



**UNIVERSAL**  
**INSTITUTE OF TECHNOLOGY**

CRICOS Provider No: 02946M RTO No: 22096

2017

### **English**

General English, EAP/IELTS Exam Preparation  
Barista, EAL course

### **Vocational Education**

Business, Marketing, Project Management,  
Travel & Tourism, Building & Construction

### **Higher Education**

Bachelor of Business : Major in Accounting, Marketing,  
Human Resource Management

INTERNATIONAL

[www.facebook.com/studyuitmelbourne](http://www.facebook.com/studyuitmelbourne)

**Your future starts TODAY**





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# MESSAGE FROM THE CEO

As a CEO at Universal Institute of Technology (UIT), I am extremely pleased that you have taken the time to learn more about our unique academic programs and the potential they hold in shaping the global business leaders of tomorrow. Our mission is very clear – **“provide excellent education and life changing experience”**. At UIT, we have a fantastic group of academic staff, and very supportive student services and administration team. In addition, student satisfaction is our high priority. We are determined to deliver the best outcomes for more than 1,500 students currently studying with us and help them to realise their potential and achieve their career aspirations. We know that our practice-based learning approach, flexibility of study and wide range of innovative learning technologies and tools all contribute to a positive student experience. We also regularly review and update our materials and incorporate new ways of delivery.

As the CEO, I personally want to help our students to develop certain essential skills and flexibility to thrive in any economy. We are essentially transforming UIT as an Institute to meet the changing demands of a global economy. It's the best time to be a part of this Institution. In the year ahead I want to build on our reputation as a leading education provider in all of our programs we offer to our students.

Lastly, being in heart of Melbourne has a huge influence on what we do. Not only in terms of the city as a most eventful place, but of Melbourne as a vibrant community which has long welcomed people from all over the world and is now host to many thriving communities – it is a very exciting time. So join us and let us be part of your exciting journey!



Rizwan Ahmed  
CEO

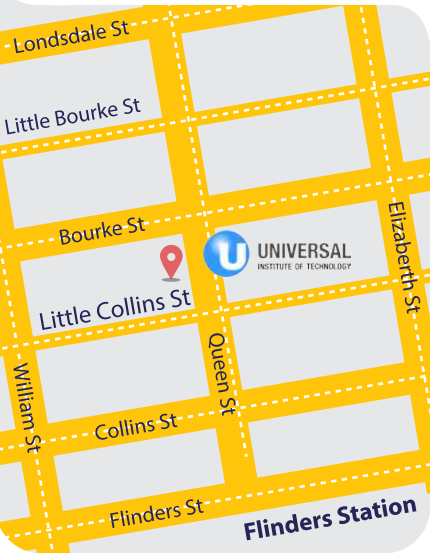


# STUDYING AT UIT

## Melbourne Campus

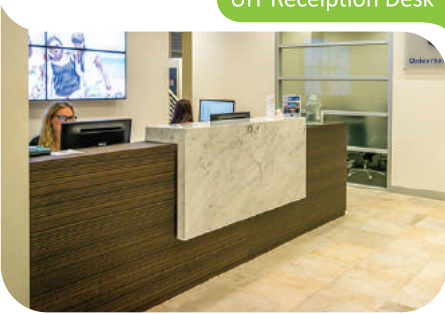
131 Queen St. Melbourne

Located in the heart of CBD Melbourne



## Campus Facilities

UIT Reception Desk



Orientation Hall



Classroom



Kitchen



Balcony



Computer Lab



Rooftop





## Teachers and Staff

There are many things that make UIT a special place to study, but there is no doubt that our people are very important. Our teachers and staff all love what they do, and do it extremely well. Naturally, all teachers at UIT are well qualified and experienced, and all take part in our regular Professional Development sessions. Most of our staff and teachers at UIT have had the experience of living abroad and learning another language, so they understand exactly what students are dealing with and can relate directly to them. At UIT you can always find someone to assist or advise you – our teachers are not only the best, but sensitive and caring too.



## Speak English Only Policy

On Campus, students are advised to speak English only.

## Student Services

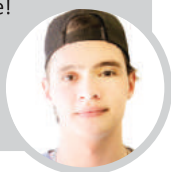
It is a UIT's policy to monitor all students' course progress in all vocational and higher education courses. Students are responsible to submit all assessments on time. If you have any questions or problems with assessments, the Student Services is available on campus to assist you with any assessments-related issues.



