



**Ambridge  
Institute**



**Your bridge to a  
brighter future**



**Course Guide 2018/2019**





# Contents

3

Why Ambridge?

5

Studying with  
Ambridge

7

Sydney life

9

Choose your  
course

11

English  
courses

15

Business  
courses

23

Course fees

24

Extra academic  
support

25

Student  
Services

29

How to apply



# Your bridge to success starts here

Creating a new life is easy when you choose to study at Ambridge Institute. With caring teachers, valuable resources and a flexible approach, we are here to help you succeed – in every class and at every opportunity.

Because at Ambridge, quality education is just the beginning.



## Creating brighter futures since 2000

With decades of experience in education, we know how to empower and encourage every student.

Now, after leading one of the top private universities in Asia for over 18 years, we are expanding our passion – to help overseas students study and succeed in Australia.

Empowering the generation of tomorrow is what we do best.



## We're here for you in every way

From specialised support to spectacular sightseeing, we look after everything.

Whether you need help with your course, finding a job or making friends at Ambridge, we have a solution for every student – and every problem.

Simply chat to one of our friendly Student Services staff at any time.



## Learning at your pace

At Ambridge, we have practices in place to ensure you advance your English at a speed that suits you, and perform to your full potential.

So if you are progressing more quickly than expected, we will accelerate your study plan accordingly. Alternatively, if you need more time to refine the fundamentals, we will give you the extra support you need.



## Trainers and teachers who help you thrive

Let us lead you to success – with our professional and caring teaching team.

Our trainers and teachers know that the best learning happens when students feel confident and engaged. That's why our classes work to suit your personal learning style and skill level.

They go above and beyond to support you at every step.



## Looking after the whole you

At Ambridge, we understand that studying is just one part of your exciting new life in Australia. That's why we offer day, evening and weekend classes to fit your busy lifestyle. It's complete convenience created just for you.

We also offer flexible payment plans – so you can pay your fees as you go.



# Settle in the heart of Sydney

We know you can't wait to start studying at Ambridge. But to help you make the most of your time here, here's how to reach our campus and explore Sydney's greatest sights – right at our doorstep!

## How to get here

Ambridge Institute is positioned in the heart of Sydney's CBD at:

**Level 5, 55 Market Street  
Sydney NSW 2000.**

Getting here by train is quick and easy – with Town Hall Station just a two-minute walk away. Or if you need another transport option, how about a bike, taxi, Uber, bus... or ferry?



## So much to see and do

Sydney's most spectacular sights and shops are easy to explore when you are studying at Ambridge.

With so much nearby, you will always have something to see, do and eat – every day of the week.

- Visit the iconic Sydney Opera House and Sydney Harbour Bridge
- Take a ferry from Circular Quay to a nearby island
- Swim, surf or soak up the sun – at Sydney's famous Bondi Beach
- Relax among the sun-drenched trees at Hyde Park or the Royal Botanic Gardens
- Explore Sydney theatres, restaurants, festivals and events
- Get inspired at the Museum of Contemporary Art
- Discover the latest trends at QVB, Westfield Sydney and many other local shopping precincts



# Fully-equipped to further your future

From advanced audio-visual equipment to spacious study spaces, we have everything you need to learn and thrive.

## A supportive and spacious study environment

At Ambridge, we know that your study environment matters. It's what helps you focus – and achieve your goals.

That's why we have modern, spacious classrooms and quiet private study areas available.

We also have a wide selection of useful resources to answer your questions and feed your curiosity.

## Facilities to help you succeed

At Ambridge, we know that to learn well, you need the right facilities. That's why we have:

- Brand new computers with internet access
- Modern audio-visual equipment
- Free Wi-Fi on campus
- Photocopying and printing facilities
- Fully-equipped spacious classrooms
- A quiet study area filled with helpful resources
- Online and onsite reference libraries
- A Lounge / Common area with kitchen facilities
- Air-conditioning
- Mobility impaired access





# Discover spectacular Sydney

World-famous sights, breathtaking beaches and a vibrant arts scene – these are just a snippet of what's on offer in Sydney, Australia. But what else makes this city the number one choice for students from all over the world?

