QAT
2013 Guide Book
September-December

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Queensland Academy of Technology
333, Adelaide st, Brisbane CBD QLD 4000
www.qat.qld.edu.au
Welcome to QAT!

Small class sizes to optimise your learning experience!

Access to full multimedia support material.

Located in the heart of Brisbane, QAT Campus is conveniently close to everything the students need.

Small class sizes to optimise your learning experience!
Why Study With Us?

Well Established:
QAT has been providing quality teaching and training for over 7 years. We are expanding our professional training department, including Business and Children’s Services, and are well experienced in looking after a diverse range of students.

Career Assistance:
We encourage our students to actively seek work whilst studying with us. We assist in resume writing, application letters and interview skills wherever we can.

Supported Study:
Whether our students just have a question to ask or assessment to complete, our trainers are available on certain days to assist.

English as a Second Language:
We are proud of our ability to provide support to students who are from Non-English speaking backgrounds. We offer foundation courses as well as bi-lingual staff, and trainers experienced in working with ESL students.

Real world applications
Our Children’s Services courses take all students to a real job environment where they are able to link theory to practice, while our business courses teach students the fundamental skills for any business environment while enhancing the student’s skills and job opportunities.

Active student services support
QAT provides friendly student contact staff and academic counsellors to ensure that our students receive the best service and support from enrolment to course completion.

Caring and supportive academic learning environment
Our teachers are our best asset and are passionate about what they do. All QAT staff are qualified, experienced and friendly, and have a real focus on helping students to achieve their goals.

Modern campus & facilities
Bright and spacious inner city campus with naturally lit classrooms. Our modern computer rooms have high-speed broadband internet access and professional software programs to help students improve their skills. We also have a recreation and lunch room, library annex, audiovisual equipment and free student Wi-Fi.
Facilities

We have everything you need, right here

Our school boasts:

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<tr>
<th>4</th>
<th>Levels</th>
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<tbody>
<tr>
<td>24</td>
<td>Fully equipped classrooms</td>
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<tr>
<td>2</td>
<td>Computer Labs</td>
</tr>
<tr>
<td>72</td>
<td>Computers in total</td>
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<tr>
<td>18</td>
<td>Computers solely for student use</td>
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We also have:
- High speed Wi-Fi on all floors
- 100 sqm Lunch and recreation room
- Fully equipped kitchen facilities
- Face to face training and support with highly experienced trainers
- On site reception area, student support and management staff

Central Location:
Queensland Academy of Technology has everything right where you need it. We are conveniently located in Adelaide St Brisbane and our generous student facilities are available for you to use whenever you need them.

No Sessional trainers:
Each of our trainers is employed full time. Most of our course trainers have been with us for a number of years. This means stability and quality for our students as you are able to work with the same trainer throughout your course.

Face to face training and study support:
We pride ourselves on high quality face to face training. We are also proud of our ability to give face to face support to our students. Our trainers are available all day Friday to assist you with your studies any way they can.

Have a question about your studies?
There’s no need to drop in to a suburban head office; our Academic Directors, Student Services Staff and Course Co-ordinators are all right here on site and ready to assist.
**Why Study Business Administration at QAT?**

- **Real world applications:** We pride ourselves on providing quality training for real job outcomes. Our business courses give you valuable skills which you can take straight from the classroom into the workplace.

- **Industry relevant:** We work closely with Job Service Providers and community groups and constantly seek feedback on how to keep our training relevant to the current job market.

- **Face to face training:** Our Business Administration course is delivered face to face at our conveniently located Brisbane CBD campus. Studying face to face gives you the opportunity to work through the course with confidence and gain valuable feedback on your progress from our highly experienced trainers throughout your studies.

- **Great Trainers:** Our course trainers are here to help. Not only are they very experienced having worked in both business and training for many years, they are dedicated to helping you achieve to your full potential.

- **Job seeker assistance:** We actively encourage our students to apply for work whilst studying with us. We assist you in creating job-specific resumes and application letters, and provide interview tips, so you can start applying for the jobs you really want!

- **Flexible delivery:** Our business administration course is delivered as both an 8 week intensive program or as a 16 week program. Whether you are looking to complete the course and apply for work as soon as possible, or to fit the course in with your already busy schedule, we have delivery options that suit you.