## Student Testimonials

I like everything about UIT, the way they want to help you and improve your English. I made a lot of friends from different nationalities. We play and learn new things every day and this is awesome!

Henry ANGORITA  
from Colombia



I love studying at UIT because the lessons are so much fun! All the teachers and staff are friendly and we do lots of speaking in class and I now have many friends from all over the world. Go UIT.

Canan KARA  
from Turkey



UIT is really great!! The teachers and students are friendly and kind. I've learnt many things here at UIT, you'll get more than what you expect; friends. English, socialising experience and fun.

Napaporn KHAMTHAISONG  
from Thailand





## How to Apply

- 1 Complete an International Student Application form and submit with all required documentation. Application can be submitted direct to UIT Admissions ([admissions@uit.edu.au](mailto:admissions@uit.edu.au)) or through an authorized agent. The form is available to download at [www.uit.edu.au](http://www.uit.edu.au). Prior to the application, students will be assessed for suitability and appropriateness of the course
- 2 If all requirements are met, a letter of offer will be sent to you.
- 3 After reading the terms and conditions carefully, accept the offer by signing it and making the payment.
- 4 Confirmation of Enrolment (CoE) will be emailed. CoE is required for the student visa application.
- 5 Apply for a student visa.
- 6 Arrive at UIT on the course commencing date.



## Accommodation

- Placement Fee: \$250 (One time only), Minimum Stay: 4 weeks
- Airport Pick Up: \$110 (One way from Melbourne Tullamarine airport)  
\$160 (10pm-6am)

### Homestay

- Single Room: \$300/week
- Meals provided
- Internet fee not included

### Share House

- Single Room: \$210/week
- Twin Room: \$170/week
- Internet fee not included



\*All fees are subject to change without prior notice.



# ELICOS (English Language Intensive Course for Overseas Students)

## General English Cricos Course Code: 074231F

General English is a real life, real world course for students looking to improve their English in an engaging atmosphere. UIT offers students the chance to not only improve their English with interesting topics, but also how to adapt English to everyday situations. Our dynamic teaching team is here to help students reach their full potential.

Exciting day trips out of the school give our students a chance to use English in genuine situations and create friendships with classmates that will last a lifetime. Our weekly skills tests reinforce the topic of the week so that students can confidently use their newly learnt skills outside the classroom.

- Intake: Every Monday
- Timetable: Mon-Fri, 8:30am - 1pm or 1:15pm - 5:45pm or 5:00pm - 9:30pm

### Entry Requirements

18<sup>+</sup>

Min. age of 18

\$

Enrolment: \$200, Tuition fee: \$320/week  
Material fee: \$10/week (Minimum \$50, Maximum \$250)

## EAP/IELTS Exam Preparation Cricos Course Code: 074230G

The IELTS Exam preparation course provides support and structured learning to students wishing to successfully take the IELTS exam. Our course challenges students to evaluate and improve all academic skills in an interactive class environment. The course develops the skills of reading, writing, listening and speaking, focusing on all sections of the test. Class levels are intermediate, upper intermediate and advanced level.

Every week students complete a genuine Cambridge IELTS Practice test under test conditions and receive a graded copy of the test. Students may choose to sit the General Training or Academic Module. Our experienced team also teaches test strategies through guided practice and valuable simulated speaking tests. This carefully designed course will maximize your IELTS success.

- Intake: Every Monday
- Timetable: Mon-Fri, 8:30am - 1pm or 1:15pm - 5:45pm or 5:00pm - 9:30pm

### Entry Requirements

18<sup>+</sup>

Min. age of 18

\$

Enrolment: \$200, Tuition fee: \$340/week  
Material fee: \$10/week (Minimum \$50, Maximum \$250)

## PTE Preparation Course

Our PTE Preparation course gives students all the practice and skills they need to score the highest marks in the test. We specially designed our course to ensure we only focus on the skills you need in the PTE test. Our teachers are specially trained and will be able to help you with any questions you have.

- Intake: Every Monday
- Timetable: 1:15PM - 5:45PM (Mondays to Fridays)

### Entry Requirements

18<sup>+</sup>

Min. age of 18

\$

Enrolment: \$200, Tuition fee: Starting from \$270  
Material fee: Minimum - \$60 for 4 wks; \$10/week from 7 wks  
Maximum - \$250



# BARISTA



The Barista program is ideal for students who want to learn Barista skills, have café experience and be job ready at the same time. The Barista Course covers coffee theory and practice with our 2 brand new “Carimali” espresso machines.

