Australian Ideal College

Educating for Excellence

Australian Ideal College proudly offers courses in Accounting, Business and Management, Translating and Interpreting fields ranging from Certificate III level to Advanced Diploma. All our courses are nationally accredited through the Australian Government's Australian Skills Quality Authority (ASQA) and are nationally recognised by both Australian industry and other Australian Registered Training Organisations.

BUSINESS COURSE	
Certificate III in Business Administration*	
This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team. **Job Roles**: Job roles and titles relevant to this qualification may differ between industry sectors but may include: • Accounts receivable clerk • Accounts payable clerk • Clerk • Data entry operator • Junior personal assistant • Receptionist • Office administration assistant • Office administrator • Word processing operator **Following are the unit of competencies covered in this qualification:** • BSBWRT301 Write simple documents • BSBITU313 Design and produce digital text documents • BSBITU314 Design and produce spreadsheets • BSBITU312 Create electronic presentations • BSBADM311 Maintain business resources • BSBINM301 Organise workplace information • BSBFIA303 Process accounts payable and receivable • BSBFIA304 Maintain a general ledger • BSBADM307 Organise schedules • BSBWHS201 Contribute to health and safety of self and others • BSBCUS301 Deliver and monitor a service to customers • BSBDIV301 Work effectively with diversity • BSBITU307 Develop keyboarding speed and accuracy **Entry Requirements**: Must have completed year 11 or equivalent that requires the skills and knowledge to enter into the Business Services industry. English proficiency requirement: successful completion of year 11 in Australia, or IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent. **Pathways from the qualification:** The students who undertake the Certificate III in Business Administration is provided with advice of further training options. Students who gain this qualification can further their study in Certificate IV in Business Administration or a range of other Certificate IV qualifications.	Duration: 26 weeks National Code: BSB30415 CRICOS Course Code: 086865F Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week) Tuition Fee: $4000* Enrolment Fee: $200 (Non-refundable)
Certificate IV in Business Administration*	Duration: 26 weeks
This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative 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. **Job Roles:** Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include accounts supervisor, executive personal assistant, office administrator, project assistant. **Following are the unit of competencies covered in this qualification:** • BSBITU404 Produce complex desktop published documents • BSBCMM401 Make a presentation • BSBITU402 Develop and use complex spreadsheet • BSBFIA401 Prepare financial reports • BSBADM405 Organise meetings • BSBWOR404 Develop work priorities • BSBREL401 Establish networks • BSBLED401 Develop teams and individual • BSBADM407 Administer projects • BSBCUS401 Coordinate implementation of customer service strategies **Entry Requirements**: Students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications or Certificate III in a related field English proficiency requirement: IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent. **Pathways from the qualification:** Diploma of Business Administration or a range of other Diploma qualifications.	National Code: BSB40515 CRICOS Course Code: 087043C Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week) Tuition Fee: $4000* Material Fee:$500* Enrolment Fee: $200 (Non-refundable)
Diploma of Leadership and Management*	
This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of the specific work requirements with their managerial approaches. Diploma of Leadership and Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team. **Following are the unit of competencies covered in this qualification:** • BSBWOR502 Lead and manage team effectiveness	Duration: 52 weeks National Code: BSB51918

	CRICOS Course Code: 098766K
• BSBLDR511 Develop and use emotional intelligence • BSBLDR502 Lead and manage effective workplace relationships • BSBMGT517 Manage operational plan • BSBHRM405 Support the recruitment, selection and induction of staff • BSBINM501 Manage an information or knowledge management system • BSBWHS501 Ensure safe workplace • BSBMGT502 Manage people performance • BSBFIM501 Manage budgets and financial plans • BSBMGT516 Facilitate continuous improvement • BSBWRK520 Manage employee relations • BSBWOR501 Manage personal work priorities and professional development	Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week) Tuition Fee: $10,000* Material Fee: $500* Enrolment Fee: $200 (Non-refundable)

Entry Requirements: Students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications or Certificate IV in a related field
English proficiency requirement: IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent.
Pathways from the qualification: Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.
Job Roles: Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is manager.

