



WELLINGTON<sup>®</sup>

EDUCATION GROUP

— *Strive for Excellence* —

# COURSE GUIDE

— [WWW.WELLINGTONEDU.COM.AU](http://WWW.WELLINGTONEDU.COM.AU) —

# We Strive for Excellence

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# Welcome To Wellington Education



Wellington Education Group is the organisation that operates York Business Institute, York English College, Berkeley Business Institute and Le Rosey Hospitality Institute.

Our colleges deliver a wide range of vocational courses in the CBD of Sydney Australia with leading educational innovation and state-of-the-art campus facilities. "Strive for Excellence" in the private education sector is the goal for us to achieve in the long-term run.

Wellington Education Group focuses on providing quality education products, sound customer services, and enjoyable study environments to our students. All our colleges' campuses are located in premier locations with convenient access to public transport,

accommodation, shops, cafes, and major places of interests. Our qualified professional staff members are friendly and supportive to all enquiries from our students and other stakeholders.

We believe our students will not only learn knowledge in their classes but will also be equipped with the abilities to adapt themselves in the workplaces.

Wellington Education Group has a clear vision, ambition and long-term objective to develop our businesses. We welcome possible cooperation with quality education providers and companies in Australia and overseas.

**Gai Warner**  
Principal Executive Officer

**We specialise in getting students into high-end careers, particularly in the following industry sectors:**



**ELICOS**



**Childcare**



**Kitchen & Hospitality**



**Technology**



**Business**



**Financial**



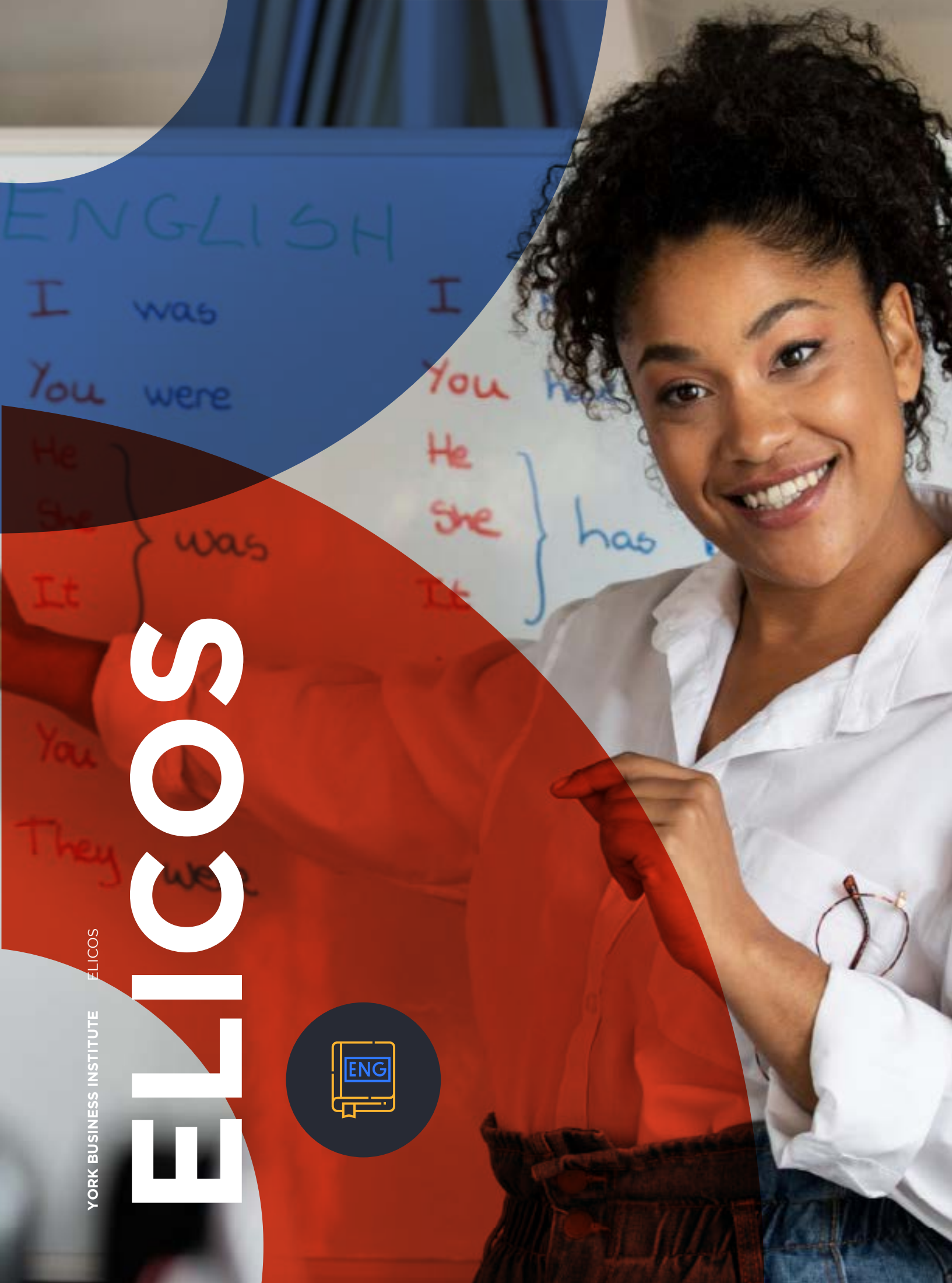
**Civil Construction**



**Interpreting & Translating**

**OUR FOCUS IS TO MAKE SURE YOU HAVE THE SKILLS THAT ARE RELEVANT IN TODAY'S - AND NOT YESTERDAY'S - WORLD.**

Learning at WEG is not just about qualifications. It's about taking a unique, career-focused approach. To do this, we offer career pathways designed with your end goal in mind.



ENGLISH

I was  
You were

I  
You had

He  
She } was

He  
She } has

It

It

You  
They were

# ELICOS

ELICOS

YORK BUSINESS INSTITUTE



ELICOS

## GENERAL ENGLISH (GE)

CRICOS COURSE CODE 109129M

**Duration: 1-65 weeks | Intakes: Weekly**  
**Delivery: Face to face**

### Course levels



The York English College General English has been designed for international students who have come to Australia to study General English for work or study-related purposes.

This programme will be offered at five levels and each level comprises 12 weeks of study. Each week consists of 20 hours of face-to-face classroom instruction. These classes are conducted in various sessions from Monday to Friday.

Students will undertake a placement test covering four main language components (reading, listening, writing and speaking) to identify an appropriate course entry level for them. They will also undertake regular assessments to evaluate the progress of their language learning and the effectiveness of the course in meeting their needs.

The main objectives of this General English programme are to develop students' skills and language to a target level of proficiency so that they can communicate their needs and intentions to others effectively and at the same time, help them achieve their personal purposes for learning English.

### Study Goals

- ✓ Reading, writing and listening skills
- ✓ Speaking and fluency skills
- ✓ Knowledge of grammar, vocabulary and idioms
- ✓ Communication and conversation strategies
- ✓ Pronunciation

# ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS COURSE CODE 114959H


 **Duration: 12 - 40 weeks | 3 Levels: Intermediate to Advanced | Intakes: Weekly | Delivery: Face to face**

The English for Academic Purposes (EAP) course at York English College is designed to prepare and orient international students to participate in the language and academic culture specifically required for further studies. This EAP course aims to improve the four English macro skills sufficiently to meet the minimum prescribed requirements of vocational and higher education institutions.