## Optional Cafe Internship

Students can have a real “face to face” interview with a café manager. After the interview, they will be placed at our partner cafés in Melbourne. This internship is optional for the UIT barista student who have completed 4 weeks barista course successfully, and is a good opportunity for them to gain 3 weeks of barista working experience. At local cafés, they can utilize their improved barista skills.

\* Placement fee: \$200 (non-refundable) / 3 weeks / Non-paid

- Intake: Every month (except December)
- Duration: 4 weeks
- Tuition fee: \$800; Material Fee: \$250

**Entry  
Requirements**

**18<sup>+</sup>**

Min age of 18



Strong intermediate level or above



## EAL (English as an Additional Language)

International Students from multicultural backgrounds interested in EAL level qualifications at entry level wishing to develop their skills and knowledge in English in order to participate in the Australian community and/or further study.

- Intake: Every month (Contact marketing to confirm exact dates)
- Duration: 30 weeks
- Enrolment fee: \$200, Tuition fee: \$320/week, Material fee: \$250

### Certificate I in EAL (Access) National Code: 22250VIC, Cricos Course Code: 082176G

Certificate I in EAL is for participants who need to develop English language skills beyond immediate personal and predictable social needs and who may progress to further study or employment options.

18<sup>+</sup>

Min. age of 18



UIT English  
Placement test required

Entry  
Requirements

### Certificate II in EAL (Access) National Code: 22251VIC, Cricos Course Code: 082177G

Certificate II in EAL is designed for a participants who need to develop English language skills to participate in everyday familiar and routine social and community contexts.

18<sup>+</sup>

Min. age of 18



IELTS 3.0 or equivalent

Entry  
Requirements

### Certificate III in EAL (further study) National Code: 22255VIC, Cricos Course Code: 082179E

Certificate III in EAL is designed for participants who need to develop English language skills to participate in a further study context in complex interactions and to critically analyse and produce complex texts relevant to further study.

18<sup>+</sup>

Min. age of 18



IELTS 3.5 or equivalent

Entry  
Requirements

### Certificate IV in EAL (further study) National Code: 22258VIC, Cricos Course Code: 082180A

Certificate IV in EAL is designed for participants who need to develop English language skills to participate in a further study context in straightforward interactions and to analyse and produce straightforward texts relevant to further study.

18<sup>+</sup>

Min. age of 18



IELTS 5.0 or equivalent

Entry  
Requirements

# BUSINESS



## Certificate IV in Business National Code: BSB40215 / Cricos Course Code: 086947D

This qualification is for 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, 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.

### Occupational Titles

Administrator, Project Officer, Coordinator, Team leader

## Diploma of Leadership and Management National Code: BSB51915 / Cricos Course Code: 087968B

Diploma of Leadership and Management 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.

### Occupational Titles

Management Manager, Coordinator, Supervisor

## Advanced Diploma of Leadership and Management National Code: BSB61015 / Cricos Course Code: 087969A

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.

### Occupational Titles

Area manager, Department manager, Regional manager

- Intake: Contact marketing to confirm exact dates
- Duration: 26 weeks(Cert IV)/52 weeks(Dip)/52 weeks(Adv Dip)
- Enrolment fee: \$200, Tuition fee: \$4,500/\$8,000/\$8,000, Material fee: \$250/Course

#### Entry Requirements

18<sup>+</sup>

Min. age of 18



IELTS 5.5 or equivalent or  
Min. 6 wks upper inter at UIT



Cert IV: Min. of Y11 or equivalent  
Diploma & Adv Diploma: Min. of Y12  
or equivalent



# MARKETING



## Certificate IV in Marketing National Code: BSB41315, Cricos Course Code: 087102G

Certificate IV in Marketing assists students to learn the fundamentals of marketing including how to conduct market research, promotion specific products and campaign management.

### Occupational Titles

Direct marketing officer, Market research assistant, Marketing coordinator, Marketing officer, Public relations officer

## Diploma of Marketing National Code: BSB51215, Cricos Course Code: 087398J

Diploma of Marketing assists students to develop in-depth knowledge of the marketing industry and to acquire a range of specific skills in management, budgets and developing a marketing campaign.

