

# COURSE PROSEPECTUS

2024 - 2025

Management

Hospitality

Health  
Services

Information  
Technology

Construction



### Course Details

Intakes	: Every month except December
Course Duration	: 52 weeks
Study Hours	: 20 hours per week

# CHC33021 Certificate III in Individual Support

CRICOS Course Code: 116279E

## Course Description

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

## Career Opportunities

- Home Care Assistant
- Support Worker
- Senior Personal Care Assistant
- Personal Care Worker
- Disability Worker
- Care Assistant

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Mode of study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment. Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration. Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred. A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion. Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

### Participants need to complete:

Total number of units: 15  
9 core units, 6 elective units

Unit Code	Unit Name
<b>CORE UNITS</b>	
CHCCCS031	Provide individualised support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care
<b>ELECTIVE Group A electives – AGEING specialisation</b>	
CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach
<b>ELECTIVE Group B electives – DISABILITY specialisation</b>	
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach
CHCDIS012	Support community participation and social inclusion
CHCDIS020	Work effectively in disability support

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

## MELBOURNE Campus



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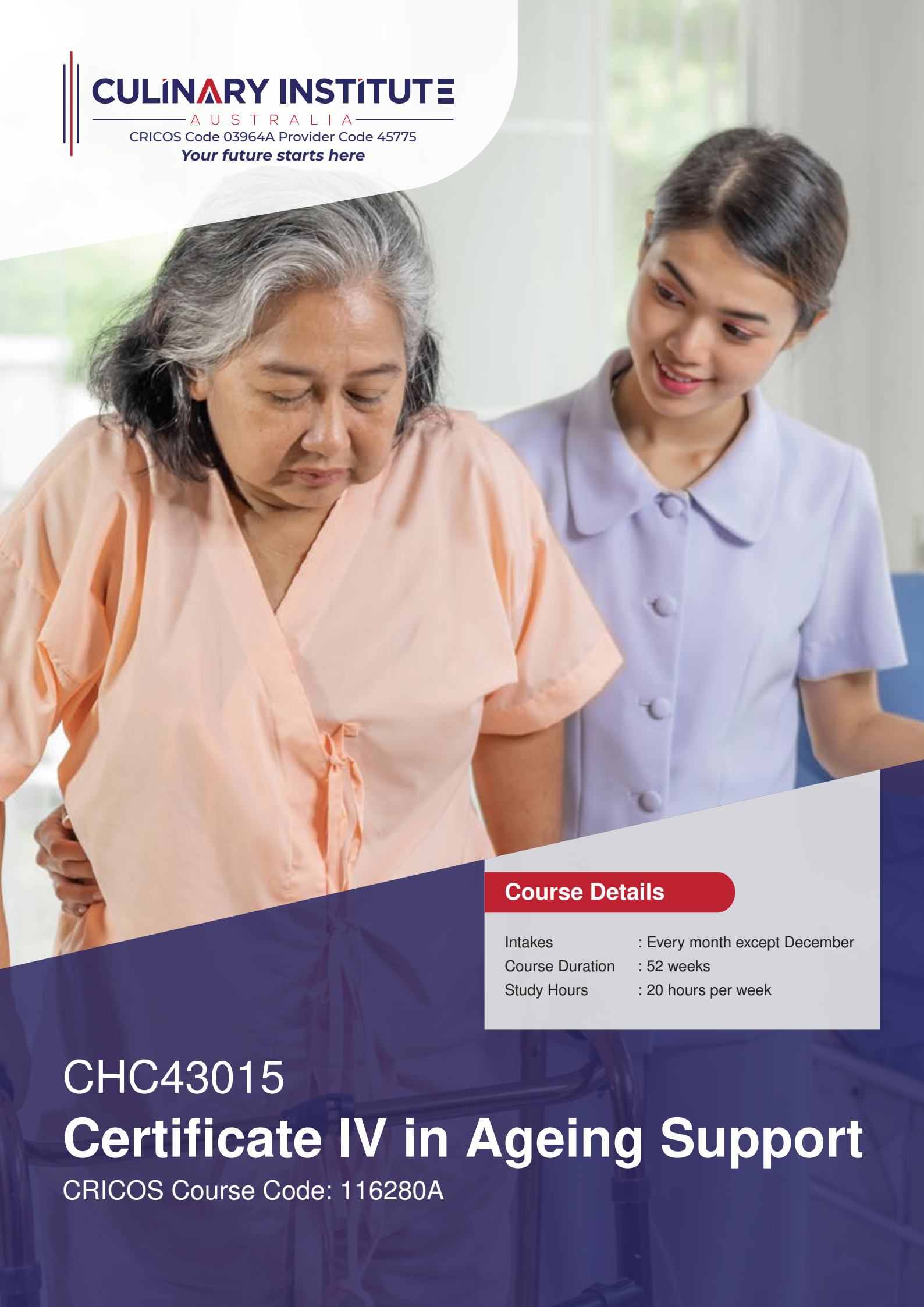


