



ALTEC College

BROCHURE





ALTEC College



LOCATION



MELBOURNE CAMPUS

- 📍 Level 8, 620 Bourke Street, Melbourne VIC 3000
- 📍 Part of Level 3, 620 Bourke Street, Melbourne VIC 3000
- 📍 Part of Level 9, 601 Bourke Street, Melbourne VIC 3000

NORTH MELBOURNE TRAINING KITCHEN CAMPUS

- 📍 Unit 7, 63-71 Boundary Road, North Melbourne VIC 3051

CARPENTRY TRAINING WORKSHOP

- 📍 3/300 Macaulay Road, North Melbourne VIC 3051
- 📍 407 High Street, Lalor VIC 3075



ALTEC College

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FROM THE CEO



Thank you for choosing ALTEC College as your destination for education and training in Melbourne, Australia. I am honoured to extend a warm welcome to you for the academic journey at ALTEC College. Many of your most transformative moments are likely to occur outside the traditional classroom setting, and we are enthusiastic about assisting you in exploring your passions and achieving your aspirations.

ALTEC College is characterized by its diverse student body, vibrant culture, and strong sense of community. Our students, staff, partners, clients, and local community collectively contribute to the rich tapestry that defines us. Our commitment to academic excellence is realized through our continuous improvement philosophy and dedication to providing excellent student services and support.

As we embark on a new chapter, having celebrated over 15 years of success in delivering high-quality training and achieving academic excellence, we are pleased to announce that ALTEC College is expanding in all areas of operation. We invite you to explore our recently upgraded campuses in Melbourne & North Melbourne, offering a variety of Business, Leadership & Management, Commercial Cookery, Kitchen & Hospitality Management Courses.

Our orientation activities are designed to equip you with all the necessary information to begin your journey, allowing you to connect and network with fellow classmates and key members of the support and training teams at ALTEC College. At ALTEC College, we value student input and believe in continuous improvement in both academic and administrative areas to enhance the overall student experience.

Wishing you the very best!

Ramit Masalia
CEO

WHY STUDY AT ALTEC COLLEGE

ALTEC College believes that a caring educational environment is essential for achieving a positive learning experience. Therefore, our focus is not only on providing resources and facilities, but nurturing an academic culture where students feel connected, motivated and part of the college community. Our educational culture is enhanced through our commitment to quality outcomes in all areas of our operation. Some of the other distinctive factors for selecting ALTEC College as your destination include:

- ✓ A Wide Choice of Courses in Business, Leadership & Management and Hospitality & Commercial Cookery
- ✓ Academic Pathways – VET and Higher Education
- ✓ Student Focused Approach and Student-Centred Services
- ✓ Dedicated Learning and Academic Support
- ✓ High-quality fully-equipped modern commercial kitchen
- ✓ Modern and Spacious Campuses
- ✓ Top-Class Student Amenities and Facilities
- ✓ Wi-Fi Enabled Campuses
- ✓ Central CBD/City Location with Food, Entertainment, and Shopping Nearby
- ✓ Access to Multiple Modes of Public Transport
- ✓ FREE Public Transport Zone Location in Melbourne
- ✓ Friendly Staff and Student Services
- ✓ Highly Qualified and Experienced Trainers and Assessors
- ✓ Learning and Assessments Designed to Enhance Classroom Experience
- ✓ Excellent Academic Outcomes and Student Satisfaction



With its vibrant, culturally diverse and positive learning environment, ALTEC College is one of the preferred study destinations for international students from all around the world.

ALTEC College has a student-focused approach to training.

We offer courses that focus on quality learning outcomes and pathways in a range of subject areas starting with certificates and diplomas all the way to graduate diploma level.

EXPLORE YOUR STUDY OPTIONS ON
OUR WEBSITE WWW.ALTEC.EDU.AU
Or simply email us admissions@altec.edu.au

STUDENT LIFE AT ALTEC COLLEGE



An International Experience

ALTEC College boasts a diverse student community with students from various parts of the world. A culturally vibrant and warm environment ensures that your learning experience will be both exciting and stimulating.



Facilities and Technology

ALTEC College provides you with a truly modern campus with state-of-the-art equipment, technology and student amenities. Our lecture rooms and commercial training kitchen are elegantly fitted and designed with student expectations in mind. Other facilities include broadband Internet, free Wi-Fi, student accessible computers, Free MS Office Access for ALTEC College students, library, photocopying, printing and a student lounge.



Industry Focused & Career Oriented Learning

Our education and training programs are developed by industry experts based on current industry needs and expectations. Academic pathways provide options for further education and career development.