Advanced Diploma of Leadership and Management*	
This qualification reflects the role of individuals who have senior or managerial responsibilities. They desire the knowledge and skills to provide strategic leadership. Competencies developed include manage organisational change, provide leadership across the organisation as well as develop and implement strategic plans for an organisation. **Following are the unit of competencies covered in this qualification:** • BSBFIM601 Manage finances • BSBINN601 Lead and manage organisational change • BSBMGT605 Provide leadership across the organisation • BSBMGT617 Develop and implement a business plan • BSBHRM602 Manage human resources strategic planning • BSBINM601 Manage knowledge and information • BSBMGT608 Manage innovation and continuous improvement • BSBMGT615 Contribute to organisation development • BSBMGT616 Develop and implement strategic plans • BSBMKG609 Develop a marketing plan • BSBRSK501 Manage risk • BSBSUS501 Develop workplace policy and procedures for sustainability	Duration: 78 weeks National Code: BSB61015 CRICOS Course Code: 088884J Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week) Tuition Fee: $15,000* Material Fee: $500* Enrolment Fee: $200 (Non-refundable)

Entry Requirements: Students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Preferred pathways for students entering this qualification include:

• Diploma of Leadership and Management

English proficiency requirement: IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent.
Pathways from the qualification: After achieving this qualification, candidates may choose to undertake studies at higher education level.
Job Roles: Possible job titles relevant to this qualification include area manager, department manager, and regional manager.

ACCOUNTING COURSE

Certificate III in Accounts Administration*	
This qualification reflects the job roles of employees with functions that could include: • Accounts assistant • Accounts clerk • Office assistant **Following are the unit of competencies covered in this qualification:** • FNSACC311 Process financial transactions and extract interim reports • FNSACC312 Administer subsidiary accounts and ledgers • FNSACC313 Perform financial calculations • FNSINC301 Work effectively in the financial services industry • FNSACC304 Conduct business activities using a computerised accounting system • BSBITU306 Design and produce business documents • BSBWRT301 Write simple documents • BSBITU314 Design and produce spreadsheets • FNSORG301 Administer fixed asset register • BSBCUS301 Deliver and monitor a service to customers • BSBWOR301 Organise personal work priorities and development	Duration: 26 weeks National Code: FNS30317 CRICOS Course Code: 099402G Delivery mode: Face to Face(15 hours per week) and Online(5 hours per week) Tuition Fee: $4000* Enrolment Fee: $200 (Non-refundable)

Entry Requirements: Must have completed year 10 or equivalent that requires the skills and knowledge to enter into the Financial Services industry. English proficiency requirement: successful completion of year 10 in Australia, or IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent.
Pathways from the qualification: The primary pathway from this qualification is entry level employment in a range of financial services sectors. FNS40217 Certificate IV in Accounting and Bookkeeping would support career progression.

Certificate IV in Accounting and Bookkeeping*	
This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. This course provides student with basic accounting skills and train them to use computers in the accounting environment. This course is especially designed for employees who perform duties such as completing Business Activity Statement (BAS) and other office taxes, operational reporting, producing basic management and job costing reports, preparing budgets, maintaining inventory records and a payroll system. **Following are the unit of competencies covered in this qualification:** • BSBFIA401 Prepare financial reports • BSBITU306 Design and produce business documents • FNSACC311 Process financial transactions and extract interim reports • FNSACC312 Administer subsidiary accounts and ledgers • BSBITU422 Use digital technologies to collaborate in the workplace • FNSACC408 Work effectively in the accounting and bookkeeping industry	Duration: 52 weeks National Code: FNS40217 CRICOS Course Code: 099403G

| | Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week)

Tuition Fee: $8,000*
Enrolment Fee: $200 (Non-refundable) |

- FNSACC414 Prepare financial statements for non-reporting entities
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems
- BSBITU402 Develop and use complex spreadsheets
- FNSACC411 Process business tax requirements
- FNSACC405 Maintain inventory records

Entry Requirements: Must have satisfactorily completed Year 11 or equivalent that requires the skills and knowledge to enter into the Financial Services industry. English proficiency requirement: IELTS overall band 5.5 or equivalence.