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### Course Details

Intakes	: Every month except December
Course Duration	: 52 weeks
Study Hours	: 20 hours per week

CHC43015

# Certificate IV in Ageing Support

CRICOS Course Code: 116280A

## Course Description

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters. To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

## Career Opportunities

Upon graduation, you can pursue a career as a:

- Aged Support worker
- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)

## Entry Requirements

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement:

Students must be of 18 years of age to apply.

### English Language Entry Requirements:

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course..

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed. The completed form must be submitted to Student Support Services.

## Mode of Study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

18 units of competency are required for this qualification, including: 15 core units, 3 elective units

Unit Code	Unit Name
<b>CORE UNITS</b>	
CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and well being
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
<b>ELECTIVE UNITS</b>	
CHCDIS007	Facilitate the empowerment of people with disability
HLTHPS006	Assist clients with medication
HLTAID003	Provide first aid

## Special Consideration

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### Course Details

Intakes	: Every month except December
Course Duration	: 2 years (104 weeks)
Study Hours	: 20 hours per week

**CHC52021**

# Diploma of Community Services

CRICOS Course Code: 116281M

## Course Description

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities. At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management. Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination. To achieve this qualification, the candidate must have completed at least 200 hours of work as detailed in the Assessment Requirements of units of competency. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

## Career Opportunities

Our graduates can apply across the wide range of Industries in the following roles: Community Worker, Senior Youth Worker, Aboriginal Housing Worker, Community Development Worker for Social Housing, Assistant Community Services Worker, Community Work Coordinator, Support Facilitator (Disability), Support Facilitator (Community Services), Community Housing Worker, Assistant Community Worker, Coordinator of Volunteer Work, Team Leader, Family Support Worker, Disability Team Leader, Early Intervention Worker, Community Care Manager, Care Team Leader, Community Access Coordinator, Pastoral Care Counsellor, Youth Housing Support Worker, Housing Manager, Welfare Support Worker, Case Coordinator (Disability), Housing Assistant, Community Recreation Coordinator, Community Housing Resources Worker, Family Services Coordinator, Pastoral Care Worker, Community Worker, Community Services Coordinator, Case Coordinator (Community Services), Aboriginal Neighbourhood House Coordinator, Community Program Coordinator

## Entry Requirements

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement:

Students must be of 18 years of age to apply.

### English Language Entry Requirements:

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course..

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed. The completed form must be submitted to Student Support Services.

## Mode of study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment. Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration. Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred. A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion. Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

20 Units are required for the award for this qualification including: 12 core units, 8 elective units

Unit Code	Unit Name
<b>CORE UNITS</b>	
CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM013	Facilitate and review case management
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWH004	Maintain work health and safety
<b>ELECTIVE UNITS</b>	
CHCCSM009	Facilitate goal-directed planning
CHCCSM010	Implement case management practice
CHCCSM012	Coordinate complex case requirements
CHCCSM016	Undertake advanced assessments
CHCCDE028	Work within organisation and government structures to enable community development outcomes
CHCPOL003	Research and apply evidence to practice
CHCDEV004	Confirm developmental status
CHCCSL002	Apply specialist interpersonal and counselling interview skills

