, marketing and management.

You will learn the skills required to successfully implement a wide mixture of events, music festivals, corporate functions, trade shows, weddings and fashion shows. Perfect for people who are passionate, energetic, and enjoy the challenge of a day full of surprises.

It’s your time to shine!

Units of Study
SITXHRM402 Lead and manage people
SITXMGT401 Monitor work operations
SITXHRM401 Roster staff
SITXEVT502 Select event venues and sites
BSBDIV501 Manage diversity in the workplace
SITXFIN402 Manage finances within a budget
SITXFIN401 Interpret financial information
SITXEVT602 Develop event concepts
SITXMGT502 Manage projects
SITXEVT301 Access information on event operations
SITXWHS301 Identify hazards, assess and control safety risks
SITXEVT503 Manage event staging components
SITXCCS401 Enhance the customer service experience
SITXGLC501 Research and comply with regulatory requirements
BSBWRT401 Write complex documents
SITXMGT501 Establish and conduct business relationships
SITXEVT304 Provide event staging support
SITXHRM503 Monitor staff performance
BSBADM502 Manage meetings
BSBCMM401 Make a presentation

Your New Career
Conference Coordinator
Event Coordinator
Event Planner
Venue Coordinator
Exhibitions Coordinator

Entry Requirements
There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Hospitality Diploma Course

Diploma of Hospitality
SIT50313

Are you willing to be part of one of the most exciting industries in the world?

If you love people and travel, it’s hard to go past a career in hospitality. You will learn how the hospitality industry operates, how to manage finances and physical assets, manage people and lead teams, implement business and operational plans, develop and monitor staff performance, and how to establish and develop business relationships.

Whether you are currently working in the hospitality industry and want to earn a nationally recognised qualification or you are completely fresh to hospitality, this course will cater to you.

Get proactive and earn a place in the job of your dreams!

Units of Study

- SITXHRM402 Lead and manage people
- SITXCOM401 Manage conflict
- SITXMGT501 Establish and conduct business relationships
- SITXFSA101 Use hygienic practices for food safety
- SITXMGT401 Monitor work operations
- SITXHRM401 Roster staff
- SITHIND301 Work effectively in hospitality service
- BSBMGT517 Manage operational plan
- SITXFIN402 Manage finances within a budget
- BSBDIV501 Manage diversity in the workplace
- SITXFIN401 Interpret financial information
- SITXEVT301 Access information on event industry operations
- SITXFIN501 Prepare and monitor budgets
- SITXWHS401 Implement and monitor work health and safety practices
- SITXHRM501 Recruit, select and induct staff
- SITXMGT502 Manage projects
- SITXEVT503 Manage event staging components
- SITXCCS501 Manage quality customer service
- SITXCCS401 Enhance the customer service experience
- SITXGLC501 Research and comply with regulatory requirements
- BSBWRT401 Write complex documents
- BSBADM502 Manage meetings
- BSBCMM401 Make a presentation

Your New Career
Department Supervisor/Manager
Hotel Manager
Restaurant Manager
Club Manager
Kitchen Manager

Entry Requirements
There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
Diploma of Hospitality
SIT50313

Specialisation Streams
Diploma of Hospitality – students select one stream from below.

Management

- BSBMGT401  Show leadership in the workplace
- SITXHRM503  Monitor staff performance
- BSBRSK501  Manage risk
- BSBMGT516  Facilitate continuous improvement
- BSBLDR403  Lead team effectiveness

Restaurant Manager

- SITHFAB201  Provide responsible service of alcohol
- SITXHRM503  Monitor staff performance
- BSBRSK501  Manage risk
- SITHFAB203  Prepare and serve non-alcoholic beverages
- SITHFAB204  Prepare and serve espresso coffee

Club Manager

- SITHFAB201  Provide responsible service of alcohol
- SITXHRM503  Monitor staff performance
- BSBRSK501  Manage risk
- SITHFAB202  Operate a bar
- SITHGAM201  Provide responsible gambling services

Kitchen Manager

- SITXFSA201  Participate in safe food handling practices
- SITXHRM503  Monitor staff performance
- BSBRSK501  Manage risk
- SITXINV401  Control stock
- SITHKOP501  Design and cost menus
Double Diploma Course

Diploma of Business  BSB50215
Diploma of Leadership and Management  BSB51915

Are you ready to increase your earning potential?
Unlock your earning potential and become a business leader of the future with this fast tracked double diploma course. Two is always better than one, especially when it comes to diploma qualifications.