Pathways from the qualification: Students who gain this qualification can further their study in the FNS50217 Diploma of Accounting or employment as:

- Accounts clerk
- Payroll clerk
- Bookkeeper
- Accounts receivable and payable clerk
- Accounts administration

Diploma of Accounting*

This qualification reflects professional accounting job roles in financial services and other industries. This course provides student with a solid grounding in the accounting discipline. Students will develop practical skills in financial accounting, budgeting, maintaining internal control system, management accounting, financial forecasting, and taxation and accounting information systems. Student will build skills in dynamic business tools such as spreadsheets and computerised accounting software.

Following are the unit of competencies covered in this qualification:

- FNSACC511 Provide financial and business performance information
- FNSACC512 Prepare tax documentation for individuals
- FNSACC513 Manage budgets and forecasts
- FNSACC514 Prepare financial reports for corporate entities
- FNSACC516 Implement and maintain internal control procedures
- FNSACC517 Provide management accounting information
- FNSORG505 Prepare financial reports to meet statutory requirements
- FNSACC505 Establish and maintain accounting information systems
- FNSACC311 Process financial transactions and extract interim reports
- BSBFIA401 Prepare financial reports
- BSBLDR402 Lead effective workplace relationships

Entry Requirements: Must be 18 years old or over and satisfactory completion of FNS40217 Certificate IV in Accounting or other relevant qualifications or mature age entry with relevant work experience.

English proficiency requirement: IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent.

Pathways from the qualification: The students who undertake the FNS50217 Diploma of Accounting is provided with advice of further training options. Students who gain this qualification can further their study in the FNS60217 Advanced Diploma of Accounting or employment as

- Accounts team leader
- Payroll team leader

Duration: 65 weeks

National Code: FNS50217

CRICOS Course Code: 099404F

Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week)

Tuition Fee: $10,000*
Enrolment Fee: $200 (Non-refundable)

Advanced Diploma of Accounting*

This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification.

Following are the unit of competencies covered in this qualification:

- FNSINC601 Apply economic principles to work in the financial services industry
- FNSINC602 Interpret and use financial statistics and tools
- FNSACC624 Monitor corporate governance activities
- FNSACC511 Provide financial and business performance information
- FNSACC512 Prepare tax documentation for individuals
- FNSACC513 Manage budgets and forecasts
- FNSACC514 Prepare financial reports for corporate entities
- FNSACC516 Implement and maintain internal control procedures
- FNSACC517 Provide management accounting information
- FNSACC601 Prepare and administer tax documentation for legal entities
- FNSACC603 Implement tax plans and evaluate tax obligations
- FNSACC608 Evaluate organisation's financial performance
- FNSACC609 Evaluate financial risk
- FNSACC613 Prepare and analyse management accounting information

Entry Requirements: Must be 18 years old or over and satisfactory completion of FNS50217 Diploma of Accounting or other relevant qualifications or mature age entry with relevant work experience.

English proficiency requirement: IELTS overall score 5.5 or TOEFL (iBT) score of 65 or PTE (Pearson Test of English Academic) score of 42 or equivalent.

Pathways from the qualification: A further learning pathway could be study in relevant higher education programs. Learners should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.

Graduates with proper employability skills should be able to work as a/an:

- Accounts manager

Note: Persons seeking tax agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Duration: 78 weeks

National Code: FNS60217

CRICOS Course Code: 099405E

Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week)

Tuition Fee: $15,000*
Enrolment Fee: $200 (Non-refundable)

INTERPRETING & TRANSLATING COURSES

Diploma of Interpreting (LOTE-English)*

The Diploma of Interpreting provides foundation skills for new entrants to the interpreting industry. It reflects the skills and knowledge required to interpret in general dialogue settings, with the potential to interpret in general monologue settings, where the interpreter is able to physically control the discourse to assist retention and recall.

