

ALTEC College PROSPECTUS

2021



ALTEC College

www.altec.edu.au

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ALTEC College

ALTEC College is a registered training organisation (RTO) under its principle entity, Pass Global Pty Ltd, with campus in Melbourne, North Melbourne and Hobart. ALTEC College is committed to providing a positive and resourceful learning environment to all its students to enhance their learning experience. ALTEC College is further committed to student welfare with students as the prime focus of the operations.

At ALTEC College, students have access to all levels of management to express their concerns, views and suggestions. ALTEC College believes in continuously improving its services in both academic and administrative areas, that add value to its student experience.

- Faculty of BUSINESS
- Faculty of LEADERSHIP & MANAGEMENT
- Faculty of COOKERY & HOSPITALITY MANAGEMENT



ALTEC College

FACULTY OF BUSINESS

Certificate IV in Business

Diploma of Business

Advanced Diploma of Business

FACULTY OF BUSINESS



BSB40120

Certificate IV in Business

CRICOS Code	086944G
Units of Study	To attain a Certificate IV in Business you will need to complete one (1) core & nine (9) elective units
Duration & Delivery schedule	26 weeks including term breaks and holidays. 20 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Certificate IV in Business would apply to individuals who use well developed skills and a broad knowledge base in a wide variety of 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 with some limited responsibility for the output of others.

This course covers a range of competencies that are relevant to everyday business operations including customer service, presentation, team work, workplace projects and WHS.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Multicultural groups undertaking this course as part of a packaged course leading to a higher qualification
- Largely young students: 18-25 years age group
- Limited or no work experience in the field
- Likely non-business background (academically and professionally)
- No or limited access to an Australian workplace (e.g. casual or temporary workers – student jobs)
- Career and higher education aspirations
- It is also suitable for those who have completed certificate III in business or related domains and looking to enhance their skills to develop their academic and career prospects.

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Course Structure

Unit Code	Unit Title	Type
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBITS411	Maintain and implement digital technology	Elective
BSBRES411	Analyse and present research information	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBWRT401	Write complex documents	Elective
BSBCMM401	Make a presentation	Elective
BSBADM409	Coordinate business resources	Elective
BSBLED401	Develop teams and individuals	Elective
BSBWOR404	Develop work priorities	Elective
BSBMGT402	Implement operational plan	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- To assist the students in gaining essential knowledge and skills to perform as business para-professionals in a support role
- To help develop required skills and knowledge to effectively operate in a workplace in both independent and team environments within the business field
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- BSB30120 Certificate III in Business or other relevant qualification/s OR
- With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification

Pathways from the qualification: After achieving this qualification candidates may undertake:

A range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages. A pre-training interview may be required with the candidate to determine the current competency and/ or vocational experience, as well as candidate's expectations from this course.

Entry Requirements

- Completion of Year 12 or equivalent
- International : IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

BSB50120

Diploma of Business



CRICOS Code	087212B
Units of Study	To attain a Diploma of Business you will need to complete eight (8) elective units
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Diploma of Business would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

This is a Nationally Recognised Qualification derived from the Business Services (BSB) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Young to mature-age students, looking to develop essential business skills and knowledge for advancing professional or academic careers
- Pathway students developing a business context prior to undertaking the relevant degree courses
- Candidates from other domains/fields of study wishing to get familiar with key business concepts and competencies
- Candidates looking to start a new business, manage project teams, manage business operations, or enhance a career in a leadership role. The course provides both Australian and international contexts through case studies, projects, and academic research

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.



Course Structure

Unit Code	Unit Title	Type
BSBHRM506	Manage recruitment selection and induction processes	Elective
BSBFIM501	Manage budgets and financial plans	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBADM506	Manage business document design and development	Elective
BSBHRM512	Develop and manage performance management processes	Elective
BSBPMG522	Undertake project work	Elective
BSBINM501	Manage an information or knowledge management system	Elective
BSBADM504	Plan and implement administrative systems	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Gain a diverse skill set across key business and HR functions to perform as business professionals and coordinators
- Develop the required skills and knowledge to effectively operate in a workplace in both independent and team environments within the business field/environment
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- BSB40215 Certificate IV in Business or other relevant qualification/s OR
- With vocational experience in a range of work environments in senior support roles but without a qualification

Pathways from the qualification:

- BSB60215 Advanced Diploma of Business OR
- Bachelor of Business and related programs in most higher education institutions

A pre-training interview may be required with the candidate to determine the current competency and/ or vocational experience, as well as candidate's expectations from this course.

