

Student Prospectus



Lead Institute
OF HIGHER EDUCATION





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Welcome

Lead Institute of Higher Education (LIHE or the Institute) believes in promoting academic excellence, diversity, and services to build a vibrant academic culture and environment.

Your full potential is waiting to be discovered, and we're committed to helping you achieve unique and extraordinary dreams. Through hands-on learning and original thinking, you'll be inspired to develop and grow as you build towards your future career.

Studying with us will give you access to high-quality education and training that meets industry standards and expectations and utilises world class academics, resources, and equipment. You can also benefit from our excellent support services available at all times to assist you with academic or personal issues.

Our entire focus is on a student centred learning experience. You will also be studying in Sydney, one of the world's most liveable cities with plenty of space, warm weather, and access to high-quality restaurants, shops and nightlife.



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Our Facilities

- Modern classrooms equipped with audio visual teaching technology
- Campus wide free WIFI access provided to all students
- Industry specific and up-to-date training and learning materials

Our Location

- Central Business District (CBD) location - Parramatta
- Close proximity to public transport – trains, buses and ferry
- Easy access to shops, restaurants, cafe and cinemas and other services

Our Services

- Friendly and professional support team providing academic and other student support.
- Orientation before program commencement
- Accommodation Support upon request in advance
- Access to the user- friendly learning platform

We look forward to welcoming you at Lead Institute of Higher Education (LIHE)!



Bachelor of Business Administration

The Bachelor of Business Administration course aims to provide a general business management education which brings together the disciplines of accounting, information systems and hospitality Management. This course combines theoretical and practical knowledge to build the students' understanding of Business Operations. It also equips students with the analytical, technical and practical skills to apply effectively in the business world.

Course Structure

- Bachelor of Business Administration
- 3 years full time – 6 Semesters
- 240 credit points (10cps per unit)
- On Campus - Face-to-Face
- Total 24 units; 8 Core units, 12 Major/Specialisation Units, 4 Elective Units

Course Learning Outcomes

The Bachelor of Business Administration graduate will be able to:

- Develop a broad body of knowledge in business management concepts, current practices in a global business environment and emerging technologies to support, sustain and innovate business;
- Apply theoretical knowledge and technical skills to provide socially and ethically responsible evidence-based business solutions;
- Construct new ideas and opportunities by using creative and innovative strategies in a business context;



- Work successfully in both independent and in team settings to evaluate, analyse and apply business theory and practice for real-world business scenarios;
- Communicate effectively and professionally to diverse stakeholder groups using a range of communication and presentation modes and methods appropriate to various business contexts;
- Utilise a range of digital technologies to support decision making and create solutions for business issues.

Graduate Attributes

The graduates of the Bachelor of Business Administration course will be able to:

- Develop creative and effective responses to intellectual, professional and social challenges;
- Synthesise theoretical knowledge and reflect critically on theory and its application;
- Commit to sustainability and high ethical standards in social and professional practice;
- Continue life-long learning and professional development, with self-direction and effective time management skills;
- Communicate and collaborate with individuals, and teams in professional and community settings.

GRADUATE CAREER OUTCOMES

LIHE's qualifications are aimed at providing a broad-based foundation for graduate positions that can lead to a wide range of rewarding careers. The LIHE Bachelor of Business Administration graduates will be suitable for following entry-level and similar roles:

Accounting Major	Information Systems Major	Hospitality Management Major
<ul style="list-style-type: none"> • Graduate Accountant • Business Analyst/Consultant • Taxation Consultant • Financial Accountant • Management Accountant • Internal Auditor • External Auditor 	<ul style="list-style-type: none"> • Data Modeler • Database Administrator • Database Designer • Business Process Analyst • Information Management Administrator • System Analyst 	<ul style="list-style-type: none"> • Hospitality Business Manager • Hospitality Facilities Manager • Food and Beverage Manager • Events and Community Manager • Hotel Supervisor • Hospitality Entrepreneur

Bachelor of Business Administration Outline

	LBU501	LBU502	LBU503	LBU504	LBU505	LBU506	LBU507	LBU508
CORE	Introductory Accounting	Marketin and Customer Value	Creativity& Innovation for Business	Business Law	Organisational Behavior	Communication for Business Professionals	Managemet Principles	Critical Thinking and Ethical Decision Making