This EAP course also aims to support students by equipping them with a firm foundation in academic English and a set of study skills that will support them as they undertake university/tertiary courses. As such, students taking this course include those who are doing independent study, intending to join foundation programmes, starting undergraduate or postgraduate studies, or who may have already started their academic studies. It is also suitable for non-native English-speaking academics who need to present or publish in English.

The York English EAP course will be offered at three levels. Students are expected to study 12 weeks (each level) to achieve a level that is higher than their current proficiency. Each week consists of 20 hours of face-to-face classroom interaction. Students who successfully complete EAP level 2 will meet the English language requirements for foundation studies, TAFE and other VET Certificate and Diploma courses. Students who successfully complete EAP level 3 will meet the English language requirements for undergraduate studies (subject to course entry requirements).

## Course levels



Course Level	IELTS Academic/General English		Pathway
	Entry	Outcome	
<b>EAP Level 1</b>	5.0 / Intermediate	5.5 / Upper-Intermediate	
<b>EAP Level 2</b>	5.5 / Upper-Intermediate	6.0 / Upper-Intermediate Plus	<ul style="list-style-type: none"> <li>• VET Education</li> <li>• Foundation Studies</li> </ul>
<b>EAP Level 3</b>	6.0 / Upper-Intermediate Plus	6.5 / Advanced	<ul style="list-style-type: none"> <li>• Higher Education (subject to course entry requirements)</li> </ul>

## Course duration


A guide to the length of EAP Course you may need to study is provided below. Please note that this table should only be considered a guide. Lower scores in Writing may mean that you'll need to study EAP for longer.

Score at Time of Application		Estimated Time Required to Reach IELTS Entry Score (weeks)			
IELTS	TOEFL	5.0	5.5	6.0	6.5
6.0	70			6*	12
5.5	54		6**	12	18
5.0	40		12	18	24
4.5		12	18	24	30

\* for students with 6.0 overall, but 5.5 in either reading or writing; \*\* for students with 5.5 overall, but less than 5.0 in reading or writing.

# CAMBRIDGE TEST PREPARATION (CTP)

CRICOS COURSE CODE 1112452G

 **Duration: 12-46 weeks | Intakes: Weekly**  
**Delivery: Face to face**

## Course levels



The York English College Cambridge Test Preparation programme is designed for international students who wish to improve their English language skills and prepare for the Cambridge English exams, including the Cambridge B1 Preliminary(PET), Cambridge B2 First (FCE), and Cambridge Advanced English (CAE). The course will focus on developing the language skills necessary for success on these exams, including reading, writing, listening, speaking, grammar, and vocabulary.

This programme will be offered at three levels and each level comprises 12-14 weeks of study. Each week consists of 20 hours of face-to-face classroom instruction. These classes are conducted in various sessions from Monday to Thursday.

Students will undertake a placement test covering four main language components (reading, listening, writing and speaking) to identify an appropriate course entry level for them. They will also undertake regular assessments to evaluate the progress of their language learning and the effectiveness of the course in meeting their needs.

## Study Goals

- To prepare students for undertaking Cambridge main suite exams (PET, FCE and CAE) so that they can realise their full potential.
- To develop skills (Listening, Speaking, Reading & Writing) and knowledge of English relevant to the Paper of Cambridge main suite exams.

## ELICOS STUDY EXPERIENCE



### Movie Club

Now Screening some of Hollywood's favourite films. Have some popcorn and conversation as you snuggle in to watch the greatest hits in English. Suggestions Welcome!



### Conversation Club

Practice your skills in chatting during these lovely afternoon tea times with your classmates and friends.



### YEC Workshops

From Public Speaking, to Painting, to Crafts... the list is endless. This is an interactive hands-on way to learn something new and have fun too!



### Excursions

Visit museums, beaches, sights around Sydney and the harbour! What a gorgeous way to feel at home in this beautiful city.

## TIMETABLE

SHIFT	LESSON	TIME
Morning Shift	Morning Session 1	8:30am-10:30am
	Break	10:30-10:45am
	Morning Session 2	10:45-12:45pm
Afternoon Shift	Coming Soon	
Evening Shift	Evening Session 1	5:00pm-7:00pm
	Break	7:00pm-7:15pm
	Evening Session 2	7:15pm-9:15pm

BERKELEY BUSINESS INSTITUTE CERTIFICATE III | DIPLOMA

# EARLY CHILDHOOD/ SCHOOL-AGE EDU & CARE





CERTIFICATE III IN

# EARLY CHILDHOOD EDUCATION AND CARE

CHC30121 | CRICOS COURSE CODE: 110949J

**B** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of educators in early childhood education and care who work in regulated children’s education and care services in Australia. They support children’s wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. Early childhood educators work in long day care centres, family day care, preschools or kindergartens.

## Pathways from the qualification

After achieving this qualification candidates may undertake CHC50121 Diploma of Early Childhood Education and Care or a range of Diploma level qualifications within the CHC Community Services Training Package, or other Training Packages.

## Job roles

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator

## Work placement

Students are required to participate in a minimum of 170-hour practical placement within an accredited early childhood education and care service. Students are responsible for finding their own work placement however BBI has agreements with different Childcare centres which students may contact if they can’t find their own.

## Qualification structure

HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCECE034	Use an approved learning framework to guide practice
CHCECE055	Meet legal and ethical obligations in children’s education and care
CHCECE033	Develop positive and respectful relationships with children
CHCECE038	Observe children to inform practice
CHCECE037	Support children to connect with the natural environment
CHCECE036	Provide experiences to support children’s play and learning
CHCECE035	Support the holistic learning and development of children
CHCECE031	Support children’s health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC009	Support the holistic development of children in school age care
CHCECE030	Support inclusion and diversity
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples’ cultures
CHCDIV001	Work with diverse people
CHCECE056	Work effectively in children’s education and care

DIPLOMA OF

# EARLY CHILDHOOD EDUCATION AND CARE

CHC50121 | CRICOS COURSE CODE: 110950E

**B** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of educators in early childhood education and care who work in regulated children’s education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators. Early childhood educators work in long day care centres, family day care, preschools or kindergartens.

## Pathways from the qualification

After achieving this qualification candidates may undertake Higher Education pathways exist depending on the university, courses include Bachelor of Early Childhood Master of Teaching (Birth to 12 years old).

## Job roles

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator
- Room leaders
- Nominated or authorized supervisor for a Centre under 29 children

## Work placement

Students are required to participate in a minimum of 282-hour practical placement within an accredited early childhood education and care service. Students are responsible for finding their own work placement however BBI has agreements with different Childcare centres which students may contact if they can’t find their own.