Entry Requirements

- Completion of Year 12 or equivalent
- International : IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

BSB60120

Advanced Diploma of Business

CRICOS Code	087491A
Units of Study	To attain an Advanced Diploma of Business you will need to complete eight (8) elective units
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Advanced Diploma of Business would apply to individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

The Advanced Diploma of Business is structured to provide advanced organisational, marketing, and planning skills to meet the challenges of managing in the demanding business sector.

This is a Nationally Recognised Qualification derived from the Business Services (BSB) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Matured candidates: 25 years and above age
- Limited professional/work background
- Some work experience (e.g. casual or temporary workers)
- Career and higher education aspirations/goals
- Wishing to enhance their existing business administration or management careers or to pursue higher studies in business. It is also suitable for those who have completed BSB50215 Diploma of Business or equivalent qualifications in related domains and looking to upgrade their skills to further their academic and career prospects

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Course Structure

Unit Code	Unit Title	Type
BSBMGT617	Develop and implement a business plan	Elective
BSBIPR601	Develop and implement strategies for intellectual property management	Elective
BSBADV602	Develop an advertising campaign	Elective
BSBMKG608	Develop organisational marketing objectives	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBINN601	Lead and manage organisational change	Elective
BSBHRM501	Manage human resource services	Elective
BSBFIM601	Manage finances	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Gain a diverse skill set to function in a specialist role in a business environment
- Developing essential skills and knowledge to effectively operate in a workplace in both independent and team environments within the business field
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- BSB50215 Diploma of Business or other relevant qualification OR
- With substantial vocational experience in a range of environments, acting in a range of senior support or technical roles

Pathways from the qualification after achieving this qualification candidates may choose to undertake studies at higher education level.

A pre-training interview may be required with the candidate to determine the current competency and/ or vocational experience, as well as candidate's expectations from this course.

Entry Requirements

- Completion of Year 12 or equivalent. However, it is expected that students will be progressing from Certificate IV Diploma level qualifications in business or related domains – or entering with demonstrable industry experience in senior or managerial roles.
- International : IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBT 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course



ALTEC College

FACULTY OF LEADERSHIP & MANAGEMENT

Diploma of Leadership & Management
Advanced Diploma of Leadership & Management
Graduate Diploma of Management (Learning)
Graduate Diploma of Strategic Leadership

FACULTY OF LEADERSHIP & MANAGEMENT



BSB50420

Diploma of Leadership & Management

CRICOS Code	089957M
Units of Study	To attain a Diploma of Leadership & Management you will need to complete Four (4) core and eight (8) elective units
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Diploma of Leadership and Management would apply to individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. The course covers a range of competencies essential for management processes and effective leadership in an organisation. Individual in leadership roles demonstrate initiative and judgement in planning, organising, implementing and monitoring their own performance and work outcomes, as well as of team members.

This course helps develop communication skills to support individuals and teams to meet organisational or enterprise requirements. Learners will also develop skills and knowledge in managing teams, work relationships, continuous improvement, professional development, and workplace learning.

This is a Nationally Recognised Qualification derived from the Business Services (BSB) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Young to matured students: 21 years and above age group
- Progressing from certificate level programs of the college
- Limited or no work experience in the field
- No or limited access to an Australian workplace (e.g. casual or temporary workers)
- Career and higher education aspirations/goals
- It is also suitable for those who have completed a certificate IV in business or management related domains and looking to enhance their skills to develop their academic and career prospects.

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Course Structure

Unit Code	Unit Title	Type
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBCUS501	Manage quality customer service	Elective
BSBMGT516	Facilitate continuous improvement	Elective
BSBMGT502	Manage people performance	Elective
BSBPMG522	Undertake project work	Elective
BSBADM502	Manage meetings	Elective
BSBHRM513	Manage workforce planning	Elective
BSBLED501	Develop a workplace learning environment	Elective
BSBLDR513	Communicate with influence	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Gain essential knowledge and skills to perform in an effective leadership role in a variety of business contexts
- Skills and knowledge to effectively operate in a workplace in both independent and team environments within an organisation
- Initiative and judgement in planning, organising, implementing and monitoring own workload and the workload of others
- Knowledge of leadership and management concepts and theories
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- BSB40520 Certificate IV in Leadership & Management or other relevant qualification
- With vocational experience but without formal supervision or management qualification