Accounting Major

Year	Semester	Units of Study			
1	Sem 1	LBU501 Introductory Accounting	LBU502 Marketing and Customer Value	LBU503 Creativity & Innovation for Business	LBU504 Business Law
	Sem 2	LBU505 Organisational Behaviour	LBU506 Communication for Business Professionals	LBU507 Management Principles	LBU508 Critical Thinking and Ethical Decision Making
2	Sem 1	LAC601 Financial Accounting Applications	LAC602 Financial Management	LAC603 Management Accounting Fundamentals	LAC604 Business Economics
	Sem 2	LAC605 Accounting Information Systems	Elective*	LAC606 Corporate Accounting	Elective*
3	Sem 1	LAC701 Business Statistics	LAC702 Auditing and Assurance Services	Elective*	LAC703 Taxation Law
	Sem 2	LAC704 Financial Analysis and Valuation	Elective*	LAC705 Company Law	LAC706 Business/Accounting Project - Capstone

Information Systems Major

Year	Semester	Units of Study			
1	Sem 1	LBU501 Introductory Accounting	LBU502 Marketing and Customer Value	LBU503 Creativity & Innovation for Business	LBU504 Business Law
	Sem 2	LBU505 Organisational Behaviour	LBU506 Communication for Business Professionals	LBU507 Management Principles	LBU508 Critical Thinking and Ethical Decision Making
2	Sem 1	LIS601 Business Information Systems	LIS602 Enterprise Systems in Business	LIS603 Database I	LIS604 Network Fundamentals
	Sem 2	LIS605 Programming	Elective*	LIS606 Project Management and the Professional	Elective*
3	Sem 1	LIS701 Information Systems Analysis	LIS702 Business Intelligence	Elective*	LIS703 Web Design
	Sem 2	LIS704 Database II	LIS705 Business Analytics and Decision Support	Elective*	LIS706 IS Professional - Capstone

Hospitality Management Major

Year	Semester	Units of Study			
1	Sem 1	LBU501 Introductory Accounting	LBU502 Marketing and Customer Value	LHS601 Introduction to Hospitality Management	LBU504 Business Law
	Sem 2	LBU505 Organisational Behaviour	LBU506 Communication for Business Professionals	LBU507 Management Principles	LHS604 Service and Experience Management
2	Sem 1	LBU503 Creativity & Innovation for Business	LHS602 Introduction to Food and Beverage Service	LHS603 Hospitality Marketing	LBU508 Critical Thinking and Ethical Decision Making
	Sem 2	LHS605 Managing Attraction and Events	Elective*	LHS606 Sustainable and Competitive Destinations	Elective*
3	Sem 1	LHS701 Planning and Designing Hospitality Venues	LHS702 Hospitality Entrepreneurship	Elective*	LHS703 Hospitality Risk Management
	Sem 2	LHS704 International Restaurant Concepts	LHS705 Current Issues in Hospitality	Elective*	LHS706 Research and Analysis in Tourism and Hospitality - Capstone



Work Integrated Learning

LIHE proposed Bachelor of Business Administration course is designed to prepare students for potential careers in the accounting, information systems or hospitality industries. This is achieved through:

1. embedded work integrated learning experiences; and
2. industry engaged scholarly lecturers/tutors.

LIHE Bachelor of Business Administration course offers a Capstone Project in all 3 majors. The Capstone Project can be a unique opportunity for students to carry out independent group research in order to devise an innovative solution for a real-world problem as defined by industry partners. While a project of this scope and scale can be challenging, it can also be very rewarding.

The Capstone Project is usually the final assessment and plays a vital role in preparing students for the workplace through its practical applications and ability to help hone students' professional knowledge and skills. It will provide an opportunity for students to bring together their knowledge and experiences and prepare them for the next stages of their careers, whether in further study or the workplace. Students can hone the graduate capabilities they will need and gather evidence of their learning to give them confidence for the transition.