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### Course Details

Intakes	: Every month except December
Course Duration	: 104 weeks
Study Hours	: 20 hours per week

RII60520

# Advanced Diploma of Civil Construction Design

CRICOS Course Code: 116400J



## Course Description

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

## Career Opportunities

Employment pathways from the Qualification  
This qualification provides a pathway to work as a:

- Senior Civil Works Designer
- Para-professional designer, who supports professional engineers
- Road Design Draftsperson
- Sewage Reticulation Drafting Officer
- Structural Engineering Drafting Officer
- Civil Design Manager
- Contracts manager

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

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## Mode of Study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

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Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

Total number of units: 12  
5 core units  
7 elective units

Unit Code	Unit Name
BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
RIIQA601E	Establish and maintain a quality system
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBPMG530	Manage project scope
BSBPMG535	Manage project information and communication
RIICWD512E	Prepare detailed design of motorways and interchanges
RIICWD526E	Prepare detailed traffic analysis
RIILAT402E	Provide leadership in the supervision of diverse work teams

## Special Consideration

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### Course Details

Intakes	: Every month except December
Course Duration	: 2 years (104 weeks)
Study Hours	: 20 hours per week

**ICT60220**  
**Advanced Diploma of**  
**Information Technology**  
**(Telecommunications Network Engineering)**  
CRICOS Course Code: 116401H

# ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering)

## Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner

## Career Opportunities

The job roles that relate to this qualification may also include :

- Telecommunications Technical Officer
- Telecommunication Network Engineer
- IT Specialist
- No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## Entry Requirements

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement:

Students must be of 18 years of age to apply.

### English Language Entry Requirements:

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course..

### Pre-Training Review

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## Mode of Study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

Total units: 16, consist of 6 core and 10 elective units

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ICTTEN622	Produce ICT network architecture designs
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTTEN615	Manage network traffic
BSBLDR523	Lead and manage effective workplace relationships
ICTNWK546	Manage network security
ICTPMG613	Manage ICT project planning
ICTNWK560	Determine best-fit topologies for wide area networks
ICTNWK561	Design enterprise wireless local area networks
ICTDBS605	Development Knowledge Management Strategies
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

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### Course Details

Intakes	: Every month except December
Course Duration	: 52 weeks
Study Hours	: 20 hours per week

SIT30821

# Certificate III in Commercial Cookery

CRICOS Course Code: 109917E

## Course Description

This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

## Career Opportunities

This qualification provides a pathway to work in organisations such as restaurants, clubs, pubs, cafes and coffee shops.

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Assessment Process

Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery.

The assessment process may include:

- Written reports
- Presentations/Demonstrations
- Classroom activities/ Role plays
- Case studies
- Written test
- Project work/Research/ Portfolio

## Mode of Study

Classroom study (Level 4, 20 Queen Street, Melbourne, VIC 3000)

- Practical training in the kitchen (9 Nicholson Street, Bentleigh, VIC 3204)
- Compulsory Work based training – It is a requirement of gaining this qualification that the students complete a work placement at an approved hospitality enterprise(s). The institute has an agreement with a range of approved hospitality enterprises for work placement

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

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Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

25 units must be completed:

20 core units

5 elective units

consisting of: 3 units from Group A or Group B below, 2 units from Group A, Group B or Group C

### Unit Code

ITHCCC023  
SITHCCC027  
SITHCCC028  
SITHCCC029  
SITHCCC030  
SITHCCC031  
SITHCCC035  
SITHCCC036  
SITHCCC037  
SITHCCC041  
SITHCCC042  
SITHCCC043  
SITHKOP009  
SITHKOP010  
SITHPAT016  
SITXFSA005  
SITXFSA006  
SITXHRM007  
SITXINV006  
SITXWHS005  
SITXCOM007  
SITHCCC025  
SITHCCC039  
SITHCCC044  
BSBSUS211

