



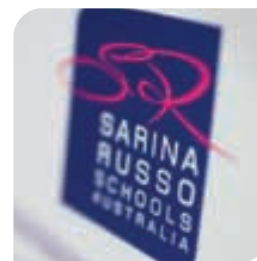
“At Russo, it’s not just about skills, it’s about relationships”

Melanie & Jamie-Dee

Australia

Current Student and
Staff Trainee Student

Our commitment - Hands on learning



Some people talk about growth industries, business people talk about growth!

In today's global economy, business has become more complex than ever. In a competitive employment environment, business leaders are seeking people with the qualifications to do business on the world stage. By doing a Diploma of Business at Russo Institute I Australia, you gain a recognised qualification that will help you achieve your goals sooner.

Qualifications include:

- Certificate III in Business
- Certificate IV in Business Administration
- Diploma of Business Management
- Double Diploma of Business Management and Administration

Industry Focus

- Transferable skills across any industry
- Develop managerial skills, including recruitment & staff development, finance & budgeting, marketing and technology
- Develop skills to run your own business
- Gain the skills to enter government employment

Program	Subjects	Subject Description	Career Outcomes
Certificate III in Business Course Code: BSB30101 CRICOS Code: 021151M Duration: 4 months Intake: July, October The Certificate III in Business is designed for the office environment with the emphasis on developing essential skills in areas such as communication, administration, document design and development, accounting and customer service. This qualification develops skills used to assist professionals, managers and executives by providing a range of administrative and clerical services.	Administration Skills	This includes topics on workplace safety, as well as the development of keyboard skills and speed and accuracy.	Personal Assistant Receptionist Secretary Records/Clerical Officer Administrative Assistant Accounts Clerk Bookkeeper Word Processing Operator Computer Operator
	Workplace Relations	Will provide the skills and knowledge to provide good customer service, the ability to work in a workplace environment.	
	Communication	This includes topics on written and electronic business communication.	
	Technology	An introduction to the essential computer skills required to work in a modern office environment.	
	Finance	This subject covers the maintenance of financial records for a business; it also includes activities associated with the monitoring of cash control for accounting purposes. Includes MYOB.	
Certificate IV in Business Administration Course Code: BSB40201 CRICOS Code: 059486G Duration: 6 months Intake: July, October The Certificate IV in Business Administration provides skills which are common across all clerical-administrative roles. It focuses on complex functions of software programs, how to plan and manage projects, as well as providing a focus on developing both written and electronic communication as well as finance reporting techniques. It provides students with the skills and focus to confidently enter the Diploma of Business Management.	Technology	This includes topics that will provide the skills and knowledge necessary to design and produce business documents using a software application as well as using a range of functions which enhance the presentation and readability of the document.	Office Supervisor Personnel Administrator Sales Administrator Entry Level Project Manager Entry Level Account Manager Bookkeeper Accounts Receivable Accounts Payable Clerk
	Finance	This subject covers the maintenance of financial records for a business.	
	Communication & E-Communication	This subject covers reports, information and general promotion documents that require review and analysis of a range of information sources.	
	Specialist Administration	This subject will provide skills and knowledge to become a project administrator who has responsibility for coordinating the administrative aspects of a large project as well as being able to project manage very small projects.	