## Qualification structure

CHCMGT003	Lead the work team
CHCDIV003	Manage and promote diversity
BSBTWK502	Manage team effectiveness
CHCECE044	Facilitate compliance in a children’s education and care service
CHCECE049	Embed environmental responsibility in service operations
CHCECE047	Analyse information to inform children’s learning
CHCECE048	Plan and implement children’s education and care curriculum
CHCECE046	Implement strategies for the inclusion of all children
CHCECE043	Nurture creativity in children
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE050	Work in partnership with children’s families
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE041	Maintain a safe and healthy environment for children
CHCPRP003	Reflect on and improve own professional practice
BSBHRM413	Support the learning and development of team and individuals

## DIPLOMA OF

**SCHOOL AGE EDUCATION AND CARE**

CHC50121 | CRICOS COURSE CODE: 117017H

**B** Duration: 65 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of educators who are responsible for the day-to-day running of a regulated school age education and care service in Australia. They plan, implement and manage programs across all areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. Educators have responsibility for the supervision of volunteers and/or other staff.

Educators in this context work in outside school hours care and vacation care.

To achieve this qualification the individual must have completed a total of at least 280 hours of work with school age children in a regulated children's education and care service in Australia.

The total number of hours may be applied collectively across all units of competency that include a requirement for workplace hours.

**Pathways from the qualification**

After achieving this qualification candidates may undertake:

Higher Education pathways exist depending on the university, courses include:

- Bachelor of Early Childhood
- Master of Teaching (Birth to 12 years old)

**Job roles**

- Afterschool Care Coordinator
- Educator
- Out of School Hours Care Worker
- Vacation care educator/ Coordinator

**Work placement**

Students enrolled in the CHC50221 Diploma of School Age Education and Care are required to participate in a minimum of 288 hours practical placement within an accredited early childhood education and care service.

**Qualification structure**

BSBLDR523	Lead and manage effective workplace relationships
CHCCCS007	Develop and implement service programs
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCDIV003	Manage legal and ethical compliance
CHCLEG003	Embed environmental responsibility in service operations
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC006	Support children to participate in school age care
CHCSAC007	Develop and implement play and leisure experiences in school age care
CHCSAC008	Work collaboratively and respectfully with school age children
CHCSAC010	Foster holistic learning, development and wellbeing for school age children
HLTAID012	Provide First Aid in an education and care setting
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace
HLTWHS003	Maintain work health and safety
SISXDIS001	Facilitate inclusion for people with a disability
CHCPRP003	Reflect on and improve own professional practice
BSBHRM413	Support the learning and development of teams and individuals
BSBTWK502	Manage team effectiveness
CHCCOM002	Develop communication to build relationships
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCFAM002	Work with a child focused approach
CHCMGT003	Lead the work team
SISXCAI007	Assist with activities not requiring equipment
CHCECE041	Maintain a safe and healthy environment for children

CERTIFICATE III | CERTIFICATE IV | DIPLOMA | ADVANCED DIPLOMA

# COOK & CHEF



Kitchen & Hospitality Management is globally thriving. To join this industry, learning the key skills has become easier with institutions and schools popping up everywhere.

**NEXT PAGE >**

## CERTIFICATE III IN

# COMMERCIAL COOKERY

SIT30821 CRICOS COURSE CODE 114800J



**Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of 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.

Completion of this qualification contributes to recognition as a trade cook.

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

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## Pathways from the qualification

After achieving this qualification, candidates may choose to study, SIT40521 Certificate IV in Kitchen Management or other SIT qualifications.

## Job roles

- Chef
- Cook
- Sous Chef

## Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students will need to complete 200 hours of work placement for the unit SITHCCC043 – Work effectively as a cook, in an approved Commercial Kitchen.

*\* Students are responsible for organising their own work placements however Le Rosey has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

## Qualification structure

SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC029	Prepare stocks, sauces and soups
SITHKOP009	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITXINV006	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHPAT016	Produce desserts
SITXFAS006	Participate in safe food handling practices
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC031	Prepare Vegetarian and vegan dishes
SITHCCC044	Prepare specialised food items
SITHCCC028	Prepare appetisers and salads
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITHKOP010	Plan and cost recipes
SITXHRM007	Coach others in job skills
SITXCOM007	Show social and cultural sensitivity
SITXINV007	Purchase goods
SITHCCC043	Work Effectively as a cook

## CERTIFICATE IV IN

# KITCHEN MANAGEMENT

SIT40521 CRICOS COURSE CODE 114801H

 **Duration: 78 weeks | Contact Hour: 20 hrs/week**

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.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## Pathways from the qualification

After achieving this qualification, candidates may choose to study, SIT50422 Diploma of Hospitality Management or other SIT qualifications.

## Job roles

- Chef
- Cook
- Sous Chef

## Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students will need to complete 400 hours of work placement for the units SITHCCC043 – Work effectively as a cook and SITHKOP013 – Plan Cooking Operations, in an approved Commercial Kitchen.\*

*Students are responsible for organising their own work placements however Le Rosey has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

## Qualification structure

SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC029	Prepare stocks, sauces and soups
SITHKOP009	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITXINV006	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHPAT016	Produce desserts
SITXFAS006	Participate in safe food handling practices
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC031	Prepare Vegetarian and vegan dishes
SITHCCC044	Prepare specialised food items
SITHCCC028	Prepare appetisers and salads
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITHKOP010	Plan and cost recipes
SITXHRM007	Coach others in job skills
SITXCOM007	Show social and cultural sensitivity
SITXINV007	Purchase goods
SITHCCC043	Work Effectively as a cook

## DIPLOMA OF HOSPITALITY MANAGEMENT

SIT50422 CRICOS COURSE CODE 110402G

 **Duration: 78 weeks | Contact Hour: 20 hrs/week**

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.

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.

### Pathways from the qualification

After achieving this qualification candidates may choose to study SIT60322 Advanced Diploma of Hospitality Management or other Advanced Diploma qualifications.

### Job roles

- Function manager
- Executive housekeeper
- Front office manager
- Motel manager
- Unit manager (catering operations)

### Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students will need to complete 200 hours of work placement for the unit SITHCCC043 – Work effectively as a cook, in an approved Commercial Kitchen.

*\* Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

### Qualification structure

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices
SITXFSA005	Use hygienic practices for food safety
SITHCCC043	Work Effectively as a cook
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC031	Prepare Vegetarian and vegan dishes
SITHCCC044	Prepare specialised food items
SITHCCC028	Prepare appetisers and salads
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITHKOP012	Develop menus for special dietary requirements
SITHKOP015	Design and cost menus
SITXFSA008	Develop and implement a food safety program
SITHKOP009	Clean kitchen premises and equipment

## ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

SIT60322 CRICOS COURSE CODE 110803F

 **Duration: 104 weeks | Contact Hour: 20 hrs/week**

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.

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.

### Pathways from the qualification

After achieving this qualification candidates may choose to progress into a Bachelors program with Universities.

### Job roles

- Area manager or operations manager
- Café owner or manager
- Club secretary or manager
- Executive chef
- Executive housekeeper
- Executive Sous Chef
- Food and beverage manager
- Head chef
- Motel Manager

### Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students will need to complete 200 hours of work placement for the unit SITHCCC043 – Work effectively as a cook, in an approved Commercial Kitchen.

*\* Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

### Qualification structure

BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system
SITXFSA005	Use hygienic practices for food safety
SITHCCC043	Work Effectively as a cook
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC031	Prepare Vegetarian and vegan dishes
SITHCCC044	Prepare specialised food items
SITHCCC028	Prepare appetisers and salads
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITHKOP012	Develop menus for special dietary requirements
SITHKOP015	Design and cost menus
SITXFSA008	Develop and implement a food safety program
SITHKOP009	Clean kitchen premises and equipment
SITXHRM008	Roster Staff
SITXCOM010	Manage Conflict



## CERTIFICATE III IN HOSPITALITY

SIT30622 | CRICOS COURSE CODE 110401A

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage and gaming.

