COURSE HANDBOOK

(International Students)

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INTRODUCTION

Melbourne City College Australia (MCCA) is a quality educational provider in Melbourne, Australia. We are delighted to extend a warm welcome to all our students from around the world. We are all wholeheartedly committed to and focused on our core mission which is enhancing the practice of education through developing lifelong skills.

We provide qualified and experience trainers who are committed to providing quality training and assessment and helping you to achieve your learning goals. We also regularly engage the industry to ensure that we provide training that is relevant to the industry needs that can help our students to pursue employment pathways after completing our courses.

We are ensuring your academic success and giving you the best possible educational experience for your lifelong success. We look forward to encouraging you along this exciting journey of learning and discovery with new opportunities for academic and professional growth for you career.

MCCA students come from a wide range of backgrounds and nationalities, which gives you an opportunity to learn from each other and alongside developing academic and vocational skills, enhance more appropriate and effective inter-personal and intercultural skills.

We agree that challenges are difficult and realise that you may be impacted as well. Our student support services are always available to help you with your questions, concerns, or difficulties.

Our campus is located in the heart of the Melbourne City CBD and is designed as a modern and vibrant location, equipped with all up-to-date facilities and technologies to facilitate the learning and teaching processes. We also have a commercial training kitchen for our Commercial Cookery and Hospitality Management courses.

Our students enjoy access to free Wi-Fi internet, computer labs, library, student hangout area, open study spaces and many more that our college has to offer. Our students can also benefit from a range of student support services including Learning Skill support / Language Literacy support / Counselling Services / Career Advice / IT Help.

It is very easy to travel to our campus by Public Transport Victoria as we are easily accessible via train, tram and bus. Southern Cross train station, which is the major railway station and transport hub for Melbourne, is just opposite to our campus.

Our campus is surrounded by many great attractions like Yarra River, Spencer Outlet Centre, Etihad Stadium, Docklands Stadium, Rod laver arena, MCG, Sea Life Melbourne Aquarium, Victoria Police Museum, Immigration Museum, Melbourne Helipad, Crown Casino, Melbourne Convention and Exhibition Centre and many more.

We look forward to meeting you.

Kind regards,

Hari Bellomkonda
Chief Executive Officer

ELICOS Courses

General English (CRICOS Code: 097787B)

Our general English courses are designed for people who want to improve fluency, accuracy and confidence speaking in English. Our courses will also improve English language skills which are essential for travel, work purposes or simply for personal interest.

Course Overview

Our general courses develop all aspects of the English language including speaking, pronunciation, listening, grammar, reading and writing. The focus is on improving your basic communication needs in everyday aspect of the English language. During your English course you will be expected to participate as much as possible, and work individually, in pairs and in groups as well as take part in whole class activities. This course is for all international students with non-English speaking background or English is not their first language and wish to improve their English language skills.

Level

Elementary, Pre-intermediate, Intermediate, Upper-intermediate, Advanced

Intake

Start Any Monday

Modes of Study and Assessment

This course is delivered in a classroom environment with formative (weekly tests) and summative (mid-course level test and end of course level test) assessments.

Entry Requirements

- 18 years or older
- IELTS 3.0 or equivalent or the College's English Language Placement Test

Sample Timetables (subject to change)

Time	Monday	Tuesday	Wednesday	Thursday
Lesson 1 8:30 AM – 11:00 AM Or 3:00 PM – 5:30 PM	**Grammar:** comparatives and superlatives	**Pronunciation:** diphthongs, linking **Speaking, Listening, Reading & Writing** activities	**Vocabulary:** collocation: verbs/ adjectives + prepositions	**Practical English:** language activities where students get to read about a difficult celebrity
30 minutes break				
Lesson 2 11:30 PM – 2:00 PM Or 6:00 PM – 8:30 PM	**Vocabulary:** transport	**Grammar:** articles: *a / an, the,* no article	**Pronunciation:** sentence stress, differentiation of sounds **Speaking, Listening, Reading & Writing** activities	Chapter revision Chapter Test Chapter Test answers and feedback Portfolio work
Homework	**Workbook**			

Sample times only, subject to change (time may vary by 30 minutes – 1 hour depending on the class)

English for Academic Purposes (EAP) (CRICOS Course Code: 097788A)

English for Academic Purposes (EAP) provides the fastest and most effective way towards reaching your required English language level for further study.

