



It's a new way of thinking

Australian Institute of Entrepreneurship

Registered Training Provider No. 21996
CRICOS Provider No. 02999J

OVERVIEW

Australian Institute of Entrepreneurship is a registered training provider and meets standard agreed to by federal and state Government and located in Melbourne Australia. Vocational education and training (VET) is 'education and training for work' and is directly linked to the needs of business and industry. VET course content is structured through a combination of theory and hands-on practical training.

Traditionally qualifications are based on theory delivered from an academic perspective in educational setting. Australian Institute of Entrepreneurship (AIE) learning methods are usually based on learning by doing (Activities based) and action research. Indeed these programs have proven to enhance the capabilities of the participants. Australian Institute of Entrepreneurship (AIE) have been specifically designed and focused on to enhance the dual capabilities (personal skills and entrepreneur capabilities) for the participants. Australian Institute of Entrepreneurship has signed the Memorandum of Understanding (MOU) in 2008 with Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology (SZABIST) one of the leading university of Pakistan to deliver AIE educational programs. AIE Diploma and Advance Diploma in Business Management and Accounting are being offered via SZABIST. This is as a result of direct agreement between the AIE and SZABIST Pakistan.

AIE student at SZABIST can also have a facility to transfer to AIE (Melbourne) branch in the second semester. Further AIE students after completion of advance Diploma of their selected programs will get one and half of year credit transfer at SZABIST regular BBA program.

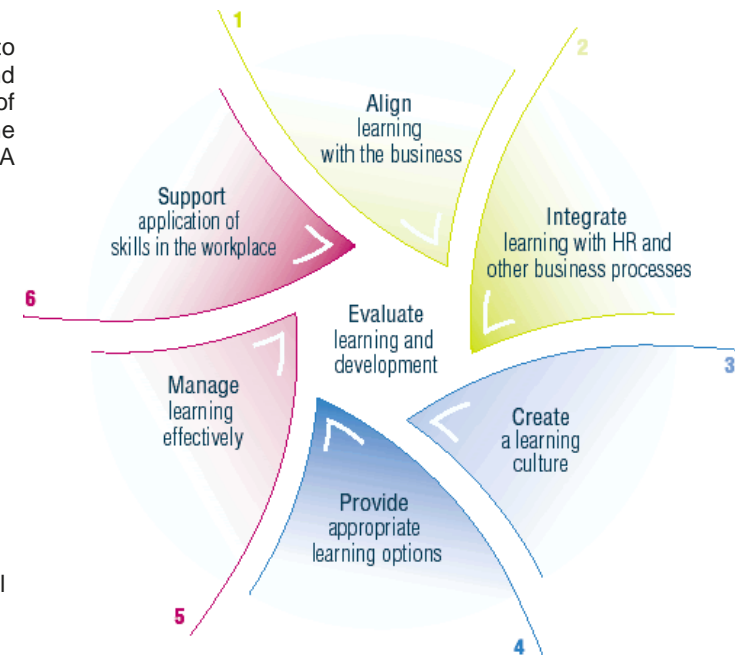
ENTRY REQUIREMENTS FOR THE PARTICIPANTS

SZABIST

- ✓ Year '12' minimum 50% marks.
- ✓ Previous studies in this field are desirable but not essential.

AIE

- ✓ Year '12' minimum 50% marks.
- ✓ English proficiency IELTS 5.5 with no individual band less than 5.
- ✓ Previous studies in this field are desirable but not essential.
- ✓ AIE students at SZABIST want to transfer to AIE (Melbourne) must apply before three months of the start of the second semester of their programs.



INNOVATION
CREATIVITY



PATHWAYS AND COURSES

Advance Diploma of Management (2009 Program)

Certificate IV in Small Business Management Semester 1

1. BSBSMB401A: Establish legal and risk management
2. BSBSMB 402A: Plan small business finances
3. BSBSMB 403A: Market the small business
4. BSBSMB 404A: Undertake small business planning
5. BSBCRT 501A: Originate and develop concepts
6. BSBCUS 401A: Coordinate implementation of customer service strategies
7. BSBMKG 413A: Promote Products and Services
8. BSBSMB 405A: Monitor and Manage Small Business Operations
9. BSBSMB 407A: Manage a Small Team
10. BSBSMB 408B: Manage Personal, family, cultural and business obligation

Diploma of Business Management Semester 2

1. BSBMGT502B: Manage people performance
2. BSBFIM 501A: Manage budgets and financial plans
3. BSBPMG510A: Manage projects
4. BSBMGT515A: Manage operational plan
5. BSBMGT516A: Facilitate continuous improvements
6. PSPSEC601A: Define information systems framework
7. BSBOHS509A: Ensure a safe work place
8. BSBCUS 501 A: Manage quality customer service

Advance Diploma of Business Management Semester 3

1. BSBINN601A: Manage organizational change
2. BSBMGT605B: Provide leadership across the organization
3. BSBMGT616A: Develop and implement strategic plans
4. BSBDIV601A: Develop and implement diversity policy
5. BSBINN601A: Manage knowledge and information
6. BSBMGT608B: Manage innovation and continuous improvements
7. BSBRSK501A: Manage risk
8. PSPGOV602B: Establish and maintain strategic networks.

