



Institute of Indigenous Australia

Welcome to the Institute of Indigenous Australia

Who We Are

We are an Indigenous owned and operated organisation. We specialise in helping Indigenous individuals achieve their personal and professional goals. This is done through education, training, mentoring, comprehensive support and most of all by just being plain deadly.

Our Mission

To be a key driver in positive, significant and sustainable change in Indigenous Australia.

About Us

Our Difference

We deliver courses and services that are aimed at, and packaged for, Aboriginal and Torres Strait Islanders in every state and territory in Australia. We are based in Brisbane, Queensland. The 3 core principles we operate on are:

Professional

Our definition of professional is being sharp, on time, aiming for the best and making the best of any situation. We believe in being professional; and we know that this is a principle found within Indigenous Australians.

Accredited

We team up with service providers that are nationally accredited and have a proven reputation in integrity and professionalism. All our staff are tertiary qualified and our facilitators are Industry professionals.

Culturally Appropriate

Because our staff are Aboriginal and/or Torres Strait Islander, we know how to support you and to be sensitive to the complexities that are common place in the Indigenous space. All staff that work at the Institute are highly driven and have a passion for serving their people.

Our Team

Leadership Team



Todd Phillips – National Training & Development Manager



Nick Kirimak – Director of Human Resource Operations



Jared Delaney – Operations Manager

Student Support Team



Natakka Alberts – Administration
Team Leader



Madison Rettke – Personal
Assistant



Chontelle Mallie – Indigenous
Support Officer

Courses

Diploma of Management and Business

The Diploma of Management and Business course (available in Brisbane and online) will give you the skills and knowledge to get ahead in the business world and gain an edge in the workplace. This course will upgrade your core competencies and allow you to undertake management tasks such as managing budgets, staff, resources, administration and effective time management on a larger scale.

Why Management and Business

Management and Business plays a big role in personal and professional development. There are many Indigenous support workers, administration assistants, senior workers and advisors. However, there are few team leaders, managers, executives and top level managers. IOIA's approach to this topic focuses on developing Indigenous individual's business management and leadership capabilities. This in turn impacts personal and professional development.

We believe that this course is also the best first step if you do not know what you want to do. Especially if you want to start moving your education and career forward. In IOIA experience, it is common for Indigenous Australians to have in-depth cultural experience and competences. However, they may lack the business knowledge and leadership skills to be successful in the business environment. IOIA's business management courses have been created to fill that skill gap.

Study Online

Many of IOIA students prefer to study online, as it allows Indigenous students the ability to study from anywhere in Australia. It is flexible learning, meaning you study at your own pace and there are no set days or set hours you have to complete the course in.

Another benefit of studying online is that you are able to work full-time, part-time, casually, and you can plan your study around your work commitments. Stay at home parents find this course equally beneficial as they can study when children are at school. There are no study blocks you need to attend outside your home.

The only things you need is reliable internet and access to a computer or a laptop. All textbooks are online and you will access recordings and readings through the online systems we provide.

Course Overviews

BSB51107 Diploma of Management

Both the Diploma of Management and Business is designed to give you the practical business skills, knowledge and understanding required to manage real-life work situations.

BSB50207 Diploma of Business

Managers, supervisors and business staff have a significant leadership role within their organisations, and through these programs you will gain business and operational skills through industry-focused learning

Funding

VET FEE-HELP Study now and pay later with this Federal Government initiative

Course Delivery

6 Months full time for a single diploma or 9 months full time for the dual diploma (Management & Business)

Locations

Australia wide

Entry Requirements

At least 17 years old, Other conditions may apply

Diploma of Management Subjects

Manage personal work priorities & professional development
Manage recruitment, selection and induction processes
Manage risk
Ensure a safe workplace
Manage people performance
Implement continuous improvement
Ensure team effectiveness
Manage operational plan

Diploma of Business Subjects

Manage personal work priorities & professional development
Manage Meetings
Manage Risk
Ensure a safe workplace
Facilitate continuous improvement
Plan or review administrative systems
Undertake project work
Manage Recruitment, selection & induction processes

Diploma of Management Career Opportunities

Project Manager
Business Development Manager
Human Resources Manager
Frontline Manager
Marketing Manager
Team Leader
Supervisor

Diploma of Business Career Opportunities

Office Manager
Business Administrator
Marketing Officer
Human Resources Officer
Project Coordinator
Entrepreneur

STUDY WITH INSTITUTE OF INDIGENOUS AUSTRALIA

The Institute of Indigenous Australia (IOIA) has teamed up with Strategix Training Group to deliver robust and a nationally accredited diplomas suited for Indigenous Australians. IOIA is now offering you the opportunity to study these diplomas online. Work with our trainers to be job ready for the job you want, or to prepare you for university study. Our team will help you every step of the way, from enquiry to enrolment, and from study to post-study support. We value

each student and are committed to getting you the best outcome.

**ENROLMENT
INFORMATION**

We have an online enrolment form, which will allow you to start studying now. Once your enrolment is received, we will help you start studying at the first available course. We have courses starting each month.

