Welcome to the Victory Institute

Our goal is to be the best provider of education in General English, English for VET and Higher Education entrance, Business, Accounting, Graphic Arts and Multimedia by providing quality teaching for you to grow and develop your potential to emerge from our Institute capable of being effective and achieving success in your chosen field whether it be on a national or international stage. The Victory Institute is committed to the highest standards in the provision of Vocational Education and Training (VET), and client services. Our Code of Practice is based on the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2007, and the VET Quality Framework RTQ Standards 2015.

About Victory Institute

At Victory Institute we believe that effective preparation for a future as a dynamic business entrepreneur or in the digital entertainment industry takes place in a relaxed environment that allows for individuality and creative growth.

Our modern building, situated within walking distance of Town Hall station, Queen Victoria Building and Darling Harbour offers students access to up to date classroom technology as well as teachers and trainers who are fully committed to ensuring their students are transformed by their experience at Victory Institute. English language classes are enhanced by regular excursions designed to heighten interactivity with various aspects of Australian life and people, for Graphic Arts and Multimedia students, industry standard equipment and specialized computer labs with up to date professional design and editing software are available; Business and Accounting students have access at all times to professional trainers who are not just teachers but experienced business entrepreneurs themselves.

Accreditation

Victory Institute is committed to the highest standards in the provision of English language and Vocational Education and Training (VET). Our Code of Practice is based on the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2007 and the VET Quality Framework which describes the minimum standards of our vocational training delivery, assessment services and other client services.

General English

Course Code: 0677/53

Course Description

This course is intended for students wishing to learn English for a variety of different purposes. All four macro-skills of Reading, Writing, Speaking and Listening will be developed in a program which allows students to pursue their interests in the areas of work, study and leisure. Our General English courses aim to give students the language for daily living whether it be for shopping, travel, work or social situations. In addition, our courses act as a pathway to our Vocational courses or IELTS Preparation courses.

Course Structure

The General English courses include the following components:
- Theme-based language development from Core Textbook which every student needs to purchase
- Speaking, Listening, Reading and Writing Skills Extension
- Regular reviews and testing of what has been covered throughout the course
- Regular educational and cultural excursions

Course Delivery

The General English courses are delivered through classroom face-to-face instruction, individual and group projects, class presentations and discussions and educational/cultural excursions. Each level has a core textbook where topics and different language features are introduced each week. Lessons are communicative and student centered, therefore giving students the opportunity to practice using English as much as possible.

Assessment Methods

Assessment will be based on attendance, participation, coursework and end-of-course tests. Students will be assessed through progress testing of core textbook content every month; regular assessments of speaking, listening, reading and writing skills development and weekly self-assessments during the weekly review sessions conducted every Friday.
IELTS Preparation

Course Description

The IELTS test is an internationally recognized tertiary entry English language qualification. A score of 5 on the IELTS test (alongside a range of alternative qualifications) is a prerequisite for entry to many vocational courses.

These courses are open to students who have been accepted into vocational courses but who have not yet obtained a prerequisite English score. Students who have obtained tertiary places in a range of institutions or who are planning to make an application are also welcomed, however, these students must achieve the required level in the IELTS test in order to articulate into their chosen course of study. No matter what the student’s situation or intention, these courses will prepare them well to undertake the IELTS test with confidence.

The teachers will help develop the strategies students need to improve their IELTS score. Students will practice strategies such as predicting, skimming and scanning in listening and reading, essay formatting and confidence-building speaking exercises.

Course Structure

There are 2 levels and each level runs for 12 weeks at 20 hours per week. Students will be comprehensively tested on arrival and placed in the level which is most suitable for their current proficiency. It is possible to do just one or both levels depending on the entry language proficiency level.

The courses are structured around the following areas:
- Input Material from Core Text which every student needs to purchase
- Macro-skills Development for Test Modules
- Analysis of Test Tasks
- Examination Practice

Assessment Methods

Students will be assessed through regular progress testing, teacher assessment and self-assessment through the weekly review sessions. Students will also take practice tests or segments of practice tests and after each test, the teacher will discuss the test and give them hints on how to improve their score. Overall assessment will be based on attendance, participation, coursework and in-course assessments.

