



**WESTERN SYDNEY
COLLEGE**

RTO CODE: 45360 | CRICOS PROVIDER CODE: 03690M



COURSE INFORMATION GUIDE

Sydney Campus: Level 2, 39 Dixon Street, Sydney, NSW 2000

Parramatta Campus: 55 High Street, Parramatta, NSW 2150

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WELCOME MESSAGE

Thank you for choosing Western Sydney College to expand your academic aspirations.

Western Sydney College is committed to providing quality, progressive, innovative, and job-ready vocational qualifications to students who are striving for excellence.

We are dedicated to empowering students with education and training for them to gain the required skills and knowledge to maximize their full potential.

As an international student, you enhance the already diverse mix of students studying at our campus by bringing your own culture and life experiences while integrating into campus life.

Our excellent team of academics and friendly support staff are dedicated to assisting students in making their learning experiences an exceptional one. We hope that you enjoy WSC's supportive learning environment during your stay with us and we wish you every success in your future endeavours.

PEO

Western Sydney College



ABOUT US

International College of Australia Pty Ltd T/A Western Sydney College, RTO No: 45360 and CRICOS Provider Code: 03690M is a Registered Training Organisation located at:

Sydney Campus: Level 2, 39 Dixon Street, Sydney, NSW 2000

Parramatta Campus: 55 High Street, Parramatta, NSW 2150.

WSC operates under the National Vocational Education and Training (VET) Quality Framework. This is a regulated framework administered by the Australian Skills Quality Authority (ASQA). Our registration details are located on the National Register for VET and our qualifications are recognised under the Australian Qualifications Framework.

As a registered training organisation delivering courses to international students, Western Sydney College is required to maintain the registration with the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS). Australian Skills Quality Authority (ASQA) is the regulatory body that regulates all the CRICOS registered training organisations under The Education Services for Overseas Students Act 2000 (ESOS Act 2000) and The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

We offer courses in Information Technology, Leadership and Management, Business, Cookery and Hospitality Management. These courses range from Certificate IV to Graduate Diploma Level and have been designed to offer students industry skills and expertise to meet their academic and professional goals.

STUDENT SUPPORT SERVICES

- Access to helpful & friendly student support staff
- USI creation and support
- Flexible Fee payment options
- Literacy, Language and Numeracy support services
- Additional tutorial sessions
- Mentoring from trainers
- Referral to external support services
- Additional support for learners who come from a non-English speaking background
- Disability access services
- Counselling support
- Emergency services
- Medical, legal services referral

FACILITIES

- Modern, spacious, and fully equipped classrooms
- On-campus library and computer lab
- Outdoor recreation area
- Free Wi-Fi





LIVING IN AUSTRALIA

Australia is one of the safest and best countries in the world to live, study, and grow. Australia is the sixth-largest nation in the world by area and the biggest island nation. Being an international student in Australia means you can rely on receiving world-class education as Australia continues to be a top study destination for international students.

Sydney is the state capital of New South Wales and the most populous city in Australia. It has emerged as a global financial, cultural, and education hub for people from all over the world. Sydney is culturally and ethnically diverse and is home to approximately 5.1 million people and is surrounded by beautiful harbours, beaches, parks, museums.

OVERSEAS STUDENT HEALTH COVER

All international students must have adequate health insurance known as Overseas Student Health Cover (OSHC) for the entire duration of their study visa to cover them and their family members during their stay in Australia. This is one of the student visa conditions. Department of Home Affairs requires an international student to purchase OSHC before they arrive in Australia.

OSHC is provided by below registered health insurers;

Health Insurer	Insurers website
ahm OSHC	www.ahmoshc.com
BUPA Australia	www.overseasstudenthealth.com
Medibank Private	www.medibank.com.au
NIB OSHC	www.nib.com.au
Allianz Global Assistance (Lysaght Peoplecare)	www.allianzassistancehealth.com.au

Medical treatment in Australia is expensive. Your insurance may cover most of the expenses of many unforeseen accidents or sicknesses. OSHC can assist international students to meet the costs of medical and hospital care if needed while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

OSHC does not pay for general treatment (ancillary or extra cover) such as dental, optical or, physiotherapy. If you or your family members would like to be covered for these treatments, you will need to buy extra covers. Please contact your OSHC provider for any additional cover.

Western Sydney College is proud to partner with BUPA as the leading health insurance provider in Australia and we are able to arrange OSHC on behalf of our students.