## What more could you want?

From beautiful beaches and bays to iconic world landmarks, Sydney has so much to see and do. For every person and every budget, there's a place to go, a photo to take – and a performance to see.

Here are just a few reasons Sydney is a popular place to live and study:

- Stunning seaside – only a short trip from campus
- Safe, clean and sunny
- Easy access to public transport
- Beautiful nature spots
- Lively cultural events and festivals
- Vibrant nightlife



## Sydney has something for everyone

### Seeking excitement?

Then grab a friend and climb the legendary Sydney Harbour Bridge! It's an unforgettable experience to see Sydney in all her glory – with stunning, panoramic views.

### Eager for inspiration?

See a show by the acclaimed Sydney Theatre Company. It's been home to famous actors such as Cate Blanchett, Geoffrey Rush and Toni Collette. So keep your eye out for upcoming shows.

### Ready to be mesmerised?

Starting from Watson's Bay, Watson's Bay Walk is the perfect coastal walk. You'll enjoy Hornsby Lighthouse, Camp Cove and other historic sites... along with beautiful harbor views.

### Love outdoor adventure?

Then head to Gordon's Bay for a quiet snorkel among an underwater nature trail. Or, take a trip to the world-famous Taronga Zoo – and help support wildlife conservation.

### Craving something delicious?

Head on down to the Carriageworks Farmers Market every Saturday. You will find a grand selection of comforting treats and yummy fresh produce to enjoy.

# How to launch your new life in Sydney

From where you should live to what you should pack, no doubt you have a few questions about living in Sydney.

Well, we have all the answers – plus a few smart tips to help you feel even more prepared.



## Where to stay

There are a lot of safe, affordable places to live in Sydney. The most popular accommodation options for overseas students include homestay, shared accommodation and rentals.

Need help finding accommodation? Just let us know at least 28 days before you arrive.



## Finding work

Working is a great way to meet people, improve your English and earn money while you're here.

With a student visa, you can work up to 20 hours a week during the academic year, and full time during your holidays. But to do so, you will need a Tax File Number (TFN) from the Australian Taxation Office (ATO).



## Getting around

With the city's wide network of trains, buses, ferries, taxis and Ubers, there's always a safe and easy way to travel.

To use Sydney's public transport system, you will need an Opal card. You can buy one from your local convenience store, newsagent or train station.



## Living expenses

Ready to make the most of your time in Sydney? Here's how much you will need.

Living in Sydney for one year – minus tuition fees – is likely to cost you around AUD\$20,000. This should cover most of your expenses, including accommodation, transport, food and entertainment.



## Sydney weather

If there's one thing Sydney is cherished for, it's our wonderful weather. With warm summers and mild winters, Sydney enjoys average temperatures of 18°C to 27°C.

Many Sydney residents enjoy beach swims every day of the year!



# Which course is right for you?

Whether you’re looking to improve your English, prepare for a test or launch a career in business, we have a course for you.

To help you determine the right path, here’s an overview of all our courses.

	General English	English for Academic Purposes	IELTS & PTE Preparation	Diploma of Business	Advanced Diploma of Leadership and Management	Diploma of Project Management	Advanced Diploma of Program Management
Speaking + listening	✓	✓	✓				
Writing	✓	✓	✓				
Reading	✓	✓	✓				
Grammar	✓	✓	✓				
Vocabulary	✓	✓	✓				
Presentation techniques		✓					
Academic skills		✓	✓				
IELTS & PTE preparation			✓				
Advanced business skills					✓		✓
Regular progress tests and counselling	✓	✓	✓	✓	✓	✓	✓
Extra study help	✓	✓	✓	✓	✓	✓	✓
Nationally recognised qualification				✓	✓	✓	✓

Interested in more than one course?

You can apply to undertake two or more courses on your student visa (subclass 500) where there is clear progression from one course to another. This is known as course packaging.

