



# Harbour College

Where Seekers Become Achievers

RTO CODE: 41338 | CRICOS PROVIDER CODE: 03449J



# WHERE SEEKERS BECOME ACHIEVERS >>



# WELCOME TO SYDNEY, AUSTRALIA

Australian Harbour International College is located in Sydney CBD, which provides one of the best environments for unique learning and social experiences.

Further information about living in Sydney, can be found at [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)



Unique learning techniques and student support

Driven by industry trends, industry contacts and continuous quality improvement

Opens pathways into the Australian Job Market and Universities

**DISCLAIMER:** The information contained in this brochure is correct at the time of printing. Printed on September 2020. Australian Harbour International College reserves the right to amend information contained in the brochure at any time. Please contact the College for the latest information or visit our website: [www.ahic.edu.au](http://www.ahic.edu.au)  
Australian Harbour International College reserves the right to amend course structure without notice.





# MESSAGE FROM THE PRINCIPAL

As the Australian Harbour International College Principal, I am proud to have established a quality college that offers our students and partners wide-ranging experience and industry connections that allow students a pathway into fulfilling careers. I started as an international student myself, and have a profound understanding of what it means to leave home, to strive, work and study overseas, with all the hope and ambition of a young person who is willing and able to make a success of life. Australian Harbour International College has a great multinational team and industry connected teachers.

As students, you may trust in our pledge that each and every team member will offer you all the support you need to achieve your goals. To our partners, I offer a college team that works to continually improve how we teach and learn, by placing students and the Business and Health industry's needs at the centre of what we do. We will strive to thrive, and grow with you, to become one of the best providers of vocational education and training in Sydney, and indeed in Australia.

I am positive that Australian Harbour International College will be a haven for students to become achievers.

**Sincerely,  
Matrika Bimoli, PEO**



# WHY STUDY IN AHIC ?

## Location

Centrally located in Sydney CBD making transportation easier.

## Multicultural Environment

AHIC hosts students from more than 45+ different countries and trainers from more than 13 countries.

## Facilities and Equipment

AHIC is maintained with lecture rooms facilities and equipment are set up.

## Recognition

AHIC is a renowned VET provider that complies with the Vocational Quality Framework (VQF), the National Code of Practice 2018 and other requirements specified by the Australian Skills Quality Authority (ASQA).

## Study Method

The courses hours are 20 hours per week with 13.5 hours in college and 6.5 hours online.

## Welfare Management

AHIC arranges homestay services and airport pickup services for its under 18 students.

## Be your own Master

The Courses in AHIC are skill-oriented and practical based which are in most demand in today's global market.





# STUDENTS' TESTIMONIALS



My initial plan was to study some general business in English so that I can improve my skills in English. Based on my work experience, the admission team recommended me to consider this program, and I think will assist me to promote in the future. Experience trainer and in house tutorial class help to understand the course.

I recommend this program and to study at Harbour College.



**Marcela Guri (Italy)**  
Student of  
Project Management



As a student in Ageing Support of Health Sciences faculty, I gained both skills and confidence to thoughtfully use a variety of practical approaches in my placement and work. The trainers in each subjects were patient, understanding, and highly skilled.

I would highly recommend this course and college to anyone wanting to expand their horizon in health sciences and aged care industry in Australia. Harbour College Located at Centre of Sydney CBD has great access location wise, trained and experiences trainers also good state of art facilities in campus premises.

I am proud to be part of AHIC.



**Smriti Gurung (Nepal)**  
Student of Certificate IV in  
Ageing Support



Due to lockdown and learning via online, I needed to make sure how much support school provides. Harbour College's Online Learning System is really outstanding compared to another institutes where I have studied Enough resources, visual and reading materials for self-study, there are zoom session and recorded sesssion that I can re-watch if I get confused to understand the subject. Face to Face tutorial with small group gives me less headache to complete my study. Very good school, and I recommend you to join us!



**Jaeryun KIM (South Korea)**  
Student of Certificate IV in  
Business



I used to study another school for Hospitality Management, but I was struggling to understand the course without full knowledge of the business principle. Therefore, I went back to my education agent and decided to change my subject to Business or Management. Harbour College is very different than I used to learn from another. They provide tutorial session for each units, also given another chance to attend another session if a student fails the assessment. Furthermore, there are many video materials relevant what I learn.