Graduate Diploma of Early Childhood Education

The Graduate Diploma of Early Childhood Education course aims to develop self-sufficient, versatile, and creative early childhood educators. The course is designed for students to gain the necessary skills to be able to nurture young minds at pivotal stages in their lives – setting them up for a lifetime of positive learning.

The Graduate Diploma of Early Childhood Education is a one-year qualification which will provide students the pathway to become a qualified educator with an expert understanding in educational theory and pedagogical practices that equips them to make a difference to children's lives and early childhood employer services.

Course Structure

- Graduate Diploma
- 1 Year Full Time – 2 Semesters
- 80 credit points (10cps per unit)
- On Campus - Face-to-Face
- Total 8 Units, 7 Core units, 1 Professional Practice unit.

The Professional Professional unit requires 12 weeks of placement in a regulated childcare environment.



Course Learning Outcomes

Graduates of the Graduate Diploma of Early Childhood Education will be able to:

- Analyse a broad and coherent body of knowledge of early childhood pedagogy, curriculum, and assessment in relation to the changing nature of education in a rapidly evolving context;
- Design a holistic curriculum, with advanced knowledge of play, wellbeing, and sustainability in early childhood education;
- Demonstrate cognitive, technical, and creative skills to investigate, analyse, and synthesise complex information, problems, concepts, and theories;
- Identify and apply proactive and inclusive strategies for diverse groups of children to encourage and support their engagement and behaviour;
- Demonstrate a knowledge of social responsibility, ethics, and legal principles consistent with what is expected of an early childhood professional working with all stakeholders in a diverse learning community.

Graduate Attributes

The graduates of the Graduate Diploma of Early Childhood Education course will be able to:

- Develop creative and effective responses to intellectual, professional, and social challenges;
- Synthesise theoretical knowledge and reflect critically on its application;
- Commit to sustainability and high ethical standards in social and professional practice;
- Continue life-long learning and professional development, with self-direction and effective time-management skills;
- Communicate and collaborate with individuals, and teams, in professional and community settings.

YOUR JOURNEY STARTS HERE



Graduate Diploma of Early Childhood Education Outline

Graduate Diploma of Early Childhood Education						
Year	Semester	Units of Study				
1	Sem 1	LEC801 Foundations and Principles of Early Childhood Education	LEC802 Planning for Learning and Development (Birth – 35 months)	LEC804 Planning for Learning and Development (Three to Five Years including transition to school)	LEC803 Language and Literacy in Early Childhood Full Year Unit of Study	LEC808 Professional Practice (Note: This unit involves professional training experience)
	Sem 2	LEC805 STEM Learning – Early Years	LEC806 Creative Arts in Early Childhood	LEC807 Ethical Leadership in Early Childhood		Full Year Unit of Study

Work Integrated Learning

LIHE Graduate Diploma of Early Childhood Education course is designed to prepare students for careers in early childhood education. This is achieved through:

1. embedded professional practice unit;
2. embedded work integrated learning experiences;
3. industry engaged scholarly lecturers/tutors.

LIHE Graduate Diploma of Early Childhood Education course offers a Professional Practice unit which spans both semesters. The Professional Practice unit provide students with the opportunity to apply their learning to practical teaching experience. The unit will prepare students to successfully complete professional experience placements in prior to school context, (Birth to 5- years). This unit plays a vital role in preparing students for the real world through its practical applications and ability to help hone students' professional knowledge and skills. It will provide an opportunity for students to bring together their knowledge and experiences and prepare them for the next stages of their careers, whether in further study or the workplace. Students can hone the graduate capabilities they will need and gather evidence of their learning to give them confidence for the transition to professional practice.

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Support Services



NEW STUDENT ORIENTATION PROGRAM

LIHE New Student Orientation Program is designed to provide students with an overview of LIHE campus, including the location of classrooms, student areas, and administration areas, as well as important information related to their studies. At the New Student Orientation Program, the students will be briefed about all relevant policies and procedures concerning attendance, course progress, refunds, critical incidents, complaints, and appeals. Additionally, LIHE Student Handbook will be provided to students, which outlines information about visa conditions and support services available to assist international students. LIHE Student Handbook includes instructions for accessing the various student support services provided by the institution. The New Student Orientation Program will be coordinated by the Student Support Manager, who holds the responsibility of ensuring that all newly enrolled students are thoroughly briefed about the policies and procedures of LIHE.