### Unit Name

Use food preparation equipment  
Prepare dishes using basic methods of cookery  
Prepare appetisers and salads  
Prepare stocks, sauces and soups  
Prepare vegetable, fruit, eggs and farinaceous dishes  
Prepare vegetarian and vegan dishes  
Prepare poultry dishes  
Prepare meat dishes  
Prepare seafood dishes  
Produce cakes, pastries and breads  
Prepare food to meet special dietary requirements  
Work effectively as a cook  
Clean kitchen premises and equipment  
Plan and cost recipes  
Produce desserts  
Use hygienic practices for food safety  
Participate in safe food handling practices  
Coach others in job skills  
Receive, store and maintain stock  
Participate in safe work practices  
Show social and cultural sensitivity  
Prepare and present sandwiches  
Produce pates and terrines  
Prepare specialised food items  
Participate in sustainable work practices

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

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### Course Details

Intakes	: Every month except December
Course Duration	: 78 weeks
Study Hours	: 20 hours per week

SIT40521

# Certificate IV in Kitchen Management

CRICOS Course Code: 109614J

## Course Description

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

## Career Opportunities

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors. Possible job titles include: • Chef • chef de partie.

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Assessment Process

Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery.

The assessment process may include:

- Written reports
- Presentations/Demonstrations
- Classroom activities/ Role plays
- Case studies
- Written test
- Project work/Research/ Portfolio

## Mode of Study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will // include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

33 units must be completed:

27 core units, 6 elective units, consisting of:

3 units from Group A below, 3 units from the electives listed below or from any current endorsed Training Package or accredited course.

Unit Code	Unit Name
<b>CORE UNITS</b>	
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC043	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012	Develop recipes for special dietary requirements
SITHKOP013	Plan cooking operations
SITHKOP015	Design and cost menus
SITHPAT016	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006	Receive, store and maintain stock
SITXMGTO04	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices
<b>ELECTIVE</b>	
SITHCCC039	Produce pates and terrines
SITHCCC044	Prepare specialised food items
BSBSUS211	Participate in sustainable work practices
SITHKOP014	Plan catering for events or functions
SITXCOM007	Show social and cultural sensitivity
SITXCCS015	Enhance customer service experiences

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

## MELBOURNE Campus



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**CULINARY INSTITUTE**

A U S T R A L I A

CRICOS Code 03964A Provider Code 45775

*Your future starts here*

### Course Details

Intakes	: Every month except December
Course Duration	: 78 weeks
Study Hours	: 20 hours per week

SIT50422

# Diploma of Hospitality Management

CRICOS Course Code: 093367K



## Course Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

## Career Opportunities

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Assessment Process

Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery.

The assessment process may include:

- Written reports
- Classroom activities/ Role plays
- Written test
- Presentations/Demonstrations
- Case studies
- Project work/Research/ Portfolio

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred. A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

28 units must be completed:

11 core units, 17 elective units, consisting of:

1 unit from Group A, 1 unit from Group B, 11 units from Group C  
4 units from Group C, Group D, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

### Unit Code

SITXMGT004  
SITXHRM009  
SITXCCS015  
SITXHRM008  
SITXFIN009  
SITXWHS007  
SITXCCS016  
SITXFIN010  
SITXGLC002  
SITXCOM010  
SITXMGT005  
SITXFSA005  
SITHCCC027\*  
SITHCCC025\*  
BSBOPS502  
SITXCOM007  
SITHCCC023\*  
SITHCCC028\*  
SITHCCC030\*  
SITXFSA006  
SITHCCC035\*  
SITHCCC037\*  
SITHCCC036\*  
SITHCCC041\*  
SITHPAT016\*  
SITHCCC042\*  
SITHCCC043\*  
SITHCCC029

### Unit Name

Monitor work operations  
Lead and manage people  
Enhance customer service experiences  
Roster staff  
Manage finances within a budget  
Implement and monitor work health and safety practices  
Develop and manage quality customer service practices  
Prepare and monitor budgets  
Identify and manage legal risks and comply with law  
Manage conflict  
Establish and conduct business relationships  
Use hygienic practices for food safety  
Prepare dishes using basic methods of cookery  
Prepare and present sandwiches  
Manage business operational plans  
Show social and cultural sensitivity  
Use food preparation equipment  
Prepare appetisers and salads  
Prepare vegetable, fruit, eggs and farinaceous dishes  
Participate in safe food handling practices  
Prepare poultry dishes  
Prepare seafood dishes  
Prepare meat dishes  
Produce cakes, pastries and breads  
Produce desserts  
Prepare food to meet special dietary requirements  
Work effectively as a cook  
Prepare stocks, sauces and soups