Very kind staff member, and give me warm greetings when I visited the campus. Due to the pandemic, they keep following my study progress, and give nice advice what I have to do in order to process my assessment.



**Narantuya Ulziisaikhan (Mongolia)**  
Student of Advanced Diploma of  
Business



With spread of pandemic corona virus, government has applied the concept of social distancing to prevent from mass spreading. I have been staying at home following the protocol of social physical distancing.

The best part of this online class is that some of my shy friends who did not interact commonly with the teachers are now asking questions and interacting well in the virtual class. The assignments and assessments are conducted as per the routine. There is no disturbance in my studies. I am actually enjoying my classes and it saves a lot of my time. Like it takes me around 30 minutes to reach my college but this time is saved which I have been using to do productive work. Also, AHIC student support team has been providing its continuous services to make our online classes more convenient and fruitful.



**Arun Parajuli (Nepal)**  
Student of Information Technology



I am currently studying BSB60215 Advanced Diploma of Business. I like the trainers and staff here. They take the time to explain course subjects and are very supportive to student who needs additional help.

They have good interaction skills, make me feel happy and comfortable. I feel, I am taken care by them.



**Chey Shay Tay (Malaysia)**  
Student of Advanced Diploma of  
Business





# OUR COURSES

## HEALTH SCIENCES

**CHC33015 Certificate III in Individual Support**  
CRICOS: 093675J

**CHC43015 Certificate IV in Ageing Support**  
CRICOS: 093674K

**CHC52021 Diploma of Community Services**  
CRICOS: 112590H

## BUILDING & CONSTRUCTION

**RII60520 Advanced Diploma of Civil Construction Design**  
CRICOS: 114336F

**CPC30220 Certificate III in Carpentry**  
CRICOS: 117803D

**CPC31320 Certificate III in Wall and Floor Tiling**  
CRICOS: 117804C

## EARLY CHILDHOOD EDUCATION AND CARE

**CHC30121 Certificate III in Early Childhood Education and Care**  
CRICOS: 110270G

**CHC50121 Diploma of Early Childhood Education and Care**  
CRICOS: 110271F

## KITCHEN AND HOSPITALITY MANAGEMENT

**SIT40521 Certificate IV in Kitchen Management**  
CRICOS: 110417D

**SIT50422 Diploma of Hospitality Management**  
CRICOS: 110701M

**SIT60322 Advanced Diploma of Hospitality Management**  
CRICOS: 110702K

## INFORMATION TECHNOLOGY

**ICT40120 Certificate IV in Information Technology**  
CRICOS: 102744M

**ICT50220 Diploma of Information Technology**  
CRICOS: 105161K

**ICT60220 Advanced Diploma of Information Technology**  
CRICOS: 1105160M

## ACCOUNTING

**FNS40222 Certificate IV in Accounting and Bookkeeping**  
CRICOS: 109995B

**FNS50222 Diploma of Accounting**  
CRICOS: 110453M

**FNS60222 Advanced Diploma of Accounting**  
CRICOS: 110454K

## BUSINESS

**BSB40120 Certificate IV in Business**  
CRICOS: 103683M

**BSB50120 Diploma of Business**  
CRICOS: 103684K

**BSB60120 Advanced Diploma of Business**  
CRICOS: 103685J

## LEADERSHIP AND MANAGEMENT

**BSB50420 Diploma of Leadership and Management**  
CRICOS Course Code: 104276G

**BSB80120 Graduate Diploma of Management (Learning)**  
CRICOS: 110272E

## PROJECT MANAGEMENT

**BSB50820 Diploma of Project Management**  
CRICOS: 104067E

**BSB60720 Advanced Diploma of Program Management**  
CRICOS: 104455D

## ELICOS

**General English**  
CRICOS: 116866H

**English for Academic Purposes (EAP)**  
CRICOS: 116867G









# CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT

CRICOS Course Code: 114109F | Duration: 52 Weeks (Study Period: 36 Weeks) including 120 hrs Work Placement