For more information please visit, <https://www.bupa.com.au/health-insurance/oshc>

<https://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/overseas-student-health-cover>

ACCOMMODATION

International students are required to arrange temporary accommodation for their initial period in Australia until permanent accommodation can be established. Temporary accommodation can be a hotel, hostel or a share accommodations. Students can find temporary accommodation through:

- <https://www.gumtree.com.au/>
- <https://www.airbnb.com.au>
- <https://www.bedssi.com/>

International students will be able to rent apartments or flats and the costs vary depending on the conditions and the location. For rental properties please visit;

- <https://www.domain.com.au/>
- <https://www.realestate.com.au/>

If you know someone in Australia, this is a great way to settle into life here. Your friends or family can provide advice, support, and encouragement during your initial days in Australia.

For more information regarding accommodation, please contact admissions@wsc.nsw.edu.au

LIVING EXPENSES

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student Visa. This includes funds to cover tuition fees, living, and travel expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

Student visa holders and their family members must have access to the following funds to meet the living costs requirements:

For students or guardians	AUD\$21,041 / year
For partners coming with you	AUD\$7,362 / year
For a child coming with you	AUD\$3,152 / year

For more information please visit;

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/financial-requirement>







TEACHING ARRANGEMENTS

At Western Sydney College, all qualifications are delivered 13.5 hours face-to-face on campus and 6.5 hours online per week. Each qualification consists of different Units of Competencies (UOC) and our qualified trainers will explain UOC outlines at the beginning of the training of each UOC.

All our sessions are held in fully equipped classrooms and in a simulated work environment. Each training session is facilitated with learner resources such as PowerPoint presentation, student learner guide, and formative activities and where applicable, supported with simulated case studies, policies and procedures, software and necessary hardware, etc.

Students can bring their own laptop that must have Microsoft Office or other necessary software installed. Laptops must be fully charged and students must also bring a USB flash drive.

ASSESSMENT ARRANGEMENT

All our Units of Competencies (UOC) are assessed through a combination of assessment types. These may include practical demonstrations, role plays, writing reports, group projects, presentations, and written questionnaires, etc.

PATHWAYS TO FURTHER EDUCATION

After graduating from Western Sydney College, students have several options available to continue with their studies to pursue higher-level qualifications or another field of study.

RECOGNITION OF PRIOR LEARNING

In accordance with the requirements of the VET Quality Framework, WSC provides the opportunity for students to apply to have prior learning, skills, and knowledge recognised and counted in relation to the qualification or units of competence for which they are enrolled.



BSB40120

CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 106156K

Duration: 52 weeks (36 weeks study & 16 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career as an office administrator, project officer, Team Leaders, Personal Assistants, sales agent.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent or have completed AQF Certificate III in Business or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Office Administrator, Project Officer, Team Leaders/ Personal Assistant, Analyst.

FUTURE PATHWAY

Students who complete this course may pursue BSB50120-Diploma of Business qualification or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXXCM401	Apply communication strategies in the workplace
ELECTIVE UNITS	
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBTEC402	Design and produce complex spreadsheets
BSBSTR401	Promote innovation in team environments
BSBMKG434	Promote product and services
BSBOPS405	Organise business meetings



BSB50120 DIPLOMA OF BUSINESS

CRICOS Course Code: 106157J

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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

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

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career as an Executive officer, Program Consultant, or Program Coordinator.
- Individuals holding other business qualifications or business experience seeking to gain additional business management and leadership skills.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent; have completed a Certificate IV in Business or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Program Consultants, Executive Officers, Program Coordinators, Managers.

FUTURE PATHWAY

Students who complete this course may pursue BSB60420-Advanced Diploma of Leadership and Management or higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
ELECTIVE UNITS	
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBOPS502	Manage business operational plans
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence
BSBWHS521	Ensure a safe workplace for a work area



BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 104371H

Duration: 52 weeks (36 weeks study & 16 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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 workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

TARGET GROUP

- Individuals seeking to pursue higher education qualifications.
- Individuals seeking to pursue a career as a Manager or Supervisor.
- Individuals holding other business qualifications or business experience seeking to gain additional business management and leadership skills.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Certificate IV in Leadership and Management or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Human Resource Manager, Sales Team Manager, Business Manager.