### Pathways from the qualification

After achieving this qualification candidates may choose to study, SIT40422 Certificate IV in Hospitality or SIT50422 Diploma of Hospitality Management or other SIT qualifications.

### Job roles

- Food and beverage attendant
- Front desk receptionist
- Front office assistant
- Function attendant

### Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students are also required to complete 36 service shifts (approx. 200 hours) of work placement.

*\* Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

### Qualification structure

SITHIND006	Source and use information on the hospitality industry
SITHIND008	Work effectively in hospitality service
SITXCCS014	Provide services to customers
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices
SITHIND005	Use hygienic practices for hospitality service
SITXWHS006	Identify hazards, assess and control safety risks
SITXFSA006	Participate in safe food handling practices
SITHFAB021	Provide responsible service of alcohol
SITXCCS010	Provide visitor information
SIRXPDK001	Advise on products and services
SITHFAB036	Provide advice on food
SIRXSLS001	Sell to the retail customer
SITXFIN007	Process financial transactions

## DIPLOMA OF HOSPITALITY MANAGEMENT

SIT50422 CRICOS COURSE CODE 110402M

 **Duration: 91 weeks | Contact Hour: 20 hrs/week**

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.

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.

### Pathways from the qualification

After achieving this qualification candidates may choose to study SIT60322 Advanced Diploma of Hospitality Management or other Advanced Diploma qualifications.

### Job roles

- Function manager
- Executive housekeeper
- Front office manager
- Motel manager
- Unit manager (catering operations)

### Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students are also required to complete 36 service shifts (approx. 200 hours) of work placement.

*\*Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

### Qualification structure

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices
SITHIND005	Use hygienic practices for hospitality service
SITHIND008	Work effectively in hospitality service
SITHFAB021	Provide responsible service of alcohol
SITTTVL001	Access and interpret product information
SITXCCS010	Provide visitor information
SITHFAB036	Provide advice on food
SITXFSA006	Participate in safe food handling practices
SITXINV007	Purchase goods
SITXINV008	Control stock
SITHIND006	Source and use information on the hospitality industry
SIRXSTR001	Develop an e-commerce strategy
SIRXOSM007	Manage risk to organisational reputation in an online setting
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SITXFIN007	Process financial transactions
SITXCCS014	Provide services to customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS006	Identify hazards, assess and control safety risks

## ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

SIT60322 CRICOS COURSE CODE 110403K

 **Duration: 104 weeks | Contact Hour: 20 hrs/week**

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.

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.

### Pathways from the qualification

After achieving this qualification candidates may choose to progress into a Bachelors program with Universities.

### Job roles

- Area manager or operations manager
- Café owner or manager
- Club secretary or manager
- Executive chef
- Executive housekeeper

### Delivery modes

The programme will be 67% in a classroom situation and 33% online. Students are also required to complete 36 service shifts (approx. 200 hours) of work placement.

*\* Students are responsible for organising their own work placements however YBI has been able to secure a range of suitable work place host sites for our students in several commercial hospitality establishments.*

### Qualification structure

BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIM009	Manage finances within a budget
SITXFIM010	Prepare and monitor budgets
SITXFIM011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGTO04	Monitor work operations
SITXMGTO05	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system
SITHIND005	Use hygienic practices for hospitality service
SITHIND008	Work effectively in hospitality service
SITHFAB021	Provide responsible service of alcohol
SITTTVLO01	Access and interpret product information
SITXCCS010	Provide visitor information
SITHFAB036	Provide advice on food
SITXFSA006	Participate in safe food handling practices
SITXINVO07	Purchase goods
SITXINVO08	Control stock
SITHIND006	Source and use information on the hospitality industry
SIRXSTR001	Develop an ecommerce strategy
SIRXOSM007	Manage risk to organisational reputation in an online setting
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SITXFIM007	Process financial transactions
SITXCCS014	Provide services to customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS006	Identify hazards, assess and control safety risks
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices

# INFORMATION TECHNOLOGY



As technological progress accelerates, so does the demand for skilled computer science professionals. Become an expert in this transformative field, using your specialist knowledge to help shape the future of business.

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**CERTIFICATE IV IN****INFORMATION TECHNOLOGY**

(Programming and Web development)

ICT40120 | CRICOS COURSE CODE 103298J

**Duration: 78weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

**Pathways from the qualification**

ICT50220 Diploma of Information Technology or other Diploma qualifications.

**Job roles**

- Computer technician
- Client support officer (ICT)
- Software support technician
- Technical officer (ICT)

**Qualification structure**

BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cyber security risk management
ICTICT426	Identify and evaluate emerging technologies and practices
ICTICT443	Work collaboratively in the ICT industry
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS432	Identify and resolve client ICT problems
ICTICT449	Use version control systems in development environments
ICTPRG430	Apply introductory object-oriented language skills
ICTPRG433	Test software developments
ICTPRG437	Build a user interface
ICTPRG440	Apply introductory programming skills in different languages
ICTWEB431	Create and style simple markup language documents
ICTWEB432	Design website layouts
ICTWEB433	Confirm accessibility of websites
ICTWEB434	Transfer content to websites
ICTWEB443	Implement search engine optimisations
ICTWEB450	Evaluate and select a web hosting service
ICTWEB452	Create a markup language document

## DIPLOMA OF INFORMATION TECHNOLOGY

(Advanced Programming and Front end Web development)

ICT50220 | CRICOS COURSE CODE 105623G

 **Duration: 104 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in specialist fields, working independently, as part of a team or leading deliverables with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

### Pathways from the qualification

ICT Advanced Diploma or other higher education sector qualifications.

### Job roles

- General application support officer
- IT Office manager

### Qualification structure

BSBCRT512	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy in ICT environments
ICTSAS527	Manage client problems
ICTPRG535	Build advanced user interfaces
ICTPRG547	Apply advanced programming skills in another language
ICTPRG549	Apply intermediate object-oriented language skills
ICTPRG554	Manage data persistence using noSQL data stores
ICTPRG556	Implement and use a model view controller framework
ICTICT530	Design user experience solutions
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB518	Build a document using extensible markup language
ICTWEB519	Develop complex web page layouts
ICTWEB520	Develop complex cascading style sheets
ICTICT523	Gather data to identify business requirements
ICTPRG533	Debug and monitor applications
ICTPMG505	Manage ICT projects

## ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

(Telecommunications Network Engineering and IT Strategy and Organisational Development)

ICT60220 | CRICOS COURSE CODE 105624F

 **Duration: 104 weeks | Contact Hour: 20 hrs/week**

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 (sole trader/contractor).

### Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level.

