

ENGLISH QIBA BUSINESS

UNIVERSITY PATHWAYS



ABOUT QIBA



QIBA is the only Australian Business and English language training college located on the beach!

Since its establishment as a Registered Training Organisation (RTO) in 1986, QIBA has become widely recognised as a leader in the private education community:

- QIBA's modern, purpose-built facilities overlooking the Pacific Ocean and our innovative courses attract corporate business clients, trainee managers and a wide range of international students.
- QIBA students benefit from a collection of highly qualified and internationally experienced teachers who deliver programs in close cooperation with higher education institutions in Queensland and New South Wales.
- QIBA Business courses are part of the Australian Qualifications Framework (AQF) and are quality assured through the Australian Quality Training Framework (AQTF) which ensures that national delivery and competency standards are met.
- QIBA English courses, curricula, delivery and teachers are regularly audited by the National English Language Teaching Accreditation Scheme (NEAS) which is the official accreditation body for Language Colleges in Australia.
- QIBA has been involved with a variety of international education projects and maintains close relationships with our education partners worldwide.

Our students come from Brazil, China, Taiwan, India, Japan, Germany, France, Spain, Italy, Chile, Argentina, Colombia, Portugal, Korea, Sweden, the Middle East, etc., and this provides an exciting multi-national experience in each classroom.

QIBA has been around for a long time and we are proud of our hard earned 'worldwide expertise' and our strong reputation for 'best practice' in international education and training.

PARTNERS AND PATHWAYS

For a number of years, QIBA has enjoyed a special relationship with Universities based on the Gold Coast. As a result, QIBA's nationally accredited English for Academic Studies (EAS) program now provides DIRECT ENTRY into several Bachelor degree programs at local Universities.

Our Diploma of Business (BSB50207) provides up to 8 credits (one full year) towards a Bachelor degree at a number of Australian Universities, e.g. Southern Cross University (SCU), the University of Southern Queensland (USQ), Central Queensland University (CQU), Griffith University and Bond University.

For international students, this popular Diploma to Degree (D2D) option has many advantages over direct entry into a Bachelor Degree program:

1. The English entry requirements for a Diploma course is lower than for a degree course. (English performance increases during Diploma studies)
2. Rather than half yearly University exams or major assignments, the Diploma has smaller units of study and on-going assessment tasks. (Therefore the introduction to Australian research-based learning is gradual and more effective.)
3. It reduces the study time for a Bachelor Degree from 3 years to 2 years. (Saving on expensive living away from home costs as well as cheaper fees and leading to earlier employment)

All abovementioned pathways give the opportunity for a long-term, packaged visa, thus reducing visa extension costs and future uncertainty.



Since 1992 Asahi Travel International has successfully worked with QIBA management and staff in sending more than 100 groups of Japanese students. We appreciate their great reliability and organization in all aspects of education delivery. Thanks QIBA!

*Nobuhisa Fukuda - President
Asahi Travel International,
Tokyo, Japan*

"Our Brazilian High School student groups love the location of QIBA and the opportunity of full English Language Immersion in life, culture and study. We just keep coming back every year like boomerangs!"

*Marcela Caiado
Ann Arbor
Rio de Janeiro, Brazil*



INTERNATIONAL PROJECTS

QIBA has a proud history of achievement in overseas education consultancies, involving foreign government agencies across a number of countries.

These include:

- * Language assessment and early childhood Teacher training in Malaysia
- * English Language Curriculum development for High Schools in Japan
- * English teacher training and Primary curriculum development in New Caledonia
- * English for Academic Study program design and delivery for business students in Tianjin University of Science and Technology, China

Such off-shore experience helps with the innovation of our local program development and with the globalisation of our teaching methodology.



Studying in another country is a wonderful opportunity for self-discovery and personal growth! Your first concern, however, must be for personal safety and health. QIBA and the Gold Coast certainly guarantee the best opportunity for international students away from home: We offer you our long-term professional experience and a clean, healthy environment. We invite you to become part of our international family at QIBA!

Lynn Tyler, Principal, QIBA

STUDENT SERVICES

QIBA has developed a number of student services which ensure the everyday welfare of our various students:

ACCOMMODATION

QIBA employs a specialist home-stay and accommodation coordinator who inspects every host family and their house. We have built a register of reliable local families over many years. Some of our families specialise in mature aged students and short stays, while other families prefer younger students and longer stays.

Assistance is also available with temporary accommodation at 'backpacker' hostels or shared apartments with other students.