Course Delivery

The courses are delivered through classroom face-to-face instruction, individual and group projects, class presentations and discussions and educational/cultural excursions. In order to make the transition to tertiary education, classes are conducted lecture/seminar style which will help students overcome the typical problems overseas students experience at tertiary level in Australia.

Entry Requirements

Students intending to take the intensive IELTS Preparation course need to be at General English intermediate level.
CUF40107 Certificate IV in Screen and Media

Course Overview

Our Certificate IV in Screen & Media will train students in the areas of 2D digital design and animation. You will be trained to function as part of a production team in the role of a 2D digital artist. In this flexible role you will be able to enter industries such as advertising, graphic design, film and television.

Knowledge and Skills

Successful candidates will emerge with practical skills as they relate to design and animation and knowledge required to function well in various industries. This course has a highly practical focus so essential design skills such as using industry standard software will be well developed. Assessments will primarily take the form of design and animation projects which will be conducted in a simulated studio environment.

Entry Requirements

- Students who intend to enrol in this course must prove their successful completion of Certificate III in relevance Screen and Media field, or prove their satisfactory completion of Australian Year 12 or international equivalent, or have industry experience in relevance Screen and Media with a minimum of 2 years.
- Students must have good communication skills. Candidates whose English is not their first language may be required to prove their English language skills which is equivalent to upper intermediate level (IELTS 5.5).

Pathway

After completing the CUF40107 Certificate IV in Screen and Media, students may articulate into further study of the Diploma of Screen and Media offered by any RTO or may have opportunities to continue study in bachelor degree program by Australian Universities.

Core Units

- CUS095301A Follow occupational health and safety
- BSBCRT3001 Develop and extend critical and creative thinking skills
- CUNIND301B Work effectively in the screen and media industries

Elective Units

- CUFANM303A Create 3D digital models
- CUVGRD401A Research and apply graphic design techniques
- CUVACD506A Refine 2-D design ideas and processes
- BSBDE4903 Develop and extend design skills and practice
- BSBDE4904 Generate design solutions
- CUFANM404A Create titles for screen productions
- CUPPM406A Create storyboards
- CUVACD301A Produce drawings to communicate ideas
- CUFIND404A Create visual design components
- CUFANM301A Create 2D digital animations

Please refer to the unit description on http://training.gov.au/Training/Details/CUF40107

Job Outcome

The Certificate IV will prepare students for the role of a digital artist. They may work on productions such as video games, architectural visualisations, special effects, and films. The Certificate IV is limited to training in areas of 2D digital design, so artistic design and graphic design will be a major focus of the training.

Course Structure

Each subject consists of units of study that we have selected to meet the requirements of a 2D Digital Artist. See below for the individual units of study.

Achieved 13 units (3 core units and 10 elective units)

Entry Requirements

- Students who intent to enroll in this course must prove their successful completion of Certificate IV in Screen and Media or equivalent, or have industry experience in design and animation with a minimum of 2 years.
- Students must have good communication skills. Candidates whose English is not their first language may be required to prove their English language skills which is equivalent to upper intermediate level (IELTS 5.5).

Pathway

After completing the CUF50107 Diploma of Screen and Media, students may articulate into further study of the Advanced Diploma of Screen and Media offered by any RTO or may have opportunities to continue study in bachelor degree program by Australian Universities.

Job Outcome

The Diploma course aims to prepare students for the role of a digital artist. A digital artist is the person who utilises computer software and hardware to design and create digital products. They may work on productions such as video games, architectural visualisations, special effects, and films. The Diploma differentiates itself from the Certificate IV by the addition of 3D based skills and knowledge training. This allows for candidate to be more flexible in the type of productions they work on and jobs they qualify for.

Course Overview

The Diploma of Screen and Media will train students in areas of 2D and 3D digital design for digital and interactive products. Students will learn the practical and theoretical skills to work as a digital artist in production teams working on 2D and 3D productions such as films, television content, video games, and architecture.

Knowledge and Skills

Successful candidates will emerge with practical skills sufficient to design and create elements of high concept productions utilising 2D and 3D software. They will gain design skills necessary to develop and realise concepts for production. Design skills and knowledge will be particularly enhanced to allow for students to adapt effectively to any given production environment. Assessments will primarily comprise of highly practical tasks and projects that take place in a simulated studio environment.