### Job roles

- Telecommunications Network Engineer
- Enterprise Architecture Manager
- Enterprise Application Integration Consultant
- Knowledge Manager
- Software Manager

### Qualification structure

BSBCRT611	Apply critical thinking for complex problem solving
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBWOR502	Lead and manage team effectiveness
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
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTPMG613	Manage ICT project planning
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs
ICTPRG605	Manage development of technical solutions from business specifications
ICTSAD610	Analyse stakeholder requirements
ICTSAD612	Implement and maintain uses of containerisation
ICTSAD613	Install and configure container orchestration services
ICTPMG617	Plan and direct complex ICT projects
	Integrate sustainability in ICT planning and design projects

CERTIFICATE III | CERTIFICATE IV | DIPLOMA | ADVANCED DIPLOMA

# CIVIL CONSTRUCTION



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## ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

RII60520 | CRICOS COURSE CODE 115458K

 **Duration: 104 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of an individual working as a senior civilworks 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.

### Pathways from the qualification

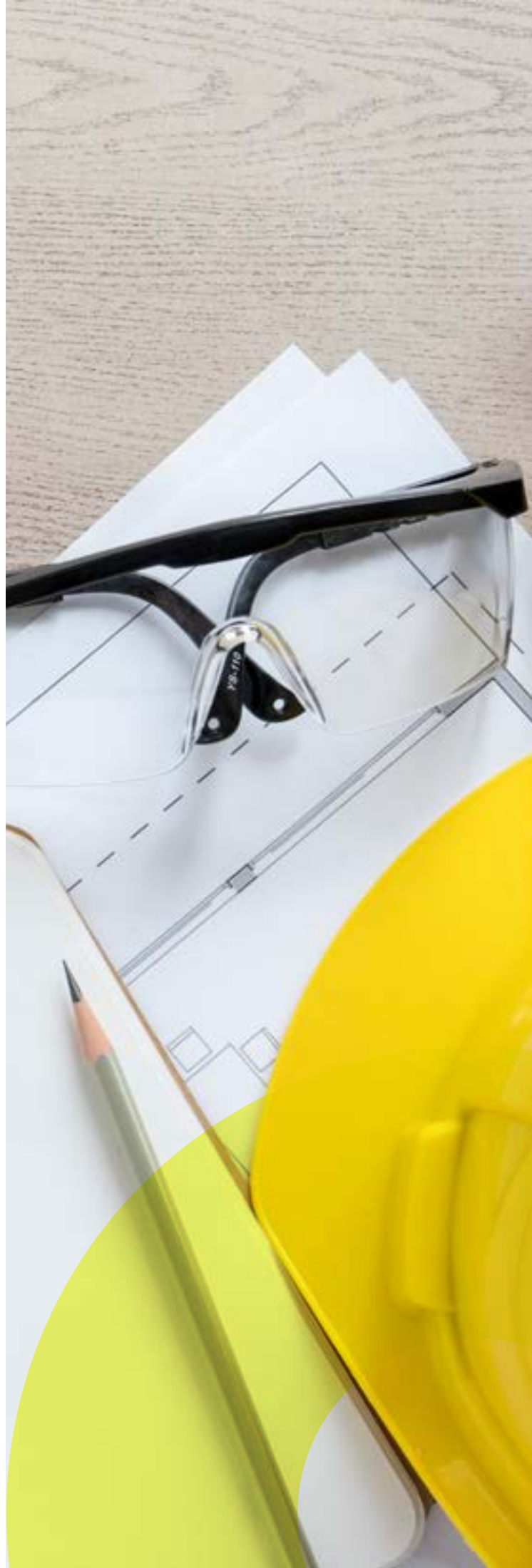
After achieving this qualification candidates may undertake further higher education (Bachelor's degree).

### Job roles

- Civil Engineering Draftsperson
- Civil Engineering Design Draftsperson
- Civil Engineering Technician
- Road Design Draftsperson
- Sewage Reticulation Drafting Officer
- Structural Engineering Drafting Officer
- Site Manager
- Estimator
- Contract Administrator

### Qualification structure

BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system
BSBPMG540	Manage project integration
BSBPMG534	Manage project human resources
BSBSTR601	Manage innovation and continuous improvement
BSBPMG530	Manage project scope
RIICWD533E	Prepare detailed design of civil concrete structures
RIICWD535E	Prepare detailed design of civil timber structures
RIILAT402E	Provide leadership in the supervision of diverse work teams





YORK BUSINESS INSTITUTE | DIPLOMA | ADVANCED DIPLOMA

# TRANSLATING & INTERPRETING



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## DIPLOMA OF Interpreting

PSP50922 | CRICOS COURSE CODE 116430C

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who interpret between two languages, in general dialogue and monologue settings where the interpreter is able to control the interaction to assist retention and recall. Students successfully finishing the PSP50922 - Diploma of Interpreting course and passing the NAATI (National Accreditation Authority for Translators and Interpreters) Certified Interpreter exam may gain employment in the public and private sectors as a NAATI certified interpreter, either on a freelance or contract basis in areas such as business, tourism, education, health and legal services.

### Pathways from the qualification

Advanced Diploma of Interpreting or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations.

### Job roles

- Interpreter

### Qualification structure

PSPTIS102	Apply codes and standards to ethical practice
PSPTIS104	Prepare to translate or interpret
PSPTIS112	Interpret in general dialogue settings
PSPTIS114	Manage interactions in general settings
PSPTIS115	Use routine subject area terminology in two languages
PSPTIS103	Build glossaries for translating and interpreting assignments
PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts
PSPTIS118	Use routine health terminology in two languages
PSPTIS119	Use routine legal terminology in two languages
PSPTIS113	Interpret in general monologue settings
PSPTIS145	Apply codes and standards to professional judgement
PSPTIS146	Negotiate translating or interpreting assignments

## ADVANCED DIPLOMA OF Translating

PSP60822 | CRICOS COURSE CODE 116431B

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who translate special purpose texts from one language to another, including spoken or signed languages, to convey information to a known or wide unknown audience.

Students successfully finishing the PSP60822 - Advanced Diploma of Translating course and passing the NAATI (National Accreditation Authority for Translators and Interpreters) Certified Translator exam may gain employment in the public and private sectors as a NAATI certified translator, either on a freelance or contract basis in areas such as business, tourism, education, health and legal services.

### Pathways from the qualification

Higher Education or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations.

### Job roles

- Translator

### Qualification structure

PSPTIS103	Build glossaries for translating and interpreting assignments
PSPTIS106	Translate and certify non-narrative texts
PSPTIS120	Revise translations
PSPTIS124	Apply theories to translating work practices
PSPTIS130	Use translation technology
PSPTIS145	Apply codes and standards to professional judgement
PSPTIS146	Negotiate translating or interpreting assignments
PSPTIS121	Translate special purpose texts from English to LOTE
PSPTIS125	Demonstrate complex written LOTE proficiency in different subjects and cultural contexts
PSPTIS148	Read and analyse special purpose English texts to be translated
PSPTIS122	Translate special purpose texts from LOTE to English
PSPTIS123	Read and analyse special purpose LOTE texts to be translated
PSPTIS126	Demonstrate complex written English proficiency in different subjects and cultural contexts
PSPTIS127	Maintain and enhance professional practice
PSPTIS129	Translate multimedia source material

YORK BUSINESS INSTITUTE | CERTIFICATE IV | DIPLOMA | ADVANCED DIPLOMA

# ACCOUNTING



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## CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

FNS40222 CRICOS COURSE CODE 110813C



Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

### Pathways from the qualification

FNS50222 Diploma of Accounting or other Diploma qualifications.