Career Opportunities: Employment in interpreting varies with the market for interpreting in particular languages and domains. The Diploma prepares interpreters for work typically in the community and business domains such as general health, welfare and community services, non-complex disability assistance, educational and social contexts, initial police interviews, over the counter interviews in customer and community information services, tourism, and other informal business and workplace contexts where the consequences of errors in communicative intent can be readily managed. The majority of interpreters are self-employed and are contracted on a sessional basis either directly or through interpreting service providers to work on interpreting assignments, but may find permanent employment in a specific sector such as education, government or health, or may work with a diverse range of clients and sectors. Interpreters may be contracted to work in a team

Following are the unit of competencies covered in this qualification:
- PSPTIS001 Apply codes and standards to ethical practice
- PSPTIS002 Build glossaries for translating and interpreting assignments
- PSPTIS003 Prepare to translate and interpret
- PSPTIS040 Interpret in general dialogue settings (LOTE-English)
- PSPTIS041 Interpret in general monologue settings (LOTE-English)
- PSPTIS042 Manage discourses in general settings
- PSPTIS043 Use routine subject matter terminology in interpreting (LOTE-English)
- BSBDIV301 Work effectively with diversity
- PSPTIS044 Demonstrate routine LOTE proficiency in different subjects and cultural contexts
- PSPTIS045 Demonstrate routine English proficiency in different subjects and cultural contexts
- PSPTIS047 Use routine health terminology in interpreting (LOTE-English)
- PSPTIS048 Use routine legal terminology in interpreting (LOTE-English)

Entry Requirements: All applicants

- must be 18 years old or over and have successfully completed at least Year 12 of secondary education or its equivalent, or have appropriate and relevant experience; and
- must demonstrate proficiency in English with either an IELTS score of overall band 5.5 or an upper intermediate level certificate by having successfully completed an English program from an English speaking country; or an entry test, consisting of two dialogues at or equivalent with the level of provisional interpreter to demonstrate adequate competency in both English and LOTE (Language other than English) as part of the enrolment process.

Pathways from the qualification: After achieving this qualification, students may undertake the Advanced Diploma of Translating at AIC or the Advanced Diploma of Interpreting at other institutions. Articulation into programs in higher education may be possible from this Diploma.

*Duration: 26 weeks

National Code: PSP50916

CRICOS Course Code:095447E

Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week)

Tuition Fee: $8000*
Material Fee: $600*
Enrolment Fee: $200 (Non-refundable)

Advanced Diploma of Translating*

This qualification reflects the skills and knowledge required to translate special purpose texts from one language to another to convey information written using specific terminology for a specific audience. The qualification is designed for people who translate in specialized domains at the professional level in areas such as banking, law, health, social and community services.

Career Opportunities: Employment in translating varies with the market for translated material in particular languages and domains. The majority of translators are self-employed and are contracted either directly or through translation service providers to work on translating assignments. Translators may be contracted to work in a team and may be required to provide quality assurance checks on the work of other translators.

Following are the unit of competencies covered in this qualification:
- PSPTIS100 Apply codes and standards to professional judgement
- PSPTIS101 Negotiate translating and interpreting assignments
- PSPTIS060 Analyse text types for translation of special purpose texts (LOTE English)
- PSPTIS061 Quality assure translations
- CUAWRT401 Edit texts
- PSPTIS062 Translate special purpose texts from English to LOTE
- PSPTIS064 Read and analyse special purpose English texts to be translated
- PSPTIS067 Demonstrate complex written LOTE proficiency in different subjects and cultural contexts
- PSPTIS002 Build glossaries for translating and interpreting assignments
- PSPTIS066 Apply theories to translating and interpreting work practices
- PSPTIS069 Maintain and enhance professional practice
- SITXLAN005 Read and write information in a language other than English
- PSPTIS071 Translate multimedia source material

Entry Requirements: Applicants must

- be at least 18 years old and have successfully completed at least Year 12 of secondary education or its equivalent, or have proven and documented work experience in translating; and
- demonstrate proficiency in English with an IELTS overall band of 5.5; or complete a recognized Degree or Diploma or equivalent in any discipline from an English speaking country; or undertake an entry test, consisting of revision of a non-specialised translation and translation of a non-specialised text to demonstrate adequate competency in both English and LOTE (Language other than English) as part of the enrolment process.