You will need to provide an electronic Confirmation of Enrolment (eCoE) for each course you intend to study or prove that an eCoE is not required by your visa application.

The final course that you undertake as part of your course package is your main (or principal) course of study. Your main course of study will be used to determine your financial and English language requirements.



General English

CRICOS course code: 0000203  
2-48 weeks (day & evening classes)

Course levels	1. Elementary 2. Pre-intermediate 3. Intermediate 4. Upper-intermediate
Study load	20 hours per week
Start dates	Every Monday during term (except public holidays and Christmas break)
Entry requirements	You must be 18 years old or over. There is no entry requirement to enter the Elementary level. But for Pre-Intermediate level and above, you need to take the Ambridge Institute Placement Test.
Assessment	Every two weeks

About this course

Ready to improve your English? Then this course is the answer.

We will help you speak, listen, read and write with confidence through real-world activities that prepare you for everyday life. After this course, you will be ready to meet locals, travel, find a job and pursue further pathways – with ease.

When you study General English at Ambridge Institute, you will also:

- Learn from supportive and qualified teachers
- Benefit from interactive and engaging classes
- Receive regular, personalised feedback on your progress
- Have access to counselling to accelerate your learning

Learning outcomes

This course will help you:

- Build your vocabulary
- Develop your grammar
- Speak with accuracy, fluency and confidence
- Improve your reading and comprehension
- Develop your writing skills
- Understand formal and informal English

Sample timetable

Day	Evening	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-10.30am	3.30pm-5.30pm	Speaking, Vocabulary, Reading, Listening	Speaking Reading Listening	Grammar, Speaking Listening, Writing	Vocabulary quiz Grammar	Free extra support classes (9am-1.30pm)
10.30am-10.50am	5.30pm-5.45pm	BREAK	BREAK	BREAK	BREAK	
10.50am-12:50pm	5.45pm-7.45pm	Reading & writing portfolio 1	Reading	Speaking Listening Writing	Speaking Writing	
12.50pm-1.30pm	7.45pm-8.00pm	BREAK	BREAK	BREAK	BREAK	
1.30pm-2.30pm	8.00pm-9.00pm	Speaking Vocabulary	Speaking Vocabulary game	Speaking Vocabulary	Summary Discussion	
2.30pm-3.30pm		Study Hub (supported study time)				

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.

English for Academic Purposes

CRICOS course code: 0000202  
2-48 weeks (day & evening classes)

Course levels	1. EAP 1 Level 2 2. EAP 2 Level 2
Study load	20 hours per week
Start dates	First week of every term (except public holidays and Christmas break)
Entry requirements	18 years old or older EAP 1 Level 1: IELTS overall score of 5.0 and no band below 5.0 or equivalent EAP 2 Level 2: IELTS overall score of 5.5 and no band below 5.5 or equivalent If you do not have an IELTS score, you must take the Ambridge Institute Placement Test
Assessment	May include regular class tasks, assessments and essays.

About this course

English for Academic Purposes (EAP) prepares you to succeed in future academic studies.

This course is designed to lead you into university (at an undergraduate or postgraduate level), a Foundation Studies Program, TAFE or vocational college.

You will learn essential project, presentation, writing and referencing skills to perform well in every assessment. This course is also the ideal path to the 'IELTS & PTE Preparation' course, which opens up even more academic opportunities.

At Ambridge Institute, you will also:

- Get in-depth training on all aspects of academic writing
- Receive regular feedback on your progress
- Have access to academic counselling to advance your learning quickly

Learning outcomes

This course will teach you how to:

- Express facts, ideas and opinions in writing – using correct vocabulary and grammar
- Effectively take notes during seminars, lectures and tutorials
- Properly reference, paraphrase and quote in English
- Appropriately structure and write texts such as critical reviews and other essays
- Understand and interpret academic texts when conducting research
- Present clearly and confidently in front of a group and during discussions
- Perform in-depth analyses