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Personal Care Worker
- Residential Community House Worker
- Assistant in Nursing
- Home Care Assistant
- Community Care Worker

## Unit of Competence

### Core Units

CHCCCS031	Provide individualized support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practice of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

### Elective Units

HLTAID011	Provide first aid
CHCAGE011	Provide support to people living with dementia
CHCPAL003	Deliver care services using a palliative approach
CHCCCS036	Support relationships with carer and family
CHCCCS033	Identify and report abuse
CHCCCS001	Address the needs of people with chronic disease





# CHC43015 CERTIFICATE IV IN AGEING SUPPORT

CRICOS Course Code: 093674K | Duration: 78 Weeks (Study Period: 54 Weeks) including 120 hrs Work Placement

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Home Care Assistant
- Community Care Worker
- Residential Community House Worker
- Personal Care Worker
- Assistant in Nursing

## Unit of Competence

### Core Units

CHCADV001	Facilitate the interests and rights of clients
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS025	Support relationships with carers and families
CHCLEG003	Manage legal and ethical compliance
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and well being
CHCDIV001	Work with diverse people
CHCPAL001	Deliver care services using a palliative approach
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

### Elective Units

HLTAID011	Provide first aid
HLTAAP002	Confirm physical health status
HLTHPS007	Administer and Monitor medications





# CHC52021 DIPLOMA OF COMMUNITY SERVICES

CRICOS Course Code: 112590H | Duration: 78 Weeks (Study Period: 60 Weeks) including 240 hrs Work Placement

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Community Care Manager
- Coordinator of Volunteer Work
- Team Leader
- Family Services Coordinator
- Support Facilitator in Community Services

## Unit of Competence

### Core Units

CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM013	Facilitate and review case management
CHCDEV005	Analyse impacts of sociological factors on clients in community work and services
CHCDEV001	Recognise and respond appropriately to domestic and family violence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety

### Elective Units

CHCCOM003	Develop workplace communication strategies
CHCDIV003	Manage and promote diversity
CHCPOL003	Research and apply evidence to practice
CHCINM001	Meet statutory and organisation information requirements
CHCMHS011	Assess and promote social, emotional and physical wellbeing
CHCEDU002	Plan health promotion and community intervention
CHCMGT006	Coordinate client directed services
HLTWHS002	Follow safe work practice for direct client care





# RII60520 ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

CRICOS Course Code: 114336F | Duration: 104 Weeks (Study Period: 80 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

## Career Opportunities

- Civil Engineering Draftsperson.
- Civil Engineering Technician.
- Road Design Draftsperson.
- Site Manager.
- Estimator.
- Contract Administrator.

## Unit of Competence

### Core Units

BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system

### Elective Units

BSBSTR601	Manage innovation and continuous improvement
BSBOPS601	Develop and implement business plans
RIICWD526E	Prepare detailed traffic analysis
RIILAT402E	Provide leadership in the supervision of diverse work teams
BSBPMG530	Manage project scope
MEM30031	Operate computer-aided design (CAD) system to produce basic drawing elements
RIICWD512E	Prepare detailed design of motorways and interchanges





# CPC30220 CERTIFICATE III IN CARPENTRY

CRICOS Course Code: 117803D | Duration: 104 Weeks (80 Weeks of Training and Assessment)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have completed the unit CPCCWHS1001 Prepare to work safely in the construction industry.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following: Educated for 5 years in an English-speaking country; or successful completion of an 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 6.0

## Career Opportunities

- Carpenter – Commercial
- Carpenter – Formwork
- Carpenter – Residential

## Unit of Competence

### Core Units

CPCCCA2002	Use carpentry tools and equipment
CPCCCA2011	Handle carpentry materials
CPCCCA3001	Carry out general demolition of minor building structures
CPCCCA3002	Carry out setting out
CPCCCA3003	Install flooring systems
CPCCCA3004	Construct and erect wall frames
CPCCCA3005	Construct ceiling frames
CPCCCA3006	Erect roof trusses