Pathways from the qualification: After this qualification, students may be eligible for credit against a university degree in translation.

Duration: 26 weeks

National Code: PSP60816

CRICOS Course Code:095448D

Delivery mode: Face to Face (15 hours per week) and Online (5 hours per week)

Tuition Fee: $8000*
Material Fee: $600*
Enrolment Fee: $200 (Non-refundable)

ACADEMIC CALENDAR FOR TRANSLATING AND INTERPRETING COURSES

The academic year is divided into 8 blocks. The block schedules for a year are shown as follows:

Academic Calendar for Translating and Interpreting 2019:

TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	7 Jan 2019 – 10 Feb 2019
	Block 2	6 weeks	11 Feb 2019 – 24 Mar 2019
	Break	2 weeks	25 Mar 2019 – 7 Apr 2019
Term 2	Block 3	5 weeks	8 Apr 2019 – 12 May 2019
	Block 4	6 weeks	13 May 2019 – 23 Jun 2019
	Break	2 weeks	24 Jun 2019 – 7 Jul 2019
Term 3	Block 5	5 weeks	8 Jul 2019 – 11 Aug 2019
	Block 6	6 weeks	12 Aug 2019 – 22 Sep 2019
	Break	2 weeks	23 Sep 2019 – 6 Oct 2019
Term 4	Block 7	5 weeks	7 Oct 2019 – 10 Nov 2019
	Block 8	6 weeks	11 Nov 2019 – 22 Dec 2019
	Summer Holidays	2 weeks	23 Dec 2019 – 5 Jan 2020

Academic Calendar for Translating and Interpreting 2020:

TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	6 Jan 2020 – 9 Feb 2020
	Block 2	6 weeks	10 Feb 2020 – 22 Mar 2020
	Break	2 weeks	23 Mar 2020 – 5 Apr 2020
Term 2	Block 3	5 weeks	6 Apr 2020 – 10 May 2020
	Block 4	6 weeks	11 May 2020 – 21 Jun 2020
	Break	2 weeks	22 Jun 2020 – 5 Jul 2020
Term 3	Block 5	5 weeks	6 Jul 2020 – 9 Aug 2020
	Block 6	6 weeks	10 Aug 2020 – 20 Sep 2020
	Break	2 weeks	21 Sep 2020 – 4 Oct 2020
Term 4	Block 7	5 weeks	5 Oct 2020 – 8 Nov 2020
	Block 8	6 weeks	9 Nov 2020 – 20 Dec 2020
	Summer Holidays	2 weeks	21 Dec 2020 – 3 Jan 2021

Academic Calendar for Translating and Interpreting 2021:

TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	4 Jan 2021 – 7 Feb 2021
	Block 2	6 weeks	8 Feb 2021 – 21 Mar 2021
	Break	2 weeks	22 Mar 2021 – 4 Apr 2021
Term 2	Block 3	5 weeks	5 Apr 2021 – 9 May 2021
	Block 4	6 weeks	10 May 2021 – 20 Jun 2021
	Break	2 weeks	21 Jun 2021 – 4 Jul 2021
Term 3	Block 5	5 weeks	5 Jul 2021 – 8 Aug 2021
	Block 6	6 weeks	9 Aug 2021 – 19 Sep 2021
	Break	2 weeks	20 Sep 2021 – 3 Oct 2021
Term 4	Block 7	5 weeks	4 Oct 2021 – 7 Nov 2021
	Block 8	6 weeks	8 Nov 2021 – 19 Dec 2021

Academic Calendar for Translating and Interpreting 2022:

TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	4 Jan 2022 – 6 Feb 2022
	Block 2	6 weeks	7 Feb 2022 – 20 Mar 2022
	Break	2 weeks	21 Mar 2022 – 3 Apr 2022
Term 2	Block 3	5 weeks	4 Apr 2022 – 8 May 2022
	Block 4	6 weeks	9 May 2022 – 19 Jun 2022
	Break	2 weeks	20 Jun 2022 – 3 Jul 2022
Term 3	Block 5	5 weeks	4 Jul 2022 – 7 Aug 2022
	Block 6	6 weeks	8 Aug 2022 – 18 Sep 2022
	Break	2 weeks	19 Sep 2022 – 3 Oct 2022
Term 4	Block 7	5 weeks	4 Oct 2022 – 6 Nov 2022
	Block 8	6 weeks	7 Nov 2022 – 18 Dec 2022