Sample timetable

Day	Evening	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-10.30am	3.30pm-5.30pm	Grammar Reading Speaking	Vocabulary	Reading Writing	Vocabulary, Listening, Oral presentation practice	Free extra support classes (9am-1.30pm)
10.30am-10.50am	5.30pm-5.45pm	BREAK	BREAK	BREAK	BREAK	
10.50am-12:50pm	5.45pm-7.45pm	Speaking Reading Vocabulary	Speaking Vocabulary	Reading Speaking Writing	Listening, Speaking, Oral presentation practice	
12.50pm-1.30pm	7.45pm-8.00pm	BREAK	BREAK	BREAK	BREAK	
1.30pm-2.30pm	8.00pm-9.00pm	Vocabulary	Speaking	Reading	Listening	
2.30pm-3.30pm		Study Hub (supported study time)				

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.



IELTS & PTE Preparation

CRICOS course code: 0000204  
2-60 weeks (day & evening classes)

	IELTS Preparation	PTE Preparation
Course levels	IELTS Level 1 IELTS Level 2 IELTS Level 3	PTE B1 Level PTE B2 Level
Study load	20 hours per week	
Start dates	Every Monday during term (except public holidays and Christmas break)	
Entry requirements	18 years old or older  IELTS Level 1: IELTS score of 4.5 or equivalent IELTS Level 2: IELTS score of 5.5 or equivalent IELTS Level 3: IELTS score of 6.5 or equivalent  If you do not have an IELTS score, or PTE score, you must take the Ambridge Institute Placement Test	18 years old or older  PTE B1 Level: IELTS score of 4.5 / PTE 30- 36 or equivalent PTE B2 Level: IELTS score of 5.5 / PTE 43-50 or equivalent
Assessment	A combination of mock tests and formal assessments.	

About these courses

These courses are designed to help you pass the IELTS or PTE tests. IELTS and PTE assess the English proficiency of those who want to study or work in a country where English is the main language.

We will provide you with the critical skills and knowledge to successfully participate in one or both tests – which will ultimately help you meet entry requirements for university, TAFE or vocational college.

At Ambridge Institute, you will also:

- Be taught by caring and highly-qualified teachers
- Do practice tests in real test conditions and get tips which provide you with helpful insights and reminders
- Receive regular, personalised feedback and help with improving weaknesses
- Have access to counselling with teachers to advance your learning quickly

Learning outcomes

This course prepares you to successfully participate in the IELTS and PTE tests. With lots of strategies and hints for success, it will teach you how to:

- Listen carefully and take useful notes
- Express ideas and opinions, seek clarification, pronounce certain words and other speaking strategies
- Speed read, understand diagrams, analyse research, interpret questions and other reading strategies
- Clearly structure and write answers, use correct grammar and other writing strategies

IELTS Preparation sample timetable

Day	Evening	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-10.30am	3.30pm-5.30pm	Intro to the IELTS Listening	Review Extended reading	Grammar Vocabulary	Extended writing	Free extra support classes (9am-1.30pm)
10.30am-10.50am	5.30pm-5.45pm	BREAK	BREAK	BREAK	BREAK	
10.50am-12.50pm	5.45pm-7.45pm	Extended listening Pronunciation	Speaking part 1 Extended speaking	Listening	Weekly mock test (non-assessable)	
12.50pm-1.30pm	7.45pm-8.00pm	BREAK	BREAK	BREAK	BREAK	
1.30pm-2.30pm	8.00pm-9.00pm	Reading Review	Writing task 1	Reading	Weekly review Feedback & Q & A	
2.30pm-3.30pm		Study Hub (supported study time)				

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.

PTE Preparation sample timetable

Day	Evening	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-10.30am	3.30pm-5.30pm	Intro to the PTE Topic discussion	Review Listening	Grammar Vocabulary	Speaking Writing	Free extra support classes (9am-1.30pm)
10.30am-10.50am	5.30pm-5.45pm	BREAK	BREAK	BREAK	BREAK	
10.50am-12.50pm	5.45pm-7.45pm	Vocabulary	Grammar	Listening	Mock PTE	
12.50pm-1.30pm	7.45pm-8.00pm	BREAK	BREAK	BREAK	BREAK	
1.30pm-2.30pm	8.00pm-9.00pm	Reading	Writing	Reading	Weekly review Feedback & Q&A Weakness improvement	
2.30pm-3.30pm		Study Hub (supported study time)				

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.