This double diploma course will equip you with the skills and knowledge required to manage teams, increase efficiency and improve performance, leading you to greater career opportunities and professional development. Get the edge over your peers in an increasingly competitive employment market.

Now that’s smart!

Units of Study

BSBMGT517  Manage operational plan
BSBLDR501  Develop and use emotional intelligence
BSBWOR502  Lead and manage team effectiveness
BSBHRM513  Manage workforce planning
BSBMGT516  Facilitate continuous improvement
BSBRSK501  Manage risk
BSBLDR502  Lead and manage effective workplace relationships
BSBSUS501  Develop workplace policy and procedures for sustainability
BSBHRM506  Manage recruitment selection and induction processes
BSBWOR501  Manage personal work priorities and professional development
BSBCUS501  Manage quality customer service
BSBPMG522  Undertake project work
BSBADM502  Manage meetings

Your New Career
Recruitment Officer
Human Resources Officer
Department Manager
Project Coordinator
Department Head
Executive Officer

Entry Requirements
There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

Courses Start Weekly
Double Diploma Course

Diploma of Human Resources Management  BSB50615
Diploma of Business Administration  BSB50415

Are you prepared to lead from the front?
Make yourself an invaluable asset to any business that has a people focused culture. In today’s competitive employment market doubling your leadership skills is essential.

This double diploma course will ready you to take a key role in business management with the skills and knowledge required to recruit and manage employee performance, plan and implement policy and administrative systems and facilitate change, leading to the formation of a more progressive and positive workplace environment.

Take charge of your future!

Units of Study

- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM512 Develop and manage performance management processes
- BSBHRM513 Manage workforce planning
- BSBWRK510 Manage employee relations
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBPMG522 Undertake project work
- BSBDIV501 Manage diversity in the workplace
- BSBMGT516 Facilitate continuous improvement

Your New Career
Human Resources Consultant
Human Resources Assistant
Human Resources Officer
Human Resources Manager

Entry Requirements
There are no prerequisites for entry into this course; however, it is desired that candidates have completed Australian Year 12 (or equivalent). Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.
It’s all about skills

Australia’s training system – also known as vocational education and training (VET) – supports economic adaptation and productivity and is focused on delivering the skilled workers that businesses need.

The VET system supports people gaining skills to secure and maintain rewarding and sustainable employment.

Skills and training are at the centre of Australia’s economic agenda.

Our vocational education and training (VET) sector is training over three million students annually, providing students with the opportunity to:

- Gain the skills they need to enter the workforce for the first time
- Re-enter the workforce
- Upgrade their skills for an existing job
- Retrain for a new job
- Gain new qualifications
- Get credit towards higher qualifications

The formal qualifications awarded by Australia’s registered training organisations (RTOs) on completion of VET programs are nationally recognised and highly valued by industry, employers and governments.

Source – Australian Government ‘Department of Industry and Science’ www.industry.gov.au

Real skills lead to real outcomes

Information gathered by The National Centre for Vocational Education Research (NCVER) in 2013 shows that graduates of the VET sector (6 months after completing their studies) experienced the following outcomes:

- 88% were employed or engaged in further study.
- 78% were employed.
- 35% continued further study.
- Graduates working full time after training earned $57,400 per year on average.
- 78% of graduates found the training relevant to their current job.
- 88% were satisfied with the overall quality of training.
- 82% achieved their main reason for training.

Give us a call and enrol today!
1300 936 864
YOUR NEW CAREER
YOUR NEW LIFE
STARTS TODAY

Locations

Gold Coast Campus
Suite 25 “Acacia Centre Commercial”
340 Scottsdale Drive
Robina QLD 4226

Brisbane Campus
45 Sanders Street
Upper Mt Gravatt QLD 4122

Toowoomba Campus
566 Ruthven Street
Toowoomba QLD 4350

Web
www.aurora.edu.au

Email
admin@aurora.edu.au

Phone
1300 936 864

Fax
07 5522 0433

Mail
Aurora Training Institute
PO Box 2849 Burleigh BC QLD 4220