### Job roles

- Accounts administration
- Accounts clerk
- Accounts payable officer
- Accounts receivable Officer
- Bookkeeper
- Payroll officer

### Qualification structure

BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
BSBTEC301	Design and produce business documents
BSBTEC402	Design and produce complex spreadsheets
FNSACC323	Perform financial calculations

## DIPLOMA OF

**ACCOUNTING**

FNS50222 CRICOS COURSE CODE 110399A

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

**Pathways from the qualification**

FNS60222 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

**Job roles**

- Accounts payable team leader;
- Accounts receivable team leader;
- Collections supervisor;
- Payroll team leader/Manager.
- Payroll officer

**Qualification structure**

FNSACC521	Provide financial and business performance information
FNSACC522	Provide financial and business performance information
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
BSBTEC402	Design and produce complex spreadsheets
FNSACC505	Establish and maintain accounting information systems
FNSFMK515	Comply with financial services regulation and industry codes of practice
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance

**ADVANCED DIPLOMA OF****ACCOUNTING**

FNS60222 CRICOS COURSE CODE 110400B

**Duration: 78 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad parameters. Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

**Pathways from the qualification**

After achieving this qualification candidates may choose to undertake studies at higher education level.

**Job roles**

- Accounts manager
- Business analyst
- Office manager
- Payroll manager

**Qualification structure**

FNSACC634	Monitor corporate governance activities
FNSINC611	Apply economic principles to work in the financial services industry
FNSINC612	Interpret and use financial statistics and tools
FNSACC522	Prepare tax documentation for individuals
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC603	Implement tax plans and evaluate tax obligations
FNSACC521	Provide financial and business performance information
FNSACC607	Evaluate business performance
FNSACC608	Evaluate organisation's financial performance
FNSACC526	Implement and maintain internal control procedures
FNSACC602	Audit and report on financial systems and records
FNSACC606	Conduct internal audit
FNSACC527	Provide management accounting information
FNSACC613	Prepare and analyse management accounting information

CERTIFICATE III | CERTIFICATE IV | DIPLOMA | ADVANCED DIPLOMA

# BUSINESSES



In an age of globalisation, disruption and rapid technological change, there has never been a more exciting time to pursue a career in business.

## GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

BSB80120 | CRICOS COURSE CODE 104598M

**D** Duration: 104 weeks | Contact Hour: 20 hrs/week

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.

### Pathways from the qualification

After achieving this qualification candidates may undertake further higher education (Master degree or above).

### Job roles

- Career development manager (Education Sector)
- RTO manager
- RTO education advisor

### Qualification structure

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBFIN801	Lead financial strategy development
BSBSTR802	Lead strategic planning processes for an organisation
BSBLDR812	Develop and cultivate collaborative partnerships and relationships

## GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

BSB80120 | CRICOS COURSE CODE 116930E

**B** Duration: 104 weeks | Contact Hour: 20 hrs/week

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.

### Pathways from the qualification

After achieving this qualification candidates may undertake further higher education (Master degree or above).

### Job roles

- Career development manager (Education Sector)
- RTO manager
- RTO education advisor

### Qualification structure

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBFIN801	Lead financial strategy development
BSBSTR802	Lead strategic planning processes for an organisation
BSBLDR812	Develop and cultivate collaborative partnerships and relationships



## CERTIFICATE IV IN

**PROJECT  
MANAGEMENT PRACTICE**

BSB40920 | CRICOS COURSE CODE 115456A

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

**Pathways from the qualification**

BSB50820 Diploma of Project Management or other Diploma qualifications.

**Job roles**

- Project analyst
- Project officer
- Project records officer
- Project administrator/coordinator

**Qualification structure**

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG428	Apply project life cycle management processes

## CERTIFICATE IV IN

**PROJECT  
MANAGEMENT PRACTICE**

BSB40920 | CRICOS COURSE CODE 105095D

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

**Pathways from the qualification**

BSB50820 Diploma of Project Management or other Diploma qualifications.

**Job roles**

- Project analyst
- Project officer
- Project records officer
- Project administrator/coordinator

**Qualification structure**

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG428	Apply project life cycle management processes

## DIPLOMA OF

**PROJECT MANAGEMENT**

BSB50820 | CRICOS COURSE CODE 115457M

**D** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

**Pathways from the qualification**

BSB60720 Advanced Diploma of Program Management or other Advanced Diploma qualifications.

**Job roles**

- Project contract manager
- Project leader/team leader
- Project manager (industry specific)
- Project vendor manager

**Qualification structure**

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBPMG538	Manage project stakeholder engagement
BSBTWK502	Manage team effectiveness
BSBPMG537	Manage project procurement
BSBPMG539	Manage project governance

## DIPLOMA OF

**PROJECT MANAGEMENT**

BSB50820 | CRICOS COURSE CODE 104054K

**B** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

**Pathways from the qualification**

BSB60720 Advanced Diploma of Program Management or other Advanced Diploma qualifications.

**Job roles**

- Project contract manager
- Project leader/team leader
- Project manager (industry specific)
- Project vendor manager

**Qualification structure**

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBPMG538	Manage project stakeholder engagement
BSBTWK502	Manage team effectiveness
BSBPMG537	Manage project procurement
BSBPMG539	Manage project governance

## ADVANCED DIPLOMA OF

**PROGRAM MANAGEMENT**

BSB60720 | CRICOS COURSE CODE 117020B

**B** Duration: 78 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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.

**Pathways from the qualification**

After achieving this qualification candidates may choose to undertake studies at higher education level

**Job roles**

- Program manager
- Program director

**Qualification structure**

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBSTR601	Manage innovation and continuous improvement
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBPMG637	Engage in collaborative alliances
ICTICT612	Develop contracts and manage contract performance

## ADVANCED DIPLOMA OF

**PROGRAM MANAGEMENT**

BSB60720 | CRICOS COURSE CODE 104446E

**B** Duration: 78 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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.

**Pathways from the qualification**

After achieving this qualification candidates may choose to undertake studies at higher education level

**Job roles**

- Program manager
- Program director

**Qualification structure**

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBSTR601	Manage innovation and continuous improvement
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBPMG637	Engage in collaborative alliances
ICTICT612	Develop contracts and manage contract performance

## CERTIFICATE IV IN

**LEADERSHIP  
AND MANAGEMENT**

BSB40520 | CRICOS COURSE CODE 103976J

**B** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

**Pathways from the qualification**

BSB50420 Diploma of Leadership and Management or other Diploma qualifications.

**Job roles**

- Team leader
- Supervisor
- Coordinator
- Leading hand

**Qualification structure**

BSBLDR411	Demonstrate leadership in the workplace
BLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
BSBLDR414	Lead team effectiveness
BSBSTR401	Promote innovation in team environments
BSBOPS403	Apply business risk management processes
BSBWRT411	Write complex documents
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBLDR412	Communicate effectively as a workplace leader

## DIPLOMA OF

**LEADERSHIP AND  
MANAGEMENT**

BSB50420 | CRICOS COURSE CODE 104252D

**B** Duration: 104 weeks | Contact Hour: 20 hrs/week

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.