FUTURE PATHWAY

Students who complete this course may pursue BSB60420-Advanced Diploma of Leadership and Management or higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS

BSBCM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

ELECTIVE UNITS

BSBOPS504	Manage business risk
BSBPEF501	Manage personal and professional development
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS501	Manage business resources



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 106161B

Duration: 65 Weeks (45 Weeks study and 20 Weeks Holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career as a Manager or Supervisor
- Individuals holding other business qualifications or business experience seeking to gain additional business management and leadership skills.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

General Manager, Area Manager, Regional Manager, Department Manager.

FUTURE PATHWAY

Students who complete this course may pursue higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
ELECTIVE UNITS	
BSBPMG633	Provide leadership for the program
BSBSTR602	Develop organisational strategies
BSBXCMM501	Lead communication in the workplace
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others



BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS Course Code: 106162A

Duration: 104 weeks (72 weeks study & 32 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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.

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career as a Training Manager, Human Resource Manager, or Education Administrator
- Individuals holding other business qualifications or business experience seeking to gain additional management skills in education or the human resource industry.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed AQF Level 5 (Diploma) or higher.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); an English proficiency of intermediate level or above from an approved ELICOS provider; have completed at least an Australian Cert IV qualification within the last 2 years, or have successfully passed Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

RTO Manager, Career Development Manager (Education Sector), RTO Education Advisor.

FUTURE PATHWAY

Students who complete this course may pursue higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS	
BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
ELECTIVE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBINS603	Initiate and lead applied research
BSBST801	Lead innovative thinking and practice



ICT40120

CERTIFICATE IV IN INFORMATION TECHNOLOGY

CRICOS Course Code: 103030D

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career in Information Technology.
- Individuals holding other business qualifications or business experience seeking to gain additional IT Skills.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent; have completed AQF Certificate III qualification or above.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.
* Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.
- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Network support, Network operations support, Network operations support, Network technician, Network support technician, Help desk support.

FUTURE PATHWAY

Students who complete this course may pursue a range of higher qualifications at diploma level, but not limited to, ICT50220-Diploma of Information Technology.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cybersecurity risk management
ICTICT426	Identify and evaluate emerging technologies and practices
ICTICT451	Comply with IP, ethics, and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS432	Identify and resolve client ICT problems
ICTICT443	Work collaboratively in the ICT industry
ELECTIVE UNITS	
ICTICT429	Determine and confirm client business requirements
BSBWOR404	Develop work priorities
ICTNWK420	Install and configure virtual machines
ICTNWK421	Install, configure and test network security
ICTNWK422	Install and manage servers
ICTNWK429	Install hardware to networks
ICTTEN434	Install, configure and test internet protocol networks
ICTICT435	Create technical documentation
ICTSAS441	Support ICT system software
ICTSAS442	Provide first-level remote help desk support
ICTSAS436	Evaluate ICT system status
ICTSAD509	Produce ICT feasibility reports
ICTSAS529	Prioritise ICT change requests



ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 106159G

Duration: 78 weeks (54 weeks of study and 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career in Information Technology.
- Individuals holding other business qualifications or business experience seeking to gain additional IT Skills.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Certificate IV qualification or other relevant qualifications.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Network support coordinator, Network operations analyst, Network security coordinator or Network e-business coordinator, Network administrator, IT administrator, IT Operations administrator

FUTURE PATHWAY

Students who complete this course may pursue a range of higher qualifications at advanced diploma level, but not limited to, ICT60220-Advanced Diploma of Information Technology

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT512	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy policies in ICT environments
ICTSAS527	Manage client problems
ELECTIVE UNITS	
ICTSAS502	Establish and maintain client user liaison
ICTSAD509	Produce ICT feasibility reports
ICTSAS526	Review and update disaster recovery and contingency plans
ICTNWK540	Design, build and test network servers
ICTNWK546	Manage network security
ICTSAS517	Use network tools
ICTICT518	Research and review hardware technology options for organisations
ICTNWK531	Configure an internet gateway
ICTNWK537	Implement secure encryption technologies
ICTICT443	Work collaboratively in the ICT industry
ICTDBS505	Monitor and improve knowledge management systems
ICTICT523	Gather data to identify business requirements
ICTICT526	Verify client business requirements
ICTSAS529	Prioritise ICT change requests



ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 106160C

Duration: 78 weeks (54 weeks Study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career in Information Technology.
- Individuals holding other business qualifications or business experience seeking to gain additional IT skills.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Diploma qualification or relevant qualifications.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

e-security specialist, ICT Security Specialist, IT security administrator, IT Security Analyst, IT Security Specialist, Systems/Network Administrator, Network security analyst, Network Security Specialist, Network Security Administrator, Senior Network Administrator, Systems Security Analyst.