Pathways from the qualification:

- BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications

Entry Requirements

- Completion of Year 12 or equivalent. However, it is expected that candidates will be entering this qualification through preferred pathways; or with demonstrable and relevant vocational experience in an administrative or a support role
- International : IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBT 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

BSB60420

Advanced Diploma of Leadership & Management

CRICOS Code	089958K
Units of Study	To attain a Advanced Diploma of Leadership and Management you will need to complete four (4) core and eight (8) elective units.
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Advanced Diploma of Leadership and Management would apply to 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. The Advanced Diploma of Management is structured to provide advanced management, workforce, customer service, and leadership skills to meet the challenges of managing in the demanding business sector. This is a Nationally Recognised Qualification derived from the Business Services (BSB) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Students progressing from diploma level qualifications
- Undertaking this course as part of a packaged course leading to a higher qualification or a higher education pathway
- Progressing from Diploma level programs of ALTEC College (e.g. BSB51918)
- Largely mature age students

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Course Structure

Unit Code	Unit Title	Type
BSBFIM601	Manage finances	Core
BSBINN601	Lead and manage organisational change	Core
BSBMGT605	Provide leadership across the organisation	Core
BSBMGT617	Develop and implement a business plan	Core
BSBMGT615	Contribute to organisation development	Elective
BSBMKG607	Manage market research	Elective
BSBMGT616	Develop and implement strategic plans	Elective
BSBMGT608	Manage innovation and continuous improvement	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBWHS605	Develop, implement and maintain WHS management systems	Elective
BSBMKG603	Manage the marketing process	Elective
PSPGEN067	Establish and maintain strategic networks	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Develop essential skills and knowledge to effectively operate in a workplace in both independent and team environments within a managerial role
- Focussing on leadership and organisational development
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- BSB51918, BSB50420 Diploma of Leadership and Management or other relevant qualification/s
- With substantial vocational experience (e.g. managerial experience), in management but without a formal qualification.

Pathways from the qualification:

- Bachelor of Business and related programs in most higher education institutions

Entry Requirements

- Completion of Year 12 or equivalent, or students progressing from Diploma of Leadership and Management. It is expected that candidates will be entering this qualification through preferred pathways; or with demonstrable and relevant vocational experience in a supervisory role.
- International : IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBT 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

BSB80120

Graduate Diploma of Management (Learning)

CRICOS Code	0101985
Units of Study	To attain a Graduate Diploma of Management (Learning) you will need to complete two (2) core and six (6) elective units.
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

This qualification reflects the roles 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.

This qualification may provide academic credits into master level qualifications, e.g. Master of Education or related degrees. ALTEC College has not negotiated any articulations at present and any credits into higher degrees will be subject to that institutions own credit policy.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Having completed an undergraduate degree (e.g. a bachelor's degree)
- Progressing from BSB801515 Graduate Certificate in Management (Learning)
- Sound knowledge of the underlying principles of business, education and management
- Aspiring educators, managers, and administrators
- Some work experience in a managerial role

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Course Structure

Unit Code	Unit Title	Type
BSBINN801	Lead innovative thinking and practice	Core
BSBRES801	Initiate and lead applied research	Core
BSBLED805	Plan and implement a mentoring program	Elective
BSBLED806	Plan and implement a coaching strategy	Elective
BSBLDR801	Lead personal and strategic transformation	Elective
BSBLED802	Lead learning strategy implementation	Elective
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	Elective
BSBLED807	Establish career development services	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Demonstrate the self-directed development and achievement of broad and/ or highly specialised areas of knowledge and skills building on prior knowledge and skills; focussing on leadership and organisational development
- Initiate, analyse, design, plan, execute and evaluate major functions either broad and/ or highly specialised within highly varied and/or highly specialised contexts (education)
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Providing a pathway to further qualifications and learning

Academic Pathways

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- A bachelor's degree in education, business, management or similar
- Other graduate certificate programs

Pathways from the qualification

After achieving this qualification candidates may undertake:

- A master's program in education or management
(Standing credits may be obtained in a master's program as per the enrolling institution's relevant policies and rules)

Entry Requirements

- Successful completion of a bachelor's degree
- English language: IELTS 6.0 with 5.5 in each band or other equivalent test scores or Completed AQF level 6 (Advanced Diploma Level) Qualification
- At least 18 years of age at the commencement of the course

BSB80320

Graduate Diploma of Strategic Leadership

CRICOS Code	102385G
Units of Study	To attain a Graduate Diploma of Strategic Leadership you will need to complete two (2) core and six (6) elective units.
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles. Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts.