**Pathways from the qualification**

BSB60420 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications

**Job roles**

- Manager
- Supervisors

**Qualification structure**

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
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBFIN501	Manage budgets and financial plans
BSBSTR502	Facilitate continuous improvement

## ADVANCED DIPLOMA OF

**LEADERSHIP AND  
MANAGEMENT**

BSB60420 | CRICOS COURSE CODE 105035E

**B** Duration: 104 weeks | Contact Hour: 20 hrs/week

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 to respond to complex problems.

**Pathways from the qualification**

After achieving this qualification candidates may choose to undertake studies at higher education level.

**Job roles**

- Area manager
- Department manager
- Regional manager

**Qualification structure**

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
BSBSTR602	Develop organisational strategies
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBHRM614	Contribute to strategic workforce planning
BSBAUD601	Establish and manage compliance management systems
BSBWHS605	Develop, implement and maintain WHS management systems

## CERTIFICATE IV IN

**MARKETING AND COMMUNICATION**

BSB40820 | CRICOS COURSE CODE 105036D

**B** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who use well-developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

**Pathways from the qualification**

BSB50620 Diploma of Marketing and Communication or a range of other Diploma qualifications.

**Job roles**

- Advertising account coordinator
- Marketing and communications consultant
- Direct marketing officer
- Market research assistant
- Marketing coordinator

**Qualification structure**

BSBWRT411	Write complex documents
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBMKG439	Develop and apply knowledge of communications industry
BSBMKG440	Apply marketing communication across a convergent industry
BSBMKG433	Undertake marketing activities
BSBMKG435	Analyse consumer behaviour
BSBINS401	Analyse and present research information
BSBOPS403	Apply business risk management processes
BSBMKG431	Assess marketing opportunities
BSBMKG434	Promote products and services
BSBPEF402	Develop personal work priorities

## DIPLOMA OF

**MARKETING AND COMMUNICATION**

BSB50620 | CRICOS COURSE CODE 105037C

**B** Duration: 78 weeks | Contact Hour: 20 hrs/week

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams.

**Pathways from the qualification**

BSB60520 Advanced Diploma of Marketing and Communication or a range of other Advanced Diploma qualifications.

**Job roles**

- Marketing manager
- Campaign manager
- Executive assistant

**Qualification structure**

BSBMKG552	Design and develop marketing communication plans
BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBPMG430	Undertake project work
BSBMKG555	Write persuasive copy
BSBMKG549	Profile and analyse consumer behaviour for international markets
BSBMKG545	Conduct marketing audits
BSBMKG544	Plan and monitor direct marketing activities
BSBMKG546	Develop social media engagement plans
BSBFIN501	Manage budgets and financial plans
BSBMKG543	Plan and interpret market research
BSBOPS504	Manage business risk

## ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

BSB60520 | CRICOS COURSE CODE 105038B

**B** Duration: 104 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies.

Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

### Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level.

### Job roles

- Marketing director
- Marketing strategist
- Global account manager

### Qualification structure

BSBMKG622	Manage organisational marketing processes
BSBTWK601	Develop and maintain strategic business networks
BSBMKG623	Develop marketing plans
BSBMKG621	Develop organisational marketing strategy
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBLDR601	Lead and manage organisational change
BSBFIN601	Manage organisational finances
BSBMKG624	Manage market research
BSBLDR602	Provide leadership across the organisation
BSBAUD601	Establish and manage compliance management systems
BSBMKG626	Develop advertising campaigns

## CERTIFICATE III IN BUSINESS

BSB30120 | CRICOS COURSE CODE 104594D

**D** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Conversely, it may also apply to those with little or no vocational experience, but who possess theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

### Pathways from the qualification

A range of Certificate IV level qualifications within the BSB Training Package, or other Training Packages.

### Job roles

- Medical receptionist
- Records clerk
- Administrative assistant
- Customer service representative

### Qualification structure

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
BSBWRT311	Write simple documents
BSBPEF301	Organise personal work priorities
BSBFIN302	Maintain financial records
BSBOPS305	Process customer complaints

## CERTIFICATE IV IN BUSINESS

BSB40120 CRICOS COURSE CODE 106420K

 **Duration: 26 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

### Pathways from the qualification

BSB50120 Diploma of Business or other Diploma qualifications.

### Job roles

- Personal assistant
- Sustainability manager
- Sustainability officer
- Office administrator
- Sales assistant
- Trade coordinator

### Qualification structure

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBSTR401	Promote innovation in team environments
BSBCMM411	Make presentations
BSBTEC402	Design and produce complex spreadsheets

## DIPLOMA OF BUSINESS

BSB50120 CRICOS COURSE CODE 106421J

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities. Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

### Pathways from the qualification

BSB60120 Advanced Diploma of Accounting or other Advanced Diploma qualifications.

### Job roles

- Executive officer
- Business development manager
- Project consultant
- Office manager
- Business sales team leader

### Qualification structure

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS502	Manage business operational plans
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBPMG430	Undertake project work
BSBPEF501	Manage personal and professional development
BSBSTR502	Facilitate continuous improvement



## ADVANCED DIPLOMA OF BUSINESS

BSB60120 CRICOS COURSE CODE 106422H

**D** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities. Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area. The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area.

### Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level.

### Job roles

- Quarry business manager
- Business analyst
- Senior executive
- Business development director
- Administrator

### Qualification structure

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBINS601	Manage knowledge and information
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBAUD601	Establish and manage compliance management systems

## CERTIFICATE IV IN BUSINESS (ADMINISTRATION)

BSB40120 CRICOS COURSE CODE 105031J

**B** Duration: 52 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others.

### Pathways from the qualification

BSB50120 Diploma of Business or a range of other Diploma qualifications.

### Job roles

- Accounts supervisor
- Executive personal assist
- Office administrator
- Project assistant

### Qualification structure

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work
BSBTEC401	Design and produce complex text documents
BSBTEC402	Design and produce complex spreadsheets

## DIPLOMA OF BUSINESS (OPERATIONS)

BSB50120 CRICOS COURSE CODE 105032H

**B** Duration: 78 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

### Pathways from the qualification

BSB60120 Advanced Diploma of Business or other Advanced Diploma qualifications.

### Job roles

- Administration manager
- General office manager
- Office manager

### Qualification structure

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS502	Manage business operational plans
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBOPS505	Manage organisational customer service
BSBHRM525	Manage recruitment and onboarding
BSBSTR502	Facilitate continuous improvement

## ADVANCED DIPLOMA OF BUSINESS

BSB60120 CRICOS COURSE CODE 105033G

**B** Duration: 104 weeks | Contact Hour: 20 hrs/week

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

### Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level.

### Job roles

- Executive director
- Executive manager
- Director
- Manager
- Senior executive

### Qualification structure

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBINS601	Manage knowledge and information
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBAUD601	Establish and manage compliance management systems

CERTIFICATE IV IN

# HUMAN RESOURCE MANAGEMENT

BSB40420 | CRICOS COURSE CODE 104595C

 **Duration: 52 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer. Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

## Pathways from the qualification

BSB50320 Diploma of Human Resource Management or other Diploma qualifications.

## Job roles

- Human resources officer
- Human resources coordinator
- Payroll officer

## Qualification structure

BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM412	Lead difficult conversations
BSBHRM529	Coordinate separation and termination processes
BSBHRM531	Coordinate health and wellness programs
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBWRT411	Write complex documents

DIPLOMA OF

# HUMAN RESOURCE MANAGEMENT

BSB 50320 | CRICOS COURSE CODE 104596B

 **Duration: 78 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner. Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

## Pathways from the qualification

BSB60320 Advanced Diploma of Human Resource Management or other Advanced Diploma qualifications.