Entry Requirements

- Students who intent to enroll in this course must prove their successful completion of Certificate IV in Screen and Media or equivalent, or have industry experience in design and animation with a minimum of 2 years.
- Students must have good communication skills. Candidates whose English is not their first language may be required to prove their English language skills which is equivalent to upper intermediate level (IELTS 5.5).

Pathway

After completing the CUF50107 Diploma of Screen and Media, students may articulate into further study of the Advanced Diploma of Screen and Media offered by any RTO or may have opportunities to continue study in bachelor degree program by Australian Universities.

Job Outcome

The Diploma course aims to prepare students for the role of a digital artist. A digital artist is the person who utilises computer software and hardware to design and create digital products. They may work on productions such as video games, architectural visualisations, special effects, and films. The Diploma differentiates itself from the Certificate IV by the addition of 3D based skills and knowledge training. This allows for candidate to be more flexible in the type of productions they work on and jobs they qualify for.
BSB40215 Certificate IV in Business

Core Units
- BSBWHS401 Implement and monitor WHS policies, procedure, and programs to meet legislative requirement

Elective Units
- BSBWRT401 Write complex document
- BSBGUS403 Implement customer service standards
- BSBITS401 Maintain business technology
- BSBIIPR405 Protect and use intangible assets in small business
- BSBITU401 Design and develop complex text document
- BSBITU404 Produce complex desktop published document
- BSBITU402 Develop and use complex spreadsheets
- BSBLED401 Develop teams and individuals
- BSBMKG413 Promote products and services

Course Overview
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 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.

Delivery and Assessments
This program (BSB40215 Certificate IV in Business) is delivered in an institution based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks with simulation workplace, tutorials, group activities and theory based documents.

Entry Requirement
Students who intend to enrol in this course must prove their successful completion of Certificate III in Business or equivalent, or prove their satisfactory completion of Australian Year 12 or international equivalent, or have industry experience in business or any relevant business service with a minimum of 2 years.

Students must have good communication skills. Candidates whose English is not their first language may be required to prove their English language skills which is equivalent to upper intermediate level (IELTS 6.5).

Pathway
After completing the BSB40215 Certificate IV in Business, students may articulate into further study of the Diploma of Business offered by any RTO or they may have opportunities to continue their studies in Bachelor Degree programs offered by any Australian Higher Education providers.

Job Outcome
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Project Officer
- Office Administrator
**Course Overview**

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals 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.

**Delivery and Assessments**

This program (BSB50215 Diploma of Business) is delivered in an institution based environment with face to face delivery. The mode of training is highly practical with a combination of practical projects, practical tasks with simulation workplace, tutorials, group activities and theory based documents.

**Elective Units**

BSBSUS501 Develop workplace policy and procedures for sustainability
BSBHRM501 Manage human resources services
BSBMGT406 Plan and monitor continuous improvement
BSBADM504 Plan and implement administrative system
BSBMKG523 Design and develop an integrated marketing communication plan
BSBADM506 Manage business document design and development
BSBMGT517 Manage operation plan
BSBNMM501 Manage an information or knowledge management system

*Please refer to the unit description on https://training.gov.au/Training/Details/BSB50215*

**Units of Study**

52 weeks

**Course Structure**

The course consists of 8 units and is clustered into 4 groups in order to be delivered within 4 terms of full time study load. The term duration is 10 weeks.

**Entry Requirement**

Students who intend to enrol in this course must prove their successful completion of Certificate IV in Business or equivalent, or have industry experience in business or any relevant business service with a minimum of 2 years.

Students must have good communication skills. Candidates whose English is not their first language may be required to prove their English language skills, which is equivalent to upper intermediate level (Ielts 5.5).

**Pathway**

After completing the BSB50215 Diploma of Business, students may articulate into further study of an Advanced Diploma of Business offered by any RTO, or they may have opportunities to continue their studies in Bachelor Degree programs offered by Higher Education providers.

**Job Outcome**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Administration executive officer
- Administration program coordinator

**Delivery and Assessments**

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.

**Elective Units**

BSBNMM601 Manage knowledge and information
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBNMM601 Lead and manage organisational change
BSBMGT608 Manage innovation and continuous improvement
BSBMKG501 Identify and evaluate marketing opportunities
BSBMKG609 Develop a marketing plan
BSBMGT615 Contribute to organisation development
BSBHRM602 Manage human resources strategic planning

*Please refer to the unit description on https://training.gov.au/Training/Details/BSB60215*

**Units of Study**

12 weeks

**Course Structure**

The course consists of 8 units and is clustered into 4 groups in order to be delivered within 4 terms of full time study load. The term duration is 10 weeks.