Course Overview

The English for Academic Purposes (EAP) course is designed for students who want to pursue further study in vocational education and training, gain extra academic English in higher education studies or who want to apply to a university in the future. The benefits of Academic English are that it increases fluency in language and confidence that is required and used in formal and informal academic contexts. It is designed to prepare you for the language used in vocational education and training, university lectures and academic books.

The course allows you to meet the English language requirements for your future pathway without retaking IELTS (*conditions apply).

Level

Upper-intermediate, Advanced

Intake

Start Any Monday

Modes of Study and Assessment

This course is delivered in a classroom environment with formative (weekly tests) and summative (mid-course level test, and end of course level test) assessments.

Entry Requirements

- 18 years or older
- IELTS 5.0 or equivalent or the College's English Language Placement Test

Sample Timetables (subject to change)

Time	Monday	Tuesday	Wednesday	Thursday
Lesson 1 8:30 AM – 11:00 AM Or 3:00 PM – 5:30 PM	**Listening:** Concepts **Skills:** recognising time signposts	**Speaking:** Human behaviour **Skills:** taking turns: starting a turn; taking turns: recognising the end of a turn	**Reading:** Personality and behaviour **Skills**: preparing to read: illustrations	**Writing:** Extroverts and introverts **Skills**: spelling: /a:/; gathering and recording information; organising information into paragraphs **Grammar:** writing about others; joining with *and*
		30 minutes break		
Lesson 2 11:30 PM – 2:00 PM Or 6:00 PM – 8:30 PM	**Grammar:** recognising past time **Phonology:** vowels - short vs long: /æ/ vs /a:/	**Grammar:** modals: *can / can't* **Phonology:** vowels - short vs long: /æ/ vs /a:/; consonants: /n/, /ŋ/, /ŋk/ **Everyday English:** asking for information	**Grammar:** frequency adverbs	Formative assessment
Homework	**Workbook**			

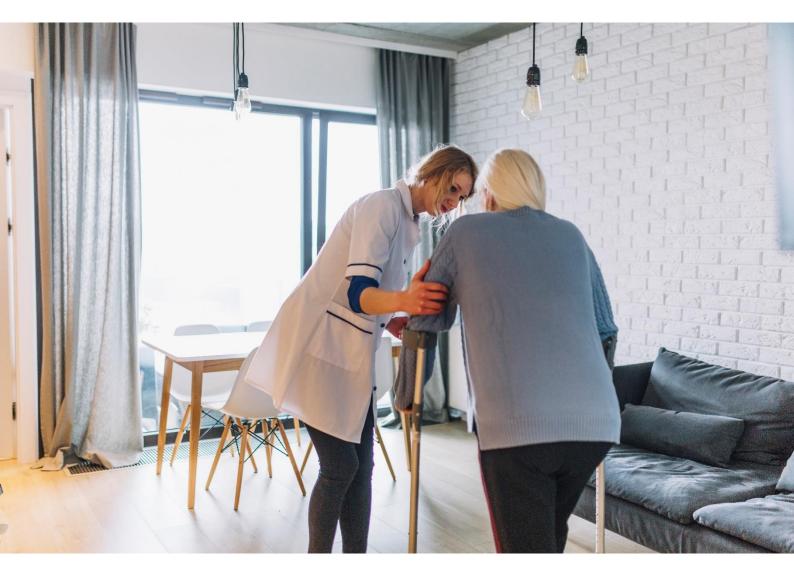Sample times only, subject to change (time may vary by 30 minutes – 1 hour depending on the class)

EAP

VET (Vocational Education and Training) Courses

CHC33015 Certificate III in Individual Support (CRICOS Course Code: 096182F)

Course Description

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have completed at least 160 hours of work placement.