# Diploma of Business

BSB50215

CRICOS course code: 097574D

Duration	4 terms (52 weeks)	
Study load	20 hours per week	
Intake dates	20/08/2018 24/09/2018 12/11/2018  29/01/2019 04/03/2019	23/04/2019 27/05/2019 15/07/2019 19/08/2019 07/10/2019 11/11/2019
Entry requirements	18 years or older at the time of enrolment IELTS score of 5.5 or equivalent	Year 12 OR an overseas equivalent OR a Certificate IV level qualification in a related field OR have a minimum of 12 months experience working in a business environment
Assessment	May include case studies, presentations, reports, group tasks, direct observation, practical projects and more.	

## About this course

The Diploma of Business teaches you the essential skills to start, plan and manage a business.

We take you beyond simple theory, with real-life case studies and practical activities that are challenging and rewarding. You will learn how to manage projects, hire the right people and make smart financial decisions – all critical steps to starting your own business.

So whether you want to start a business in health care, hospitality, finance, IT or any other sector, this diploma is the perfect way to get started.

## Learning outcomes

- Start a business properly
- Plan effectively
- Deliver on operational requirements
- Manage projects
- Create and maintain positive employee relations
- Recruit, screen, select and induct the right people
- Make smart business decisions

## Subjects

BSBWOR502	Lead and manage team effectiveness
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBMGT517	Manage operational plan
BSBINN502	Build and sustain an innovative work environment
BSBMKG502	Establish and adjust the marketing mix
BSBHRM506	Manage recruitment, selection and induction processes

## Careers you can pursue

- ✓ Business Development Manager
- ✓ Marketing Manager
- ✓ Executive Officer
- ✓ So much more!

## Sample timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-1.30pm	Lecture	Lecture			Workshop
2.00pm-5.00pm	Workshop	Workshop			
5.00pm-9.00pm					

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.





# Advanced Diploma of Leadership and Management

BSB61015

CRICOS course code: 097575C

Duration	4 terms (52 weeks)		
Study load	20 hours per week		
Intake dates	29/01/2019 04/03/2019 23/04/2019 27/05/2019		15/07/2019 19/08/2019 07/10/2019 11/11/2019
Entry requirements	18 years old or older  IELTS score of 5.5 or equivalent		Year 12 OR an overseas equivalent OR a Certificate IV level qualification in a related field OR have a minimum of 12 months experience working in a business environment
Assessment	May include case studies, presentations, reports, group tasks, direct observation, practical projects and more.		

## About this course

If you are a business professional looking to expand your leadership and management knowledge, then this advanced diploma is for you.

Our Advanced Diploma of Leadership and Management is designed to teach you modern and practical management concepts that can be applied in today's workplace. It will equip you with the skills you need to successfully lead and manage a team – in Australia and beyond.

With a range of subjects, this course will expand your expertise and open opportunities for further study.

## Learning outcomes

- Use initiative and judgment to plan and implement strategic leadership and management functions
- Use cognition and communication skills to identify and analyse information from a number of sources
- Teach others effectively
- Use creative and conceptual skills to express ideas and perspectives
- Solve complex problems
- Manage change, finances and operations effectively
- Develop marketing plans and objectives

## Subjects

BSBLMGT605	Provide leadership across the organisation
BSBINN601	Lead and manage organisational change
BSBMGT615	Contribute to organisational development
BSBWKR510	Manage employee relations
BSBMGT616	Develop and implement strategic plans
BSBMGT617	Develop and implement a business plan
BSBFIM601	Manage finances
BSBMKG609	Develop a marketing plan
BSBRSK501	Manage risk
BSBMGT608	Manage innovation and continuous improvement
BSBDIV601	Develop and implement a diversity policy
BSBHRM602	Manage human resources strategic planning

## Careers you can pursue

- ✓ Chief Executive Officer
- ✓ Business Analyst
- ✓ Executive Director
- ✓ So much more!

