# COURSE GUIDE

SPIC

GOLD COAST

Letter from the CEO

Welcome to St Peters International College. We are committed to academic excellence, with staff who are national and international leaders in their respective fields. We offer a **comprehensive choice of courses in Business, leadership & Management, Commercial Cookery, Hospitality management and English language courses** to support your learning. Our orientation program will enhance your international experience and give you an insight into local Australian culture.

Small group discovery is central to campus life and our unique education proposition. This innovative approach has a **focus on education and friendly environment,** so that every student in every program has an opportunity to experience the thrill of discovery in small classes. Studying in our College will challenge and inspire you. We will give you a rich education experience in beautiful surroundings. **You will receive the very best academic preparation** to achieve in your chosen discipline and to equip you with the knowledge and skills to make a real difference.

I look forward to welcoming you to St Peters International College.

Warm regards,
Eshwar Lakavath
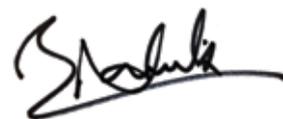
Chief Executive Officer
St Peters International College

Our Mission

St Peters International College is a comprehensive, learner-centered institution that constantly strives to become the standard of excellence for fostering intellect, creativity and character in an active, student learning community.

The Institute provides careers and continuous education coursework and programs that enhance dynamic, intellectual, cultural and, economic development challenges of Australia. Through support services and a technology enriched learning environment, the institute endeavors to empower each learner with skills, knowledge, and values needed for higher programs, workforce entry, advancement, and personal enrichment. Further, St Peters International College promotes an appreciation of cultural diversity, social responsibility, and academic excellence.

The mission of St Peters International College is to educate and develop you as a professional. As an Institute uniquely situated in the heart of Gold Coast, we are committed to providing training that makes an important contribution to the lives of our students within Queensland, the nation and worldwide.

Our Core Values

☑ Quality

We advance quality standards through faculty, academic offerings and support services provided to students. This is evidenced in institutional practices, learning and administrative outcomes.

☑ Learner-Centered

We maintain a strong commitment to all learners and their emerging needs, by fulfilling the academic and cultural needs of the region.

☑ Diversity

We embrace diversity in its curriculum, activities, student population and staff.

☑ Inclusiveness

We promote a caring environment that is rooted in a participative governance structure. Mutual respect and trust are evidenced in collaborative work teams which cross over divisions, departments and programs.

Facilities and Equipment

☑ Integrity

All policies and procedures of the Institute represent fair, responsible, ethical practices and behaviors to ensure standards of excellence.

☑ Innovation

The Institute promotes creative actions that result in the expedient development of educational programs and workforce solutions for the communities we serve.

☑ Growth

The Institute continuously strives to expand accessibility to the institution by increasing enrolment and enhancing educational offerings, campus facilities and fiscal & human resources.

☑ Accountability

The Institute is accountable for strategies and actions that produce measurable outcomes. Data-driven decision making is a standard in the planning process, with special emphasis on strategies that result in enhanced effectiveness.

☑ Location

St Peters International College campus is located in the heart of Gold Coast. Easily accessible by public transport and is just a few minutes'.

Building is situated close to main shopping centre, banks, doctors & dentists, food-courts, and libraries of Gold Coast.

- Students have internet access.
- MS Office - Word and Powerpoint for assignments and presentations in the class.
- Photocopier is available to the student for printing.
- Data projectors are used to enhance the quality of training.
- Access to student lounge.
- Climate control premises.
- Friendly, approchable and qualified staff.
- Colorful, vibrant and multicultural environment.
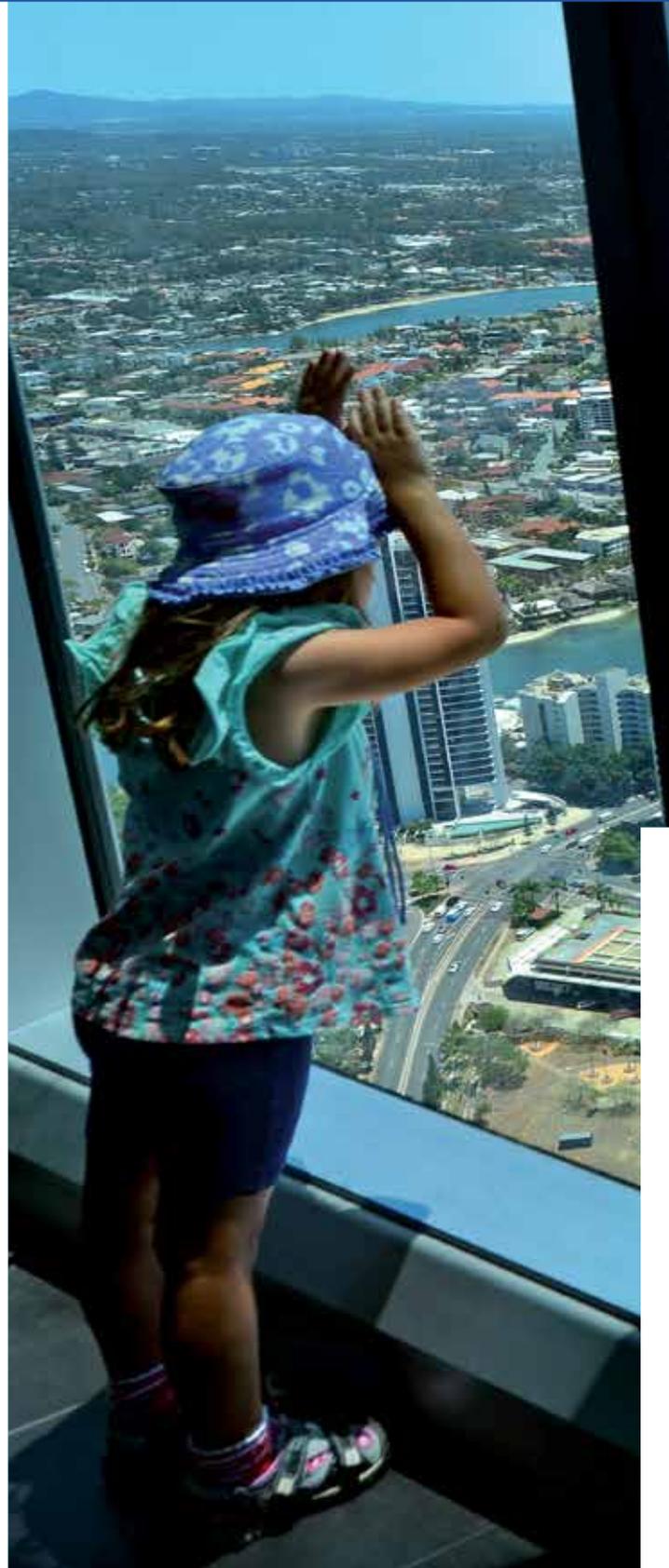
Australia