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

Duration

43 Weeks - Full Time Study (including breaks)

Pathways

Pathways from the qualification
CHC43015 Certificate IV in Ageing Support

Employment Opportunities

- Care assistant / worker
- Care service employees
- Community care worker
- Community support worker
- Disability support worker
- Food services deliverer
- Home care worker
- Home maintenance worker
- In-home respite giver
- Personal care assistant
- Personal care giver/worker
- Planned activity assistant
- Transport support worker
- Support worker

Modes of Study

The modes of study include:

- Face-to-face classroom-based training
- Work placement

Assessment Methods

Assessment methods include written work, projects, observations, and logbooks. Students are required to do 160 hours of work placement as part of assessment. Student work placement will be organised by the College.

Entry Requirements

- 18 years or older
- Satisfactorily completed year 11 or equivalent
- IELTS 5.5 or equivalent

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the course.

Additional Requirements:

Before commencing work placement, learners are required to provide:

- A Federal Police Check (name check), no more than 6 months
- An NDIS Worker Screening Check when required
- Evidence of up-to-date vaccination as required

Applicants must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time.

Course Contents/ Units of Competency

CORE UNITS

CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

ELECTIVE UNITS

CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS025	Support relationships with carers and families
CHCCCS002	Assist with movement
HLTAID011	Provide first aid

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 28 April 2022

NATIONALLY RECOGNISED TRAINING

Aged Care

Our students enjoy access to free Wi-Fi internet, computer labs, library, student hangout area, open study spaces and many more that our college has to offer. Our students can also benefit from a range of student support services including Learning Skill support / Language Literacy support / Counselling Services / Career Advice / IT Help.

CHC30121 Certificate III in Early Childhood Education and Care (CRICOS Course Code: 110430G)

Course Description

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, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

Duration

48 Weeks - Full Time Study (including breaks)

Pathways

Pathways from the qualification
CHC50121 Diploma of Early Childhood Education and Care

Employment Opportunities

Job roles include:

- Early childhood educator
- Playgroup supervisor
- Family day care worker
- Nanny
- Childhood Education Assistant

Modes of Study

The modes of study include:

- Online
- Face-to-face classroom-based training
- Work placement

Assessment Methods

Assessment methods include written work, projects, case studies, observations, and logbooks. Students are required to do 160 hours of work placement as part of assessment. Student work placement will be organised by the College.

Entry Requirements

- 18 years or older
- Satisfactorily completed year 11 or equivalent
- IELTS 5.5 or equivalent
- Must have:
    - Access to a computer (with Adobe Reader, Microsoft Word and a web browser)
    - Access to the Internet
    - Access to a video and audio recording device
    - Computer skills including an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

(If you need any help regarding access to a computer and meeting the computer skill requirements, the College can provide support for you).

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the course.

Additional Requirements:

Before commencing work placement, learners are required to provide:

- A Working with Children Check
- A Federal Police Check (name check), no more than 6 months
- Evidence of up-to-date vaccination as required

Course Contents/ Units of Competency

CORE UNITS

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

HLTWHS001   Participate in workplace health and safety
ELECTIVE UNITS
CHCDIV001 Work with diverse people
CHCPRP003 Reflect on and improve own professional
practice

Elective units have been selected by the College in
consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 20 July 2021

NATIONALLY RECOGNISED
TRAINING

SIT30816 Certificate III in Commercial Cookery (CRICOS Course Code: 0100013)

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

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

Duration
52 Weeks - Full Time Study (including breaks)

Pathways
Pathways from the qualification
SIT40516 Certificate IV in Commercial Cookery

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

Modes of Study
The modes of study include:
- Face-to-face classroom-based training
- Practical training in commercial training kitchen
- Work placement

Assessment Methods

Assessment methods include written tests, projects, case study, log book/ third party report and observations. The college will organise 200 hours of compulsory work placement.

