ENTERPRISE RESOURCE PLANNING

CRICOS PROVIDER CODE: 03426E  CRICOS COURSE CODE: 088015K
RTO CODE: 40835

WWW.AERPI.EDU.AU
The Australian ERP Institute, (AERPI) aims to provide students and professionals with skills to enable them to enter and compete in the Australian Resource Planning marketplace. Our training offerings start with introducing students from schools and universities to the employment market via 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, Student Edition.

"Helping youth find their place in the workforce; helping workers re-skill for new roles”. This is our shared corporate social responsibility.
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.

PREPARING FOR THE 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

CAREER PROGRAM

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
Australian ERP Institute has developed a revolutionary new Diploma of Enterprise Resource Planning. This diploma is accredited by the Australian Skills Quality Authority (ASQA), and is the only one of its kind in Australia.

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 of ERP systems.

<table>
<thead>
<tr>
<th>PRE-REQUISITES</th>
<th>CODE</th>
<th>UNIT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ERPBIM501A</td>
<td>Accounting processes for ERP systems</td>
</tr>
<tr>
<td></td>
<td>ERPBIM502A</td>
<td>Procurement, Planning and Production processes for ERP systems</td>
</tr>
<tr>
<td></td>
<td>ERPBIM503A</td>
<td>Order fulfilment, inventory and warehouse processes for ERP systems</td>
</tr>
<tr>
<td></td>
<td>ERPBIM504A</td>
<td>Use lifecycle data, enterprise asset and customer service processes</td>
</tr>
<tr>
<td></td>
<td>ERPBIM505A</td>
<td>Use project management and human resource processes</td>
</tr>
<tr>
<td></td>
<td>ERPBIM506A</td>
<td>Apply system-wide concepts and integration of accounting and procurement processes</td>
</tr>
<tr>
<td></td>
<td>ERPBIM507A</td>
<td>Integrate material planning, manufacturing, sales, inventory, warehouse and lifecycle data management processes</td>
</tr>
<tr>
<td></td>
<td>ERPBIM508A</td>
<td>Integrate assets, customer service, projects and human resource processes</td>
</tr>
</tbody>
</table>

**DELIVERY MODE:**
Blended - 25% online and 75% face to face

**COURSE DURATION:**
74 weeks, including 54 weeks tuition and 20 weeks break

**QUALIFICATION:**
10415NAT Diploma of Enterprise Resource Planning

**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: 03426E
CRICOS Course Code: 088015K  ABN: 191 581 045 66
For only AUD600 you will have the option to complement your Diploma of Enterprise Resource Planning with the SAP Learning Hub. The SAP Learning Hub, Student Edition gives you access to 145 SAP ERP training courses. For more information visit: http://www.aerpi.edu.au/student-learning-hub/

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 study when and where they choose.
LIVING IN SYDNEY AUSTRALIA

WHERE WILL I LIVE?

Feeling secure and at ease in your surroundings contributes 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.

Australian ERP provides the following services:

<table>
<thead>
<tr>
<th>ON ARRIVAL</th>
<th>DURING STUDY</th>
<th>CAREER</th>
<th>ALUMNI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas Students</td>
<td>Education Counselling</td>
<td>Tax File Number</td>
<td>Certificate and Transcript</td>
</tr>
<tr>
<td>Health Cover (OSHC)</td>
<td>Welfare Counselling</td>
<td>Number</td>
<td>Copies</td>
</tr>
<tr>
<td>Assist with:</td>
<td>RPL</td>
<td>Career Counselling</td>
<td>Re-enrolment</td>
</tr>
<tr>
<td>- Airport Pick up</td>
<td>Printing and Photocopying Services</td>
<td></td>
<td>Social Contact</td>
</tr>
<tr>
<td>- Bank Account</td>
<td>Student ID Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Accommodation</td>
<td>Internet Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transport tickets for international</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COSTS OF LIVING

Depending on your accommodation preference, annual living costs for Sydney are between AUD12,000 - AUD18,000 not including study. For example, monthly mobile phone costs AUD40, take away coffee AUD4, a beer will cost you AUD7, and a McDonald’s burger AUD9.

INTERNALS:

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

- Retail: Supermarkets, department and clothing stores
- Hospitality: Cafes, bars and restaurants
- Tourism: Hotels and motels
- Agricultural: Farming and fruit-picking
- Sales and telemarketing
- Administration or Clerical roles
- Tutoring

If you have existing qualifications and/or professional work experience, you may be able to secure casual or part time work in your field. Before undertaking any paid work individuals need to ensure that their visa permits part time work.

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

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

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.

**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

**USI**

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

**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.

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

**Recognition of Prior Learning**

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.

**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

**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**

**@aerpi**

**info@aerpi.com.au**

**AERPI**
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.

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.

Education Requirements:

Students must be over 18 years old. 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 an English language course from our educational partners.

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

This is a blended learning course. This means that you will complete your assessments and initial development through a mix of online and on campus study. You will have face to face classes and time for 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.
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), which is used to finalise your student visa.
# Course Fees

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DURATION</th>
<th>BLENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10415NAT Diploma of Enterprise Resource Planning</td>
<td>74 weeks</td>
<td>AUD12,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FIRST EVENT</th>
<th>SECOND AND SUBSEQUENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee</td>
<td>AUD250 not refundable</td>
<td></td>
</tr>
<tr>
<td>Change start date of eCoE</td>
<td>Free</td>
<td>AUD100</td>
</tr>
<tr>
<td>Course cancelation Fee</td>
<td>AUD500</td>
<td></td>
</tr>
<tr>
<td>Course deferral</td>
<td>If visa not granted Free</td>
<td>AUD100</td>
</tr>
<tr>
<td>Re-assessment</td>
<td>Each unit AUD50</td>
<td>Each unit AUD50</td>
</tr>
<tr>
<td>RPL</td>
<td>Initial Application AUD200 + each unit - AUD300</td>
<td>Each unit AUD300</td>
</tr>
<tr>
<td>Course suspension</td>
<td>Student’s choice: AUD100</td>
<td></td>
</tr>
<tr>
<td>Optional SAP Learning Hub, Student Edition</td>
<td>AUD600 one year access not refundable</td>
<td></td>
</tr>
</tbody>
</table>

For more information please see terms and conditions on our website. All prices listed in this brochure are in Australian Dollars.
AUSTRALIAN ERP INSTITUTE IS PART OF AUSTRALIAN INSTITUTE OF BUSINESS INTELLIGENCE A LEADER IN PROVIDING ACADEMIC SUPPORT AND CAREER OUTCOMES FOR STUDENTS

AUSTRALIAN ERP INSTITUTE
Suite 208, 451 Pitt Street, Haymarket, Sydney, NSW 2000 Australia.

P: (+61) 1300 237 741
(+61 2) 9435 1523
E: info@aerpi.edu.au
www.aerpi.edu.au

Australian Institute of Business Intelligence trading as Australian ERP Institute
RTO Code: 40835 · ABN 191 581 045 66

Disclaimer: The information in this brochure is correct as of May 2015. AERPI reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting Australian ERP Institute.