Credit Transfer

**BBA /BASZABIST/
Australian
University**

Advance Diploma of Accounting (2009 Program)

Certificate IV in Small Business Management Semester 1

1. BSBSMB 401A: Establish legal and risk management
2. BSBSMB 402A: Plan small business finances
3. BSBSMB 403A: Market the small business
4. BSBSMB 404A: Undertake small business planning
5. BSBCRT 501A: Originate and develop concepts
6. BSBCUS 401A: Coordinate implementation of customer service strategies
7. BSBMKG 413A: Promote Products and Services
8. BSBSMB 405A: Monitor and Manage Small Business Operations
9. BSBSMB 407A: Manage a Small Team
10. BSBSMB 408B: Manage Personal, family, cultural and business obligation

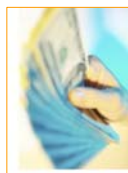
Diploma of Accounting Semester 2

1. FNSICIND401B: Apply Principle of Professional Practice to work in the Financial Services Industry
2. FNSICGEN 301B: Communicate in the Workplace
3. FNSICGEN302B: Use Technology in the Workplace
4. Apply Health and Safety Practices in the Workplace
5. FNSICACC304B: Prepare and Bank receipts
6. FNSICACC306B: Process journal Entries
7. FNSACCT407B: Setup & Operate computerized accounting System
8. BSBADM408A: Maintain financial records
9. BSBCMN308A: Maintain Financial Records
10. FNSACCT502B: Prepare Income Tax returns
11. FNSACCT503B: Manage Budgets and Forecasts.
12. FNSACCT504B: Prepare financial reports for a Reporting Entity.

Advance Diploma of Accounting Semester 3

1. FNSACCT506B: Implement & Maintain Internal Control Procedures
2. FNSACCT507B: Provide Management Accounting Information
3. FNSACCT505B: Establish & Maintain Accounting Information
4. BSBWOR502A: Ensure Team Effectiveness
5. BSBMG515A: Manage Operation Plan
6. FNSACCT601B: Prepare Complex Tax Returns & Lodgments
7. FNSACCT602B: Audit & Report on Financial Systems and Records
8. FNSACCT603B: Implement Tax Plans and Evaluate Tax Compliance
9. FNSACCT606B: Conduct Internal Audit
10. FNSACCT607B: Evaluate Business Performance
11. FNSACCT608B: Evaluate Organization's financial Performance
12. FNSACCT 609B: Evaluate Financial Risk
13. FNSACCT604B: Monitor Corporate governance Activities

FEE STRUCTURE



Advance Diploma of Management

Institution	Semester 1	Semester 2	Semester 3	Total
AIE & Karachi SZABIST	A\$95+ A\$500+ Tuition Fees SZABIST	A\$ 500 + Tuition Fees SZABIST	A\$ 500 + Tuition Fees SZABIST	A\$ 1595
AIE - Melbourne	A\$200+ A\$348+ A\$ 3900	A\$ 3900	A\$ 3900	A\$ 12248

Advance Diploma of Accounting

Institution	Semester 1	Semester 2	Semester 3	Total
AIE & Karachi SZABIST	A\$95+ A\$500+ Tuition Fees SZABIST	A\$ 600 + Tuition Fees SZABIST	A\$ 600 + Tuition Fees SZABIST	A\$ 1795
AIE - Melbourne	A\$200+A\$ 348+ A\$ 4600	A\$ 4600	A\$ 4600	A\$ 14348

EMPLOYMENT OPPORTUNITIES

Business Management

Graduates are able to seek employment with the knowledge that their skills are those demanded by industry. Management is an existing field where you can have an immediate impact on the operations of the business. A student of the business management program is not limited to one industry. A professional with a Diploma of Management can work in any manufacturing, wholesaling, retail or service industry utilizing his or her Management skills.

Accounting

Graduates are able to seek employment with the knowledge that their skills are those demanded by industry. Accounting is any existing field where you can have an immediate impact on the operations of the business. A professional with a Diploma can work in any manufacturing, wholesaling, retail or service industry utilizing his or her accounting skills.

- o Frontline Manager
- o Middle Manager
- o Senior Manager

ASSESSMENT STRATEGIES



At Australian Institute of Entrepreneurship (AIE) nationally agreed statements called Competency Standards are used to describe the skills and knowledge required for a person to operate effectively in the workplace. They contain descriptors of Outcomes to be achieved (Elements) and criteria for performance (Performance Criteria). AIE's Competency Based Training (CBT) provides delivery Assessment and Certification Of training that relates to the Demonstration of skills, knowledge and attitudes and the application required for effective performance in the workplace. Quiz of underpinning knowledge includes;

Serial No.	Performance Criteria	Percentage
1.	Portfolio (Class activities and home work)	10 %
2.	Two hourly exam (Written exam)	20 % + 20%
3.	Project/ Report/Assignment	20 %
4.	Final Multiple Choice Questions (MCQs) by AIE at the end of each semester	30 %
		100 %



QUALIFICATIONS

AIE students at SZABIST will get the following qualifications all together at the end of the Advance Diploma as a full course;

Advance Diploma of Business Management

Serial	Qualification	Duration Completion
1.	Certificate IV in Small Business Management	Semester 1
2.	Diploma of Business Management	Semester 2
3.	Certificate of Achievement in Entrepreneurship & Advance Diploma of Business Management	Semester 3

Advance Diploma of Accounting

Serial	Qualification	Duration Completion
1.	Certificate IV in Small Business Management	Semester 1
2.	Diploma of Accounting	Semester 2
3.	Certificate of Achievement in Entrepreneurship & Advance Diploma of Accounting	Semester 3

KNOWLEDGE
SKILLS