CPCCCA3007	Construct pitched roofs
CPCCCA3008	Construct eaves
CPCCCA3010	Install windows and doors
CPCCCA3016	Construct, assemble and install timber external stairs
CPCCCA3017	Install exterior cladding
CPCCCA3024	Install lining, panelling and moulding
CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground
CPCCCM2006	Apply basic levelling procedures
CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCCCM2012	Work safely at heights
CPCCCO2013	Carry out concreting to simple forms
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM3001	Perform construction calculations to determine carpentry material requirements
CPCCOM3006	Carry out levelling operations
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCWHS3001	Identify construction work hazards and select risk control strategies

### Elective Units

CPCCCA3012*	Frame and fit wet area fixtures
CPCCCA3014*	Construct and install bulkheads
CPCCCM2002*	Carry out hand excavation
CPCCCM3001	Operate elevated work platforms up to 11 metres
CPCCSF2004*	Place and fix reinforcement materials
CPCCCM3005	Calculate costs of construction work
CPCCOM1013	Plan and organise work

\* there is a prerequisite requirement that must be met. Prerequisite unit/s must be assessed and successfully completed before assessment of any unit of competency with an asterisk. Pre-Requisite Unit - CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry.





# CPC31320 CERTIFICATE III IN WALL AND FLOOR TILING

CRICOS Course Code: 117804C | Duration: 104 Weeks (80 Weeks of Training and Assessment)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have completed the unit CPCCWHS1001 Prepare to work safely in the construction industry.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:  
Educated for 5 years in an English-speaking country;  
or successful completion of an 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 6.0

## Career Opportunities

- Tiler
- Wall and Floor tiler

## Unit of Competence

### Core Units

CPCCCM2006	Apply basic levelling procedures
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001*	Read and interpret plans and specifications
CPCCWF2001*	Handle wall and floor tiling materials
CPCCWF2002*	Use wall and floor tiling tools and equipment
CPCCWF3001*	Prepare surfaces for tiling application
CPCCWF3002*	Install floor tiles
CPCCWF3003*	Install wall tiles
CPCCWF3004*	Repair wall and floor tiling
CPCCWF3005*	Install decorative tiling
CPCCWF3006*	Install mosaic tiling
CPCCWF3007*	Tile curved surfaces
CPCCWF3009*	Apply waterproofing for wall and floor tiling
RIIQUA601E	Establish and maintain a quality system
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry

### Elective Units

BSBESB301	Investigate business opportunities
BSBESB407	Manage finances for new business ventures
CPCWHS1001	Prepare to work safely in the construction industry

\*there is a prerequisite requirement that must be met.





# CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

CRICOS Course Code: 110270G | Duration: 52 Weeks (40 Weeks Study) including 160hrs work placement.

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- For Packaging courses, student cannot progress to the higher qualification unless the student has successfully completed lower qualification

## Career Opportunities

- Early Childhood Educator
- Playgroup Supervisor
- Home-based Care Worker

## Unit of Competence

### Core Units

CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTWHS001	Participate in work health and safety
HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety

### Elective Units

BSBST401	Promote innovation in team environments
CHCDIV001	Work with diverse people



# CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

CRICOS Course Code: 110271F | Duration: 52 Weeks (36 Weeks Study) including 300 hours work placement.

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Childcare Assistant
- Early Childhood Educator
- Early Childhood Coordinator

## Unit of Competence

### Core Units

BSBTWK502	Manage team effectiveness
CHCECE041	Maintain a safe and healthy environment for children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE047	Analyse information to inform children's learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE049	Embed environmental responsibility in service operations
CHCECE050	Embed environmental responsibility in service operations
CHCPRP003	Reflect on and improve own professional practice
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE049	Embed environmental responsibility in service operations

### Elective Units

BSBHRM413	Support the learning and development of teams and individuals
CHCDIV003	Manage and promote diversity
BSBPEF502	Develop and use emotional intelligence



# SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS Course Code: 110417D | Duration: 78 Weeks (60 Weeks Study) including 256 hours work placement.

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- For Packaging courses, student cannot progress to the higher qualification unless the student has successfully completed lower qualification

## Career Opportunities

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.