### Occupational Titles

Marketing manager, Marketing team leader

## Advanced Diploma of Marketing National Code: BSB60515, Cricos Course Code: 087568G


If you want to take your career to the next level, Advanced Diploma of Marketing will provide you with the skills and knowledge to work in roles such as Marketing Manager or Brand Manager across a wide range of industries.


### Occupational Titles

Marketing director, Marketing strategist, National/regional or global marketing manager

- Intake: Contact marketing to confirm exact dates
- Duration: 26 weeks(Cert IV)/52 weeks(Dip)/52 weeks(Adv Dip)
- Enrolment fee: \$200, Tuition fee: \$4,500/\$8,000/\$8,000, Material fee: \$250/Course

**18<sup>+</sup>** Min. age of 18

 IELTS 5.5 or equivalent or  
Min. 6 wks upper inter at UIT

 Cert IV: Min. of Y11 or equivalent  
Diploma & Adv Diploma: Min. of Y12  
or equivalent

**Entry  
Requirements**

# PROJECT MANAGEMENT



## Certificate IV in Project Management Practice National Code: BSB41515, Cricos Course Code: 087133A

This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes.

### Occupational Titles

Communications liaison, Contracts officer, Estimator and scheduler, Project administrator, Project analyst, Project assistant, Project coordinator, Project officer, Project records officer, Project support, Quality officer, Small business operator, Project team member

## Diploma of Project Management National Code: BSB51415, Cricos Course Code: 087444G

This qualification reflects the role of individuals who apply project management skills and knowledge. They already manage many 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.

### Occupational Titles

Project manager (generic), Project manager (industry specific), Project leader, Project team leader, Project contract manager, Project vendor manager

## Advanced Diploma of Program Management National Code: BSB61215, Cricos Course Code: 087970G

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. (Prerequisites: Diploma of Project Management or two years of relevant work experience)

### Occupational Titles

Project Manager/Program Manager, Branch/Section Leader - Project Management

- Intake: Contact marketing to confirm exact dates
- Duration: 26 weeks(Cert IV)/52 weeks(Dip)/52 weeks(Adv Dip)
- Enrolment fee: \$200, Tuition fee: \$4,500/\$8,000/\$8,000, Material fee: \$250/Course

**Entry  
Requirements**

**18<sup>+</sup>**

Min. age of 18



IELTS 5.5 or equivalent o  
Min. 6 wks upper inter at UIT



Cert IV: Min. of Y11 or equivalent  
Diploma & Adv Diploma: Min. of Y12  
or equivalent



# TRAVEL AND TOURISM



## Certificate IV in Travel and Tourism

National Code: SIT40212, Cricos Course Code: 084492B

Certificate IV in Travel and Tourism reflects the role of individuals who use a broad range of sales and marketing or operational skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many people have supervisory responsibilities and plan, monitor and evaluate the work of team members.

### Occupational Titles

Account manager, Assistant manager, Marketing coordinator, Operations supervisor, Product coordinator, Reservations sales or Call centre supervisor, Senior operations coordinator, Senior or Supervisory retail consultant

## Diploma of Travel and Tourism

National Code: SIT50112, Cricos Course Code: 084493A

Diploma of Travel and Tourism reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate tourism and travel operations or marketing and product development activities. They operate independently, have responsibility for others and make a range of operational business decisions.

### Occupation Titles

International retail travel consultant, Operations manager, Agency manager, Functions manager, Owner/operator, Airport airline operations

## Advanced Diploma of Travel and Tourism

National Code: SIT60112, Cricos Course Code: 084494M

Advanced Diploma of Travel and Tourism reflects the role of individuals operating at a senior level who use a substantial depth of knowledge of the industry and managerial techniques. They have wide-ranging, specialised managerial skills, operate independently and are responsible for making a range of strategic business decisions. (Prerequisites: Diploma of Travel and Tourism or two years of relevant work experience)

### Occupational Titles

Business development manager, Business operations manager, General manager, General manger

- Intake: Contact marketing to confirm exact dates
- Duration: 26 weeks(Cert IV)/52 weeks(Dip)/52 weeks(Adv Dip)
- Enrolment fee: \$200, Tuition fee: \$4,500/\$8,000/\$8,000, Material fee: \$250/Course

**18+** Min. age of 18



IELTS 5.5 or equivalent or  
Min. 6 wks upper inter at UIT



Cert IV: Min. of Y11 or equivalent  
Diploma & Adv Diploma: Min. of Y12  
or equivalent

**Entry  
Requirements**

# BUILDING AND CONSTRUCTION



## Certificate IV in Building and Construction (Building)

National Code: CPC40110, Cricos Course Code: 084497G

This qualification is designed to meet the needs of builders and managers of small to medium-sized building businesses.

