



# 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 your 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	<b>Grammar:</b> comparatives and superlatives	<b>Pronunciation:</b> diphthongs, linking  <b>Speaking, Listening, Reading &amp; Writing</b> activities	<b>Vocabulary:</b> collocation: verbs/ adjectives + prepositions	<b>Practical English:</b> 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	<b>Vocabulary:</b> transport	<b>Grammar:</b> articles: <i>a / an, the</i> , no article	<b>Pronunciation:</b> sentence stress, differentiation of sounds  <b>Speaking, Listening, Reading &amp; Writing</b> activities	Chapter revision Chapter Test Chapter Test answers and feedback  Portfolio work
<b>Homework</b>	<b>Workbook</b>			

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

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

### CHC33021 Certificate III in Individual Support (CRICOS Course Code: 113396B)



#### Course Description

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

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

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

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

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

#### Duration

52 Weeks - Full Time Study (including a maximum of 12 weeks 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:

- Online and face-to-face training
- Work placement

### Assessment Methods

Assessment methods include written work, projects, case studies, observations, and logbooks. Students are required to do 120 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 6.0 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 with older persons within the Community Services 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

- CHCCCS031 Provide individualised support
- CHCCCS038 Facilitate the empowerment of people receiving support
- CHCCCS040 Support independence and wellbeing
- CHCCCS041 Recognise healthy body systems
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- CHCLEG001 Work legally and ethically
- HLTINF006 Apply basic principles and practices of infection prevention and control
- HLTWHS002 Follow safe work practices for direct client care

#### ELECTIVE UNITS

- CHCAGE011 Provide support to people living with dementia
- CHCAGE013 Work effectively in aged care
- CHCCCS036 Support relationships with carer and family
- CHCDIS012 Support community participation and social inclusion
- CHCDIS020 Work effectively in disability support

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

Training Product Status: Current

Training Product Release Date: 23 November 2022



# 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 at 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](http://www.acecqa.gov.au).

### Duration

48 Weeks - Full Time Study (including a maximum of 8 weeks 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 6.0 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



## SIT30821 Certificate III in Commercial Cookery (CRICOS Course Code: 109865A)



### Course Description

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.

### Duration

52 Weeks - Full Time Study (including a maximum of 12 weeks breaks)

### Pathways

*Pathways from the qualification*

SIT40521 Certificate IV in Kitchen Management

### Employment Opportunities

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

## Modes of Study

The modes of study include:

- Online and face-to-face training
- Practical training in commercial training kitchen
- Work placement

## Assessment Methods

Assessment methods include written work, project, 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 6.0 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.

## Course Contents/ Units of Competency

### CORE UNITS

SITHCCC023	Use food preparation equipment*
SITHCCC027	Prepare dishes using basic methods of cookery*
SITHCCC028	Prepare appetisers and salads*
SITHCCC029	Prepare stocks, sauces and soups*
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes**
SITHCCC031	Prepare vegetarian and vegan dishes**
SITHCCC035	Prepare poultry dishes**
SITHCCC036	Prepare meat dishes**
SITHCCC037	Prepare seafood dishes**
SITHCCC041	Produce cakes, pastries and breads*
SITHCCC042	Prepare food to meet special dietary requirements**
SITHCCC043	Work effectively as a cook**^
SITHKOP009	Clean kitchen premises and equipment*
SITHKOP010	Plan and cost recipes
SITHPAT016	Produce desserts*
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006	Receive, store and maintain stock*
SITXWHS005	Participate in safe work practices

## ELECTIVE UNITS

BSBSUS211	Participate in sustainable work practices
SITHCCC025	Prepare and present sandwiches*
SITHCCC038	Produce and serve food for buffets**
SITHCCC040	Prepare and serve cheese*
SITHCCC044	Prepare specialised food items**

Prerequisite unit(s)	
*	SITXFSA005 Use hygienic practices for food safety
**	SITHCCC027 Prepare dishes using basic methods of cookery SITXFSA005 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: 10 June 2022



## SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 109533K)

### Course Description

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

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

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

### Duration

78 Weeks - Full Time Study (including a maximum of 18 weeks breaks)

### Pathways

*Pathways from the qualification*

SIT50422 Diploma of Hospitality Management.

### Employment Opportunities

Possible job titles include:

- chef
- chef de partie

### Mode of Study

The modes of study include:

- Online and face-to-face training
- Practical training in commercial training kitchen
- Work placement

### Assessment Methods

Assessment methods include written work, 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 6.0 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.