FUTURE PATHWAY

Students who complete this course may pursue a higher level of qualifications in Information Technology and communications sector and business and management.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Lead and manage team effectiveness
BSBXCS402	Promote workplace cybersecurity awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics, and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ELECTIVE UNITS	
ICTICT522	Evaluate vendor products and equipment
ICTNWK556	Identify and resolve network problems
ICTICT617	Lead the evaluation and implementation of current industry-specific technologies
ICTNWK615	Design and configure desktop virtualisation
ICTSAD508	Develop technical requirements for business solutions
ICTNWK537	Implement secure encryption technologies
ICTNWK540	Design, build and test network servers
ICTICT523	Gather data to identify business requirements
ICTICT526	Verify client business requirements
ICTSAS517	Use network tools



FNS50920 DIPLOMA OF BANKING SERVICES MANAGEMENT

CRICOS Course Code: 103033A

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification is designed to reflect a range of the job roles with team and business result responsibilities in banking or other deposit-taking institutions' customer contact centers or retail and/or commercial financial services environments.

Individuals in these roles have autonomy in performing technical operations, apply solutions to a range of often complex problems, and research, analyze and evaluate information from a variety of sources. They apply initiative to plan, coordinate, and evaluate their work and provide guidance to others.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the banking services sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Diploma qualification or relevant qualifications.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

- Various banking service roles, including;
- Team leader or manager roles in branch environments
- Commercial and legal lending
- Customer contact service centre management etc

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS60615- Advanced Diploma of Banking Services Management or a range of other qualifications.

UNITS OF COMPETENCY

CORE UNITS	
BSBINM401	Implement workplace information system
FNSINC411	Conduct work according to professional practices in the financial services industry
FNSCUS501	Develop and nurture relationships with clients, other professionals, and third-party referrers
BSBSMB420	Evaluate and develop small business operations
BSBMGT502	Manage people performance
ELECTIVE UNITS	
BSBTWK503	Manage meetings
BSBMGT605	Provide leadership across the organisation
BSBMKG501	Identify and evaluate marketing opportunities
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
BSBWHS521	Ensure a safe workplace for a work area
BSBMGT516	Facilitate continuous improvement



FNS60620 ADVANCED DIPLOMA OF BANKING SERVICES MANAGEMENT

CRICOS Course Code: 103034M

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hour
online per week.

COURSE DESCRIPTION

This qualification is designed to flexibly reflect senior management and/or sales and service job roles with team and business result responsibilities in banking or other deposit-taking institutions' customer contact centers or retail financial services environments.

At this level, individuals are expected to apply specialist skills and knowledge in a range of situations to deal with complex situations and issues. They work across a broad range of technical or management functions with accountability for personal outputs and for team outcomes.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the banking services sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Level IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

- Various banking service roles, including; Bank Manager
- Regional Executive (Banking)

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including Bachelor of Finance/Banking or a range of other qualifications.

UNITS OF COMPETENCY

CORE UNITS	
BSBSMB409	Build and maintain relationships with small business stakeholders
FNSINC411	Conduct work according to professional practices in the financial services industry
BSBMGT608	Manage innovation and continuous improvement
BSBCUS501	Manage quality customer service
FNSSAM601	Monitor performance in sales of financial products or services
FNSSAM602	Identify and evaluate marketing opportunities in the financial services industry
BSBMGT605	Provide leadership across the organisation
BSBMGT502	Manage people performance
ELECTIVE UNITS	
BSBOPS504	Manage Business risk
BSBCOM603	Plan and establish compliance management systems
BSBINN601	Lead and manage organisational change
BSBTWK503	Manage meetings
FNSINC503	Identify situations requiring complex ethical decision making
FNSINC504	Apply ethical frameworks and principles to make and act upon decisions



FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 0100096

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contracts, bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing routine and non-routine.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent; have completed AQF Certificate III qualification or above.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Accounts Assistant, payroll clerk, payroll payable or receivable clerk, bookkeeper or financial clerks

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS50217- Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS	
BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems
ELECTIVE UNITS	
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
FNSACC412	Prepare operational budgets
BSBWHS211	Contribute to the health and safety of self and others
FNSACC313	Perform financial calculations



FNS50217 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 0100097

Duration: 62 weeks (45 weeks study & 17 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organizations in a range of industries.