Program	Subjects	Subject Description	Career Outcomes
Diploma of Business Management Course Code: BSB50401 CRICOS Code: 049316J Duration: 8 months Intake: July, October The Diploma of Business Management is designed for the management/leadership environment. The qualification aims to provide students with the skills and knowledge to manage human and physical resources as well as finance and operations at a tactical and strategic level.	Financial Management	This subject covers the preparation of financial plans and budgets by operational/non-financial managers, as required by their particular organisation. It also covers all of the significant aspects of financial management.	Executive Assistant
	Recruitment	This subject covers all aspects of selection, recruitment and performance management relevant to managers who are not specialised in the area.	Supervisor – Managing Role Management Support
	Conferences & Events	This subject covers all aspects of conferences including planning stages, promoting and coordinating conferences; and ensuring that follow up procedures are incorporated.	Financial Management Client Services Officer
	Business Organisation	This subject covers specialist administration areas which include meetings and reporting outcomes.	Conference organiser
	Industry Placement	Industry placement occurs within a range of business organisations.	Senior Team Leaders
Double Diploma Diploma of Business Management Course Code: BSB50401 CRICOS Code: 043916J Diploma of Business Administration Course Code: BSB50201 CRICOS Code: 024125M Duration: 9 months Intake: July, October	Technology	This subject covers setting standards for organisational documents and managing document design and production. This includes topics that will provide skills to establish documentation standards, develop standard text for documents, and manage template design and development.	Executive Assistant Supervisor Management Support Financial Management
	Finance - Payroll	This subject covers processing of payroll from provided data in manual or computerised payroll systems. It also covers establishment and monitoring of security procedures related to managing payroll services.	Client Services Officer Office Administrator HR Officer
	Specialist Area	Choose from one of the specialist areas listed below.	

Specialist Areas

Courses can be tailored to your requirements by adding one of more of the following specialist areas

Marketing	Human Resources	Functions & Events	Resort & Spa Management	Sports Events Management	Wine Tourism Management
Looks at the development, application and management of a range of marketing tools and activities and how these are successfully incorporated into a marketing plan suitable to the business.	This HR area covers the skills and knowledge required to successfully manage the most important resource available to the Industry your staff.	This subject covers the process of organising in-house events, exploring current industry trends, developing basic promotional material, initial customer contact and interaction.	An activity based program, aimed at introducing students to the importance of client relationships. Aimed to give a broad overview of resort and spa management, the program will equip managers with the general knowledge to manage a business, and take full advantage of the surrounding resort and spa facilities.	Are you a sport fanatic? With this interesting spin on event management, this program emphasises the skills and knowledge required to be involved in events of a sporting nature. Aimed to give a broad overview of the events industry and how it operates, the program will equip managers with the general knowledge to organise a sporting event.	With a practical, fun and activity based focus, this program emphasises the skills and knowledge required to offer tourism advice on wine regions, wine styles and varieties and cellar operations. Aimed to give a broad overview of the wine industry and how it operates, the program will equip you with the general knowledge to manage a business, and take full advantage of the surrounding wine tourism opportunities

On completion of these specialist areas you will receive a nationally recognised statement of attainment in addition to your primary course qualification.

These 40 hour specialist areas are designed to be conducted as an additional non-accredited component to the existing selection of Diploma courses including Diploma in Business, Diploma in Tourism Management, Diploma in Hotel Management and Advanced Diploma of Hospitality Management. On completion of these specialist areas you will receive a Certificate of Achievement outlining the areas covered.

Note: Additional specialisations may effect the duration of your chosen qualification.