☑ Australia

Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

☑ Queensland

Queensland is the second-largest and third-most-populous state in the Commonwealth of Australia. Situated in the north-east of the country, it is bordered by the Northern Territory, South Australia and New South Wales to the west, south-west and south respectively. To the east, Queensland is bordered by the Coral Sea and Pacific Ocean.

Queensland has a population of 4,750,500, concentrated along the coast and particularly in the state's South East. The state is the world's sixth largest sub-national entity, with an area of 1,852,642 km2. The capital and largest city in the state is Brisbane, Australia's third largest city. Often referred to as the "Sunshine State", Queensland is home to 10 of Australia's 30 largest cities and is the nation's third largest economy.

☑ A Good Choice for Study

There are more than 50,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia Pacific region arrive in Australia to continue their education. They have chosen Australia for several reasons:

• Australia has a high quality education system, the equal of any country in the world

• Australia offers traditional education in reputable schools, Institutes and universities

• Awards from Australian institutions of higher education are recognized internationally

• Australian universities, Institutes and schools have established networks of support to help overseas students

• The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group tutorials and close supervision

• Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.

• Australia is a safe and stable country with a pleasant climate.

Living in Gold Coast

From the iconic Surfers Paradise beach to the dining precincts of Main Beach and Broadbeach and out to the lush, green hinterland, there's a new experience waiting for you at every turn on the Gold Coast. Theme parks, world-renowned beaches and year-round sunshine are just a few of the reasons 10.5 million visitors flock to the Gold Coast each year.

Australia's Gold Coast is a city coming of age. Strategically located on the edge of the Asia-Pacific rim, with access to two international airports, the Gold Coast is perfectly positioned as a destination for business, investment, study, sport, events, tourism and lifestyle.

Situated in the south east corner of the state of Queensland, the Gold Coast stretches along 57 kilometres of coastline and is home to over half a million people. Beyond the city's beautiful beaches are vast, sub-tropical rainforests with breathtaking scenery.

Welcoming close to 12 million visitors each year, the Gold Coast is full of attractions and things to do. As Australia's premier tourist destination, the city offers a vibrant mix of shopping, accommodation, theme parks, restaurants, entertainment and events, along with an abundance of natural attractions.

The Gold Coast has developed into a diverse, cosmopolitan, forward-thinking city with a future full of promise. As host city for the Commonwealth GamesTM in 2018, the Gold Coast is embracing transformative civic projects like never before, with more than $13.5 billion in major infrastructure projects planned or underway

set to change the face of our city in a way that is distinctly our own.including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Gold Coast has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

The Gold Coast offers a work-life balance unachievable in most of the world's major cities. The proximity of our professional environment to stunning beaches and lush rainforests enables a truly enviable lifestyle. The city remains one of the most bio-diverse in Australia with natural habitats that are home to more than 700 animals and 1800 plant species.

Our natural environment is an extraordinary asset and an integral part of our local identity and culture with 57 kilometres of coastline, 260 kilometres of navigable waterways, more than 2,000 parks covering approximately 21,000 hectares and 100,000 hectares of world heritage-listed rainforests.

Australia

☑ Sports and Recreation

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation, both as individuals and as teams. Hosting the Year 2000 Olympic Games in Sydney highlights Australia as a leading destination for international events.