**Why Study Children’s Services at QAT?**

- **Industry relevant:** Our Children’s Services trainers are in regular contact with Child Care providers and legislative bodies to ensure that our students are kept informed and up-to-date with developments in the Children’s Services industry.

- **Workshops:** Our aim is to provide you with the tools you need to enhance your knowledge of the Children’s Services industry. Throughout the course there are several workshops and seminars including: Vocational Placement Seminar, Early Years Learning Framework Seminar and a resume writing workshop.

- **Face to face training:** The Children’s Services industry is very hands on, and so is our training. By studying with us face to face, you are able to work closely with our experienced trainers towards your qualification and gain the practical skills you need for the industry.

- **Great trainers:** Not only are they highly experienced in classroom training, they have many years of knowledge, skills and experience gained from working in the Children’s Services industry for a large portion of their professional lives. Our trainers dedicate their industry experience to helping you to achieve to your full potential and kick-start your career.
**Fen**

This children’s services course has allowed me to learn many things about children and change some of my ideas about looking after them. I’ve learned so many different skills about how to communicate effectively with children, how to make sure they are safe and how to provide food.

Our trainer uses her abundant knowledge to provide different tasks and activities to us, and provides us with a variety of resources and, lets us put ourselves in realistic situations. It’s really impressive. Through those activities we can understand how to use what we’ve learnt in the course at the centre. All subjects in this course are so important, so useful and all are relevant for a career in childcare. As a student who is doing practicum in a child care centre now, I can use all the skills I’ve learnt from school, and while using that knowledge, I can ask some questions about how to care for children with my group leader and director. So, I think this is a really useful and wonderful class. It has helped me a lot!

**Fabio**

Choosing to do the Certificate III Children’s services at Queensland Academy of Technology (QAT) was one of the best decisions I’ve ever made in Australia. I am having so much fun as my eyes are opening to a new world. I would like to say ‘thank you’ for the guidance my teacher has given me and the help of my amazing classmates, all of them are caring and very friendly.

Our teacher is incredibly generous to us and is very knowledgeable. So far she has demonstrated to us the importance of real world experience and can draw many examples from her life and work experience which makes it an easier to understand and comprehend how to care for children. Also, I will never forget the encouragement and support that I have received from her. As result, I have a new level of understanding that has enriched both my personal and professional life in exceptional ways. It is almost like I have learnt this new universal language working with children. I would go so far as to say that my goal when I finish my Certificate III in Children’s Services is to make a difference in my workplace as I am going to help, to care for and look after children.
Feel at home in an office? A Business Administration course could be just the ticket.

Business qualifications will prepare students for a busy work environment where a range of routine tasks and specialised competencies are required. Students will learn how to apply a broad range of competencies in a varied work context using relevant theoretical knowledge.

Job Opportunities:
- Administration Manager
- General Office Manager
- Office Manager

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<tr>
<th>BSB30412 Certificate III in Business Administration</th>
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<tbody>
<tr>
<td>Duration</td>
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<tr>
<td>16 weeks (Fast-Track Available)</td>
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<tr>
<th>BSB30407 Diploma of Business Administration</th>
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<tr>
<td>Duration</td>
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<td>20 weeks</td>
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Looking to be the one in charge? A course in Management will help you get there.

The Diploma of Management is a Nationally Recognized qualification that teaches the student how to manage staff, budgets and projects, along with the skills to plan, carry out and evaluate their own work and that of their team members.

**Job Opportunities:**
- Store Manager
- General Office Manager
- Office Manager

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<th>BSB51107 Diploma of Management</th>
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<td><strong>Duration</strong></td>
<td><strong>Timetable</strong></td>
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<tr>
<td>20 weeks</td>
<td>2 Days/Week</td>
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<tr>
<td>Diploma of Children’s Services</td>
<td>Bachelor of Learning Management (Early Childhood)</td>
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<td>CQU Australia</td>
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<tr>
<th>Diploma of Business Administration</th>
<th>Bachelor of Business</th>
<th>Receive 8 units credit</th>
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<tr>
<td>University of Southern Queensland</td>
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<td>CQU Australia</td>
<td>Bachelor of Business</td>
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<tr>
<td>James Cook University</td>
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<td>University of Southern Queensland</td>
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