### Occupational Titles

Builder, Construction manager

## Diploma of Building and Construction (Management)

National Code: CPC50308, Cricos Course Code: 084498G

This qualification is designed to meet the needs of senior managers within building and construction firms. This qualification has core unit of competency requirements that cover common skills for the construction industry.

### Occupational Titles

Project manager, Construction manager, Estimating manager, Sales manager.

- Intake: Contact marketing to confirm exact dates
- Duration: 52 weeks(Cert IV)/52 weeks(Dip)
- Enrolment fee: \$200, Tuition fee: \$10,000/\$10,000, Material fee: \$250/Course



Min. age of 18



IELTS 5.5 or equivalent or  
Min. 6 wks upper inter at UIT



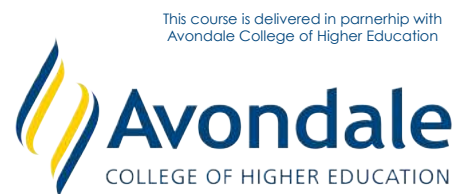
Cert IV: Min. of Y11 or equivalent  
Diploma & Adv Diploma: Min. of Y12  
or equivalent

**Entry  
Requirements**



# HIGHER EDUCATION

## Bachelor of Business Cricos Course Code: 057303C



TEQSA Provider Identification Number: PRV12015  
Bachelor of Business dual batched with CHARLES STURT UNIVERSITY

In today's competitive marketplace, an Avondale Business Degree delivered at UIT will put you one step ahead of the rest. Whether your passion is accounting, human resources or marketing, a Bachelor of Business will help you open doors to a wide range of career opportunities. The degree is designed to teach you the business essentials such as how to be an effective leader, market a product, budget, and sell your ideas. You will also explore how the economy functions and what it entails to manage your own business, giving you a strong understanding of business practice and strategy.

Avondale's Bachelor of Business will help prepare you for life in the business world, whether it is in:

- Accounting
- Human resource management
- Marketing

The course is designed to develop in you the skills to be creative and innovative in problem solving, systems design and people management, giving you a competitive advantage in the workplace. Whichever area of business you see yourself in, Avondale has a course structure to best suit your needs.

For more information visit: [www.avondale.edu.au](http://www.avondale.edu.au)



18<sup>+</sup>

Min. age of 18



IELTS 6.0 or equivalent



Min. of Y12 or equivalent

Entry  
Requirements



**UIT website** Scan or code to visit our website



twitter.com/studyuit



www.facebook.com/studyuitmelbourne



www.youtube.com/studyuit

## REGISTERED TRAINING ORGANISATION (RTO)

We are registered with Australian Skills Quality Authority (ASQA) to deliver, assess and issue nationally recognised qualification in EAL, Business, Marketing, Travel and Tourism, Building and Construction, Project Management.

While the information provided in this booklet was correct at the time of its publication, Universal Institute of Technology reserves the right to alter procedures, fees and regulations should the need arise. This information was correct as at February 2017. Visit our website for the most up-to-date information on fees, course details and entry requirements.

For information regarding student policies, including Refund, Deferral, Suspension and Cancellation visit <http://www.uit.edu.au>

For information on ESOS please visit:

<https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/ESOSEasyGuide/Pages/ESOSEasyGuide.aspx>

## IMPORTANT INFORMATION, POLICIES AND PROCEDURES, FEES AND CHARGES

All of our policies and procedures are available on our website [www.uit.edu.au](http://www.uit.edu.au) and should be read prior to enrolment in addition to this brochure.

Information about our Enrolment Process; Studying and Living in Australia; About UIT; Campus Locations; Course Information; Recognition of Prior Learning (RPL); Credit Transfer; Entry Requirements; Refund Policy; Complaints and Appeals; Deferring, Suspending and Cancelling Enrolment; Facilities and Student Support Services; Accommodation; Living Costs; School-Aged Dependents; Fees and Charges; and the ESOS Framework is available online at [www.uit.edu.au](http://www.uit.edu.au)



## Universal Institute of Technology

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Universal Institute of Technology and Universal English are trading names of Universal Institute of Technology Pty Ltd  
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