Qualified & Experienced Academic Staff

Our highly qualified trainers are leaders in their respective fields and are committed to academic excellence. ALTEC College complies with national standards for trainer and assessor qualifications and vocational experience and sets high academic goals for training and development.



Nationally Recognised Qualifications

Nationally recognised training is a formal process to ensure training meets the standards required by the industry. Students receiving nationally recognised training can be confident that the skills and knowledge they attain are recognised and valued across Australia. Training package qualifications provide expected pathways into and from a qualification. ALTEC College endeavours to maximise learning options for its students via the effective development and design of qualifications that provide students with pathways between its courses/training packages, as well as to ALTEC College's higher education articulation partners.



Higher Education Pathways

ALTEC College is committed to providing learning pathways, within and across qualifications, to maximise student learning options. Such pathways include access to qualifications via internal and external articulation arrangements and/or via the granting of credit/RPL. Furthermore, our pathway packages mean you complete a selected diploma at ALTEC College and receive credit towards it, and a guaranteed place in a degree course with one of our partners. Learning Pathways seek to maximise learning outcomes for ALTEC College's students through internal articulation, sequential or concurrent studies or dual awards. A range of ALTEC College's Diploma and Advanced Diploma courses provide a pathway to higher education qualifications with an advanced standing.



Student Care and Services

Our students and their achievements are our primary focus and we ensure that our systems and resources are structured to meet student needs and exceed expectations. ALTEC College is committed to fostering an environment in which each student feels safe and supported and contributes in a positive manner to the college community. Examples of student support services include study skills and language, Literacy & Numeracy (LLN) assistance, counselling, referral services for students with special needs, research skills programs and career resources.

Student orientation is a welcome program for new students commencing their learning at the college. The program consists of a presentation, campus tour and information that help new students settle into their new learning environment. All new and commencing students are expected to attend the orientation program.

For more information, visit : Future Students



<https://www.altec.edu.au/future-students/>

Student Services & Support:



<https://www.altec.edu.au/support/>

DESTINATION : MELBOURNE

Hugging the tip of the Australian east coast, Victoria is Australia's second-smallest state, covering 227,600 square kilometres – roughly the size of the British Isles.

Victoria's capital, Melbourne, sits on the Yarra River and around the shores of Port Phillip Bay. Lauded for its sense of style and elegance, Melbourne boasts glamorous festivals and events, Australia's best shopping, a lively passion for eating and drinking, and a flourishing interest in the arts. Restored and preserved nineteenth-century architecture, built following the discovery of gold, provides a heady reminder of a prosperous age, while beautifully tended parks and gardens present a therapeutic respite from the pace of city life.

Melbourne is a maze of hidden laneways, opulent bars, exclusive restaurants and off-the-beaten-track boutiques. Here you can soak up culture, hit the sporting grounds, taste the dynamic food and wine scene, dance till dawn or wander the parks and leafy boulevards. Visit Federation Square, the city's landmark cultural space, and enjoy a sunset beer on the St Kilda promenade. Shop till you drop on funky Brunswick Street or upmarket Chapel Street. Wander Southbank's cafes, bistros and bars and get a world tour of cuisines in Carlton, Richmond and Fitzroy. Take an Aboriginal Heritage Walk through the Royal Botanic Gardens and cheer with a capacity crowd at the Melbourne Cricket Ground.

Seasons and climate

Despite its small size, the Victorian climate varies across the state. The north is much drier and warmer than the south. Australia's seasons are the reverse of those in the northern hemisphere. The climate can be characterised as warm to hot in summer (December to February), mild in autumn (March to May), cold and damp in winter (June to August), and cool in spring (September to November).

Further information & Links

- <http://www.visitmelbourne.com/>
- <http://www.melbourne.vic.gov.au>
- <http://www.australia.com/en/places/melbourne-and-surrounds/guide-to-melbourne.html>
- <http://www.melbourne.vic.gov.au/Pages/home.aspx> (Multi-lingual)
- <https://www.lonelyplanet.com/australia/melbourne>



Degraves Street
Melbourne laneways are world renowned for their coffee



Flinders Street Railway Station
Melbourne's iconic central railway station
located in the central business district of Melbourne



Brighton Beach
The famous beach in Victoria

There's so much for you to discover in Melbourne, Victoria – even people who have lived here their whole lives discover new and exciting things. That's why it's one of the best places in the world to live and work.

One of the first things you'll notice when you visit Melbourne is our cultural diversity. We're proud of our multicultural heritage and we welcome people from all nations.



ALTEC College



LIVE AND STUDY IN MELBOURNE



Melbourne is the capital city of the state of Victoria and is home to more than 5 million people.