## Sample timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-1.00pm			Lecture	Lecture	Workshop
2.00pm-5.30pm			Lecture		Workshop
5.30pm-9.00pm					

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.





# Diploma of Project Management

BSB51415

CRICOS course code: 098039G

Duration	4 terms (52 weeks)	
Study load	20 hours per week	
Intake dates	20/08/2018 24/09/2018 12/11/2018  29/01/2019 04/03/2019	23/04/2019 27/05/2019 15/07/2019 19/08/2019 07/10/2019 11/11/2019
Entry requirements	18 years old or older  IELTS score of 5.5 or equivalent	Completed a Year 12 Certificate or equivalent OR a Certificate IV level qualification in a related field OR have a minimum of 12 months experience in project management
Assessment	May include case studies, presentations, reports, group tasks, direct observation, practical projects and more.	

## About this course

Managing projects from start to finish in a variety of contexts across several industries. This could range from leading new growth strategies to restructuring teams or launching major events.

This course covers all aspects of project management including, budget setting, tracking progress, controlling communication to managing risk and human resources.

Through our expert trainers and real-life case study approach you'll be ready to put your learning into practice.

## Learning outcomes

Through the Diploma of Project Management, you will learn how to:

- Manage small to large scale projects
- Monitor progress against plans
- Manage project resources
- Facilitate decision making, negotiation and conflict resolution
- Manage stakeholder expectations
- Complete projects on time and within budget
- Balance project constraints and variations

## Subjects

BSBPMG511	Manage project scope (C)
BSBPMG512	Manage project time (C)
BSBPMG513	Manage project quality (C)
BSBPMG514	Manage project cost (C)
BSBPMG515	Manage project human resources (C)
BSBPMG516	Manage project information and communication (C)
BSBPMG517	Manage project risk (C)
BSBPMG521	Manage project integration (C)
BSBWOR501	Manage personal work priorities and professional development (E)
BSBINN502	Build and sustain an innovative work environment (E)
BSBPMG519	Manage project stakeholder engagement (E)
BSBWOR502	Lead and manage team effectiveness (E)

## Careers you can pursue

- ✓ Project Manager (generic and industry specific)
  - ✓ Project Officer
  - ✓ Project Coordinator
- ✓ Project Coordinator
  - ✓ Project Leader/Team Leader
  - ✓ Project Contract Manager

## Sample timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-1.30pm	Lecture		Lecture	Workshop	
2.00pm-5.00pm	Workshop		Workshop		
5.00pm-9.00pm					

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.



# Advanced Diploma of Program Management

BSB61215

CRICOS course code: 098040D

Duration	4 terms (52 weeks)	
Study load	20 hours per week	
Intake dates	29/01/2019 04/03/2019 23/04/2019 27/05/2019	15/07/2019 19/08/2019 07/10/2019 11/11/2019
Entry requirements	18 years old or older IELTS score of 5.5 or equivalent	Completed a Year 12 Certificate or equivalent OR a Certificate IV level qualification in a related field OR have a minimum of 12 months experience in project management
Assessment	May include case studies, presentations, reports, group tasks, direct observation, practical projects and more.	

## About this course

Program management is the process of managing several related projects, often with the intention of improving an organisation's performance.

Our Advanced Diploma of Program Management is designed to teach you modern and practical program management skills that can be applied in the workplace of today. Outlining objectives, planning execution, managing operations and reporting on status are just a few of the functions involved in carrying out a successful program.

Covering a range of subjects, this course will provide you with the skills to deliver the organisations strategy or business transformation.