## Job roles

- Human resources officer
- Human resources coordinator
- Payroll officer

## Qualification structure

BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBHRM525	Manage recruitment and onboarding
BSBWHS521	Ensure a safe workplace for a work area
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development

## ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT

BSB60320 | CRICOS COURSE CODE 104597A



**Duration: 78 weeks | Contact Hour: 20 hrs/week**

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior Human Resources Business Partner. Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may manage a single human resources function.

### Pathways from the qualification

Higher education or a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

### Job roles

- Human resources manager
- Senior human resources officer

### Qualification structure

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBHRM611	Contribute to organisational performance development
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement





# Pathway *Arrangement*

We are committed to delivering exceptional vocational education and training (VET) courses, ranging from Certificate III to Advanced Diploma levels and Graduate Diploma. Through our industry-relevant curriculum and hands-on training, students acquire the skills and knowledge necessary to excel in their chosen fields. Beyond immediate career prospects, our courses offer a pathway to further education. Students who can successfully complete their courses with us are eligible to cut up to 1 year off from their bachelor's degrees and other higher education qualifications (Credit packages and articulation arrangements will vary from institution to institution depending upon the course you wish to study).

YBI, BBI & Le Rosey	TAFE NSW	UNIVERSITY	AQF Level
		Doctoral Degree	Level 10
		Masters Degree	Level 9
<input checked="" type="checkbox"/> Graduate Diploma			<b>Level 8</b>
		Graduate Certificate	Level 8
		Bachelor Honours Degree	Level 8
		Bachelor Degree	Level 7
		Associate Degree	Level 6
<input checked="" type="checkbox"/> Advanced Diploma			<b>Level 6</b>
<input checked="" type="checkbox"/> Diploma			<b>Level 5</b>
<input checked="" type="checkbox"/> Certificate IV			<b>Level 4</b>
<input checked="" type="checkbox"/> Certificate III			<b>Level 3</b>

# Study Experience with WEG

We aim to provide outstanding learning environments and rich experiences that lead to excellent outcomes for our diverse range of students. Staff work collaboratively to create innovative strategies to support high-quality student learning, and the learning support necessary to enable students to overcome obstacles and succeed in their studies.



## Teaching Quality

Learn from qualified and experienced teachers - WEG prides itself on its carefully selected teaching staff, with all programs delivered by specialist teachers and academics with extensive experience and industry connections.



## Learner Engagement

You'll be actively guided by your teachers every step of the way - in and out of class, learning vital work-ready skills such as collaboration, communication, independent learning and critical thinking. Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.



## Student Support

You'll be actively guided by your teachers every step of the way - in and out of class, learning vital work-ready skills such as collaboration, communication, independent learning and critical thinking. Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.



## CBD Location

Our campus has modern and up-to-date facilities and we are located in the heart of Sydney's vibrant city. This means that we are very close to all forms of transport, shopping malls and restaurants, you'll be constantly surrounded by other inspiring young minds.

## Campus Facilities

- ✓ Student library and lounge
- ✓ Computer laboratories
- ✓ Student lounge with kitchenette
- ✓ Private counselling centre
- ✓ Modern and up-to-date facilities
- ✓ Air-conditioned spacious classrooms
- ✓ Large windows for natural light
- ✓ Campus Wi-Fi access for students

# Working

## While Study



### Starting your search for work

Australia has a huge range of job search websites including:

- Adzuna
- Seek
- Grad Australia
- Explore Jobs
- Explore Jobs

You can use the Fair Work Ombudsman's Pay and Conditions Tool (P.A.C.T) to find out pay rates, penalties and allowances, leave entitlements and more.



### Getting ready for the job

- ✓ Step 1: Research the organisation
- ✓ Step 2: Create a winning CV
- ✓ Step 3: Write a cover letter
- ✓ Step 4: Submit your application
- ✓ Step 5: Attend your interview
- ✓ Step 6: Ready to work



### Working experience and internships

Many international students complete a work experience placement or an internship while studying. There are different types of work experience options available to international students

- Cadetships
- Co-operative education
- Holiday work
- Internships



### Workplace health & safety

It's important you know your workplace health and safety rights and obligations. Your manager must give you appropriate training, supervision, information and equipment to ensure you can work safely. You should speak up if you think you could be hurt at work.

[More Information →](#)



A young woman with voluminous, curly brown hair is smiling and looking down at an open book she is holding. She is wearing a white t-shirt under a blue denim jacket. A black strap, likely from a backpack, is visible over her right shoulder. The background is a plain, light color. The entire image is framed by a thin orange border.

*A Better Way  
to Learn*

# Let's Start

## *The Journey*

### 1. Choose course

Check out our course outline and entry requirements on college website:

- [www.york.edu.au/courses](http://www.york.edu.au/courses)
- [www.berkeley.edu.au/courses](http://www.berkeley.edu.au/courses)
- [www.lerosey.edu.au/courses](http://www.lerosey.edu.au/courses)

### 2. Complete the enrolment form

Read the terms & conditions and the Student Handbook available on our website then complete the enrolment form online or request a paper enrolment form.

### 3. Provide relevant documents

Attach all relevant documents. For example, certified copies of passport, education qualifications, English qualifications, any working experience (if relevant) and RPL application (if relevant).

### 4. Submit application

Return your application form and the necessary documents to :

Level 1, 338 Pitt St. Sydney NSW 2000 OR email to :

- [info@berkeley.edu.au](mailto:info@berkeley.edu.au)
- [info@york.edu.au](mailto:info@york.edu.au)
- [info@lerosey.edu.ai](mailto:info@lerosey.edu.ai)

### 5. Receive an offer letter

Upon receipt of your application form and supporting documents. Our Admission Team or a delegate will assess your suitability to the course that you have applied for. If your application is successful you will receive a letter of offer for your nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

**For more information about our courses, important dates, fees, and entry requirements, please visit [wellingtonedu.com.au](http://wellingtonedu.com.au)**



DISCLAIMER: The information in this brochure is correct as of June 2024. Changes in circumstances after this date may alter the accuracy of the information. WEG reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting our colleges.

June 2024, Version 6



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EDUCATION GROUP

— *Strive for Excellence*

## Get Connected

**W:** [www.wellingtonedu.com.au](http://www.wellingtonedu.com.au)

**P:** +61 2 8316 6666

**E:** [info@wellingtonedu.com.au](mailto:info@wellingtonedu.com.au)

### YEC, YBI BBI & Le Rosey Campuses:

**City - CBD Campus:** Level 1, 338 Pitt Street,  
Sydney NSW 2000, Australia

**City - Glebe Campus:** 54 Parramatta Rd,  
Forest Lodge NSW 2037, Australia

**BERKELEY**  
BUSINESS INSTITUTE

CRICOS CODE: 03395G  
ABN: 82 159 598 197  
RTO: 40693



CRICOS CODE: 03549E  
ABN: 50 606 511 353  
RTO: 45033



**LE ROSEY**  
HOSPITALITY INSTITUTE

CRICOS CODE: 04183M  
ABN: 88 651 266 518  
RTO: 45828