Australia has more than 120 national sporting organisations and thousands of state, regional and club bodies. It is estimated that 6.5 million people, about a third of the population, are registered sports participants. While there are over 120 sporting organisations, Australians also take part in bush walking, fishing, boating and water sports.

☑ Travel

During term breaks, you may like to venture beyond the capital cities to experience more of Australia's spectacular natural environment and great physical beauty - national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

☑ Australia Welcomes Overseas Students

Overseas students are welcomed in Australia because they:

• Contribute to the development of people and institutions both in their home country and in Australia.

• Contribute to Australia's research capability.

• Develop cultural, educational and economic links between Australians and people of other nations.
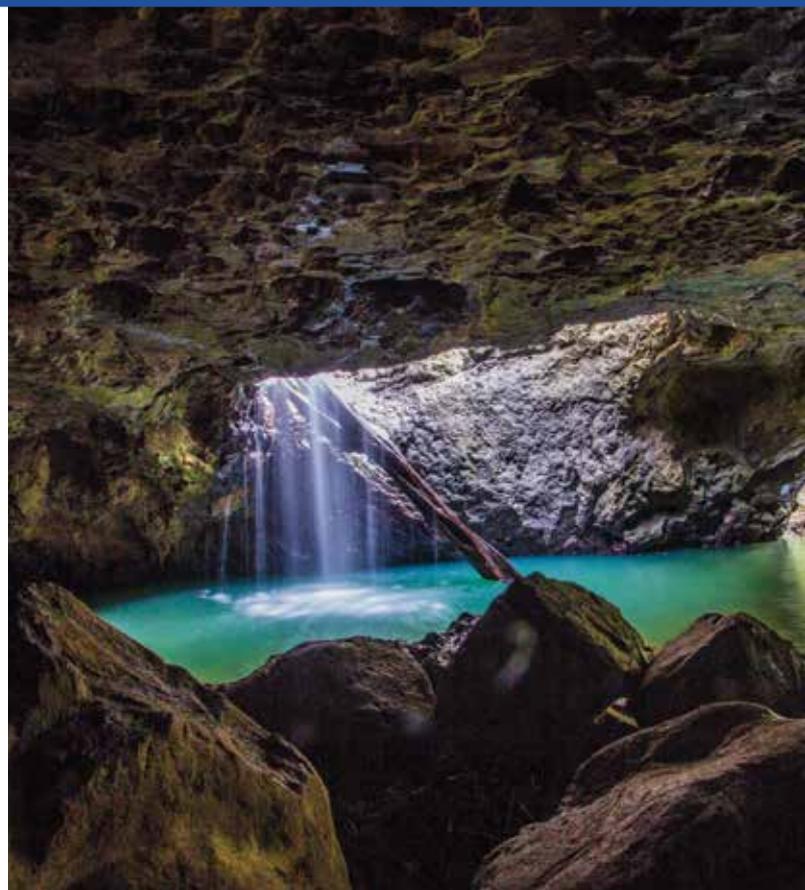
☑ Entertainment

The Campus offer surroundings suitable for social, shopping and other outdoor activities. They are also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities.

There are plenty of opportunities for international students to have an enjoyable time with friends.

☑ Study Methods

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument.

All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning).

To be a successful student in Australia, you will need to adapt to these methods of learning, but most education institutions in Australia are very willing to help, as they offer counselling services and assistance to develop effective study skills. Many lecturers in Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

Language Literacy and Numeracy Requirements

Students require language, literacy and numeracy capacity equivalent to the descriptions below.

St Peters International College recognises that learning, reading, writing, oral communication and numeracy concepts and processes are integral skills required for work and are therefore an important component of training.

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

The college requires a minimum **ACSF level 3** for enrolment into:

• SIT30816 Certificate III in Commercial Cookery
• SIT40516 Certificate IV in Commercial Cookery
• BSB40215 Certificate IV in Business

The college requires a minimum **ACSF level 4** for enrolment into:

• BSB50215 Diploma of Business
• BSB50420 Diploma of Leadership and Management
• SIT50416 Diploma of Hospitality Management
• BSB60215 Advanced Diploma of Business
• BSB61015 Advanced Diploma of Leadership and Management

Learning	Level 1	Level 2	Level 3	Level 4	Level 5
	Identifies and approaches a more Experienced worker or assessor for assistance Takes required materials to training/class Keeps list of frequently used words	Discusses learning goals with supervisor/ assessor and identifies possible strategies to achieve Plan to accommodate work needs Uses key words and search engine to find information	Participates in quality improvement processes in the workplace, considering the priorities and ommitments of self and others Develops and uses personal organisation systems such as files, notebooks, folders and checklists Negotiates professional Development plan aligned with personal and workplace needs, and takes responsibility for organising the formal training component	Actively seeks feedback from others as a way of Improving performance (eg approaches peers, manager, customers) Uses a range of formal techniques to collaborate effectively with others to complete a multi-layered research task. Keeps record of new technical terms or Procedures encountered Through independent study.	Critically reflects on extended research project, describes difficulties encountered, considers ways to improve performance and transfers insights to a new context Implements systematic action learning process to support learning during team project Evaluates workplace learning culture and pathways in relation to own need for further training and development