Individuals in these roles apply solutions to a range of often complex problems and analyze and evaluate information from a variety of sources. They apply initiative to plan, coordinate, and evaluate their work and provide guidance to others within defined guidelines.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications, and have completed FNS40615 Certificate IV in Accounting or equivalent OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Assistant Accounts, BAS Agent, Payroll Payable or Receivable Officer, Bookkeeper, Senior Financial Clerks.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS60217-Advanced Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS	
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
ELECTIVE UNITS	
FNSACC311	Process financial transactions and extract interim reports
BSBTEC402	Design and Produce Complex Spreadsheets
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSORG506	Prepare financial forecasts and projections
FNSACC505	Establish and maintain accounting information systems
*Please consult with the academic team regarding prerequisite units.	



FNS60217 ADVANCED DIPLOMA OF ACCOUNTING

CRICOS Course Code: 0100098

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers, and business analysts; and to employees performing a range of accounts management tasks for organizations in a range of industries.

At this level, individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgment in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating, and evaluating the work of others within broad but generally well-defined parameters.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector as an Accountant, Finance, and Accounting Manager.

ENTRY REQUIREMENTS

- Must be 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications and have completed FNS50215 Diploma of Accounting or FNS50217 Diploma of Accounting.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Assistant Accountant, Finance and Accounts Manager or Office Manager, Senior Financial Officers, Account Payable and Receivable Manager.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including Bachelor of Accounting or a range of other qualifications.

UNITS OF COMPETENCY

CORE UNITS	
FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
ELECTIVE UNITS	
FNSACC511	Provide financial and business performance information
FNSACC513	Manage budgets and forecasts
FNSACC516	Implement and maintain internal control procedures
BSBTWK503	Manage meetings
FNSACC601*	Prepare and administer tax documentation for legal entities
BSBLDR601	Lead and manage organisational change
FNSINC503	Identify situations requiring complex ethical decision making
FNSFMK505	Comply with financial services regulation and industry codes of practice
FNSINC504	Apply ethical frameworks and principles to make and act upon decisions
FNSACC614*	Prepare complex corporate financial reports
BSBLDR602	Provide leadership across the organization
*Please consult with the academic team regarding prerequisite units.	



SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY

CRICOS Course Code: 109878G

Duration: 52 weeks (40 weeks study & 12 weeks holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

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

TARGET GROUP

- Seeking to pursue or further a career in commercial cookery
- Seeking to enter a new industry sector / pathway to higher level qualifications.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent; have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

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

FUTURE PATHWAY

Students who complete this course may wish to continue their education into a range of Certificate IV qualifications, such as the SIT40521 Certificate IV in Kitchen Management

UNITS OF COMPETENCY

CORE UNITS	
SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC036*	Prepare meat dishes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC043*	Work effectively as a cook
SITHKOP009*	Clean kitchen premises and equipment
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006*	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices
SITHCCC031*	Prepare vegetarian and vegan dishes
ELECTIVES UNITS	
SITHCCC026*	Package prepared foodstuffs
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
SITXWHS006	Identify hazards, assess and control safety risks
BSBSUS211	Participate in sustainable work practices



SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS Course Code: 109556C

Duration: 78 weeks (60 weeks study & 18 weeks holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

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

TARGET GROUP

- Individuals seeking to pursue a career in the Hospitality Industry.
- Individuals seeking to enhance their current skills.
- Individuals seeking to pursue a higher education qualification.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent or have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years; or have successfully passed Western Sydney College's English Placement Test

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

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.

FUTURE PATHWAY

Students who complete this course may pursue SIT50422 Diploma of Hospitality Management or higher education.

UNITS OF COMPETENCY

CORE UNITS	
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC036*	Prepare meat dishes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices
SITHKOP015*	Design and cost menus
SITHCCC031*	Prepare vegetarian and vegan dishes
ELECTIVE UNITS	
SITXWHS006	Identify hazards, assess and control safety risks
SITHCCC040*	Prepare and serve cheese
SITXCCS015	Enhance customer service experiences
SITHCCC026*	Package prepared foodstuffs
SITHCCC038*	Produce and serve food for buffets
BSBTWK501	Lead diversity and inclusion



SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 0102053

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of the 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.