Intakes for Translating and Interpreting Courses

Blocks	1	2	3	4	5	6	7	8
Year 2019	7 Jan	11 Feb	8 Apr	13 May	8 Jul	12 Aug	7 Oct	11 Nov
Year 2020	6 Jan	10 Feb	6 Apr	11 May	6 Jul	10 Aug	5 Oct	9 Nov
Year 2021	4 Jan	8 Feb	5 Apr	10 May	5 Jul	9 Aug	4 Oct	8 Nov
Year 2022	4 Jan	7 Feb	4 Apr	9 May	4 Jul	8 Aug	4 Oct	7 Nov

ACADEMIC CALENDAR FOR BUSINESS AND ACCOUNTING COURSES

The academic year is divided into 8 blocks. The block schedules for a year are shown as follows:

Academic Calendar for Business and Accounting Courses 2019:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	7 Jan 2019 – 10 Feb 2019
	Block 2	5 weeks	11 Feb 2019 – 17 Mar 2019*
	Break	3 weeks	18 Mar 2019 – 7 Apr 2019
Term 2	Block 3	5 weeks	8 Apr 2019 – 12 May 2019
	Block 4	5 weeks	13 May 2019 – 16 Jun 2019*
	Break	3 weeks	17 Jun 2019 – 7 Jul 2019
Term 3	Block 5	5 weeks	8 Jul 2019 – 11 Aug 2019
	Block 6	5 weeks	12 Aug 2019 – 15 Sep 2019*
	Break	3 weeks	16 Sep 2019 – 6 Oct 2019
Term 4	Block 7	5 weeks	7 Oct 2019 – 10 Nov 2019
	Block 8	5 weeks	11 Nov 2019 – 15 Dec 2019
	Summer Holidays	3 weeks	16 Dec 2019 – 5 Jan 2020

Academic Calendar for Business and Accounting Courses 2020:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	6 Jan 2020 – 9 Feb 2020
	Block 2	5 weeks	10 Feb 2020 – 15 Mar 2020*
	Break	3 weeks	16 Mar 2020 – 5 Apr 2020
Term 2	Block 3	5 weeks	6 Apr 2020 – 10 May 2020
	Block 4	5 weeks	11 May 2020 – 14 Jun 2020*
	Break	3 weeks	15 Jun 2020 – 5 Jul 2020
Term 3	Block 5	5 weeks	6 Jul 2020 – 9 Aug 2020
	Block 6	5 weeks	10 Aug 2020 – 13 Sep 2020*
	Break	3 weeks	14 Sep 2020 – 4 Oct 2020
Term 4	Block 7	5 weeks	5 Oct 2020 – 8 Nov 2020
	Block 8	5 weeks	9 Nov 2020 – 13 Dec 2020
	Summer Holidays	3 weeks	14 Dec 2020 – 3 Jan 2021

Academic Calendar for Business and Accounting Courses 2021:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	4 Jan 2021 – 7 Feb 2021
	Block 2	5 weeks	8 Feb 2021 – 14 Mar 2021*
	Break	3 weeks	15 Mar 2021 – 4 Apr 2021
Term 2	Block 3	5 weeks	5 Apr 2021 – 9 May 2021
	Block 4	5 weeks	10 May 2021 – 13 Jun 2021*
	Break	3 weeks	14 Jun 2021 – 4 Jul 2021
Term 3	Block 5	5 weeks	5 Jul 2021 – 8 Aug 2021
	Block 6	5 weeks	9 Aug 2021 – 12 Sep 2021*
	Break	3 weeks	13 Sep 2021 – 3 Oct 2021
Term 4	Block 7	5 weeks	4 Oct 2021 – 7 Nov 2021
	Block 8	5 weeks	8 Nov 2021 – 12 Dec 2021
	Summer Holidays	3 weeks	13 Dec 2021 – 2 Jan 2022