### Course Contents/ Units of Competency

#### CORE UNITS

SITHCCC023	Use food preparation equipment*
SITHCCC027	Prepare dishes using basic methods of cookery*
SITHCCC028	Prepare appetisers and salads*
SITHCCC029	Prepare stocks, sauces and soups*
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes**
SITHCCC031	Prepare vegetarian and vegan dishes**
SITHCCC035	Prepare poultry dishes**
SITHCCC036	Prepare meat dishes**
SITHCCC037	Prepare seafood dishes**
SITHCCC041	Produce cakes, pastries and breads*
SITHCCC042	Prepare food to meet special dietary requirements**
SITHCCC043	Work effectively as a cook***^
SITHKOP010	Plan and cost recipes
SITHKOP012	Develop recipes for special dietary requirements***
SITHKOP013	Plan cooking operations*
SITHKOP015	Design and cost menus****
SITHPAT016	Produce desserts*
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008	Develop and implement a food safety program*****
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006	Receive, store and maintain stock*
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

#### ELECTIVE UNITS

SITHCCC025	Prepare and present sandwiches*
SITHCCC038	Produce and serve food for buffets**
SITHCCC040	Prepare and serve cheese*
SITHCCC044	Prepare specialised food items**
SITXHRM010	Recruit, select and induct staff
SITXWHS005	Participate in safe work practices

Prerequisite unit(s)	
*	SITXFSA005 Use hygienic practices for food safety
**	SITHCCC027 Prepare dishes using basic methods of cookery SITXFSA005 Use hygienic practices for food safety
***	SITHCCC027 Prepare dishes using basic methods of cookery SITHCCC042 Prepare food to meet special dietary requirements SITHKOP010 Plan and cost recipes SITXFSA005 Use hygienic practices for food safety
****	SITHKOP010 Plan and cost recipes
*****	SITXFSA005 Use hygienic practices for food safety SITXFSA006 Participate in safe food handling practices

^ 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: 10 June 2022





## SIT50422 Diploma of Hospitality Management (CRICOS Course Code: 113397A)

### 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, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/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.

### Duration

92 Weeks - Full Time Study (including a maximum of 18 weeks breaks)

### Pathways

*Pathways from the qualification*

SIT60322 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
- chef patissier
- club manager
- executive housekeeper
- front office manager
- gaming manager
- kitchen manager
- motel manager
- restaurant manager
- sous chef
- unit manager catering operations

### Modes of Study

The modes of study include:

- Online and face-to-face training
- Practical training in commercial training kitchen
- Work placement

### Assessment Methods

Assessment methods include written work, 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 12 or equivalent
- IELTS 6.0 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.

### Course Contents/ Units of Competency

#### CORE UNITS

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

### ELECTIVE UNITS

BSBOPS504	Manage business risk
SITHCCC023	Use food preparation equipment*
SITHCCC027	Prepare dishes using basic methods of cookery*
SITHCCC028	Prepare appetisers and salads*
SITHCCC029	Prepare stocks, sauces and soups*
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes**
SITHCCC031	Prepare vegetarian and vegan dishes**
SITHCCC035	Prepare poultry dishes**
SITHCCC036	Prepare meat dishes**
SITHCCC037	Prepare seafood dishes**
SITHCCC041	Produce cakes, pastries and breads*
SITHCCC042	Prepare food to meet special dietary requirements**
SITHCCC043	Work effectively as a cook***
SITHKOP010	Plan and cost recipes
SITHPAT016	Produce desserts*
SITXFSA005	Use hygienic practices for food safety
SITXHRM010	Recruit, select and induct staff

	Prerequisite unit(s)
*	SITXFSA005 Use hygienic practices for food safety
**	SITHCCC027 Prepare dishes using basic methods of cookery SITXFSA005 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: 9 September 2022







### 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 a maximum of 12 weeks 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 6.0 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



### **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 a maximum of 12 weeks 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 6.0 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
BSBXC501	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

Hospitality

Leadership & Management

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



### Melbourne City College Australia

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Email: [info@melbournecitycollege.edu.au](mailto:info@melbournecitycollege.edu.au)

Website: <https://www.melbournecitycollege.edu.au/>

RTO Code: 45140 | CRICOS Provider Code: 03592B | ABN: 77 602 164 625  
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