They have full responsibility and accountability for personal outputs and for the work or function of others. They use cognitive and creative skills to review, critically analyse, consolidate, and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Having completed an undergraduate degree (e.g. a bachelor's degree)
- Progressing from BSB80515 Graduate Certificate in Management (Learning)
- Sound knowledge of the underlying principles of business, education and management
- Aspiring educators, managers, and administrators
- Some work experience in a managerial role
- Career and higher education aspirations/goals

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Course Structure

Unit Code	Unit Title	Type
BSBLDR801	Lead personal and strategic transformation	Core
BSBLDR802	Lead the strategic planning process for an organisation	Core
BSBLED807	Establish career development services	Elective
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	Elective
BSBRES801	Initiate and lead applied research	Elective
BSBLDR805	Lead and influence change	Elective
BSBLDR806	Lead and influence ethical practice	Elective
BSBLDR804	Influence and shape diversity management	Elective

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Demonstrate the self-directed development and achievement of broad and/ or highly specialised areas of knowledge and skills building on prior knowledge and skills;
- Initiate, analyse, design, plan, execute and evaluate major functions either broad and/ or highly specialised within highly varied and/or highly specialised contexts (education)
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Providing a pathway to further qualifications and learning

Academic Pathways

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- BSB80515 Graduate Certificate in Management (Learning) OR
- A bachelor's degree in business or management related domains

Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at a higher education level. Standing credits may be obtained in a master's program as per the enrolling institution's relevant policies and rules.

Entry Requirements

- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. OR
- Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. OR
- Have 5 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- At least 18 years of age at the commencement of the course
- English language: IELTS 6.0 or higher with a minimum score of 5.5 in each band or Equivalent English level scores (e.g. PTE, TOEFL, EAP, CE etc.)



ALTEC College

FACULTY OF COOKERY & HOSPITALITY MANAGEMENT

Certificate III in Commercial Cookery

Certificate IV in Commercial Cookery

Diploma of Hospitality Management

Advanced Diploma of Hospitality Management

**FACULTY OF COOKERY &
HOSPITALITY MANAGEMENT**



SIT30816

Certificate III in Commercial Cookery

CRICOS Code	093713G
Units of Study	To attain a Certificate III in Commercial Cookery you will need to complete Twenty-one (21) core and four (4) elective units and Work Placement.
Work Placement	This qualification has work placement requirements of approximately 190 hrs. Please refer to the Work Placement section for more information.
Duration & Delivery schedule	52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Certificate III in Commercial Cookery would apply to individuals with the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

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

This is a Nationally Recognised Qualification derived from the Tourism, Travel and Hospitality (SIT) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Predominantly international students; multi cultural groups
- Undertaking this course as part of a packaged course leading to a higher qualification
- Young to matured students: 18 years and above age group
- Limited or no work experience in the field
- Limited access to an Australian workplace (e.g. casual or temporary workers – student jobs)
- Career and further education aspirations
- This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course Structure

Unit Code	Unit Title	Type
SITXFSA001	Use hygienic practices for food safety* (Pre-requisite unit)	Core
SITXFSA002	Participate in safe food handling practices	Core
SITHCCC001	Use food preparation equipment	Core
SITHKOP001	Clean kitchen premises and equipment	Core
SITXINV002	Maintain the quality of perishable items	Core
SITHCCC005	Prepare dishes using basic methods of cookery	Core
SITHKOP004	Develop menus for special dietary requirements	Elective
SITXINV004	Control stock	Elective
SITHCCC007	Prepare stocks, sauces and soups	Core
SITHCCC019	Produce cakes, pastries and breads	Core
SITHCCC006	Prepare appetisers and salads	Core
SITHPAT006	Produce desserts	Core
SITHCCC014	Prepare meat dishes	Core
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC018	Prepare food to meet special dietary requirements	Core
SITHCCC012	Prepare poultry dishes	Core
SITHCCC013	Prepare seafood dishes	Core
SITXHRM001	Coach others in job skills	Core
SITHIND002	Source and use information on the hospitality industry	Elective
SITHKOP002	Plan and cost basic menus	Core
BSBSUS201	Participate in environmentally sustainable work practices	Core
SITXCOM002	Show social and cultural sensitivity	Elective
SITXWHS001	Participate in safe work practices	Core
BSBWOR203	Work effectively with others	Core
SITHCCC020	Work effectively as a cook	Core

* Pre-requisite unit is SITXFSA001 Use hygiene practices for food safety

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.