## Learning outcomes

- Through the Advanced Diploma of Program Management, you will learn how to:
- Lead and manage programs to successful completion
  - Direct, plan and lead a range of program functions
  - Deliver programs that impact business growth
  - Harmonize and prioritise resources across projects
  - Manage links between projects
  - Manage the overall costs and risks of a program
  - Solve project issues and influence communication with stakeholders

## Subjects

BSBPMG610	Enable program execution (C)
BSBPMG611	Facilitate stakeholder engagement (C)
BSBPMG612	Implement program governance (C)
BSBPMG613	Manage benefits (C)
BSBINN601	Lead and manage organisational change (E)
BSBHRM602	Manage human resources strategic planning (E)
BSBLDR501	Develop and use emotional intelligence (E)
BSBFIM601	Manage finances (E)
BSBMGT608	Manage innovation and continuous improvement (E)
BSBPMG615	Manage program delivery (E)
BSBPMG616	Manage program risk (E)
BSBPMG617	Provide leadership for the program (E)

## Careers you can pursue

- ✓ Program Manager
- ✓ Senior Project Manager
- ✓ Senior Project Procurement Officer
- ✓ Program Leader
- ✓ Program Director

## Sample timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-1.00pm		Lecture	Lecture		Workshop
2.00pm-5.30pm		Lecture			Workshop
5.30pm-9.00pm					

Ambridge Institute will attempt to keep the original timetable the same throughout any given term. However, we reserve the right to modify your original timetable if necessary.





# Course fees

At Ambridge Institute, we offer payment plans that allow you to pay for your course while you study – so you can balance your learning while enjoying life in Australia.

	General English	English for Academic Purposes	IELTS & PTE Preparation	Diploma of Business	Advanced Diploma of Leadership and Management	Diploma of Project Management	Advanced Diploma of Program Management
Enrolment application fee	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Term fee				\$2,000	\$2,000	\$2,000	\$2,000
Tuition fee	\$320 per week (min. 2 weeks)	\$320 per week (min. 2 weeks)	\$320 per week (min. 2 weeks)	\$8,000	\$8,000	\$8,000	\$8,000
Material fee	\$10 per week (\$50 minimum to \$300 maximum)	\$10 per week (\$50 minimum to \$300 maximum)	\$10 per week (\$50 minimum to \$300 maximum)	Free to download or \$10 per subject	Free to download or \$10 per subject	Free to download or \$10 per subject	Free to download or \$10 per subject

**Notes:**  
All fees listed are in Australian dollars.  
Fees are subject to change without notice.



# Let us help you grow your confidence

At Ambridge, we want to help you reach your full potential. That's why we offer a variety of ongoing academic support services. Just join a club or class, ask questions and improve your skills with the help of our caring academic team.

Extra support classes

Need more help with your learning? Join us every week for some extra study support time.

This is your opportunity to follow up on any questions or clarify points with our expert teachers and trainers.

Study Hub

Get extra help with your learning at Study Hub, a quiet area with lots of helpful resources.

Just ask Reception for more information.

Speaking Club

Learn how to speak with more confidence and fluency when you attend our Speaking Club.

Designed to help you navigate and enjoy Sydney life to the fullest, it's two free hours of extra conversation practice every week!

Job Club

Prepare yourself for the real world when you attend our Job Club.

You will learn how to write effective resumes, cover letters and more.

Just ask Reception for more information.



# Supporting you every step of the way

Whether you need study help, course advice or welfare support, we have a service for you. Our sightseeing trips and social activities will also help you form lifelong friendships and memories.

So let us help you succeed – academically and beyond!

## Airport transfers

An Ambridge Institute Representative can pick you up from the airport and drop you off to your accommodation.

Be sure to let us know at least 14 days before you arrive if you need this service.

Airport fees start from \$150 one way.



## Accommodation

There are lots of affordable living options in Sydney. The most popular choices for overseas students include homestay, shared accommodation and rentals.

If you need help finding accommodation, contact Student Services at least 28 days before you arrive.



## Banking

Opening a bank account is the best way to secure, access and manage your money in Australia. Sydney's four major banks are ANZ, CBA, NAB and Westpac.