Reading	Level 1	Level 2	Level 3	Level 4	Level 5
	Recognises very short Explicit pictorial texts,	Follows instructions to search for information	Reads and responds to notices posted on chat rooms	Gathers information for research from a variety of sources and critically analyses and reviews these, eg newspapers, journal articles, internet sites, blogs	Critically evaluates information on possible management courses as part of own performance appraisal review
	Reads and follows simple, familiar work timetable or schedule of activities specific to own job	Locates specific information from a short text, eg a table of employee benefits, a pay slip, employment documentation, own job description, work update from staff memo	Reads and follows Information presented in Technical drawings, manuals and work instructions, patterns eg specifications for job, construction plans	Reads a complex diagram and text to identify components and procedures for dealing with a technical fault or breakdown	Follows a complex flow chart in order to identify and distil relevant information, eg tracks source of non-compliance through workplace process
	Reads simple diagrams	Reads dials and scales on machinery/equipment, eg automatic weigher on packaging machine, temperature dials, counters, franking machine, sewing machine tension, air pressure gauge	Uses 'help' facility on Software program to find out how to format a text, eg brief report, contribution to workplace or community newsletter, emails to colleagues or to place orders, spreadsheets	Demonstrates understanding of text describing complex interrelationships of events, eg reads and reviews a report detailing a problem and steps taken to address it	Identifies, analyses and evaluates information from a wide variety of sources, eg ¬undertakes a task analysis in order to design and develop a training program for implementation in the workplace

Writing	Level 1	Level 2	Level 3	Level 4	Level 5
	Writes routine, Familiar workplace specific vocabulary and abbreviations	Creates a short report, eg describes previous English classes or other training course	Completes performance appraisal review form and identifies personal goals	Writes clear and detailed Instructions organised sequentially for members of a group in order to complete an activity, eg writes Standard Operating Procedure for a process involving several work stations, develops detailed flow chart to guide community development project	Writes an organisational plan based on task analysis, survey of participants, and financial information
	Types own personal details into a computer assisted learning program	Writes a list of tasks to be completed by other members of the group, eg roster, action plan Writes a brief message for a fellow worker eg shift changeover note	Writes clear sequenced instructions for routine/everyday context, eg prepares workplace timetable for start up and shut down procedures	Prepares data for team/group using graphs to compare production output over a period of time, and including suggested recommendations for improving production targets Uses software to prepare a report or presentation, eg PowerPoint, Flash	Writes a positionpaper or report based on analysis of data and consultations conducted with a range of stakeholders eg external and internal customer feedback on quality of service Designs a survey to accurately ascertain customer satisfaction levels and presents a process to evaluate responses
	Uses calendar to record Information related to Community or public dates, e.g. class term dates, culturally significant celebrations		Uses email for day to day communication eg to work colleague, to teacher, to a friend		

Language Literacy and Numeracy Requirements

Oral Communication	Level 1	Level 2	Level 3	Level 4	Level 5
	Makes and responds to Simple enquiries relevant to personal needs, eg asks about a training program advertised on the notice board; asks directions to toilets	Makes a telephone-call and responds appropriately to questions which require basic personal details, eg makes an appointment at the community health centre	Gives clear sequenced instructions of several steps, eg how to use a photocopier/CD player/, log on/log off computer	Presents issue/agenda item in a class or Workplace meeting, and furthers group understanding of relevant ideas through constructive engagement in subsequent discussion	Listens and provides evaluative feedback at a training session on new procedures
	Listens to suggestions And participates in a Negotiated group activity, eg comes to an agreement about a meeting place for a workplace function, class excursion, family picnic	Listens to short, explicit instruction to learn new procedures needed to complete a task, eg to use a piece of machinery in the workplace, use a computer program	Participates in an oral Exchange requiring some negotiation, eg responds to specific enquiries, complaints, problems with clients or customers	Compares the procedures used to complete tasks in discussions with colleagues /group members	Explains technological concepts or scientific phenomena to an audience or work group unfamiliar with the concepts involved, using aids such as machine / equipment parts, photos, diagrams and scaled models
	Expresses opinion in a short spoken exchange, eg indicates possible cause for machine failure	Participates in a faceto- face oral exchange, eg job interview, enquires about training opportunities, time of delivery/pick up	Listens to and notes specific information from An announcement such as emergency evacuation procedures	Actively participates in group discussion of new technology and subsequent changes to work, study, personal routines	Negotiates outcomes in discussions which embrace a range of potentially conflicting perspectives within an organisation, eg changes to work practices; formulation of mission statement