Entry Requirements

- 18 years or older
- Satisfactorily completed year 11 or equivalent
- IELTS 5.5 or equivalent

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the course.

Course Contents/ Units of Competency

CORE UNITS

BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment*
SITHCCC005	Prepare dishes using basic methods of cookery*
SITHCCC006	Prepare appetisers and salads*
SITHCCC007	Prepare stocks, sauces and soups*
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*
SITHCCC012	Prepare poultry dishes*
SITHCCC013	Prepare seafood dishes*
SITHCCC014	Prepare meat dishes*
SITHCCC018	Prepare food to meet special dietary requirements*
SITHCCC019	Produce cakes, pastries and breads*
SITHCCC020	Work effectively as a cook*^
SITHKOP001	Clean kitchen premises and equipment*
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts*
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items*
SITXWHS001	Participate in safe work practices

ELECTIVE UNITS

SITHCCC015	Produce and serve food for buffets*
SITHCCC003	Prepare and present sandwiches*
SITXINV001	Receive and store stock
HLTAID011	Provide first aid

*Prerequisite unit is SITXFSA001 Use hygienic practices for food safety
^ will be assessed including during work placement

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 8 April 2022

NATIONALLY RECOGNISED TRAINING

SIT40516 Certificate IV in Commercial Cookery (CRICOS Course Code: 0100014)

Course Description
This qualification reflects the role of commercial 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.

Possible job titles include chef and chef de partie.

Duration
78 Weeks - Full Time Study (including breaks)

Pathways
Pathways from the qualification
SIT50416 Diploma of Hospitality Management.

Employment Opportunities
Possible job titles include:
- chef
- chef de partie

Mode of Study
The mode of study includes:
- Face-to-face classroom-based training
- Practical training in commercial training kitchen
- Work placement

Assessment Methods
Assessment methods include written tests, projects, log book/third party report and observations. The college will organise 240 hours of compulsory work placement.

Entry Requirements
- 18 years or older
- Satisfactorily completed year 11 or equivalent
- IELTS 5.5 or equivalent

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the course.

Course Contents/ Units of Competency

CORE UNITS
BSBDIV501	Manage diversity in the workplace
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITHCCC001	Use food preparation equipment*
SITHCCC005	Prepare dishes using basic methods of cookery*
SITHCCC006	Prepare appetisers and salads*
SITHCCC007	Prepare stocks, sauces and soups*
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*
SITHCCC012	Prepare poultry dishes*
SITHCCC013	Prepare seafood dishes*
SITHCCC014	Prepare meat dishes*
SITHCCC018	Prepare food to meet special dietary requirements*
SITHCCC019	Produce cakes, pastries and breads*
SITHCCC020	Work effectively as a cook*^
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations*^
SITHPAT006	Produce desserts*
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXINV002	Maintain the quality of perishable items*
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

ELECTIVE UNITS
SITHCCC015	Produce and serve food for buffets*
SITHCCC003	Prepare and present sandwiches*
SITXINV001	Receive and store stock
BSBWOR203	Work effectively with others
SITXWHS001	Participate in safe work practices
SITXHRM002	Roster staff
HLTAID011	Provide first aid

*Prerequisite unit is SITXFSA001 Use hygienic practices for food safety
^ will be assessed including during work placement

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 8 April 2022

NATIONALLY RECOGNISED TRAINING

SIT50416 Diploma of Hospitality Management (CRICOS Course Code: 0100015)

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

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, cafes, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Duration
85 Weeks - Full Time Study (including term breaks)

Pathways
Pathways from the qualification
SIT60316 Advanced Diploma of Hospitality Management or higher education qualifications in management.