We have a proud history of cultural diversity – we’re made up of many different people from all kinds of cultures and all ages. We’re inclusive, progressive and respectful of people’s differences.



With friendly people, a great lifestyle and endless business opportunities, you’ll quickly fall in love with Melbourne.

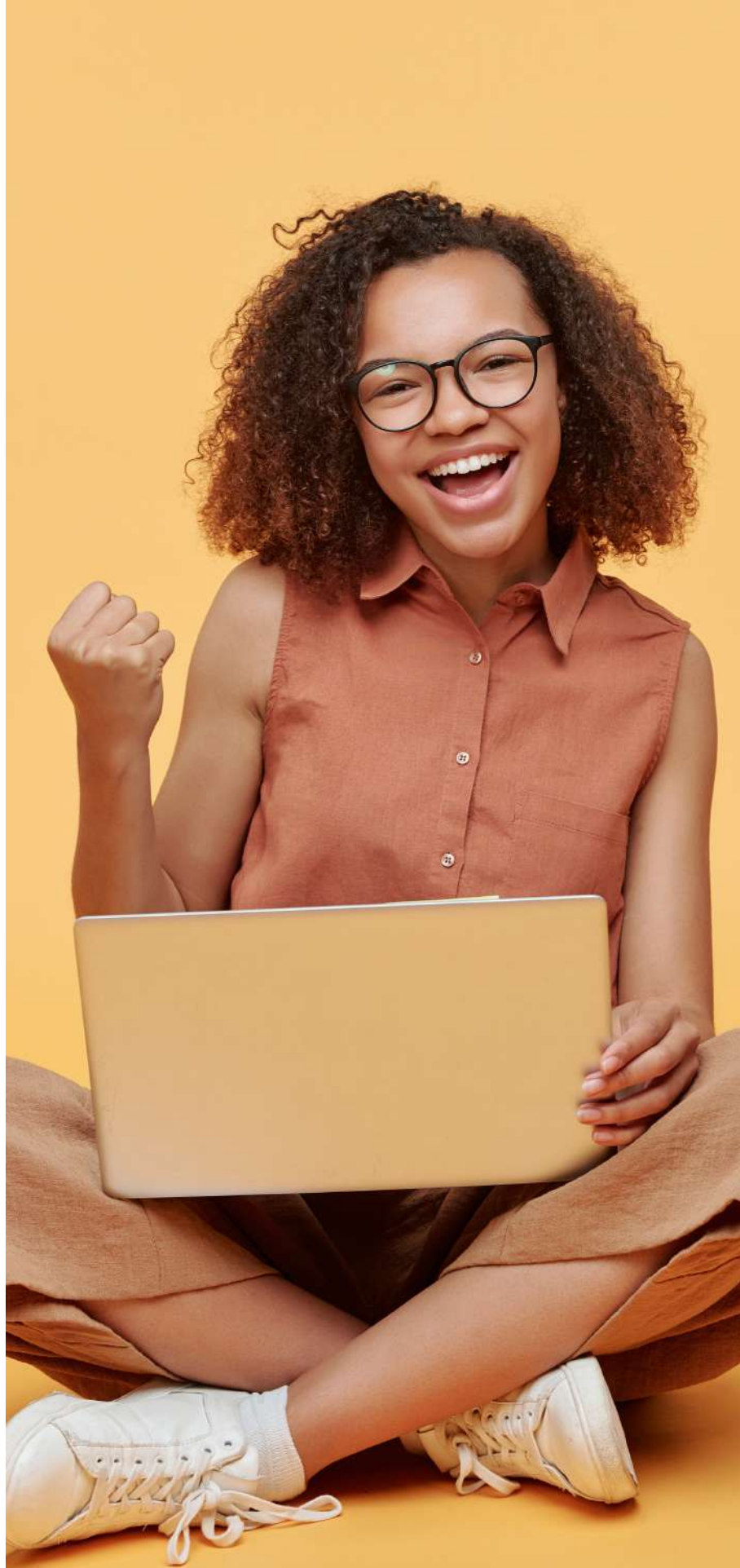
COURSES

AT ALTEC COLLEGE

Our courses are carefully designed to equip students with the appropriate skills and knowledge for employment and further studies in their respective fields.

Our scope of courses will continually grow enabling students to select from a wider range of career pathways.

Studying at ALTEC College enable students to remain up to date with changing trends in the market as our course structure and strategies are periodically validated with industry stakeholders.



BUSINESS



BSB40120

CERTIFICATE IV IN BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

BSB50120

DIPLOMA OF BUSINESS

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.

BSB60120

ADVANCED DIPLOMA OF BUSINESS

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

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

A large circular image of a man with a beard and short brown hair, wearing a dark blue suit, white shirt, and dark tie. He has his arms crossed and is smiling, looking slightly upwards and to the right. The background is a blurred cityscape.