Work Placement

This course has work placement requirements; i.e., some of the tasks and activities may need to be completed in an actual work place. Where work placement applies, unit(s) marked with (**), ALTEC College shall provide work placement to students for a one-time student cost of \$1,500 for the duration of the course. Students will also have an option to arrange their own placement, in which case, the placement fee will not be payable.

The placement fee is not a pre-paid fee and will only be charged once the students has provided a written request to ALTEC College. Students may choose between host organisations where more than one options are available. Students will further be informed during the orientation session. ALTEC College shall assist the students and provide all the required documents and support including referrals, induction, work placement contract, log book, workplace tasks,

Why undertake this course?

- Study in a vibrant, supportive, and multicultural environment
- Gain fundamental skills and competencies required to work within the hospitality sector
- Develop the required skills to effectively operated in a commercial cookery environment and gain knowledge in kitchen operations and hospitality
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- Individuals may enter SIT30816 Certificate III in Commercial Cookery with limited or no vocational experience and without a lower level qualification.

Pathways from the qualification

- SIT40516 Certificate IV in Commercial Cookery
- SIT40616 Certificate IV in Catering Operations
- SIT40716 Certificate IV in Patisserie OR
- SIT40416 Certificate IV in Hospitality

Entry Requirements

- Completion of Year 12 or equivalent
- IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course



SIT40516

Certificate IV in Commercial Cookery

CRICOS Code	093715F
Units of Study	To attain a Certificate IV in Commercial Cookery you will need to complete Twenty-six (26) core and seven (7) elective units and Work Placement.
Work Placement	This qualification has work placement requirements of approximately 240 hrs. Please refer to the Work Placement section for more information.
Duration & Delivery schedule	78 weeks including term breaks and holidays. 60 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will the provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Certificate IV in Commercial Cookery would apply to individuals with 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 as a commercial cook in various kitchen settings such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

This is a Nationally Recognised Qualification derived from the Tourism, Travel and Hospitality (SIT) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Predominantly international students; multi-cultural groups
- ALTEC students, undertaking this course as part of a packaged course leading to a higher qualification
- Young to matured students: 18 years and above age group
- Limited work experience in the field (relevant to international students working in student jobs)
- Limited access to an Australian workplace (e.g. casual or temporary workers student job)
- Career and further education aspirations
- This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course Structure

Unit Code	Unit Title	Type
SITXFSA001	Use hygienic practices for food safety* (Pre-requisite unit)	Core
SITXFSA002	Participate in safe food handling practices	Core
SITHCCC001	Use food preparation equipment	Core
SITHKOP001	Clean kitchen premises and equipment	Elective
SITXINV002	Maintain the quality of perishable items	Core
SITHCCC005	Prepare dishes using basic methods of cookery	Core
SITHKOP004	Develop menus for special dietary requirements	Core
SITXINV004	Control stock	Elective
SITHCCC007	Prepare stocks, sauces and soups	Core
SITHCCC019	Produce cakes, pastries and breads	Core
SITHCCC006	Prepare appetisers and salads	Core
SITHPAT006	Produce desserts	Core
SITHCCC014	Prepare meat dishes	Core
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC018	Prepare food to meet special dietary requirements	Core
SITHCCC012	Prepare poultry dishes	Core
SITHCCC013	Prepare seafood dishes	Core
SITXHRM001	Coach others in job skills	Core
SITHIND002	Source and use information on the hospitality industry	Elective
SITHKOP002	Plan and cost basic menus	Core
BSBSUS201	Participate in environmentally sustainable work practices	Elective
SITXCOM002	Show social and cultural sensitivity	Elective
SITXWHS001	Participate in safe work practices	Elective
BSBWOR203	Work effectively with others	Elective
SITHCCC020	Work effectively as a cook	Core
SITHKOP005	Coordinate cooking operations	Core
SITXHRM003	Lead and manage people	Core
SITXMGT001	Monitor work operations	Core
BSBDIV501	Manage diversity in the workplace	Core
SITXCOM005	Manage conflict	Core
SITXFIN003	Manage finances within a budget	Core
BSBSUS401	Implement and monitor environmentally sustainable work practices	Core
SITXWHS003	Implement and monitor work health and safety practices	Core