If you need help, contact our friendly Student Services team.

## Orientation

A requirement for all new students, orientation is the ideal introduction to Ambridge – and Australia.

Your orientation will take place on your first day of class at Ambridge Institute:

Level 5, 55 Market St,  
Sydney NSW 2000.



## Course advice

Need course advice? Just consult with your teachers, trainers or our Student Services team.

They can help you with your application, study plan, potential pathways, RPL and course progression.





### Social activities

Our social activities are the best way to see Sydney, experience cultural events and make new friends.

Ask our Student Services team for a full list of our weekend excursions and free weekday activities.



### Academic support

From our Study Hub to our online and onsite reference libraries, we help you reach your full potential through ongoing academic support.



### Student welfare

Whether you need counselling or course guidance, you will be fully supported at Ambridge.

Simply make an appointment with Student Services at any time.





# Ready to get started?

## Then here's how to apply!

### Step 1

#### Choose your course and check entry and visa requirements

Learn more about our English and Business courses, their fees and entry requirements. Then pick the one that best suits you!

Remember, to study in Australia, you must apply for a student visa. So be sure to check if you are eligible – and leave enough time for processing.

### Step 2

#### Prepare your documents

It's time to prepare the documents that you need to attach to your Enrolment Application Form.

Documents include (but are not limited to):

- Evidence of your English language proficiency.
- Evidence to support your application for Recognition of Prior Learning (RPL) or Credit Transfer (CT) – if you are applying for a vocational course.
- Certified copies of your academic transcripts and certificates.
- A copy of your passport.

### Step 3

#### Complete and submit the Enrolment Application Form

You can download the Enrolment Application Form (PDF) or apply online. Alternatively, you can apply through an Ambridge-approved agent.

When filling out the form, make sure all the information is correct and that all required documents are included.

If you completed the form manually (rather than online), please send the form and all your documents to our Student Services team via:

- **Mail or in person:** to Ambridge Institute Student Admissions Level 5, 55 Market St Sydney NSW 2000 Australia
- **Email:** admissions@ambridge.edu.au
- An Ambridge approved agent

Before you submit your form, remember to check the terms and conditions.

### Step 4

#### Receive a Letter of Offer

If your application is successful, you will receive a Letter of Offer for your chosen course. The Letter of Offer will outline your:

- Course details and conditions
- Tuition fees, course fees and payment methods
- Student Acceptance Agreement

To accept, sign the Letter of Offer and return it to us. Please also make sure you meet all the conditions outlined in your Letter of Offer.

### Step 5

#### Get an electronic confirmation of Enrolment (eCoE)

You will need an electronic Confirmation of Enrolment (eCoE) for every course you want to study.

We will send this to you after:

- We have received your signed acceptance and payment
- Processed your Student Acceptance Agreement

You will also need to organise your Overseas Student Health Cover (OSHC) at this step.

### Step 6

#### Apply for your visa

You will need your eCoE to apply for your visa. This will provide you with the start date of your course and orientation details.

You can apply for your visa through your Ambridge-approved agent.

### Step 7

#### Plan, pack and fly to Australia!

After your visa application has been approved, it's time to plan your flights and accommodation.

If you want us to pick you up from the airport, just let us know at least 14 days before you arrive.

Or, if you need help finding the right accommodation, ask us at least 28 days before you get to Australia.





## Ambridge Institute

ABN: 25 604 014 879  
CRICOS Provider Code: 03702A  
RTO Code: 45390

### Sydney Campus

Level 5, 55 Market Street  
Sydney NSW 2000 Australia

Ph: +61 2 9261 3366  
Email: [enquiries@ambridge.edu.au](mailto:enquiries@ambridge.edu.au)

Follow us: [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064\_img.jpg\)](#) [!\[\]\(a86c7d1c9cb81c81614634a31267440d\_img.jpg\)](#) [!\[\]\(ce158fc5e55633398941d0898ae45661\_img.jpg\)](#)

[www.ambridge.edu.au](http://www.ambridge.edu.au)