Numeracy	Level 1	Level 2	Level 3	Level 4	Level 5
	Estimates lengths of Familiar objects using metric units, eg a person's height, lengths of fabric or lengths of wood used in everyday work Identifies and compares Familiar items, their quantities, sizes and costs, eg checks weight and/or length of product against job ticket Uses calendar to record Information related to community, workplace or public dates, eg class term dates, RDOs, culturally significant celebrations	Calculates cost of two items and estimates change due after making a payment Records numbers or quantities of materials distributed or sales figures and data onto spreadsheet or familiar workplace computers or hand held devices Accesses and compares information contained in two column tables, eg calculates postage and fees for certified mail	Works in a group to undertake a simple survey and documents the results including at least one every day or routine graph, eg a workplace survey of workers' OHS knowledge Uses appropriate Technological devices to measure and record data and report and act on results, eg blood pressure machine, micrometre, temperature gauge Identifies and explains uses and application of shape in different contexts, eg use of 2D and 3D shapes in house or building construction	Works in a team to plan and develop an operating budget for a task/project/activity including income/revenue from different sources Uses a job or task description or set of instructions for making up a mixture based on ratios and selects, measures and makes up the mixture to any required amount correctly and according to OHS constraints (eg chemical spray, or industrial recipes) Interprets and uses ratios and scales to read and discuss the design and dimensions on the plan of a property in order to allocate working space and furniture, eg a building/workplace, a sports building/facility	Researches and investigates statistical data gathered through individual research or experimentation, organises data into groups in a frequency table, represents data graphically, calculates and records measures of central tendency and spread and analyses and discusses the results including their relevance and impact on the topic of research/investigation Given particular financial constraints and personal/family requirements, investigates and analyses the options for where to best rent or buy a home or holiday house based on location, prices and availability and make recommendations including cost

General Requirements for All Courses

Applications

Applications for admission for students on a student visa must be made using the student application form along with required documents which is available on SPIC website. Students must complete the student application form and send the completed form to the college along with required documents and the Application Fee. Completed student application forms will be processed by the college and assessed on the basis of the information supplied. The participants for each program offered by the college will be selected in a manner that reflects access and equity principles. Completion of the student application form does not imply that the college will make an offer to the student.

Language, Literacy and Numerancy (LLN)

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

Pre Enrolment/Training Review

"Pre Enrolment /Training review" (PTR) form: The purpose of this form is to review on student's previous education, training, work experience, goals, interests, expectations and achievement expected from the course etc. will be conducted through PTR form, prior to their enrolment. All the students are required to fill this form prior to their enrolment in the course which will be assessed by the Administration Manager. The form is a questionnaire related to purpose for the student to enrol in the selected course.

Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss further.

Credit Transfer

Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

ALL COURSES

General English
(Elementary to Upper-Intermediate)

CRICOS CODE: 094013F

General English is an ideal way to learn to use English effectively in an everyday environment. St Peters International College offers 4 levels of General English with all levels carefully designed to cover the macro-skills of speaking, listening, reading and writing as well as grammar and pronunciation practice. Students find they progress in a fast and enjoyable manner.

Lessons are of the highest quality which makes them both interesting and productive.

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$1,640
Tuition Fee	$12,700
Total	$14,840

Fees include all material costs and learning resources.

Course Duration

Delivery will occur over an 50 Week (*44 weeks training and 6 weeks holiday break*) period of full time study.

Career Opportunities

This course provides students with the opportunity to master the language skills for working and living in Australia. Students get the opportunity to learn English in Melbourne at an English language school with a reputation for practical activities, applied learning and outstanding results.

Entry/Admission Requirements

- Basic computer skills
- Meet all Student Visa requirements
- Entry to the course is determined by: In order to be placed in an appropriate ELICOS Course Level, students' current language proficiency level will be assessed based on their IELTS score or its equivalent including the result of the College's Placement Test by the administration staff and if necessary through consultation with the ELICOS Course Coordinator.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Assessment Methods

Learners will be tested on arrival so that they can be placed in class suitable for their English proficiency level. During the course a number of assessment methods are used, including:

- In-class participation
- Homework tasks
- Formal and informal class tests
- Participation in group activities

Students receive continuous feedback from their teachers about the progress.

Course Delivery

- Classroom-based
- Face-to-face
- Work books
- Practical activities.

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

LEVELS
Elementary
Pre-Intermediate
Intermediate
Upper Intermediate
For further details of these units visit www.training.gov.au

BSB40215
Certificate IV in Business

CRICOS CODE: 097729A

This qualification is suited to those working as administrators and project officers.
In this role, individuals 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.

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$500
Tuition Fee	$4,200
Total	$5,200

Fees include all material costs and learning resources.

Course Duration

Delivery will occur over an 28 Week *(26 weeks training and 2 weeks holiday break)* period of full time study.
- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
- Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
  - Year 12 academic education (or equivalent)
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate IV in Business ACSF Profile.

• Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
• See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Administration Officer
- Sales Manager
- Customer Service Manager
- Personal Assistant

Course Delivery

- Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

UNITS OF COMPETENCE

Unit Code	Title	Unit Code	Title
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.	BSBWOR404	Develop Work Priorities.
BSBADM405	Organise meetings.	BSBLED401	Develop teams and individuals.
BSBCMM401	Make a presentation.	BSBREL401	Establish networks.
BSBMKG414	Undertake marketing activities.	BSBCUS401	Coordinate implementation of CS strategies.
BSBRES401	Analyse and present research information	BSBCUS403	Implement customer service standards.