Program	Course Description	Career Outcomes
Distance Education Courses		
<p>Certificate III in Business Administration Course Code: BSB30201 Duration: 10 - 12 months * Intake: Every Monday Graduates will be able to take responsibility for their own work and apply a range of well-developed skills to a variety of situations where discretion and judgment are required.</p>	<p>The Certificate III in Business Administration is designed for the office environment with the emphasis on developing essential skills in areas such as communication, workplace relations, administration, document design and development, technology, customer service and scheduling using Outlook.</p>	<p>Personal Assistant Receptionist Secretary Records/Clerical Officer Administrative Assistant</p>
<p>Diploma of Business Management Course Code: BSB50401 Duration: 12 - 18 months * Intake: Every Monday This course allows students to develop key business management processes for future career advancement in industry, commerce or government organisations</p>	<p>This qualification covers specialist management areas which include managing the preparation and chairing meetings, as well as planning and reviewing the requirements of effective administration systems and procedures. Skills and knowledge are also gained in establishing, maintaining and evaluating an organisation's OH&S policies, budgeting, human resource management as well as conference planning.</p>	<p>Financial Management Executive Assistant Supervisor Management Support</p>
Corporate Courses		
<p>Russo Corporate Training offers interactive, leading edge training to assist corporate businesses and government areas to address their specific staff training and professional development needs. Our programs are designed to assist our clients to increase staff efficiency, performance and maximise productivity.</p>	<p>Information technology Team building Customer service Executive development Reception skills Selling techniques</p>	
Program		
<p>Certificate IV in Training & Assessment Course Code: TAA40104 Duration: 10 days – 1 day per week Eve option: 2 nights per week for 12 weeks</p> <p>This qualification is designed for people whose job includes training or who are responsible for training, development, delivery and assessment.</p>	<p>The structure of this program combines facilitator led theory workshops, practical sessions involving small group and individual activities.</p> <p>Learning Environment and Learning Design This stage will assist you in gaining knowledge and skills to:</p> <ul style="list-style-type: none"> • understand the Vocational and Technical Education sector • Understand the importance of OH&S and inclusivity in the VET environment • Design effective programs for industry and VET using appropriate Training Packages <p>Delivery & Facilitation This stage will assist you in gaining knowledge and skills to:</p> <ul style="list-style-type: none"> • Facilitate learning for a variety of learners • Plan and organise learning for groups, individuals and workplace situations. <p>Assessment This stage will assist you in gaining the knowledge and skills to:</p> <ul style="list-style-type: none"> • Plan, organise, develop and conduct assessments as well as validating competency and assessment. 	<p>Trainer Assessor Training & Development Training Coordinator Human Resources</p>
Short Courses		
<p>Computer Skills Program (daytime or evening) Keyboarding, Word, Excel, Access and PowerPoint</p> <p>Computer operations (daytime or evening) Microsoft Word 2003 from introductory to complex level Microsoft Excel 2003 from introductory to advanced level Microsoft Access 2003 from introductory to advanced level Microsoft PowerPoint 2003 advanced level Keyboarding Speed & Accuracy (Tested to Australian Standards)</p>	<p>Accounting Accounting to Trial Balance Computerised Accounting MYOB Computerised Payroll MYOB</p> <p>Shorthand – Teeline (evenings only) Theory - 60 hours Practical – 16 hours Revision for Pittman writers is also available</p>	



* Suggested course duration

TRAINEESHIPS AND APPRENTICESHIPS

What are Apprenticeships and Traineeships?

It is an opportunity for someone to work full-time or part-time whilst undertaking training to achieve a Nationally Recognised Qualification.

How long does the Apprenticeship / Traineeship last?

The nominal duration for:

- Traineeships is 12 – 24 months
- Apprenticeships is 36 months (3 years)

A Word from our Industry Partner

Sarina Russo Schools | Australia has been excellent to deal with, making the training process so easy for busy employers. Their schedules are flexible which allow for work to take priority for the trainee. I would not hesitate in using them again for our future trainee requirements.

Julie Ward
Administration Manager
The Production Department
Channel Seven Brisbane



How often will the Apprentice / Trainee attend training?

Training is a combination of on and off-the-job delivery and can vary depending on the qualification you are undertaking. You may attend training 1 day per month or in blocks of 1-3 weeks at a time.

Are there any costs involved?

The Qld Department of Employment & Training funds the majority of training for most Apprenticeships & Traineeships. If the Apprenticeship / Traineeship is funded by the Government, there is a small tuition fee involved as the Apprentice / Trainee's contribution towards the Qualification. In some cases a 75% discount may apply.

What does an Apprentice / Trainee get paid?

Apprentices / Trainees usually receive a Training Wage. To find out more about Apprentice / Trainee wages contact Wageline on 1300 369 945 or visit: www.wageline.qld.gov.au

What is a School-Based Apprenticeship or Traineeship?

A School-Based Apprenticeship or Traineeship allows you to undertake your Year 11 and Year 12 studies whilst completing an Apprenticeship or Traineeship in your chosen industry. In most cases you will attend work one day per week and undertake formal off-the-job training in the school holidays. All time spent at work is paid time.