* Pre-requisite unit is SITXFSA001 Use hygiene practices for food safety

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Work Placement

This course has work placement requirements; i.e., some of the tasks and activities may need to be completed in an actual work place. Where work placement applies, unit(s) marked with (**), ALTEC College shall provide work placement to students for a one-time student cost of \$1,500 for the duration of the course. Students will also have an option to arrange their own placement, in which case, the placement fee will not be payable.

The placement fee is not a pre-paid fee and will only be charged once the students has provided a written request to ALTEC College. Students may choose between host organisations where more than one options are available. Students will further be informed during the orientation session. ALTEC College shall assist the students and provide all the required documents and support including referrals, induction, work placement contract, log book, workplace tasks, and information on how the assessments will be conducted.

Why undertake this course?

- Gain the essential skills and competencies required to work as commercial cooks within the hospitality sector
- Develop the required skills to effectively operated in a commercial cookery environment and gain knowledge in kitchen operations and hospitality
- Provide a pathway to further qualifications an learning
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- SIT30816 Certificate III in Commercial Cookery

Pathways from the qualification

After achieving this qualification candidates may undertake:

- SIT50416 Diploma of Hospitality Management

Entry Requirements

- Completion of Year 12 or equivalent
- IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

SIT50416

Diploma of Hospitality Management

CRICOS Code	094456A
Units of Study	To attain a Diploma of Hospitality Management you will need to complete Thirteen (13) core and fifteen (15) elective units and Work Placement.
Work Placement	This qualification has work placement requirements of approximately 50 hrs. Please refer to the Work Placement section for more information.
Duration & Delivery schedule	78 weeks including term breaks and holidays. 60 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

Diploma of Hospitality Management would apply to individuals, who use sound knowledge of industry operations and a broad range of managerial skills 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 sector of the hospitality industry as a departmental or small business manager.

This is a Nationally Recognised Qualification derived from the Tourism, Travel and Hospitality (SIT) training package.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- Predominantly international students; multi-cultural groups
- Student progressing from ALTEC's certificate level courses
- Mature-age students: Various age groups;
- Limited work experience in the field (relevant to international students working in student jobs)
- Limited access to an Australian workplace (e.g. casual or temporary workers – student jobs)
- Career and further education aspirations
- This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course Structure

Unit Code	Unit Title	Type
SITXFSA001	Use hygienic practices for food safety* (Pre-requisite unit)	Elective
BSBMGT517	Manage operational plan	Core
SITXMGT002	Establish and conduct business relationships	Core
BSBADM502	Manage meetings	Elective
BSBCMM401	Make a presentation	Elective
SITXCCS003	Interact with customers	Elective
SITHCCC007	Prepare stocks, sauces and soups	Elective
SITHCCC019	Produce cakes, pastries and breads	Elective
SITHCCC006	Prepare appetisers and salads	Elective
SITHPAT006	Produce desserts	Elective
SITHCCC014	Prepare meat dishes	Elective
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	Elective
SITHCCC018	Prepare food to meet special dietary requirements	Elective
SITHCCC012	Prepare poultry dishes	Elective
SITHCCC013	Prepare seafood dishes	Elective
SITXHRM003	Lead and manage people	Core
SITXMGT001	Monitor work operations	Core
BSBDIV501	Manage diversity in the workplace	Core
SITXCOM005	Manage conflict	Core
SITXFIN003	Manage finances within a budget	Core
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
SITXWHS003	Implement and monitor work health and safety practices	Core
SITHKOP005	Coordinate cooking operations	Elective
SITXFIN004	Prepare and monitor budgets	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXCCS007	Enhance customer service experiences	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXHRM002	Roster staff	Core

* Pre-requisite unit is SITXFSA001 Use hygiene practices for food safety

Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.