COUNSELLING

Dedicated QIBA staff and qualified international counsellors are available for free and confidential support with personal and cultural adjustment challenges, when required. Expert staff also advise students on completing Business assignments, International English Test preparation, local job seeking or recreation options.

The Director of Studies, Mr Helmer Lich, has extensive experience in teaching English language and Business management, curriculum development and teacher training. He is available for advice on any aspect of language acquisition, cross-cultural adjustment, learning strategies and progress, individual skill development, selection of further studies pathways and career planning.

SOCIAL ACTIVITIES

QIBA's beachside location offers many 'cost-free' student social activities such as beach volleyball, surfing, swimming, fishing and beach-side barbecues.

Students are also encouraged to join local sporting clubs such as tennis or golf. QIBA has a student soccer team for Gold Coast competitions.

AIRPORT RECEPTION

A QIBA representative welcomes you at either Brisbane or Coolangatta (Gold Coast) airport on arrival and then transfers you directly to your accommodation.

STUDENT COMMENTS

"Australia is the country, QIBA is the school and "Cooly" is the town" - Martin from New Caledonia

"Everybody knows each other, so you can make good friends and the classes are interesting everyday" - Gabriel from Brazil

"I really like the QIBA course. Teachers are terrific at teaching" - Yan from China

"I spent 1 year and 7 months studying English and Business at QIBA. It was a wonderful time for me. I have lots of happy memories" - Mai from Japan

"I looked for something like this: English, beaches and waves!" - Alejandro from Spain

ENGLISH AND BUSINESS COURSE FEES



ENGLISH COURSES

Code	Course title	Hrs p/w	Tuition fees	Material fees	Course length	Visa
GE-S	General English- Standard	20	\$280 p/w	\$90 for every 6 weeks	1-48 wks	S/V/WH
GE-PT	General English- Part Time	16	\$230 p/w	\$90 for every 6 weeks	1-48 wks	V/WH

Students with intermediate level English proficiency or above can choose 10 hours p/w ELECTIVE STUDIES in addition to 10 hours of General English (e.g. IELTS preparation or Business Communication)

IELTS	English + IELTS Test Preparation	20	\$280 p/w	\$90 for every 6 weeks	6/12 wks	S/V/WH
EBC-S	English for Business Communication	20	\$280 p/w	\$90 for every 6 weeks	6/24 wks	S/V/WH

The following programs are 25 hours per week

HSP	English for High School Preparation	25	\$310 p/w	\$90 for every 6 weeks	12-48 wks	S
EAS	English for Academic Study	25	\$310 p/w	\$90 for every 6 weeks	12-48 wks	S/V
EAS-MF	English for Academic Study- Masters Foundation	25	\$4650	\$400	15 wks	S
EAV	English for Aviation	25	\$330	\$360 + Manual (\$220)	25 wks (inc. holidays)	S
ETY	English for Teaching Young Learners	25	\$310	\$180	6 wks	S/V/WH

STUDY TOURS

Code	Course title	Tuition fees	Material fees	Course length	Visa
GRST	Group Study Tours	POA	N/A	1-6 wks	V

BUSINESS COURSE

Code	Course title	Tuition fees	Material fees	Course length	Visa
Diploma	Diploma of Business	\$9250*	\$500	40 weeks (inc. holidays)	S

All information contained in this brochure was correct at the time of printing and QIBA reserves the right to alter or amend course fees, dates and charges at any time.

* Permanent Residents POA. (All fees are in Australian dollars)

START DATES DIPLOMA COURSES

2011		2012	
Month	Date	Month	Date
January	07/01/11	January	06/01/12
April	08/04/11*	April	06/04/12*
July	08/07/11	July	06/07/12
October	07/10/11*	October	05/10/12*

*Best diploma start dates for connecting with University degree programs.



NATIONALLY RECOGNISED TRAINING



StudyGoldCoast



ENROLMENT PROCEDURE

- Step 1: Choose your course and decide when you want to begin your classes.
- Step 2: Complete and send the ENROLMENT FORM to QIBA or enrol directly on our website www.qiba.qld.edu.au.
- Step 3: If accepted, QIBA will send you a Letter of Offer and an invoice for fees.
- Step 4: After payment is received, QIBA will send you a copy of the electronic Confirmation of Enrolment (eCOE), if applicable, by e-mail or fax.
- Step 5: Take this copy of the eCOE to the Australian Embassy or the appropriate Australian Government Office and apply for your Student VISA.