Benefits to Apprentices & Trainees

- Gain a Nationally Recognised Qualification
- Structured training both on and off-the-job
- Get paid while you learn
- Gain skills that are transferable
- Flexible training options to suit your learning needs

Benefits to Employers

- Free Recruitment Service through Sarina Russo Job Access
- Commonwealth Incentives may be available
- Courses can be tailor-made to suit your business
- Flexible training options
- Regular visits by Consultant to monitor the progress of the Apprentice / Trainee

Certificate III in Business Administration

Outcomes: Careers vary from working in banks and recruitment agencies to government and private companies. Jobs can include Administration Assistant, Personal Assistant, Accounts Clerk, Receptionist and Legal Assistant.



Certificate III in Hospitality (Commercial Cookery)

Outcomes: Become a Qualified Chef. As a Qualified Chef you can work all over the world in small to large kitchens, become a Personal Chef, or own your own restaurant or catering business.

VET COURSES IN HIGH SCHOOLS

Current Participating Schools

- Clayfield College
- St Margarets Anglican Girls School
- All Hallows' School
- Moreton Bay College
- Anglican Church Grammar School

Program	Hospitality	Tourism & Event Management	Business
Year 1 These programs can be commenced in year 11 or year 12. A full qualification will be issued on successful completion. 	THH11102 Certificate I in Hospitality (Kitchen Operations) This program focuses on the basic methods of cookery and the principles involved in working in a hospitality environment. Heavily customer service focussed, it is a great introduction to the hospitality industry.	THT20502 Certificate II in Tourism (Operations) A program with a difference! Consisting of a range of tourism and events modules, this course gives the underpinning skills to move into the exciting events industry. With a customer service focus, it involves organising functions, promoting products and services and developing event industry knowledge.	BSB20101 Certificate II in Business This course is designed to provide vocational and technical education necessary to gain basic knowledge and skills common across all business roles. This course aims to give you skills in communication, teamwork, use of business technology, processing financial documents and information handling. This course is a good introduction to the world of business
Year 2 These programs can be commenced on completion of Year 1 in Year 12. A full qualification will be issued on successful completion, including the subjects completed in Year 1. 	THH22002 Certificate II in Hospitality (Kitchen Operations) Cookery is a growing field and this program is ideal to kick start your career. It involves preparing and serving a range of food including appetisers and salads, vegetables, eggs and farinaceous dishes. It also covers the importance of a link between kitchen and service areas	THT30102 Certificate III in Meetings and Events The exciting industry of meetings and events continues. This program involves the basic administration, organisational skills and events knowledge to coordinate a meeting or event. It includes guest/delegate registration, interpreting product information, preparing quotations and booking event activities.	BSB30101 Certificate III in Business (available 2008) This course is designed to develop essential skills in areas such as communication, administration, document design and development, accounting and customer service. It develops skills used to assist professionals, managers and executives by providing a range of administrative and clerical services. It enables students to enter higher level business courses as well as the business industry.
Special Requirements	<ul style="list-style-type: none"> • Able to work in a commercial kitchen • Lace up leather shoes with a non-slip sole • Chefs uniform will be supplied for practical classes • Industry placement in a commercial kitchen required • Smartly dressed in school uniform • Assessments are required • Attendance at all sessions is required 	<ul style="list-style-type: none"> • Smartly dressed in school uniform • Assessments are required • Attendance at all sessions is required 	<ul style="list-style-type: none"> • Smartly dressed in school uniform • Attendance at all sessions is required • Assessments are required

Programs will be delivered on the Sarina Russo Schools I Australia 82 Ann Street Brisbane campus, 1 day per week on a Wednesday between 1pm and 430pm

A Word from our Industry Partner

"We became aware of the Sarina Russo Schools I Australia's high schools programs through regular contact with their career consultants, and decided to enrol our students when we were in need of exciting vocational programs for our students. I was impressed with the programs on offer from Sarina Russo Schools I Australia and the feedback from the students has been wonderful. The students are not only well trained, but also well versed with the industry. I would like to thank Sarina Russo School I Australia for helping Clayfield College with vocational programs and would not hesitate to contact Sarina Russo Schools I Australia for future programs."

Judy Fenton
 Head of Careers & Vocational Education
 CLAYFIELD COLLEGE