Employment Opportunities
Possible job titles include:

- banquet or function manager
- bar manager
- café manager
- chef de cuisine
- front office manager
- gaming manager
- kitchen manager
- motel manager

- chef patissier
- club manager
- executive housekeeper
- restaurant manager
- sous chef
- unit manager catering operations

Modes of Study
The modes of study include:
- Face-to-face classroom-based training
- Practical training in commercial training kitchen
- Work placement

Assessment Methods
Assessment methods include written tests, projects, log book/ third party report and observations. The college will organise 200 hours of compulsory work placement.

Entry Requirements
- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 5.5 or equivalent

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the course.

Course Contents/ Units of Competency

CORE UNITS
BSBDIV501   Manage diversity in the workplace
BSBMGT517   Manage operational plan
SITXCCS007   Enhance customer service experiences
SITXCCS008   Develop and manage quality customer service
                      practices
SITXCOM005   Manage conflict
SITXFIN003   Manage finances within a budget
SITXFIN004   Prepare and monitor budgets
SITXGLC001   Research and comply with regulatory
                      requirements
SITXHRM002   Roster staff
SITXHRM003   Lead and manage people
SITXMGT001   Monitor work operations
SITXMGT002   Establish and conduct business relationships
SITXWHS003   Implement and monitor work health and safety
practices

ELECTIVE UNITS
SITHCCC001   Use food preparation equipment*
SITHCCC005   Prepare dishes using basic methods of cookery*
SITHCCC006   Prepare appetisers and salads*
SITHCCC007   Prepare stocks, sauces and soups*
SITHCCC008   Prepare vegetable, fruit, egg and farinaceous
                      dishes*
SITHCCC012   Prepare poultry dishes*
SITHCCC013   Prepare seafood dishes*
SITHCCC014   Prepare meat dishes*

SITHCCC018   Prepare food to meet special dietary
requirements*
SITHCCC019   Produce cakes, pastries and breads*
SITHCCC020   Work effectively as a cook*^
SITHKOP002   Plan and cost basic menus
SITHPAT006   Produce desserts*
SITXFSA001   Use hygienic practices for food safety
BSBRSK501   Manage risk

Prerequisite unit is SITXFSA001 Use hygienic practices for food safety
^ will be assessed including during work placement

Elective units have been selected by the College in consultation with
industry experts.

Training Product Status: Current
Training Product Release Date: 8 April 2022

NATIONALLY RECOGNISED
TRAINING

BSB50120 Diploma of Business (CRICOS Course Code: 108269G)

Course Description
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.

Duration
52 Weeks - Full Time Study (including breaks)

Pathways
Pathways into the qualification
Preferred pathways for candidates considering this qualification include:
BSB40120 Certificate IV in Business or other relevant qualification
OR

with vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification
BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

Employment Opportunities
Job roles and titles vary across different industry sectors.
Possible job titles relevant to this qualification include:
- executive officer
- program consultant
- program coordinator

Modes of Study
The modes of study include:
- Online and face-to-face classroom-based training (Blended delivery)

Assessment Methods

Assessment methods include written work, projects, observations and case studies.

Entry Requirements

- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 5.5 or equivalent
- Must have:
    - Access to a computer (with Adobe Reader, Microsoft Word and a web browser)
    - Access to the Internet
    - Access to a video and audio recording device
    - Computer skills including an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.
    (If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you).

Applicants with no formal qualifications and who are commencing within or have experience within a relevant business industry may also be considered for entry into the Course.

Course Contents/ Units of Competency

CORE UNITS

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

ELECTIVE UNITS

BSBHRM525	Manage recruitment and onboarding
BSBMKG541	Identify and evaluate marketing opportunities
BSBOPS504	Manage business risk
BSBOPS601	Develop and implement business plans
BSBPEF501	Manage personal and professional development
BSBPMG430	Undertake project work
BSBTWK503	Manage meetings