TARGET GROUP

- Individuals seeking to pursue career in the Hospitality Industry.
- Individuals seeking to enhance their current skills.
- Individuals seeking to pursue a higher education qualification.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent; have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Banquet or function manager, bar manager, café manager, chef de cuisine, chef pâtissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef, unit manager catering operations.

FUTURE PATHWAY

Students who complete this course may pursue SIT60316– Advanced Diploma of Hospitality Management or higher education qualifications in Hospitality Management or Business Management.

UNITS OF COMPETENCY

CORE UNITS	
BSBDIV501	Manage diversity in the workplace**
BSBMGT517	Manage operational plan
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict**
SITXFIN003	Manage finances within a budget**
SITXFIN004	Prepare and monitor budgets**
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people**
SITXMGTO01	Monitor work operations
SITXMGTO02	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices
ELECTIVE UNITS	
SITXFSA001	Use hygienic practices for food safety**
SITHKOP005	Coordinate cooking operations**
SITHCCC013	Prepare seafood dishes*, **
SITHCCC014	Prepare meat dishes*, **
SITHPAT006	Produce desserts*, **
BSBPEF501	Manage Personal and Professional Development
SITHCCC019	Produce cakes, pastries, and breads*, **
BSBCMM401	Make a presentation
BSBITU306	Design and produce business documents**
SITXWHS002	Identify hazards, assess and control safety risks**
BSBXCMM501	Lead Communication in the Workplace
SITXHRM001	Coach others in job skills**
SITHIND002	Source and use information on the hospitality industry
BSBSUS411	Implement and monitor environmentally sustainable work practices**
BSBFIA401	Prepare financial reports.**

Note: *The unit SITXFSA001 Use hygienic practices for food safety is a pre-requisite for all units marked with a star and will therefore be delivered and assessed prior to all other units marked with a star.

** Students who completed all the units in SIT40516–Certificate IV in Commercial Cookery at WSC will receive 21 units credit transfer towards SIT50416–Diploma of Hospitality Management and can complete the remaining 7 units towards SIT50416–Diploma of Hospitality Management over 2 terms of 10 weeks.



SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 106933G

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

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.

ENTRY REQUIREMENTS

- Must be at least 17 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent; have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed Western Sydney College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Area manager or operations manager, Café owner or manager, Club secretary or manager, Executive chef, Executive housekeeper, Executive sous chef, Food and beverage manager, Head chef, Motel owner or manager, Rooms division manager.

UNITS OF COMPETENCY

CORE UNITS	
BSBMGT517	Manage operational plan
BSBDIV501	Manage diversity in the workplace
SITXFIN004	Prepare and monitor budgets Core
SITXFIN003	Manage finances within a budget
BSBFIM601	Manage finances

SITXHRM004	Recruit, select and induct staff
SITXHRM003	Lead and manage people
SITXHRM006	Monitor staff performance
BSBMGT617	Develop and implement a business plan
SITXFIN005	Manage physical assets
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system
SITXCCS008	Develop and manage quality customer service practices
SITXGLC001	Research and comply with regulatory requirements
SITXMGTO01	Monitor work operations
SITXMGTO02	Establish and conduct business relationships
ELECTIVES UNITS	
SITHIND002	Source and use information on the hospitality industry
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBCMM401	Make a presentation
BSBADM502	Manage meetings
BSBINS401	Analyse and present research information
SITXCCS002	Provide visitor information
BSBRISK501	Manage risk
BSBFIA401	Prepare financial reports
BSBHRM524	Coordinate workforce plan implementation
BSBCRT611	Apply critical thinking for complex problem solving
BSBINN601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBSUS501	Develop workplace policy and procedures for sustainability
SITHIND001	Use hygienic practices for hospitality service
SITHIND004	Work effectively in hospitality service
BSBHRM614	Contribute to strategic workforce planning



ENTRY REQUIREMENTS CHECKLIST

- ☐ Must be at least 17 years of age or older at course commencement.
- ☐ Year 12 or equivalent or other relevant qualification; or can demonstrate suitable work or life experience.*
- ☐ An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years; or have successfully passed the Western Sydney College's English Placement Test.
- ☐ International Students must meet the Student Visa (SC500) requirements.