REFUND POLICY

- 1 Enrolment cancellation or requests for refunds must be made in writing directly to the Managing Director.
- 2 Should the organisation cancel or is unable to deliver any course/training program, students are entitled to full refund or transfer of funds to future training.
- 3 If a visa application is rejected, tuition fees will be refunded in full.
- 4 If a student cancels their course, registration and accommodation placement fees are non-refundable.
- 5 If a student cancels 28 days or more before the course begins, a refund of 70% tuition fees will be given.
- 6 If a student cancels less than 28 days before the course begins, a refund of 50% tuition fees will be given.
- 7 If a student cancels after the course begins, NO REFUND will be given.
- 8 Students who take leave during a course will not be entitled to a refund or extension.
- 9 No refund is given to a student disqualified due to unsatisfactory attendance, performance, behaviour or who is in breach of QIBA rules or Australian law.
- 10 In special circumstances and with the Principal's permission, students may elect to defer into a subsequent course with pre paid tuition fees being held in credit by the Academy for a period not exceeding one year.
- 11 Airport Meeting and Greeting - No refund will be given if a student notifies QIBA of changes to flight details less than 48 hours before arrival.
- 12 Accommodation - After arrival in Australia, no refund on the minimum two week Homestay booking will be given. If a student moves from homestay, 1 week's written notice must be given to QIBA or 1 week's homestay fees will be paid in lieu of such notice. Further Homestay Placement fees may be charged at the current rate and at the Principal's discretion and determination.
- 13 This refund policy does not remove the student's right to take further action under Australian consumer protection laws and the registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- 14 In extraordinary circumstances of extreme hardship or sickness, refunds will be considered case by case on their merit, together with appropriate evidence to substantiate the claim.
- 15 All refunds will be paid in the same currency where practical, within the relevant time period specified in the ESOS Act 2000 (for overseas students) i.e. within two weeks in the case of provider default and four weeks in the case of student default.

QIBA organises the academic year into 4 terms of approximately 12 weeks each.

2011 ○ Start dates for 6 week cycles. QIBA holidays.

JANUARY 2011							FEBRUARY 2011							MARCH 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31				1				1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
APRIL 2011							MAY 2011							JUNE 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6	7			1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
JULY 2011							AUGUST 2011							SEPTEMBER 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31				1	2		1	2	3	4	5	6			1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
OCTOBER 2011							NOVEMBER 2011							DECEMBER 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31				1		1	2	3	4	5	6			1	2	3	4		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

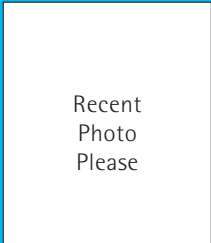
2012 ○ Start dates for 6 week cycles. QIBA holidays.

JANUARY 2012							FEBRUARY 2012							MARCH 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4			1	2	3	4		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31
APRIL 2012							MAY 2012							JUNE 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6			1	2	3	4		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
JULY 2012							AUGUST 2012							SEPTEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	30					1		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	
OCTOBER 2012							NOVEMBER 2012							DECEMBER 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	30	31				1		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	

QIBA organises the academic year into 4 terms of approximately 12 weeks each. Holidays are shaded. Although it is recommended to begin at the start of a 6 week cycle, QIBA accepts students at any time by arrangement.

Director of Studies Mr Helmer Lich presenting a Diploma of Business.





ENROLMENT FORM 2011 - 2012

1. PERSONAL DETAILS

Family Name:			
Given Names:			
Date of Birth:	Day	Month	Year
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Passport No.:	Nationality:		
Languages Spoken:			
Address in Home Country:			
Telephone:	Fax:		
Email:			
Address in Australia:			
Telephone:	Fax:		
Present Occupation or Study:			
Should QIBA be aware of any learning disabilities or health problems?			
Please describe:			

2. COURSE DETAILS

Course Name:	Code:
Start Date:	
Course Length:	(Weeks)
Hours per week:	25 hours <input type="checkbox"/> 20 hours <input type="checkbox"/> 16 hours <input type="checkbox"/>

3. FUTURE PLANS

What will you do at the end of your QIBA course?	
Travel around Australia	<input type="checkbox"/> Return Home <input type="checkbox"/>
Business or Vocational Course	<input type="checkbox"/> High School <input type="checkbox"/>
University Course <input type="checkbox"/>	
Other:	

4. ENGLISH DETAILS

How long have you studied English? Months Years Hrs per week
How would you describe your English?
Very Good <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>
Have you completed an IELTS, Cambridge or TOEFL test?
Yes <input type="checkbox"/> (Please supply details below) No <input type="checkbox"/>
Test Name:
Result: R W L S Date / /
Have you lived in an English speaking country? Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, for how long?