Elective units have been selected by the College in consultation with industry experts.
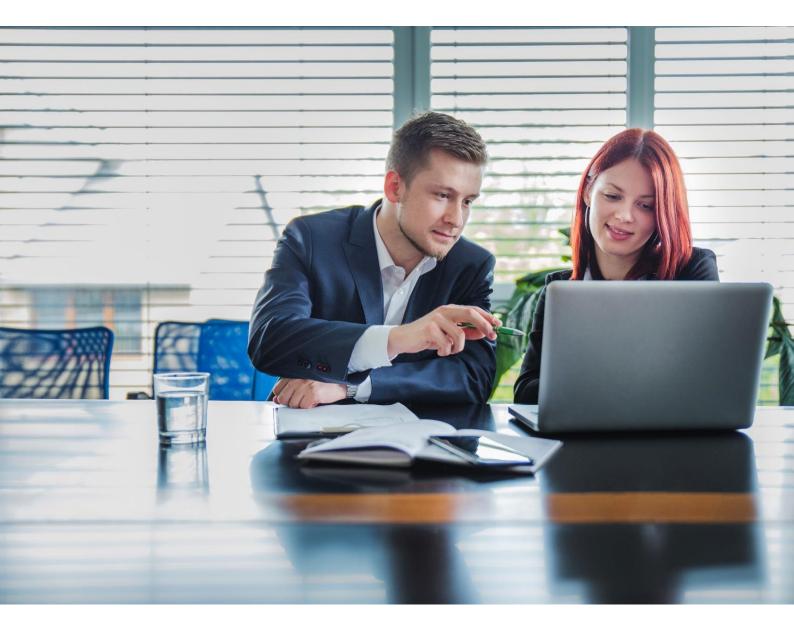
Training Product Status: Current
Training Product Release Date: 19 October 2020

NATIONALLY RECOGNISED TRAINING

Business

BSB60420 Advanced Diploma of Leadership and Management (CRICOS Course Code: 108270C)

Course Description

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

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

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

Duration

52 Weeks - Full Time Study (including breaks)

Pathways

Pathways into the qualification
Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
or
Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Pathways from the qualification
Higher education programs in business management

Employment Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- manager
- senior manager

Modes of Study

The modes of study include:

- Online and face-to-face classroom-based training (Blended delivery)

Assessment Methods

Assessment methods include written work, projects, observations and case studies.

Entry Requirements

- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 5.5 or equivalent
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
  or
  Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Must have:
  - Access to a computer (with Adobe Reader, Microsoft Word and a web browser)
  - Access to the Internet
  - Access to a video and audio recording device
  - Computer skills including an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.
  (If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you).

Course Contents/ Units of Competency

CORE UNITS

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

ELECTIVE UNITS

BSBSTR602	Develop organisational strategies
BSBHRM614	Contribute to strategic workforce planning
BSBXCM501	Lead communication in the workplace
BSBCRT511	Develop critical thinking in others
BSBFIN601	Manage organisational finances

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 19 October 2020

NATIONALLY RECOGNISED TRAINING

Leadership and Management

Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. The College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

Campus Location

Level 9, 120 Spencer Street, Melbourne Victoria 3000, Australia

The training kitchen location for Commercial Cookery and Hospitality Management Courses is at Kitchen 4, 79 Sunshine Road, West Footscray VIC 3012.

How to Apply

Complete an Application Form and submit it to the College. Form available on
https://www.melbournecitycollege.edu.au/how-to-apply

Important Information

Intake Dates: Weekly for ELICOS Courses, Monthly for VET Courses

Fees & Charges: Please check on
https://www.melbournecitycollege.edu.au/course-fees

Policies & Procedures (Including Refunds):
https://www.melbournecitycollege.edu.au/policy-procedures

For further information such as student support services, timetables and other information regarding the College, please visit:
https://www.melbournecitycollege.edu.au/

Melbourne City College Australia (MCCA)

Commercial Cookery

Child Care

ELICOS

Business

Leadership & Management

Hospitality

Aged Care

WHY MELBOURNE CITY COLLEGE AUSTRALIA?

- **Close links with the industry**
- **Highly qualified trainers**
- **Value for money**
- **Modern equipment**
- **Payment Plan**

- **Excellent student support services**
- **Easily accessible campus**
- **Extra English support classes**
- **Small class sizes**

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