Work Placement

This course has work placement requirements; i.e., some of the tasks and activities may need to be completed in an actual work place. Where work placement applies, unit(s) marked with (**), ALTEC College shall provide work placement to students for a one-time student cost of \$1,500 for the duration of the course. Students will also have an option to arrange their own placement, in which case, the placement fee will not be payable.

The placement fee is not a pre-paid fee and will only be charged once the students has provided a written request to ALTEC College. Students may choose between host organisations where more than one options are available. Students will further be informed during the orientation session. ALTEC College shall assist the students and provide all the required documents and support including referrals, induction, work placement contract, log book, workplace tasks, and information on how the assessments will be conducted.

Why undertake this course?

- Develop the skills and competencies required to work in a managerial role within the hospitality sector
- Develop the required skills to effectively operate in a hospitality management area and gain knowledge in a range of management functions within the hospitality environment
- Develop knowledge of management and hospitality industry
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Avail higher education pathway opportunities with standing credits

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- With limited or no vocational experience and without a lower level qualification. However, ALTEC expects its SIT40516 candidates to progress to this qualification.

Pathways from the qualification

- Higher Education in Hospitality Management

Entry Requirements

- Completion of Year 12 or equivalent. It is also expected that students applying for this course are either entering through pathways or have demonstrable experience in the industry
- IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course



SIT60316

Advanced Diploma of Hospitality Management

CRICOS Code	0101983
Units of Study	Students entering this qualification directly will need to complete all the thirty-three (33) units ALTEC College students progressing from SIT50416 will need to complete four-teen (14) units in this course.
Work Placement	This qualification has work placement requirements of 50 hrs. Please refer to the Work Placement section for more information.
Duration & Delivery schedule	104 weeks including term breaks and holidays. 80 contact weeks (20 hours per week).
Mode of Delivery	This course is delivered in a face-to-face mode in a classroom-based learning environment.
Course Fee	Please refer to the fee schedule; http://www.altec.edu.au Tuition fees, once accepted, will not change for the duration of the course.
Other Fee	Other non-tuition fees may include (but not limited to) fees such as application fee, RPL fee, re-assessment fee, late payment fee etc. Overseas students are also required to obtain an Overseas Student Health Cover (OSHC) prior to commencing their studies. Complete information on all the fees and charges will be provided prior to enrolment.

Candidates must read and familiarise themselves with ALTEC College's Fee and Refund Policies, which also includes information on the Australian Government's Tuition Protection Scheme (TPS), prior to undertaking this course.

Course Overview

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 specialisation in accommodation services, cookery, food and beverage and gaming.

Who is it suitable for?

ALTEC College's clients are predominantly international students. This course is suitable for;

- International students already in Australia having completed a diploma in hospitality management or a similar course;
- Aspiring hospitality managers and supervisors with fundamental interest in hospitality related careers;
- Age group: 20 years above;
- Some industry work experience, including work placement experience and on-going casual/student work.
- International students progressing from ALTEC College's Diploma of Hospitality Management course;
- Commercial cookery and hospitality skills and knowledge developed in the previous course and through the industry placement/experience;

Course Structure

ALTEC College Students Progressing from SIT5416 Diploma of Hospitality Management will receive credits in the common units between the courses. Accordingly, their CoEs will be amended for the course duration. Common/credit units are shaded in "dark gray".

Students enrolling directly in this course (SIT60316) will be enrolled for the prescribed duration as below and will need to complete ALL thirty-three (33) units of competency to attain the qualification.