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

BSB50215
Diploma of Business

CRICOS CODE: 094017B

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

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$1,000
Tuition Fee	$8,500
Total	$10,000

Fees include all material costs and learning resources.

Course Duration

Delivery will occur over an 52 Week *(44 weeks training and 8 weeks holiday break)* period of full time study.
• Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
• Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

• Basic Computer Skills
• A good command of written English
• Meet all Student Visa requirements, including:
 - Year 12 academic education (or equivalent)
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Diploma of Business ACSF Profile.
• Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
• See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
• IELTS overall band of 5.5 or
• TOEFL IBT test score band of 54-56 equivalents or
• PTE Academic band score 42 equivalent or
• Satisfactory completion of General English – Upper Intermediate level or
• Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
• Successful completion of Senior Secondary certificate of education in Australia conducted in English or
• Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
• Student's first language is English or
• Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

• Direct observation – in a simulated classroom environment – usually role plays
• Product based methods – these are generally reports, case studies, projects and presentations.
• Questioning – written and verbal questioning is used for a number of assessment tasks.
• A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
• Manager
• Senior administrator
• Senior executive

Course Delivery

• Face to face at our Gold Coast - 20 hours per week of classroom based training sessions
• 8 hours of self study including structured self-directed learning & completing assessment work started in class
• Up to an hour per week of individual support if required

UNITS OF COMPETENCE

Unit Code	Title	Unit Code	Title
BSBWOR501	Manage Personal Work Priorities and Professional Development	BSBPMG522	Undertake project work
BSBADM502	Manage meetings	BSBRSK501	Manage risk
BSBWHS501	Ensure a safe workplace	BSBCUS501	Manage quality customer service
BSBADM506	Manage business document design and development	BSBHRM506	Manage recruitment, selection and induction process

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

BSB60215
Advanced Diploma of Business

CRICOS CODE: 094019M

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

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$1,500
Tuition Fee	$10,250
Total	$12,250

Fees include all material costs and learning resources.

Course duration

Delivery will occur over an 80 Week *(66 weeks training and 14 weeks holiday break)* period of full time study.
- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Ery/ Admission Requirements

Pre-Training Review (PTR):
- Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
  - Year 12 academic education (or equivalent)
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Advanced Diploma of Business ACSF Profile.

• Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
• See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Manager
- Senior administrator
- Senior executive

Course Delivery

- Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

UNITS OF COMPETENCY			
Unit Code	Title	Unit Code	Title
BSBRSK501	Manage risk	BSBMKG609	Develop a marketing plan
BSBINN601	Lead and manage organisational change	BSBMKG607	Manage market research
BSBINM601	Manage knowledge and information	BSBMKG608	Develop organisational marketing objectives
BSBFIM601	Manage finances	BSBMGT617	Develop and implement a business plan

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

BSB50420
Diploma of Leadership and Management

CRICOS CODE: 104307E

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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$1,000
Tuition Fee	$8,500
Total	$10,000

Fees include all material costs and learning resources.

Course duration

Delivery will occur over an 52 Week *(50 weeks training and 2 weeks holiday break)* period of full time study.
- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
- Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
  - Year 12 academic education (or equivalent)
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy.
This is detailed in the Diploma of Leadership and Management ACSF Profile.

• Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
• See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:
- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Office Manager
- Business Development Manager
- Corporate Services Manager
- Senior Administrator
- Senior Executive

Course Delivery

- Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

UNITS OF COMPETENCY

Unit Code	Title	Unit Code	Title
BSBWOR501	Manage personal work priorities and professional development	BSBMGT516	Facilitate continuous improvement
BSBADM502	Manage meetings	BSBMGT502	Manage people performance
BSBWHS501	Ensure a safe workplace	BSBWOR502	Lead and manage team effectiveness
BSBCUS501	Manage quality customer service	BSBFIM501	Manage budgets and financial plans
BSBLDR501	Develop and use emotional intelligence	BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships	BSBRSK501	Manage risk

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB61015
Advanced Diploma of Leadership and Management

CRICOS CODE: 094020G

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.

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$1,500
Tuition Fee	$10,500
Total	$12,500

Fees include all material costs and learning resources.

Course duration

Delivery will occur over an 80 Week (*66 weeks training and 14 weeks holiday break*) period of full time study.
- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
- Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
  - Year 12 academic education (or equivalent)

* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here: https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Advanced Diploma of Leadership and Management ACSF Profile.

- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:
- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Customer Service Manager
- Business Manager
- Business Analyst

Course Delivery

- Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

UNITS OF COMPETENCY

Unit Code	Title	Unit Code	Title
BSBMKG609	Develop a marketing plan	BSBFIM601	Manage finances
BSBMGT605	Provide leadership across the organisation	BSBMGT617	Develop and implement a business plan
BSBMGT616	Develop and implement strategic plans	BSBIPR601	Develop and implement strategies for intellectual property management
BSBINN601	Lead and manage organisational change	BSBSUS501	Develop workplace policy and procedures for sustainability
BSBRSK501	Manage risk	BSBWHS605	Develop, implement and maintain WHS management systems
BSBMGT608	Manage innovation and continuous improvement	BSBCOM603	Plan and establish compliance management systems

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

SIT30816
Certificate III in Commercial Cookery

CRICOS CODE: 094021F

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.