ENGLISH LANGUAGE DEVELOPMENT SUPPORT

LIHE recognises its responsibility to ensure all students, including those whose first language is not English, have sufficient English language proficiency. LIHE will facilitate ongoing and timely support for providing academic assistance and helps students develop their communication skills across a wide range of contexts relevant to the discipline using a variety of communicative assessment tasks.



ACADEMIC MATTERS

LIHE academic staff are responsible for assisting students to understand units and assessment requirements. Student consultation may take place for reasons including clarifying/explaining assessment tasks, units, tutorials, etc.





NON-ACADEMIC MATTERS

There are many areas that may affect a student's ability to progress in their course and meet academic goals. Study support services, managing hardship, continuous monitoring and individual study plans, counselling services.



COUNSELING SERVICES

External counselling services will be employed to deal with matters considered to be outside the expertise of the LIHE staff. Appointments will be made for students to see an internal and if required, external counselling service. A list will be kept of counsellors and/or organisations specialising in counselling in a range of fields, to whom referrals could be made



STUDENT CONSULTATION

LIHE is committed to support student learning and facilitate student retention and progression by assisting students to understand units and assessment requirements through their course of study. LIHE ensures that all students have access to appropriate, timely and effective student consultation services with respect to both academic and non-academic matters.





ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

Support services are designed to provide tailored assistance to indigenous students which ensures that they have access to educational opportunities and can succeed in their studies. These support services include academic tutoring, mentoring, learning support and cultural support.

LIHE aims to provide Indigenous students with a supportive and inclusive learning environment that recognises and respects their culture and background while helping them achieve their educational goals.

The Course Director will regularly evaluate and review the effectiveness of its support services for Indigenous students and report to the Teaching & Learning Committee regarding the progress of the students.



SPECIAL ENTRY

LIHE may admit students under 'Special Entry' to students from certain backgrounds, who may be able to successfully complete a given course, may not have had a reasonable prior opportunity to develop experience and qualifications sufficient to satisfy the entry criteria for that course, and may include but not limited to:

- Students with a disability;
- Students from socially or economically disadvantaged backgrounds;
- Students from non-English speaking backgrounds, including migrants and refugees; and
- Students from rural or remote locations.

All students are informed that eligibility for Special Entry does not constitute a guarantee of a place in a course and, further, any student admitted by Special Entry must satisfy all course requirements in order to be eligible to graduate as per the Academic Progression and Graduation Policy.



LIBRARY AND LEARNING SUPPORT

The Learning Management System (LMS) and Managing Student Placements Software (SONIA) will provide access to various learning technologies for both students and staff. These technologies will be appropriately supported to ensure that necessary resources are available to achieve learning and teaching goals. The e-Library can be accessed by staff and students at any time while on the campus or remotely. Security will be maintained by access controls such as unique login and passwords and firewall protective systems.



STUDENT SUPPORT STAFF

LIHE provides support services for students to assist them in developing approaches to address factors impacting their academic progress. Students may contact the Student Support Manager, who will arrange a consultation time between the student and the staff members. Academic staff may also provide assistance with personal problems but are required to refer cases to the Student Support Manager when professional assistance is needed.



STUDENT ADVISORY GROUP (SAG)

The Student Advisory Group (SAG) aims to discuss all issues related to the student experience and improving education at the Institute through collaboration with staff.

For more information, please refer to Stakeholder Feedback Policy.



Important Student Information

STUDENT VISAS

Once you have applied for your course and received a Confirmation of Enrolment (CoE), the next step is to apply for your student visa. Information about applying for a visa can be found at: <https://www.homeaffairs.gov.au/Trav/Stud>

Ensure that you allow enough time between lodging your application and the start of your course, as applying for a visa can be a lengthy process. If your visa is not approved, you will receive a full refund for the fees that you have paid.

WORKING

Working while you study in Australia can help complement your study and living experience, as well as help you to manage your living expenses and possibly gain work experience in your study area. Most student visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break.

Before you undertake any paid work, you should make sure your visa allows you to work.

