CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

WWW.AERPI.EDU.AU
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 entry level 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.

Our flagship program, the Diploma of Enterprise Resource Planning (ERP), designed by ERP qualified trainers, covers the business processes in a typical ERP system including Procurement, Materials Planning, Warehouse Management, Customer Service, Production Planning, Financial Management and Human Resources. Units provide course participants with a deep understanding of each individual process and its component steps along with the implications for related processes.

In addition to our ERP training we are an official SAP Partner and we also offer SAP certification via standalone courses or the online SAP Learning Hub.

Other Australian ERP Institute courses which complement our Enterprise Resource Planning and SAP offerings are in the fields of Business, Finance, HR and IT.

AERPI provides a unique China focus to all of our offerings with optional Mandarin language classes and a China Study Tour available. These optional short programs are suited to small business operators or professionals who need the skills and basic knowledge to do business in China.

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

This is our AERPI’s shared corporate social responsibility.

Australian Institute of Business Intelligence
Trading as Australian ERP Institute
RTO Code: 40835
CRICOS Code: 03426E
ABN: 191 581 045 66
The Australian ERP Institute’s Career Service works with employers of various sizes from a range of sectors to 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 helps students shape their internship or job placement so that the students can provide maximum benefit to their host organisation.

AERPI also offers FREE supplementary soft skills training in areas such as writing skills, presentation and business analysis skills. 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.

Your Options

How we will guide you towards employment

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

Solid experience

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. This is a complementary service offered by Australian ERP Institute. You will not need to pay any extra fees for these services.

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.

Facilitated internship
- Learn skills you can use on the job as part of your course.
6 REASONS TO STUDY AT AUSTRALIAN ERP INSTITUTE

1. Industry focussed courses, professional trainers with relevant industry knowledge and experience.

2. AERPI focusses on individual students and provides a personal and customised approach to classes.

3. AERPI provides:
   - **On Campus Learning**: Do all your study on campus with face to face support.
   - **Online Learning**: Do all your study with video chat, email and telephone support.
   - **Blended Learning**: A combination of the above.

4. AERPI has many start dates during the year allowing you to start your studies at a time convenient for you.

5. Our Career Program helps you learn the skills required to get your career started.

6. AERPI uses skills-based assessment which does not focus on just exams to test how much students have learned; it offers multiple opportunities to demonstrate learning.
Every student receiving training in Australia needs to have a Unique Student Identifier (USI). Your Unique Student Identifier will help keep your training records and results together in an online account controlled by you.

**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

Students have the option to apply for Recognition of Prior Learning (RPL). This involves the assessment of unrecognised learning against the requirements of a qualification and removes the need for duplication of learning. This can save students time and money.

For more information please refer to our Student Pre-Enrolment Handbook or contact us.

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

**USI**

Every student receiving training in Australia needs to have a Unique Student Identifier (USI). Your Unique Student Identifier 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.

**Student Pre-Enrolment Handbook**

**Campus Facilities**

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

**Recognition of Prior Learning**

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**Stay Social**

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

- Australian ERP Institute
- @aerpi
- info@aerpi.com.au
- AERPI
- AERPI1
- AERPI
The Certificate III in Information, Digital Media and Technology is formulated for individuals that want to gain a new skill set in the IT sector. Graduates will gain the skillset and qualification to work as an ICT user.

This Certificate consists of a number of units which provide the theoretical and practical knowledge to effectively carry out a range of tasks. Content in this course includes how to implement and monitor environmentally sustainable work practices, install and optimise operating system software, build a simple website using commercial programs and much more.

Career options from this course include help desk officer, ICT operations support, ICT user support and technical support.

<table>
<thead>
<tr>
<th>CODE</th>
<th>UNIT TITLE</th>
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<tbody>
<tr>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSBWHS304</td>
<td>Participate effectively in WHS consultation and consultative processes</td>
</tr>
<tr>
<td>ICTICT202</td>
<td>Work and communicate effectively in an ICT environment</td>
</tr>
<tr>
<td>ICTICT301</td>
<td>Create user documentation</td>
</tr>
<tr>
<td>ICTICT301</td>
<td>Run standard diagnostic tests</td>
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<tr>
<td>ICTICT307</td>
<td>Customise packaged software applications for clients</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>Operate application software packages</td>
</tr>
<tr>
<td>ICTICT302</td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td>ICTWEB301</td>
<td>Create a simple markup language document</td>
</tr>
<tr>
<td>ICTWEB302</td>
<td>Build simple websites using commercial programs</td>
</tr>
<tr>
<td>ICTICT304</td>
<td>Implement system software changes</td>
</tr>
<tr>
<td>ICTICT308</td>
<td>Use advanced features of computer applications</td>
</tr>
<tr>
<td>ICTICT409</td>
<td>Develop macros and templates for clients using standard products</td>
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<tr>
<td>ICTRPG301</td>
<td>Apply introductory programming techniques</td>
</tr>
<tr>
<td>ICTNWK303</td>
<td>Configure and administer a network operating system</td>
</tr>
<tr>
<td>ICTSAS305</td>
<td>Provide ICT advice to clients</td>
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When part of your course is delivered online, you’ll have access to your learning materials and assessments in 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.

BLENDED LEARNING

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

For example, students will be studying 3 sessions per week by undertaking assessment tasks, presentations, reports, online forums and exams.

SKILL DEVELOPMENT WORKSHOPS

We also have an optional range of Skill Development Workshops at no extra cost, available for students who would like to gain additional practical skills in their chosen field to support their learning journey.
ADMISSION REQUIREMENTS

HOW IS THE COURSE DELIVERED?

WHAT WILL I OBTAIN ON COMPLETION OF THE COURSE?

PATHWAYS

The Diploma of ERP is a unique course which includes specialised vocabulary. Students should have some background in Accounting, Business or in Information Technology or have relevant professional experience in order to maximise the benefit of the course.

Preferred pathways include:

ICT40115 Certificate IV in Information Technology
FNS40615 Certificate IV in Accounting
FNS50215 Diploma of Accounting
ICT50115 Diploma of Information Technology
BSB50215 Diploma of Business or other relevant qualifications

Or with vocational experience in a range of IT and accounting work environments in senior support roles without a qualification.

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.

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

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.

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

ACADEMIC SUPPORT

Your dedicated tutors will be on hand to handle any questions that you have in regarding any of the course content. Tutors can be contacted in person by 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 or change of contact details. They are available every day in the office, by email or telephone.
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. Send payment details and acceptance form back to us via email.
AUSTRALIAN ERP INSTITUTE IS PART OF AUSTRALIAN INSTITUTE OF BUSINESS INTELLIGENCE A LEADER IN PROVIDING ACADEMIC SUPPORT AND CAREER OUTCOMES FOR STUDENTS

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AUSTRALIAN INSTITUTE OF BUSINESS INTELLIGENCE TRADING AS AUSTRALIAN ERP INSTITUTE
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This brochure has been compiled for the information of students. To the best of our knowledge the information contained in this booklet is correct at the time of printing and may change without notice.