5. PREVIOUS EDUCATION & WORK EXPERIENCE

Highest Level of Education Completed: <small>(If enrolling in a Business Course, please supply documents, certified and translated in English)</small>		
High School	<input type="checkbox"/>	College <input type="checkbox"/> University <input type="checkbox"/>
Name of Institution:		
Work Experience:		
Did you use English in your job? Never <input type="checkbox"/> Sometimes <input type="checkbox"/> Often <input type="checkbox"/>		
Have you completed any Australian Vocational Education and Training modules of study? Yes <input type="checkbox"/> (Please supply details below) No <input type="checkbox"/>		
Code	Module Description	Date
Comments:		

6. TYPE OF VISA AND OVERSEAS STUDENT HEALTH COVER (OSHC)

Please tick the visa type:

Student Visitor Working Holiday

Other:

If you have a Student Visa, the Australian Government requires you to pay Overseas Student Health Cover (OSHC) in advance to the Academy.

Overseas Student Health Cover Charges:
Students should allow approximately \$35 per month for this charge but please see QIBA's website for current fees.

7. HOMESTAY ACCOMMODATION

Would you like QIBA to arrange your homestay accommodation? Yes No

Homestay offers students their own private room in a friendly Australian Family Home. Your host family will provide 2 meals weekdays and 3 meals weekends. Weekly rate \$230.

Homestay Placement and Support Fee is \$220

How many weeks do you require?

Minimum booking 2 weeks.

Questionnaire – For Homestay Students Only

To assist us to find a suitable homestay, please answer these questions:

Do you like a family with children? Yes No

Do you smoke? Yes No

Do you have any allergies/illness? Yes No

If yes, please list allergies/illness

Are there any foods you do not eat?

What are your favourite hobbies?

(If you have any further homestay requirements, please give details in a separate letter.)

8. AIRPORT GREETING

Please select which service you require.

• Airport coach from Brisbane Airport to your accommodation? (\$70) Yes No

• Airport limousine car from Brisbane Airport to your accommodation? (\$220) Yes No

• Airport private car from Coolangatta Airport to your local accommodation? (\$80) Yes No

FLIGHT NUMBER

DATE OF ARRIVAL

TIME OF ARRIVAL

AIRPORT
(Notify QIBA 7 days before arrival)

9. INSURANCE

We advise all QIBA students to take out personal accident and travel insurance in their own country.

10. SUMMARY OF FEES

* Registration – \$220	\$
* Course fee	\$
* Course work materials fee (\$90 for every 6 weeks)	\$
* Overseas Student Health Cover (Check table 6)	\$
* Homestay Placement and Support Fee (\$220)	\$
* Homestay Fee (\$230 x weeks)	\$
* Airport Meet and Greet Service	\$
* High School Placement Fee (\$500)	\$
* Guardianship Fee \$25 weekly (for under 18 year old students)	\$
TOTAL \$	

11. DECLARATION

I have read and I accept the Refund/Cancellation Policy.

I agree to abide by the regulations of QIBA.

Signature _____ Date _____

(Parent/Guardian to sign if student is under 18 years.)

Signature (Parent/Guardian) _____

HOW DID YOU HEAR ABOUT QIBA?

Friend Internet Advertisement

Exhibition Agent

Other:

PAYMENT DETAILS

PAYMENT BY: Bankdraft, Cash, International Money Order, Bank Transfer or Credit Card* (Visa or Mastercard).

ACCOUNT NAME:
Border Education Pty. Ltd.

ACCOUNT NUMBER:
484-799 053585162

BANK NAME: Suncorp Bank, Griffith St,
Coolangatta, Gold Coast Qld 4225

SWIFT CODE: METWAU4B

*Credit Card payments (Visa or Mastercard) accepted – a 3% surcharge applies to total charges made by credit card.

If you choose to pay your fees by bank transfer, you are responsible for any bank charges.

ENGLISH COURSES AT QIBA

All English courses are delivered in 6-week cycles, with one week holiday after every 12 weeks. We do accept English students at any time; however, it is best to enter a program at the start of a cycle.

Each class uses a core text book and CD which is supplied to each student at the start of his or her course.

GE-GENERAL ENGLISH

This program is suitable for Elementary to Upper-Intermediate learners who need language skills for international communication, employment and travel.

The course develops accuracy and fluency in spoken and written English and systematically develops grammar awareness and extends the vocabulary range.

GE/IELTS-GENERAL ENGLISH AND IELTS PREPARATION

This program prepares students for the International English Language Testing System (IELTS) examinations. It includes generic Language skill development in all macro skills: Listening, Speaking, Reading and Writing, as well as exam techniques and strategies for General Training and Academic modules. Students complete a number of exam simulations and work towards individual test target dates.