LEADERSHIP & MANAGEMENT

BSB50420

DIPLOMA OF LEADERSHIP & MANAGEMENT

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

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

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.

POSTGRADUATE



BSB80120

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

BSB80320

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP

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.

COMMERCIAL COOKERY & HOSPITALITY MANAGEMENT



SIT30821

CERTIFICATE III IN COMMERCIAL COOKERY

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.

SIT40521

CERTIFICATE IV IN KITCHEN MANAGEMENT

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.

SIT50422

DIPLOMA OF HOSPITALITY MANAGEMENT

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.

SIT60322

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

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.

CARPENTRY BUILDING AND CONSTRUCTION



CPC30220

CERTIFICATE III IN CARPENTRY

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as a specialist field of work. The training and assessment leading to recognition of skills for the purpose of this courses are undertaken in a real/actual or a very closely simulated workplace environment.

CPC50220

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Candidates will learn professional skills and knowledge required for management of residential and commercial building projects



ALTEC College



ESSENTIAL INFORMATION

Note: This page contains only an overview of the essential information for prospective students. For full and complete information, refer to ALTEC College's course guide and the relevant policies and procedure as available on the college's website

<http://www.altec.edu.au> <http://www.altec.edu.au/important-forms-and-policies/>

Academic Year

An academic year comprises of four academic terms of 10 weeks each. There are multiple breaks over the year totaling upto 12 weeks

Mode of Delivery

All of ALTEC College's vocational courses are delivered in a face-to-face mode in a classroom-based learning environment through structured lessons and timetables. Timetables are scheduled for twenty (20) contact hours per week.

Duration & Delivery Schedule

The course duration includes scheduled contact hours and holidays. For example, a one-year course has a CRICOS duration of 52 weeks with 40 contact weeks in a calendar year. Classes are scheduled for twenty (20) hours per week.

Timetable

Timetables may vary from term to term. Timetables are typically developed over 2.5 days (8+8+4 hours).

Fees and Fee Refund

All tuition and additional fees are published annually in ALTEC College's Fee Schedule available on the college's website. Partial and full refunds apply under specific situations. Fees and refund information are also provided in the application pack, offer letter and students agreement prior to finalising the enrolment. Prepaid fees are protected under Australian Government's Tuition Protection Services (TPS) of which ALTEC College is a member. For detailed information, refer to fee and fee refund policies and procedures available on the college's website through the link above.

Course Contents

For complete course information and contents, download ALTEC College's latest course guide available from the home page of the college's website - <http://www.altec.edu.au>
Course information and contents, including entry requirements, pre-requisites, units of competency and pathway information can also be viewed online on the college's website as above.

Assessment Methods

To attain competency in a unit students need to complete a range of assessment tasks. These tasks are unit-specific but generally include individual and group/team assignments. Assessment methods include (but not limited to) written tasks, practical tasks, projects, case studies, presentations and short questions and answers.

Work Placement

Some courses, such as hospitality courses, require work placement (practical work experience) as part of the course requirements. For offshore applicants, ALTEC College arranges work placement for a nominal fee. For more information, refer to ALTEC College's latest course guide available from the home page of the college's website - <http://www.altec.edu.au>

Application and Enrolment

Candidates may apply directly with ALTEC College or through its approved and appointed education agents. Only authorised agents, as listed on ALTEC College's website can recruit students on ALTEC College's behalf. For information on pre-enrolment assessment and the application process, visit - <http://www.altec.edu.au/admission/>

Attendance and Course Progress

Students are required to maintain satisfactory course progress as per the college's Course Progress Policy and Procedures (available on the college's website) throughout their enrolment. Attendance is closely linked to course progress, as in-class activities, projects, and assessment related activities are part of both learning and assessment.

Issuance of AQF Documentation (qualifications)

ALTEC College is a Registered Training Organisation (RTO) approved to issue AQF certifications to eligible students. ALTEC College has no other partner, either in Australia or overseas, to deliver training and assessment on its behalf. ALTEC College is the sole authority to issue all AQF documentation under the relevant standards and regulations.

ESOS Framework & Student Protection

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code (2018).

The ESOS Framework can be accessed at;
<https://www.education.gov.au/esos-framework>

ALTEC College Policies and Procedures

Information on the college's policies and procedures can be obtained from; Students Services:
reception@altec.edu.au or from the college website - <http://www.altec.edu.au/>



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Email: info@altec.edu.au



Pass Global Pty Ltd t/a ALTEC College

RTO No: 22034 | CRICOS Code: 02926D

www.altec.edu.au