Course Fees (AUD $)

Registration Fee	$500 (non-refundable)
Material Fee	$1,500
Tuition Fee	$10,000
Total Course	$12,000

Fees include all material costs and learning resources.

Course duration

Delivery will occur over an 49 Week *(47 weeks training and 2 weeks holiday break)* period of full time study.
* Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
* Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

* Basic Computer Skills
* A good command of written English
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

* The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate III in Commercial Cookery ACSF Profile.
* Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
* See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
* IELTS overall band of 5.5 or
* TOEFL IBT test score band of 54-56 equivalents or
* PTE Academic band score 42 equivalent or
* Satisfactory completion of General English – Upper Intermediate level or
* Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
* Successful completion of Senior Secondary certificate of education in Australia conducted in English or
* Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
* Student's first language is English or
* Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

* Direct observation – in a simulated classroom environment – usually role plays
* Product based methods – these are generally reports, case studies, projects and presentations.
* Questioning – written and verbal questioning is used for a number of assessment tasks.
* A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
* Work as a cook. This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course Delivery

* Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
* 8 hours of self study including structured self-directed learning & completing assessment work started in class
* Up to an hour per week of individual support if required

UNITS OF COMPETENCY					
Unit Code	Title	Unit Code	Title	Unit Code	Title
SITHCCC005	Prepare dishes using basic methods of cookery	SITXFSA001	Use hygienic practices for food safety	SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC018	Prepare food to meet special dietary requirements	HLTAID003	Provide first aid	SITXWHS001	Participate in safe work practices
SITXFSA002	Participate in safe food handling practices	SITHKOP001	Clean kitchen premises and equipment	SITHCCC020	Work effectively as a cook (48 shifts)
SITHCCC001	Use food preparation equipment	SITXINV002	Maintain the quality of perishable items	SITHKOP005	Coordinate cooking operations
SITHCCC006	Prepare appetisers and salads	SITHCCC007	Prepare stocks, sauces and soups	SITXWHS003	Implement and monitor work health and safety practices
SITHPAT006	Produce desserts	SITHCCC014	Prepare meat dishes	BSBSUS201	Participate in environmentally sustainable work practices
SITHCCC019	Produce cakes, pastries and breads	SITHCCC013	Prepare seafood dishes	SITXHRM001	Provide first aid
SITHKOP004	Develop menus for special dietary requirements	SITHCCC012	Prepare poultry dishes	BSBWOR203	Work effectively with others

For further details of these units visit www.training.gov.au

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

SIT40516
Certificate lV in Commercial Cookery

CRICOS CODE: 094022E

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

Course Fees (AUD$)

Registration Fee	$ 500 (non-refundable)
Material Fee	$1,500
Tuition Fee	$12,800
Total	$14,800

Fees include all material costs and learning resources.

Course duration

Delivery will occur over an 19 Week (*17 weeks training and 2 weeks holiday break*) period of full time study.
• Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
• Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

• Basic Computer Skills
• A good command of written English
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate IV in Commercial Cookery ACSF Profile.

• Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
• See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
• IELTS overall band of 5.5 or
• TOEFL IBT test score band of 54-56 equivalents or
• PTE Academic band score 42 equivalent or
• Satisfactory completion of General English – Upper Intermediate level or
• Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
• Successful completion of Senior Secondary certificate of education in Australia conducted in English or
• Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
• Student's first language is English or
• Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

• Direct observation – in a simulated classroom environment – usually role plays
• Product based methods – these are generally reports, case studies, projects and presentations.
• Questioning – written and verbal questioning is used for a number of assessment tasks.
• A combination of the above methods.

Job Roles

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

Course Delivery

• Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
• 8 hours of self study including structured self-directed learning & completing assessment work started in class
• Up to an hour per week of individual support if required

UNITS OF COMPETENCY

Unit Code	Title		
SITXMGT001	Monitor work operations	SITXHRM002	Roster staff
SITXCOM005	Manage conflict	BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBDIV501	Manage diversity in the workplace	SITXFIN003	Manage finances within a budget
SITXHRM003	Lead and manage people	SITHIND002	Source and use information on the hospitality industry
BSBCMM401	Make a presentation	For further details of these units visit www.training.gov.au	

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

Diploma of Hospitality Management - SIT50416

CRICOS CODE: 094023D

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

Course Fees (AUD$)

Registration Fee	$500 (non-refundable)
Material Fee	$1,000
Tuition Fee	$10,300
Total	$11,800

Fees include all material costs and learning resources.

Course duration

Delivery will occur over an 68 Week (*55 weeks training and 13 weeks holiday break*) period of full time study.
- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):
- Selection for enrolment in SPIC courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPIC. A satisfactory outcome of PTR with authorised SPIC Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPIC review applicants existing knowledge, skills, experience and qualifications. SPIC will then review this information in conjunction with other admission requirements below.

Age Requirements

SPIC requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:
https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx

LLN Requirements

• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Diploma of Hospitality Management ACSF Profile.

• Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
• See the SPIC LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.
If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- café manager
- gaming manager
- kitchen manager
- restaurant manager

Course Delivery

- Face to face at our Gold Coast Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

UNITS OF COMPETENCY

Unit Code	Title	Unit Code	Title	Unit Code	Title
SITXMGT001	Monitor work operations	SSITHIND002	Source and use information on the hospitality industry	BSBMKG401	Profile the market
SITXCOM005	Manage conflict	SITXWHS001	Participate in safe work practices	BSBRES411	Analyse and present research information
BSBDIV501	Manage diversity in the workplace	SITXWHS003	Implement and monitor work health and safety practices	BSBRSK501	Manage risk
SITXHRM003	Lead and manage people	SITXFSA001	Use hygienic practices for food safety	BSBADM502	Manage meetings
BSBCMM401	Make a presentation	SITHIND004	Work effectively in hospitality service (36 shifts)	SITXCCS007	Enhance customer service experiences
SITXHRM002	Roster staff	SITHIND001	Use hygienic practice for hospitality service	SITXMGT002	Establish and conduct business relationships
SITXHRM001	Coach others in job skills	SITXCCS008	Develop and manage quality customer service practices	SITXGLC001	Research and comply with regulatory requirements
HLTAID003	Provide first aid	BSBITU306	Design and produce business document	SITXFIN004	Prepare and monitor budgets
SITXFIN003	Manage finances within a budget	BSBSUS501	Develop workplace policy and procedures for sustainability	BSBMGT517	Manage operational plan
For further details of these units visit www.training.gov.au				BSBMKG413	Promote products and services

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.
Training product status: Superseded as of 18th October 2020. Students will be transitioned to the equivalent new qualification as soon as practicable prior to 18th April 2022 and students will be advised of the impacts in writing.

How to Apply

YOUR APPLICATION

• Read through the St Peters International College Course Guide and pre-enrolment information at www.spic.qld.edu.au
• Choose your course.
• Download the St Peters International College Application Form from www.spic.qld.edu.au Complete, sign and date the conditions of enrolment.
• Attach certied copies of supportive documents required in English.
• Forward all documents to St Peters International College directly info@spic.qld.edu.au or to your local education agent.

APPLICATION ASSESMENT

Upon receiving your application, St Peters international College will assess the application according to the admissions policies along with Pre Enrolment /Training review" (PTR) form and other required documents. Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

• Completion of the student application form doesn't not imply that the college will make an offer to the student.

	ONLINE PAYMENTS*		TELEGRAPHIC TRANSFER		DIRECT DEPOSIT		VISIT OUR ACCOUNTS OFFICE

Account Name: Angel Education Group Pty. Ltd.
Bank: Nab
BSB No.: BSB: 083 004
Account number: 878444742
SWIFT Code: NATAAU3303M

*MasterCard and Visa are accepted. Visit www.spic.qld.edu.au It is important to provide the deposit evidence and atudent enrolment details to the St Peters International College Office for identification purposes.

ELECTRONIC CONFIRMATION OF ENROLMENT

Electronic Confirmation of Enrolment (eCOE) will be issued upon receipt of complete Student Acceptance Agreement and relevant tiution fee payment.

VISA APPLICATION

• Include the eCoE(s) with your visa application.
• Please consult your local education agent about visa application

• All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

OFFER LETTER

• You will be provided with a written Offer Letter and Student Acceptance Agreement if your application is successful and this will generally take 1 to 3 working days for St Peters International College programs.

ACCEPTING OFFER

• To accept the offer, sign the Student Acceptance Agreement.
• Send the above documents to St Peters International College or your local education agent.
Make payment amount according to student acceptance agreement. Please include your student ID, full name and date of birth as a reference for payment.

Fee Payment Methods:

matters or visit the Department of Home Affairs (DHA) website for more details on visa application to Australia: www. homeaffairs.gov.au

ARRIVING IN GOLD COAST

• Attend orientation (Bring your eCoE, offer letter or evidence of payment, passport and copy of your visa to the orientation).
For orientation date visit www.spic.qld.edu.au

GOLD COAST CAMPUS CONTACT DETAILS

ADDRESS: Level 1, 8 Short Street - Southport. Queensland 4215 - Australia
Email: info@spic.qld.edu.au
Website: www.spic.qld.edu.au
Phone: +61 7 5635 1735

24/7 Emergency Contact Number: +61 432 038 885
St Peters International College Operating Hours: Monday to Sunday Time: 9:00 AM to 6:00 PM
Office Hours: Monday to Friday Time: 9:00 AM to 6:00 PM
Send all applications and supporting documentation to the above address.

The CEO, Director, Course Coordinator, Admin. Manager, Training Staff and Administrative Staff of the Institute are available to provide general advice and assistance with matters such as studying, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact the Course Coordinator or the Student Support Officer who may refer them to external support services if required. The Institute will not charge for support services it provides or for referring students to external support services. Students will have to pay fees charged by external support services that they use.

Course Guide. Version 14.0

SPIC

GOLD COAST

ANGEL EDUCATION GROUP PTY LTD T/A

St Peters
International
College

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