Find out more at the <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/temporary-relaxation-of-working-hours-for-student-visa-holders>



LIVING COSTS IN AUSTRALIA

Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. This helps to ensure students are better able to make the most of their studies and have a safe and enjoyable experience in Australia. While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they don't have to rely on such work to meet all their expenses.

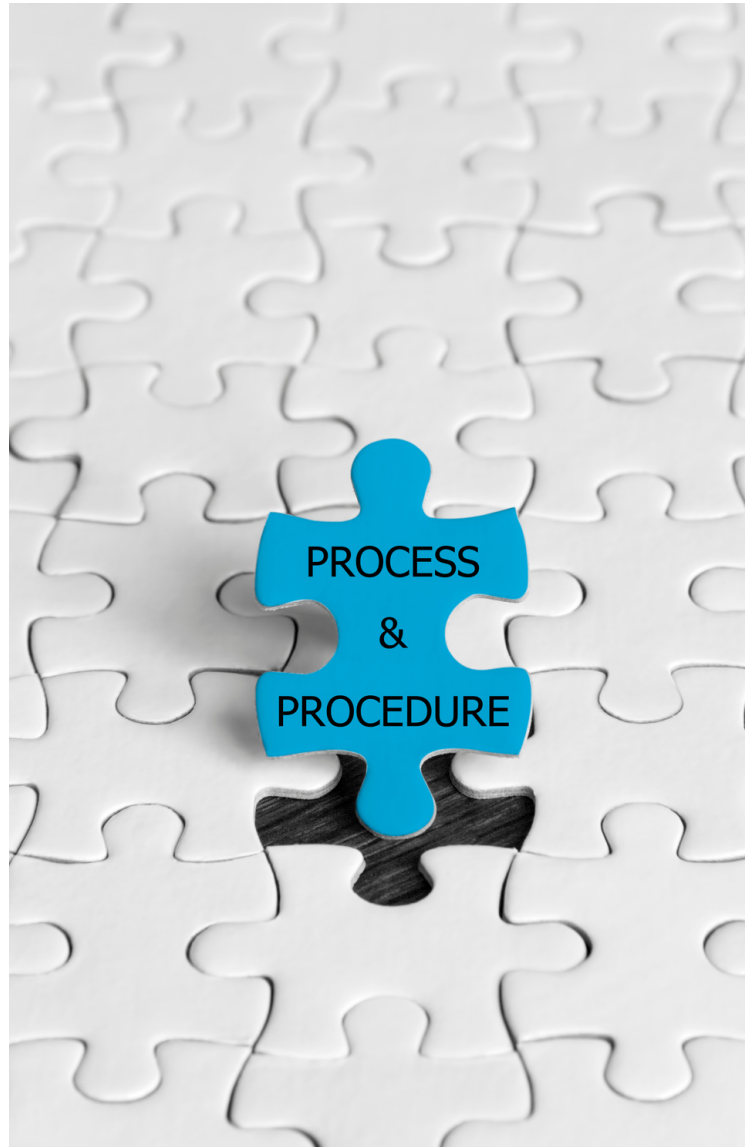
Students must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

The following web site includes information about average living costs in Australia:
<https://www.studyaustralia.gov.au/english/live/living-costs>

Carefully review the information at the web site link noting that the figures provided are average only and that costs can vary significantly depending on where you live in Australia. You should be prepared in case your living costs are greater than the indicated figures.

HOW TO APPLY

Follow these simple steps to start your learning journey with LIHE.



Step 01

Complete and sign the Admissions Application Form.

Step 02

Submit the Admissions Application Form with relevant supporting documents to LIHE.

Step 04

If your application is successful, you will receive a Letter of Offer.

Step 03

LIHE will assess your application.

Step 05

Sign and return the Acceptance of Letter of Offer.

Step 06

LIHE will issue a Confirmation of Enrollment (CoE) upon receipt of the signed Letter of Offer, Overseas Health Cover (full visa length) where applicable, and the minimum payment as specified in the Letter of Offer.

Step 08

LIHE will send orientation information before course commencement. You should plan to arrive in time to attend the orientation.