## Unit of Competence

### Core Units

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMG004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

### Elective Units

SITHCCC026*	Package prepared foodstuffs
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
SITXCCS015	Enhance customer service experiences
SITXHRM010	Recruit, select and induct staff
SITXWHS006	Identify hazards, assess and control safety risks



# SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 110701M | Duration: 78 Weeks (Study Period: 60 Weeks) including 192 hours of work placement.

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Bar Manager
- Cafe Manager
- Banquet or Function Manager
- Chef de Cuisine
- Club Manager
- Executive Housekeeper

## Unit of Competence

Core Units	
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices

Elective Units	
SITXFS005	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
BSBXC501	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

Units marked with an \* have one or more requisitions refer to individual units for details.





# SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 110702K | Duration: 104 Weeks (Study Period: 80 Weeks) including 192 hours of work placement.

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following:  
Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Area Manager or Operations Manager
- Café Owner or Manager
- Club Secretary or Manager
- Executive Chef

## Unit of Competence

Core Units	
BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system

Elective Units	
SITHIND001	Use hygienic practices for hospitality service
SITHIND004	Work effectively in hospitality service
BSBADM502	Manage meetings
BSBRES411	Analyse and present research information
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIA401	Prepare financial reports
BSBCRT611	Apply critical thinking for complex problem solving
BSBRISK501	Manage risk
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBCMM401	Make a presentation
BSBHRM513	Manage workforce planning
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBHRM602	Manage human resources strategic planning
SITHIND002	Source and use information on the hospitality industry
SITXCCS002	Provide visitor information



# ICT40120 CERTIFICATE IV IN INFORMATION TECHNOLOGY

CRICOS Course Code: 102744M | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following:  
Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- For Packaging courses, student cannot progress to the higher qualification unless the student has successfully completed lower qualification

## Career Opportunities

- Network Support
- Network Operations Support
- Network Technician
- Network Support Technician
- Help Desk Support

## Unit of Competence

### Core Units

BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cyber security 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
ICTICT518	Research and review hardware technology options for organisations





# ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 105161K | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Network / IT administrator
- IT Operations Administrator
- Network Support Coordinator

## Unit of Competence

### Core Units

BSBXC402	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
ICTSAS527	Manage client problems
ICTICT532	Apply IP, ethics and privacy policies in ICT environments
BSBCRT512	Originate and develop concepts

### Elective Units

ICTSAD509	Produce ICT feasibility reports
ICTNWK559	Install an enterprise virtual computing environment
ICTNWK540	Design, build and test network servers
ICTNWK546	Manage network security
ICTSAS530	Use network tools
ICTICT518	Research and review hardware technology options for organisations
ICTWK562	Configure an internet gateway
ICTNWK537	Implement secure encryption technologies
ICTICT443	Work collaboratively in the ICT industry
ICTICT435	Create technical documentation
ICTNWK542	Install, operate and troubleshoot medium enterprise routers
ICTNWK543	Install, operate and troubleshoot medium enterprise switches
ICTSAS502	Establish and maintain client user liaison
ICTICT523	Gather data to identify business requirements



# ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 1105160M | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- e-Security Specialist
- ICT Security specialist/Administrator
- IT Security Analyst/Specialist
- Systems/Network administrator
- Network Security Analyst

## Unit of Competence

### Core Units

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
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness

### Elective Units

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
ICTNWK542	Install, operate and troubleshoot medium enterprise routers
ICTNWK543	Install, operate and troubleshoot medium enterprise switches
ICTSAS530	Use network tools
ICTICT522	Evaluate vendor products and equipment





# FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 109995B | Duration: 52 Weeks (Study Period: 36 Weeks)

## Entry Requirement:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

## Career Opportunities:

- Payroll Clerk
- General Accounts Assistant
- Accounts Receivable Clerk
- Accounts Payable
- Clerk and BAS Agent (Study Requirements)

## Unit of Competence

### Core Units

FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSTPB402	Establish and maintain payroll systems
BSBSMB412	Introduce cloud computing into business operations
FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBFIA401	Prepare financial reports
FNSTPB401	Complete business activity and instalment activity statements
FNSACC416	Set up and operate a computerized accounting system

### Elective Units

BSBITU402	Develop and use complex spreadsheets
BSBITU306	Design and produce business documents
FNSACC313	Perform financial calculations
BSBWHS201	Contribute to health & safety of others
FNSACC412	Perform operational budgets

# FNS50222 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 110453M | Duration: 65 Weeks (Study Period: 45 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12(HSC) or other relevant qualification/s; or experience in a financial environment.
- Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent).