** These units have a pre-requisite – SITXFSA001 Use Hygienic Practices for Food Safety.

Unit Code	Unit Title	Type
Direct Entry Students : Students entering this qualification directly will need to complete ALL the thirty-three (33) units below.		
BSBDIV501	Manage diversity in the workplace	Core
SITXFIN003	Manage finances within a budget	Core
SITXGLC001	Research and comply with regulatory requirements	Core
BSBMGT517	Manage operational plan	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXHRM003	Lead and manage people	Core
SITXMGT002	Establish and conduct business relationships	Core
SITXMGT001	Monitor work operations	Core
Group A		
SITXFSA001	Use hygienic practices for food safety	Elective
Group B		
SITHKOP005	Coordinate cooking operations**	Elective
Group C (other 7 group C elective are listed below)		
SITXCOM005	Manage conflict	Elective
SITXHRM002	Roster staff	Elective
Electives		
SITXWHS003	Implement and monitor work health and safety practices	Elective
SITXCCS007	Enhance customer service experiences	Elective
BSBCMM401	Make a presentation	Elective
BSBADM502	Manage meetings	Elective
SITXCCS003	Interact with customers	Elective
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
ALTEC College Students: ALTEC College students progressing from SIT50416 (fully completed with the above 19 units attained) will need to complete the following 14 units in this course.		
SITXFIN005	Manage physical assets	Core
BSBFIM601	Manage finances	Core
SITXHRM004	Recruit, select and induct staff	Core
SITXHRM006	Monitor staff performance	Core
SITXMPR007	Develop and implement marketing strategies	Core
BSBMGT617	Develop and implement a business plan	Core
SITXWHS004	Establish and maintain a work health and safety system	Core
Group C		
SITXCCS002	Provide visitor information	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBITU306	Design and produce business documents	Elective
SITTTSL002	Access and interpret product information	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBRSK501	Manage risk	Elective
BSBMKG401	Profile the market	Elective



Assessment Methods

ALTEC College will use a range of assessment methods for this course to produce valid decisions and recognise that learners demonstrate competence in a variety of ways. Assessments for this course have been designed for class-room-based face-to-face delivery and assessment. Assessment methods may include written tasks, practical tasks, projects, case studies, knowledge test, and observation supported by activities such as role plays, presentations, and group and individual work.

Work Placement

This course has work placement requirements; i.e., some of the tasks and activities may need to be completed in an actual work place. Where work placement applies, unit(s) marked with (**), ALTEC College shall provide work placement to students for a one-time student cost of \$1,500 for the duration of the course. Students will also have an option to arrange their own placement, in which case, the placement fee will not be payable.

The placement fee is not a pre-paid fee and will only be charged once the students has provided a written request to ALTEC College. Students may choose between host organisations where more than one options are available. Students will further be informed during the orientation session. ALTEC College shall assist the students and provide all the required documents and support including referrals, induction, work placement contract, log book, workplace tasks, and information on how the assessments will be conducted.

Why undertake this course?

- Study in a vibrant, supportive, and multi-cultural environment
- Equipping students with advanced skills and knowledge to work and operate in the hospitality industry in a managerial role
- Equipping students with a range of competencies covering broad operational areas in a hospitality environment
- Upskilling existing hospitality workers
- Train under highly qualified trainers and assessors who have real-life professional experiences
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally recognised qualification
- Providing a pathway to higher education qualifications and learning

Academic Pathways

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- SIT50416 Diploma of Hospitality Management

Pathways from the qualification

After achieving this qualification candidates may undertake:

- A Bachelor's program in Hospitality or Management Standing credits may be obtained in a master's program as per the enrolling institution's relevant policies and rules.

Entry Requirements

- Completion of Year 12 or equivalent. It is also expected that students applying for this course are either entering through pathways or have demonstrable experience in the industry.
- IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

DELIVERY LOCATION & CAMPUS



Melbourne Campus



Hobart Campus

ALTEC College campuses are in the heart of Melbourne and Hobart CBD with public transport at the doorstep and cafes, restaurants, shopping and entertainment venues within a walking distance.

MELBOURNE (Victoria)

-  **Level 5 and Level 10, 601 Bourke Street, Melbourne VIC 3000, Australia**
-  **+61 (03) 9529 1783**
+61 (0) 426 238 082
-  **melbourne@altec.edu.au**

HOBART (Tasmania)

-  **Level 1, 242 Liverpool Street Hobart TAS 7000, Australia**
-  **+61 (03) 6289 6258**
+61 (0) 478 125 310
-  **hobart@altec.edu.au**

TRAINING KITCHEN

-  **NORTH MELBOURNE TRAINING KITCHEN**
Unit 7/63-71 Boundary Road, North Melbourne, VIC 3051
-  **HOBART TRAINING KITCHEN**
Fahan School, Fisher Avenue, Lower Sandy Bay TAS 7005

ALTEC College offers a modern and fully-equipped campuses that includes;



Spacious and well-furnished lecture rooms



Computer labs and computer desks



Projector and audio-visual equipment in each lecture room and lab



Student lounge and breakout area with TV



Student kitchenette



On-campus library and online/digital databases and learning resources



Printing and photocopying facilities



Fully networked campus with modern networking hardware



High speed internet connection, including campuswide free wi-fi



Online student portal and access to online Learning Management System