Academic Calendar for Business and Accounting Courses 2022:			
TERM	Blocks	Duration	Period
Term 1	Block 1	5 weeks	4 Jan 2022 – 6 Feb 2022
	Block 2	5 weeks	7 Feb 2022 – 13 Mar 2022*
	Break	3 weeks	14 Mar 2022 – 3 Apr 2022
Term 2	Block 3	5 weeks	4 Apr 2022 – 8 May 2022
	Block 4	5 weeks	9 May 2022 – 12 Jun 2022*
	Break	3 weeks	13 Jun 2022 – 3 Jul 2022
Term 3	Block 5	5 weeks	4 Jul 2022 – 7 Aug 2022
	Block 6	5 weeks	8 Aug 2022 – 11 Sep 2022*
	Break	3 weeks	12 Sep 2022 – 3 Oct 2022
Term 4	Block 7	5 weeks	4 Oct 2022 – 6 Nov 2022
	Block 8	5 weeks	7 Nov 2022 – 11 Dec 2022

Intakes for Accounting and Business Courses											
Blocks	1	2	3*	4	5	6*	7	8	9*	10	11
Year 2019	7 Jan	11 Feb	4 Mar	8 Apr	13 May	3 Jun	8 Jul	12 Aug	2 Sep	7 Oct	11 Nov
Year 2020	6 Jan	10 Feb	2 Mar	6 Apr	11 May	1 Jun	6 Jul	10 Aug	31 Aug	5 Oct	9 Nov
Year 2021	4 Jan	8 Feb	1 Mar	5 Apr	10 May	31 May	5 Jul	9 Aug	30 Aug	4 Oct	8 Nov
Year 2022	4 Jan	7 Feb	28 Feb	4 Apr	9 May	30 May	4 Jul	8 Aug	29 Aug	4 Oct	7 Nov

Additional Intakes for CIII, CIV and Diploma courses (except Diploma of Accouting).

TIMETABLES FOR VOCATIONAL COURSES**

- ### Certificate III in Business Administration:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Wed and Thu	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm
2	Fri, Sat, Sun	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm		

- ### Certificate IV in Business Administration:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Wed and Thu	1:30pm-4:00pm	4:00pm-4:15pm	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm
2	Sat and Sun	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm

- ### Diploma of Leadership and Management:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Mon,Tue,Thu	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm		
2	Mon and Tue	1:30pm-4:00pm	4:00pm-4:15pm	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm
3	Wed and Fri	1:30pm-4:00pm	4:00pm-4:15pm	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm
4	Fri, Sat, Sun	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm		

- ### Advanced Diploma of Leadership and Management:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Mon,Tue,Wed	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm		
2	Mon and Tue	1:30pm-4:00pm	4:00pm-4:15pm	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm

- ### Certificate IV in Accounting and Bookkeeping:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Thu and Sat	1:30pm-4:00pm	4:00pm-4:15pm	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm

- ### Diploma of Accounting:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Mon and Tue	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm

- ### Advanced Diploma of Accounting:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Mon,Tue,Wed	4:15pm-6:45pm	6:45pm-7:00pm	7:00pm-9:30pm		

- ### Advanced Diploma of Translating:

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Sat and Sun	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm
2	Mon and Tue	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm
3	Wed and Thu	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm

- ### Diploma of Interperting (LOTE-English):

Timetables	Days	1st Session	Break	2nd Session	Break	3rd Session
1	Sat and Sun	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm
2	Mon and Tue	8:00am-10:30am	10:30am-10:45am	10:45am-1:15pm	1:15 pm-1:30pm	1:30pm-4:00pm

*Australian Ideal College reserves the right to vary its intakes, timetables and fees with prior notice to students.

Contact: Australian Ideal College
Tel: 02 9262 2968 | Mob: 0421 086 998 | Fax: 02 9262 2938
Email: marketing@aic.edu.au | info@aic.edu.au