For more information, please refer to the Student Selection and Admission Policy.

Step 07

Apply for your student visa.



COURSE FEE

BACHELOR OF BUSINESS ADMINISTRATION

Fees	Total Tuition Fees	Per Course Fee	Per Semester Fee	Per Year Fee
Domestic Students	\$48,000	\$2000	\$8,000	\$16,000
International Students	\$52,800	\$2,200	\$8,800	\$17,600

GRADUATE DIPLOMA OF EARLY CHILDHOOD EDUCATION

Fees	Total Tuition Fees	Per Course Fee	Per Semester Fee	Per Year Fee
Domestic Students	\$19,200	\$2,400	\$9,600	\$19,200
International Students	\$22,400	\$2,800	\$11,200	\$22,400

PAYMENT OPTIONS

ACCOUNT NAME: EDUCATION AND CAREER HUB

BSB NUMBER: 062 006

ACCOUNT NUMBER: 1315 5730

Fee Related Information



Tuition Fee

- LIHE reserves the right to review the fees annually and that the fees may change during the period of enrolment.
- LIHE is dedicated to providing accurate and timely information regarding tuition fees, aligning with the Fee Refund Policy to ensure students have ample notice for informed decisions about their course of study.
- Updated fee information will be published one month before the enrolment date on the website and notice boards. Students will also

receive fee change notifications through direct email and the Learning Management System (LMS).

- LIHE is committed to communicating the annual fee structure, associated costs including any potential revisions and any consequences that may impact students' choices and their ability to participate in their intended course of study in a transparent manner.

Tuition Fee Refunds

- A student who wishes to claim a tuition fee refund will need to complete and submit the Tuition Fee Refund Application Form. The refund will be calculated in accordance with the conditions set out in the Tuition Fee Refund Schedule.
- Refunds will be paid in Australian dollars to the student who enters into the contract with LIHE unless that student gives a written direction to pay the refund to another person.
- Refunds will be made by direct deposit (electronic funds transfer) into a bank account nominated by the student on the Tuition Fee Refund Application Form unless the payment was made via credit card in which case the refund will be paid to the same credit card or another credit card nominated by the student.
- Refunds will be paid within 20 working days of receiving the completed Fee Refund Application Form, except in cases of provider default where the refund will be paid within 10 working days.

Non-Refund of Tuition Fee

Students are not entitled to a refund of any tuition fees if:

- student withdraws from their course after the census date for the course in which the student enrolled, and no special circumstances apply;

- if a student chooses to defer the start of their course, all prepaid tuition fees will be held in credit towards future tuition fees. No refund will be available in the case of course deferral;
- if an international student is granted Australian permanent resident status after the census date, the student is still required to pay international student tuition fees for the remainder of the semester they are enrolled in.



Payment Options

Direct Deposit

- Account Name: Education and Career Hub
- BSB: 062 006
- Account Number: 1315 5730
- Reference: Student ID Number

Credit Card

You may pay by VISA, Mastercard or UNIONPAY Card. There will be 2% surcharge applied to all credit card payments.

Tuition Protection Services

- International students are protected by a Tuition Protection Service under Australian Government legislation. The aim of this protection is to ensure that students receive the tuition they have paid for or a refund.
- The legislation sets out what happens when a registered provider or an overseas student or intending overseas student defaults (that is, when a provider fails to start or finish providing a course to a student, or a student fails to start or finish a course with a provider).
- Students will be given an active role in selecting from suitable placement options through an online information service. Where a student does not access a placement through the placement facility provided by the Tuition Protection Service, the student may be eligible for a refund of their unexpended tuition fees from the Tuition Protection Service.
- Students will be eligible for a refund of the unused portion of any prepaid tuition fees (i.e. tuition for which the student has paid but which has not yet been delivered) rather than a full refund, in recognition of the fact that the student may obtain credit for the study already completed.
- LIHE will be a part of the Australian government Tuition Protection Service and comply with all the requirements of the Tuition Protection Service. Further information can be obtained from Tuition Protection Service.



While subject to change, the information contained in this guide is accurate as of its printing in July 2023.

For up-to-date information visit www.test.lihe.com.au

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Connect with us!



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