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### Course Details

Intakes	: Every month except December
Course Duration	: 52 weeks
Study Hours	: 20 hours per week

SIT60322

# Advanced Diploma of Hospitality Management

CRICOS Course Code: 093366M

## Course Description

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

## Career Opportunities

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Assessment Process

Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery.

The assessment process may include:

- Written reports
- Classroom activities/ Role plays
- Written test
- Presentations/Demonstrations
- Case studies
- Project work/Research/ Portfolio

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred. A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

33 units must be completed:

14 core units

19 elective units

consisting of:

1 unit from Group A, 1 unit from Group B, 11 units from Group C  
6 units from Group C, Group D, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.

### Unit Code

SITXGLC002  
SITXFIN009  
SITXMG004  
SITXHRM009  
SITXCCS016  
SITXMG005  
SITXFIN010  
SITXHRM0012  
BSBFIN601  
BSBOPS601  
SITXHRM010  
SITXMPP014  
SITXFIN011  
SITXWHS008  
SITXFSA006  
BSBTWK501  
SITXCOM010  
SITHIND006  
SITXFSA005  
BSBOPS502  
SITHCCC029\*  
SITHCCC027\*  
SITHCCC023\*  
SITHCCC028\*  
SITHCCC036\*  
SITHCCC030\*  
SITHCCC035\*  
SITHCCC042\*  
SITHCCC025\*  
SITHCCC037\*  
SITHCCC041\*  
SITHPAT016\*  
SITHCCC043\*

### Unit Name

Identify and manage legal risk and comply with law  
Manage finances within a budget  
Monitor work operations  
Lead and manage people  
Develop and manage quality customer service practices  
Establish and conduct business relationships  
Prepare and monitor budgets  
Monitor staff performance  
Manage organisational finances  
Develop and implement business plans  
Recruit, select and induct staff  
Develop and implement marketing strategies  
Manage physical assets  
Establish and maintain a work health and safety system  
Participate in safe food handling practices  
Lead diversity and inclusion  
Manage conflict  
Source and use information on the hospitality industry  
Use hygienic practices for food safety  
Manage business operational plans  
Prepare stocks, sauces and soups  
Prepare dishes using basic methods of cookery  
Use food preparation equipment  
Prepare appetisers and salads  
Prepare meat dishes  
Prepare vegetable, fruit, eggs and farinaceous dishes  
Prepare poultry dishes  
Prepare food to meet special dietary requirements  
Prepare and present sandwiches  
Prepare seafood dishes  
Produce cakes, pastries and breads  
Produce desserts  
Work effectively as a cook

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### Course Details

Intakes	: Every month except December
Course Duration	: 52 weeks
Study Hours	: 20 hours per week

# BSB50420 Diploma of Leadership and Management

CRICOS Course Code: 104271A

## Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## Career Opportunities

Culinary Institute Australia's Diploma of Leadership & Management will prepare you for a wide range of attractive positions in business, industry, and government. The business sector provides successful students with a wide variety of career opportunities. The course has national accreditation, which is recognised throughout Australia.

Diploma of Leadership & Management graduates can apply across the wide range of Industries in the following roles:

- Office Manager
- Office Administrator
- Supervisor
- Team Leader

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred. A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

Total number of units = 12

6 core units

6 elective units

Unit Code	Unit Name
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness
BSBSTR502	Facilitate continuous improvement
BSBXCM501	Lead communication in the workplace
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area
BSBPEF501	Manage personal and professional development
BSBLDR522	Manage people performance

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

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### Course Details

Intakes	: Every month except December
Course Duration	: 52 weeks
Study Hours	: 20 hours per week

**BSB60420**

# Advanced Diploma of Leadership and Management

CRICOS Course Code: 108281M

## Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## Career Opportunities

- Business manager
- Branch manager
- Retail Manager
- Business owner
- Team leader or manager
- Project Manager
- Risk Management Consultant.