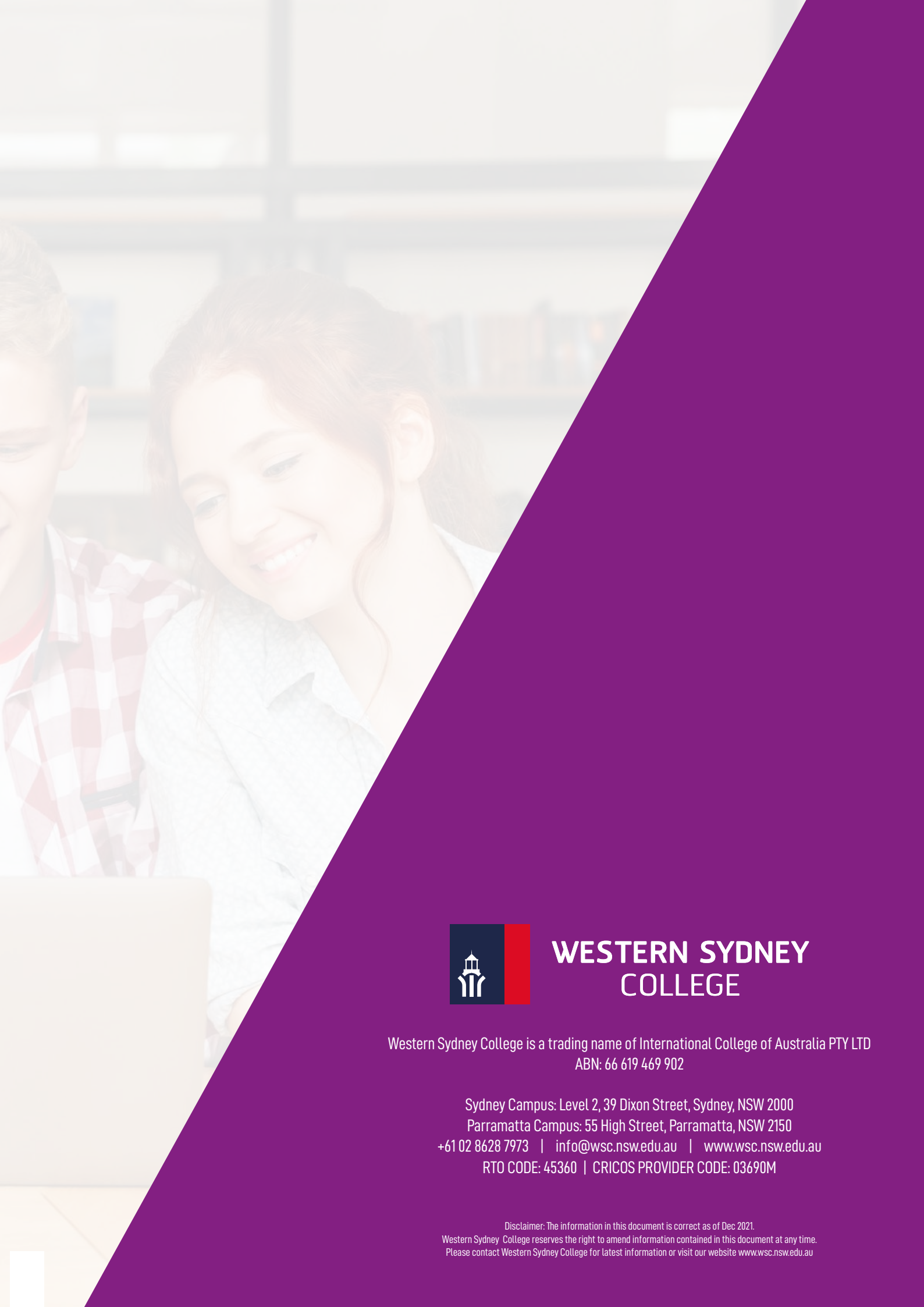
*Note: Each course may have different entry requirements. For full details, please read individual course entry requirements on our website and/ or contact our admissions team at admissions@wsc.nsw.edu.au

DOCUMENTS CHECKLIST

- ☐ Application Form
- ☐ Genuine Temporary Assessment Form
- ☐ Certified copy of Passport
- ☐ Certified copy of previous academic transcripts
- ☐ Certified English Language Proficiency Report
- ☐ Visa Grant Notification Letter (International Students)

INTAKE MONTHS

January	February
April	May
July	August
October	November



WESTERN SYDNEY COLLEGE

Western Sydney College is a trading name of International College of Australia PTY LTD
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RTO CODE: 45360 | CRICOS PROVIDER CODE: 03690M

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