**COURSE
MATERIALS**

Course materials are provided for you, including all online textbooks and learning materials. You will also receive a Toshiba laptop for your studies (3 weeks into the course) which is yours to keep once you completed the course.

**JOB READY
SKILLS**

Our trainers are all experienced industry professionals who will equip you with the right skills and knowledge to be successful in your chosen career, or your university studies.

**UNIVERSITY
PATHWAYS**

The diploma study you complete will credit to University studies (For example, it will take subjects off a business degree and it will credit most other degrees which have electives).

**CREDIT TRANSFER
/ RPL**

Your previous experience may be used as credit towards your diploma. If you have started or completed any previous study, talk to us about credit transfers or recognition of prior learning. If you have a significant amount of experience in a relevant field, talk to us about recognition of prior learning.

VET FEE-HELP

Study now and pay nothing today. The Federal Government's VET FEE-HELP program is assisting Indigenous Australians to gain the education and training they need to get the job they want. All Aboriginal and Torres Strait Islander individuals born in Australia and Australian citizens are eligible for VET FEE-HELP. This beneficial program allows you to have your course fees deferred. To date, all students of Institute of Indigenous Australia have chosen to access VET FEE-HELP.

Outcomes

Entry into university

There are significant opportunities for Indigenous individuals who desire to go to university after they finish the management and business diploma. These opportunities include scholarships, professional work placements, internships, funded tutoring and others. IOIA will help these graduates transition into university and help them take advantage of the stated opportunities.

The management and business diploma will enable students to enter into university and will credit most universities degrees. Meaning, if you do the diploma of management and/or business with IOIA it will take subjects of your business degree and in some other degrees as well. These mostly include education, criminology, psychology, IT, law and arts degrees.

Step into management

If you desire to step into a management or a business role, this is the perfect first step. It will give you an understanding of what hurdles managers and business employees face and what factors they need to consider when managing teams, employees, systems and resources. Overall it will up-skill your business knowledge to modern work place practices.

These diplomas will help the many Indigenous senior workers, admin assistants, support officers and field officers have confidence to step up into business management positions in today's fast paced business environment. This diploma also increases your ability to break into other industries that you do not necessarily have experience in.

Start your own business

The diploma of management and business will create a foundation for you to start your own business. Though these diplomas you will learn how to recruit staff, monitor their performance, manage budgets, resources, administration and create strategic and operational business plans.

IOIA will also help students get their business model started to increase their business' sustainability. For those who do not have any work experience, this is a great step to understand the business operations of a business.

A more effective manager

These diplomas are also useful for Aboriginal and Torres Strait Islanders who are already in the workforce and are proficient in their professional industries. Especially if they have been promoted to a management or leadership role. Business Management is a skill set that needs to be developed or acquired. These diplomas will give you the foundation to build your business management skills.

For example, a registered nurse may have 10 years' experience as a nurse which makes her/him competent in nurse duties. However, if she/he gets promoted to a business management role, a new skill set is required. At this new point the nurse needs to know how

to manage teams, performance, budgets, time and resources. These skills they will get from both diplomas.

Support

The Institute of Indigenous Australia is committed to comprehensively supporting all their students. This is done by:

- Providing video recordings
- Live Skype calls
- Weekly phone calls, text messages and emails
- Real time tutoring sessions
- Technical support
- Academic writing support
- Career development plans
- Resume help and development
- Study development plans
- Course mentoring
- Guidance to enrol into university
- Help to obtain university scholarships
- Business coaching for students
- Connect with professional work placement providers
- Provide a Toshiba laptop (3 weeks into the course) for you to keep after the course is complete

We encourage all students to touch base with our staff at least once a week. If students need help every day and are willing to put the effort forward, we will have a tutor to work with them every day. This is the culture and relationship we want to create with you – that we are here to serve you. All you need to decide is if it will be every day, once a week or once a month, it is up to you. We are here to help you finish the course, learn new skills, have more time with your family and achieve bigger and better things.

VET Fee Help



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have your course fees deferred. The Institute of Indigenous Australia has accessed the VET FEE-HELP through their business partners, Strategix Training Group.

To date, all students of Institute of Indigenous Australia have chosen to access VET FEE-HELP and all have been eligible for VET FEE-HELP. You can access VET FEE-HELP if you do not already have a VET FEE-HELP loan over \$96,000. To date we have not met one Aboriginal or Torres Strait Islander person that has exceeded this limit.

To access this funding all you need to do is to go to the Enrol tab on our website and click the green button. The online form will appear, then you will be asked if you will be applying for VET-FEE HELP. You simply choose the “Yes” button and you have now started the process to access the VET-FEE HELP funding. From this point, you will not need to do anything else until we contact you. That is how simple it is.

Contact Us

To speak with our team, please call or email us at the following:

Free Call: 1800 105 887

PO Box 58

Inala, QLD 4077

Email: info@ioia.com.au

Website: www.ioia.com.au