## Entry Requirements

### Academic Requirement

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

Entry to this qualification is limited to those who:  
Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).  
or  
Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

### Age Requirement

Students must be of 18 years of age to apply.

### English Language Entry Requirements

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Mode of Study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will // include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred. A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

Total number of units = 10

5 core units

5 elective units

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBPEF501	Manage personal and professional development
BSBPMG633	Provide leadership for the program
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBXCM501	Lead communication in the workplace

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to CIA Culinary Institute Australia for special consideration for entry.

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### Course Details

Intakes	: Every month except December
Course Duration	: 2 years (104 weeks)
Study Hours	: 20 hours per week

**BSB80120**

# Graduate Diploma of Management (Learning)

CRICOS Course Code: 116282K



## Course Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

## Career Opportunities

The job roles that relate to this qualification may also include :

- Corporate Training Manager
- Development Professional
- Career Development Manager
- RTO Manager
- RTO Director

## Entry Requirements

To gain entry into this course, participants should have successfully completed year 12 or equivalent level of studies.

### Age Requirement:

Students must be of 18 years of age to apply.

### English Language Entry Requirements:

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course..

### Pre-Training Review

Every learner must go through a Pre-Training Review (PTR) Process. The PTR process includes a PTR form, mandatory LLN Test and a computer self-assessment test which is reviewed by the Student Support Services team (Student Support Officer, LLN Support Officer, Trainer and Assessor & the Training Manager). The Pre-Training Review process ensures that educational and support needs of every learner are determined and that the learner is placed into a suitable course based on their career goals, interests, skills and knowledge assessed. The completed form must be submitted to Student Support Services.

## Mode of study

This course is delivered in a classroom-based environment with practical requirements simulated to reflect the training requirements. The delivery of training will include a mixture of face-to-face teaching, lectures, workshop delivery, group discussions, and individual research.

## Assessment Process

The assessment process will include oral, written and practical presentations, and real life simulations.

## Credit Transfer / RPL

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognized Certificates with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include credit transfer based on formal learning that is outside the AQF.

## Course Structure

Total units: 8, consist of 3 core and 5 elective units

Unit Code	Unit Name
BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBST601	Manage innovation and continuous improvement

## Special Consideration

If a student is not able to meet the minimum entry requirements but considers they have the skills and experience to succeed in the course, they may apply to Culinary Institute Australia for special consideration for entry.

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## International Student Application Form

This form must be completed by potential students wishing to study with Culinary Institute Australia to initiate their enrolment process.

<b>Applying from</b>	<input type="checkbox"/> Off-Shore (Outside Australia)	<input type="checkbox"/> On-Shore (In Australia)
<b>Application Fee</b>	<input type="checkbox"/> AUD 250 (non-refundable)	

### Personal Details

<b>Applicant's Family Name</b>					
<b>Applicant's Given Name(s)</b>					
<b>Date of Birth</b>		<b>Sex</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>Country of Birth</b>					
<b>Nationality</b>		<i>As shown on passport</i>			
<b>Unique Student Identifier</b>	USI (If known)				
<b>Full Residential Address (Home country) &amp;</b>					
<b>Full Residential Address (Australia) – On-shore Applicants Only</b>					
<b>Phone</b>		<b>Mobile:</b>			
<b>Email</b>					
<b>Emergency Contact Name</b>		<b>Relationship</b>			
<b>Email</b>		<b>Mobile</b>			

<b>Are you currently in Australia?</b>				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<i>If Yes, please provide previous/current provider and course details and your current visa status</i>									
<b>If Yes, which visa are you holding?</b>		<input type="checkbox"/>	Student	<input type="checkbox"/>	Working Holiday	<input type="checkbox"/>	Tourist	<input type="checkbox"/>	Other
<b>Passport No</b>		<b>Passport Expiry Date</b>		<b>Visa Number</b>		<b>Visa Expiry Date</b>			
<b>Do you wish the college to arrange OSHC for you?</b>				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<b>If yes, please arrange OSHC coverage for</b>				<input type="checkbox"/>	Single	<input type="checkbox"/>	Family		

