Welcome

The Australian ERP Institute, (AERPI) aims to provide students and professionals with increased skills to enable them to enter and compete in the Australian marketplace. Our training offerings start with introducing students from schools and universities to the employment market through job ready courses.

We also offer re-skilling of young professionals and up-skilling of mature, experienced workers with the aim that they better meet the needs of industry. Our goal is to graduate practicing professionals who are at the leading edge of their profession.

The units in the Diploma of Enterprise Resource Planning, designed by ERP qualified trainers, cover the business processes in a typical ERP system - Procurement, Materials Planning, Warehouse Management, Customer Service, Production Planning, Financial Management etc. Each unit provides course participants with a deep understanding of each individual process and its component steps along with the implications for related processes.

As an official SAP Partner we also offer SAP certification via standalone courses or the online SAP Learning Hub.

“Helping youth find their place in the workforce; helping workers re-skill for new roles”. Our shared corporate social responsibility.

Career Program

The Australian ERP Institute’s Career Service works with employers of various sizes from a range of sectors so ensure that our students can meet their needs. The aim of our Career Service is to provide students with the knowledge and experience so that they are in the best possible position to start their career.

Our Career Service supports and helps students shape their internship or job placement so that they can provide maximum benefit to their host organisation.

AERPI also offers supplementary soft skills training in areas such as writing skills, presentation skills etc. These enable our students to become fully equipped for their next challenge whether that be their first job, preparing for a new job or for their current employer’s next assignment.

Preparation for the Job Search:

How to select your career goals and create a career plan
How to search for the perfect job
How to prepare for an interview
How to write resumes and cover letters
How to find job placements, internships and volunteer work
How to build your network and make industry connections

Your Options

How we will guide you towards employment

Introduction

Your Options

How we will guide you towards employment

Career Program

Diploma of Enterprise Resource Planning

A brief of the Diploma of Enterprise Resource Planning

Living in Sydney

Student & Study Support

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Admission Requirements

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Facilitated Internship

Postgraduate students need to develop an advanced set of skills and a wide array of knowledge to ensure maximum employability. We assist students in gaining real world experience via internships and industry placements.

Job Placements

Short-term or part-time may be available in your preferred industry

Volunteer Opportunities

A great way to get industry experience and build your network with the right contacts.

Internships

Get your foot in the door when you graduate with a full-time industry placement.

Learn skills you can use on the job as part of your course.
The 10415NAT Diploma of Enterprise Resource Planning is targeted at professionals who are looking to boost their potential future employability. It has been developed via consultation with industry experts to deliver skills in ERP systems such as SAP, ORACLE and Microsoft Dynamics.

Throughout this course students will learn valuable skills on how to support the implementation and maintenance in ERP systems.

**Australian ERP Institute has developed a revolutionary new Diploma of Enterprise Resource Planning. This diploma has official ASQA certification, and is the only one of its kind in Australia.**

**The 10415NAT Diploma of Enterprise Resource Planning is**

**Nationally Recognised Training:** Yes

**Potential Jobs:**

- ERP Consultant
- ERP Systems Operation
- ERP Project Management
- Functional Analysis

**QUALIFICATION ISSUED BY:**

Australian Institute of Business Intelligence.

Trading as Australian ERP Institute. RTO Code: 40835

CRICOS Provider Code: ABN: 191 581 045 66

**DELIVERY MODE:**

Blended: 25% online and 75% face to face

**Course Duration:**

58 weeks, including 48 weeks tuition and 10 weeks breaks

**Total number of hours:** 140

**10415NAT**

**DIPLOMA OF ENTERPRISE RESOURCE PLANNING OUTLINE**

**ERPBIM501A: USE ACCOUNTING PROCESSES**

This unit covers conducting routine financial calculations and transaction in an ERP system. It sets out the key concepts upon which to apply literacy, numeracy, accounting, procurement and business knowledge skills to perform common financial tasks within an ERP system.

Total number of hours: 100

**ERPBIM502A: USE PROCUREMENT, MATERIAL PLANNING AND PRODUCTION PROCESSES**

This unit covers the performance outcomes, skills and knowledge required for the management of procurement, material planning and production processes in an ERP system. It sets out the key concepts upon which the management of procurement processes including establishing guidelines, policies and procedures within an ERP system.

Total number of hours: 100

**ERPBIM503A: USE ORDER FULFILLMENT, INVENTORY AND WAREHOUSE PROCESSES**

This unit covers the performance outcomes, skills and knowledge required to undertake basic ERP functions and to undertake material planning, manufacturing, sales, inventory and warehouse management and lifecycle data management processes in an ERP system. This unit addresses the management of sales process within an ERP system including sales, delivery, trans and procurement processes and documentation.

Total number of hours: 100

**ERPBIM504A: USE LIFECYCLE DATA MANAGEMENT, ENTERPRISE ASSET AND CUSTOMER SERVICE PROCESSES**

This unit covers the management of lifecycle data within an ERP system including master data management, document management, variant configuration, and engineering change management. This unit addresses the management of enterprise assets within an ERP system including breakdown maintenance process, routine maintenance and material withdrawals.

Total number of hours: 100

**ERPBIM505A: USE PROJECT MANAGEMENT AND HUMAN RESOURCE PROCESSES**

This unit covers the performance outcomes, skills and knowledge required for the management of projects and human resource processes in an ERP system.