**Entry Requirement**

Students who intend to enrol in this course must prove their successful completion of Diploma of Business or equivalent, or have industry experience in business or any relevant business service with a minimum of 2 years.

Students must have good communication skills. Candidates whose English is not their first language may be required to prove their English language skills, which is equivalent to upper intermediate level (Ielts 5.5).

**Pathway**

After completing the BSB60215 Advanced Diploma of Business, students may articulate into continue their studies in Bachelor Degree programs offered by Australian Higher Education providers.

**Job Outcome**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Entrepreneurship
- Business Enterprise Manager
### Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
</tr>
<tr>
<td>BSBFA401</td>
<td>Prepare financial reports</td>
</tr>
<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
</tr>
<tr>
<td>FNSBG404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
</tr>
<tr>
<td>FNSBG405</td>
<td>Establish and maintain a payroll system</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts and ledgers</td>
</tr>
<tr>
<td>FNSACC402</td>
<td>Prepare operational budgets</td>
</tr>
<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
</tr>
</tbody>
</table>

### Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBITU404</td>
<td>Produce complex desktop published documents</td>
</tr>
<tr>
<td>BSWRT401</td>
<td>Write complex documents</td>
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</tbody>
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FNS0215 Advanced Diploma of Accounting

**Course Overview**
This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification. At this level, individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

**Delivery and Assessments**
This program (FNS0215 Advanced Diploma of Accounting) is delivered in an institution-based environment with face to face delivery. The mode of training is highly practical with a combination of theoretical and practical tasks with simulation workplace, tutorials, group activities and theory based documents.

**Course Structure**
The course consists of 14 units and is delivered over 1 year. The course is divided into 4 terms in order to be delivered within 4 terms, the term duration is 12 weeks.

**Duration**
52 weeks

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**Core Units**
- FNSACC604 Monitor corporate governance activities
- FNSINC601 Apply economic principles to work in the financial services industry
- FNSINC602 Interpret and use financial statistics and tools

**Elective Units**
- FNSACC601 Prepare and administer tax documentation for legal entities
- FNSACC608 Evaluate an organisation's financial performance
- FNSACC609 Evaluate financial risk
- FNSACC610 Develop and implement financial strategies
- FNSACC613 Prepare and analyse management accounting information
- FNSACC611 Audit and report on financial systems and records
- FNSACC612 Implement tax plans and evaluate tax compliance
- FNSACC614 Implement organisational improvement programs
- FNSACC615 Develop and manage financial systems
- FNSACC616 Conduct internal audit
- BSBFIM601 Manage finances

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**Units of Study**

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**Entry Requirement**
Students who intend to enrol in this course must prove their successful completion of Certificate IV in Accounting or equivalent, or have industry experience in accounting and any relevant financial service, with a minimum of 2 years’ experience.

Students must have good communication skills. Candidates whose English is not their first language may be required to provide their English language skills, which is equivalent to upper-intermediate level (IELTS 5.5).

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**Pathway**
After completing the FNS0215 Advanced Diploma of Accounting, students may articulate into opportunities to continue their studies in Bachelor Degree programs offered by Australian Universities.

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**Job Outcome**
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Accountant
- Financial Accounting Officer
- Costing Project Manager
Campus

Victory Institute is located in the centre of downtown and is in a popular shopping area. Convenient transportation means all of Sydney’s attractions are close by. Train stations and bus stops are just a couple of minutes walk away from us.

If you are new to Sydney, our friendly staff will be happy to help and guide you on how to use transportation in Sydney. Don’t get nervous if you get lost, Australians are very friendly and will help you find your way.

Facilities

Victory Institute provides a quality educational environment with the latest facilities and equipment for in-class teaching and learning activities.

Student Lounge

In our purpose built student lounge and dining area you can chat with friends from all over the world, access the internet, download resources or just chill ... but don’t miss your class!

Victory Institute Facilities Include:

- Modern, well-equipped and air-conditioned classrooms
- Well-equipped resources for research and study
- Computers with internet access always available
- Clean, spacious and comfortable student areas with microwaves
- Well-equipped kitchen with tea/coffee making facilities