### Educational & Professional Background

<b>Highest Qualification</b>	<i>(Please attach certified copies)</i>			
<b>Completed in</b>	Institution			
<b>Current/Last Job role</b>				
<b>Work Experience (Years and Details)</b>				
<b>IELTS /PTE Score (Overall )</b>			<b>Other (specify)</b>	

If you have any special needs or medical condition that you would like the college to be aware of, please provide the details below:

## Select course(s) you wish to study.

#	√	Course Code and Name	Total Duration (Incl. Holidays)	Start Date (Month/Year)
1	<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	104 Weeks	
2	<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering)	104 Weeks	
3	<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology (Cyber Security)	104 Weeks	
4	<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management	52 Weeks	
5	<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	52 Weeks	
6	<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	104 Weeks	
7	<input type="checkbox"/>	SIT30821 Certificate III in Commercial cookery	52 Weeks	
8	<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	78 Weeks	
9	<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	104 Weeks	
10	<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management	104 Weeks	
11	<input type="checkbox"/>	CHC33021 Certificate III in Individual Support	52 Weeks	
12	<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	52 Weeks	
13	<input type="checkbox"/>	CHC52021 Diploma of Community Services	104 Weeks	

\* Other fees may apply. See Culinary Institute Australia's Fee Schedule for complete fee information including tuition and non-tuition fees as included in your application pack or college website or by contacting the admissions team.

<b>Will you be applying for RPL or Credit Transfer?</b> <i>Apply using the RPL &amp; Credit Transfer Application Form separately once your enrolment is confirmed. Form is available from the institute's website</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Authorised person to receive refund:** Specific person(s), other than the overseas student, who is authorised to receive a refund:

Agent/Parent/ Guardian/ Other	Given NAME	Last Name

## Application Checklist (Attachments) *Mark and Attach all Applicable*

<input type="checkbox"/>	International Students Application Form (this form)	<input type="checkbox"/>	Certified Copy of your Passport
<input type="checkbox"/>	Certified Copies of your Previous Awards/Testamurs	<input type="checkbox"/>	Evidence of Course/s Pre-Requisites
<input type="checkbox"/>	Certified Copies of Transcripts/Statement of Results	<input type="checkbox"/>	Completed Pre-enrolment Self-Assessment
<input type="checkbox"/>	Certified Copy of IELTS/English Certificate/Results		

## Acceptance

**Transferring students to note that for transfer between providers the National Code Standard 7 applies.**

By signing this form, I acknowledge that I am 18 years and older at the time of this application; and I have read and understood the information provided above. I also acknowledge that I have received the application pack and read Culinary Institute course prospectus, fee schedule, relevant policies and procedures, including fee refund policy and procedure, ESOS Framework information, and received full information about my rights and responsibilities as an international student from Culinary Institute or an approved Education agent (in case of enrolment through an education agent) before making the decision to enrol in the course.

I confirm that I have sufficient funds to pay my tuition fees and other applicable dues during my studies. I agree to abide by the above terms & conditions. The information and documents provided by me are true and correct in all respects.

<b>Signature</b>	
<b>Date</b>	

Submit your application with ALL the supporting documents as per the **application checklist above** to **Culinary Institute AUSTRALIA, Level 4, 20 Queen St, Melbourne VIC 3000** or via email to **info@culinaryaustralia.edu.au**

### Office Use Only

Date application received		Received by	
Agent/Agency Name		Country	

Application considered by	Date	
Decision on Application	<input type="checkbox"/> Accepted	<input type="checkbox"/> Declined
<i>If declined, provide details</i>		
Signature		Date



# CULINARY INSTITUTE

A U S T R A L I A

CRICOS Code 03964A Provider Code 45775

*Your future starts here*

## MELBOURNE Campus



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