Total number of hours: 140

**You will have the option to complement your Diploma of Enterprise Resource Planning with the SAP Learning Hub, Student Edition.**

Through SAP Learning Hub, students can prepare for future employment on their chosen career path or prepare for SAP certification exams. With a wide range of high quality content and optional live access to training systems from SAP, students will be set up to train when and where they choose.
LIVING IN SYDNEY AUSTRALIA

WHERE WILL I LIVE?

Feeling secure and at ease in your surrounding contribute to the educational success of our students. We are able to advise you on homestay providers so you can select the right home when you move to Australia.

COSTS OF LIVING

Depending on your accommodation preference annual living costs. For Sydney are between $12,000 - $18,000 not including study. For example: Monthly mobile phone costs $40 - Take way coffee $4, a beer will cost you $7, a McDonald’s burger $9.

Australian ERP provides the following services:

Working in Australia

Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your field.

Most student visas allow you to work for up to 40 hours every two weeks while your course is in session, unrestricted hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows you to work.

Paid work: Australia has a wide range of industries and many have part time employment opportunities, including:

- Food service and retail
- Hospitality: Cafes, bars and restaurants
- Tourism: Hotels and motels
- Administrative support
- Agriculture: Farming and fruit-picking
- Sales and telemarketing

Internships: Paid or unpaid internships can be a great way to get exposure to the professional, financial and creative industries.

STUDENT & STUDY SUPPORT

Students at Australian ERP Institute have access to a wide range of support services to ensure their experience is positive and productive.

Study Skills Workshops: These free additional sessions are run on a regular basis and are optional for students to attend. Topics covered included:
- Interview techniques
- Exam preparation and exam techniques
- Essay writing

Recognition of Prior Learning

Every student receiving training in Australia needs to have a Unique Student Identifier (USI). Your Unique Student Identifier USI will help keep your training records and results together in an online account controlled by you.

Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results. By having a USI you will be able to access your training records and results (or transcript) whenever you need them. For example, for a new employer or when you enrol to study at a new training organisation.

Your USI can be accessed online from your computer, tablet or smart phone and gives you access to your training records and results at your fingertips.

Attendance

As part of student visa requirements under Department of Immigration & Border Protection (DIBP) regulations, international students may be reported for unsatisfactory academic progress or for unsatisfactory attendance. Please see the Student Handbook for more details.

Campus Facilities

- Convenient access to food and transport
- Computer in common areas
- Well-equipped, spacious classrooms
- Fully air conditioned throughout
- Free WiFi for students use
- Beverage and snack vending machines
- Filtered drinking water

Stay Social

Australian ERP Institute has a well-connected and enthusiastic student body that interacts outside outside the classroom on a social level.

Australian ERP Institute

@aerpi
info@aerpi.com.au
AERPI
**Education Requirements:**

Students should be able to read and write English at approximately year 12 level in order to be able to assimilate the information provided in the program with the capacity to read complex instructions and write competently and accurately.

International students need an IELTS of 6.0. If you do not have IELTS 6.0 you could undertake AERPI’s English test. If you do not have the required English level we can suggest English language course from our educational partners.

Every student will have an initial interview to assess your individual learning needs and your language, literacy and numeracy skills.

**Australian ERP Institute offers:**

- Industry-focus courses, professional trainers with relevant industry knowledge and experience.
- AERPI has many start dates during the year allowing you to start your studies at a time convenient for you. Our Career Program helps you learn the skills required to get your career started.

If you would like to find out if you qualify for this service, please contact our support team. During your time studying at AERPI, you will have access to a dedicated support team. This includes:

**Academic Support**

Your dedicated tutors will be on hand to handle any questions that you have in regards to any of the course content. Tutors can be contacted by either email, or through our eLearning platform.

**Student Support**

The student support team is ready to address any problems that you may have in regards to course fees, change of contact details. They are available by email or telephone.

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**Blended Learning**

Is a combination of on campus and online training that includes; mentoring, coaching, social networking, community forums, exam preparation, classroom activities, in order to give flexibility to our students.

**Skill Development Workshops**

We also have an optional range of Skill Development Workshops available for students who would like to gain additional practical skills in their chosen field to support your learning journey.

**How is the Course Delivered?**

This is a blended learning course. This means that you will complete your assessments and initial skills development through a mix of online and on campus study. You will have face to face consultation with our expert tutors, as well as access to our online learning platform.

**What Will I Obtain on Completion of the Course?**

On completion of this course you will receive a nationally recognised qualification issued by Australian Institute of Business Intelligence trading as Australian ERP Institute.

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**Study Methods**

When part of your course is delivered online, you’ll have access to your learning materials and assessments at elearning.aerpi.edu.au our virtual campus. You can also access a range of additional study resources, engage with your Trainers and Assessors and fellow students, upload your assessments, access your grades and find a ‘Study Buddy’ in our system.

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### How to Apply

1. Complete the application form on our website, with the attached supporting documents as required. Then send it to us by email, mail or in person. Email: info@aerpi.edu.au

2. If successful you will receive a letter of offer from us within 2 business days.

3. Complete the acceptance form and pay your fees and OSHC. Send payment details and acceptance form back to us via email.

4. We will then issue and send you a eCoE (Electronic confirmation of enrolment).

### Course Fees

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<th>Course</th>
<th>Duration</th>
<th>Blended Price</th>
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<tr>
<td>Course Transfer</td>
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<td>$150</td>
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<td>Course deferral</td>
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<td>Re-assessment</td>
<td>Each unit $50</td>
<td>Each unit $50</td>
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<td>RPL</td>
<td>Initial Application $200 + each unit - $300</td>
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