EBC-ENGLISH FOR BUSINESS COMMUNICATION

This program prepares students for international employment or further business studies. The course contains English communication skills with subject content from QIBA business courses. Students interact with staff and students from both English and Business faculties.

HSP-ENGLISH FOR HIGH SCHOOL PREPARATION

This program prepares international students for entry into year 10 or 11 of Australian High Schools. Students become familiar with language and vocabulary across the High School curriculum. The program also builds the research and study skills necessary for survival in mainstream secondary education. QIBA programs are linked with a number of private and government high schools on the Gold Coast.

EAS-ENGLISH FOR ACADEMIC STUDY

This program develops students' academic language and study skills in preparation for entry into Australian Colleges and Universities. The program progresses Academic Reading and Writing skills, Research and Study skills and activates vocabulary for a range of disciplines. Successful completion guarantees DIRECT ENTRY into Bachelor Degree programs at a number of Australian Universities.

ETYL-ENGLISH FOR TEACHING YOUNG LEARNERS

This is a program of English Language Development and Language Teaching Methodology for International students with an interest in working with young learners from Non-English speaking backgrounds and for mainstream teachers who also teach English Language in Early Childhood centres or Primary schools.

The course also helps prepare trainees for the Cambridge University 'Teaching Knowledge Test' and for participation in further English Teacher training programs, such as the Certificate IV in TESOL.

EAV-ENGLISH FOR AVIATION

This specific purpose English language program is designed for trainee pilots with a Non-English speaking background. The program develops Aviation-industry specific terminology as well as phraseology used in Radio communication and Air Traffic Control. The program prepares students for entry into Australian Aviation colleges (e.g. Australian Wings Academy at Coolangatta airport) and for the IELTS level (Band 5.5) required for a Student Pilot Licence application.

The course also helps prepare for the International Civil Aviation Organisation (ICAO) Aural Competency test (ALITE).



ENGLISH & BUSINESS COURSES AT QIBA

BUSINESS STUDIES AT QIBA

The QIBA Diploma of Business (BSB50207) is an accredited Vocational Education and Training award which meets the needs of both Australian and International students who seek exciting employment in private enterprise, government departments or multinational corporations in Australia and overseas.

This globally recognised qualification enables you to:

- Competently manage modern business functions and systems
- Use communication and technology efficiently and effectively
- Evaluate marketing components and network opportunities
- Identify ways of improving business operations



It is also an effective pathway to a number of Australian Universities with the benefit of up to one year advanced standing in a range of Bachelor Degree programs.

ENTRY REQUIREMENTS

- Students must have a minimum of IELTS Band 5.5 (with no sub-score less than 5.0) or an approved equivalent level of English (e.g. documented graded performance in a QIBA English program)
- Students also must have completed at least year 12 Secondary school or equivalent (e.g. Certificate IV in Business)

COURSE STRUCTURE AND CONTENT

This is a 40 week course (including 4 weeks' holidays and study/assessment weeks).

Study time is approximately 20 hours per week. Students complete several units of study per course cycle. The time-tabled units change each course cycle until all 8 units are completed. One week holiday is scheduled between each course cycle.

The course includes the following subject areas:

- The organisation and management of information systems
- The management of personal work priorities and professional development
- The identification and evaluation of marketing opportunities
- The management of recruitment, selection and induction of employees
- The building of international client networks and relationships
- The establishment and adjustments to a mix of marketing components
- The organisation and management of meetings
- The management of risk across an organisation

ASSESSMENT

Vocational education in Australia is not about memorizing abstract theory or about passing exams. It is about developing useful business and communication skills and practising them in real or 'simulated' business contexts. This is referred to as 'competency-based' learning.

Assessment tools include: Practical demonstrations; Case studies of Australian and International Business; Research tasks; Presentations and reports; Participation in problem solving scenarios and business meetings.

GROUP STUDY TOURS

QIBA organises a range of study tour programs for schools, companies and special interest groups. These tours can include all coach transfers, accommodation, excursions to local attractions or educational field trips. Many study tours include a home-stay experience with an Australian family.

QIBA also hosts study tours at various private High Schools and Colleges in South-East Queensland and Northern New South Wales.

An example of study tours in different categories:

- High School or University students
- Business students (e.g. retail, tourism)
- Pre-school, Primary or Secondary Teachers
- Business managers in multinational corporations

Some of our sister schools have been sending groups to QIBA for over 18 years!