FNSACC321 Process financial transactions and extract interim reports.

FNSACC322 Administer subsidiary accounts and ledgers.

FNSACC418 Work effectively in the accounting and bookkeeping industry.

FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

- These competencies may have been achieved through completion of the following (or their equivalent): FNSSS00014 Accounting Principles Skill Set or FNS40222 Certificate IV in Accounting and Bookkeeping.
  - Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.
- \* 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 6.0

## Career Opportunities:

- Accounts Receivable/Payable
- BAS Agent / Tax Agent
- Assistant Accountant
- Bookkeeper
- Senior Financial Clerk

## Unit of Competence:

### 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

BSBITU402	Develop and use complex spreadsheets
FNSACC311	Process financial transactions and extract interim reports
FNSACC505	Establish & maintain accounting information systems
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSORG506	Prepare financial reports and projections





# FNS60222 ADVANCED DIPLOMA OF ACCOUNTING

CRICOS Course Code: 110454K | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12(HSC) or other relevant qualification/s; or experience in a financial environment.
- Prior to commencing this qualification an individual must have completed the following qualifications (or equivalent).
- FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

## Career Opportunities:

- Assistant Accountant
- Finance and Accounts Manager
- Senior Financial Officers
- Accounts Receivable and Payable Manager

## Unit of Competence

### Core Units

FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC601	Interpret and use financial statistics and tools

### Elective Units

FNSACC601	Prepare and administer tax documentation for legal entities*
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSORG506	Prepare financial reports and projections
FNSACC514	Prepare financial reports for corporate entities
FNSRSK602	Determine and manage risk exposure strategies
BSBLDR402	Lead effective workplace relationships
FNSACC405	Maintain inventory records
FNSINC503	Identify situations requiring complex ethical decision making
FNSACC603	Implement tax plans and evaluate tax obligations



# BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 103683M | Duration: 52 Weeks (Study Period: 36 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Office Administrator
- Project Officer
- Team Leader and Personal Assistant

## Unit of Competence

### Core Units

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

### Elective Units

BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBMKG434	Promote product and services
BSBOPS405	Organise business meetings
BSBTEC402	Design and produce complex spreadsheets
BSBCMM411	Make presentations





# BSB50120 DIPLOMA OF BUSINESS

CRICOS Course Code: 103684K | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- For Packaging courses, student cannot progress to the higher qualification unless the student has successfully completed lower qualification

## Career Opportunities

- Manager
- Team Leader

## Unit of Competence

### Core Units

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace

### Elective Units

BSBHRM525	Manage recruitment and onboarding
BSBXDB501	Support staff members with disability in the workplace
BSBTWK503	Manage meetings
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS504	Manage business risk



# BSB60120 ADVANCED DIPLOMA OF BUSINESS

CRICOS Course Code: 103685J | Duration: 65 Weeks (Study Period: 45 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following:  
Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise
- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

## Career Opportunities

- Senior Administrator
- Senior Executive
- Marketing Manager
- Business Consultant
- Business Development Manager
- Small Business Owner/Manager

## Unit of Competence

### Core Units

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy

### Elective Units

BSBLDR601	Lead and manage organisational change
BSBWHS521	Ensure a safe workplace for a work area
BSBXDB501	Support staff members with disability in the workplace
BSBPEF501	Manage personal and professional development
BSBSUS511	Develop workplace policies and procedures for sustainability





# BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 104276G | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Manager
- Project Manager
- Team Manager

## Unit of Competence

### Core Units

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

### Elective Units

BSBLDR521	Lead the development of diverse workforces
BSBPPEF501	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
BSBXDB501	Support staff members with disability in the workplace



# BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS Course Code: 110272E | Duration: 104 Weeks (Study Period: 72 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- Have completed a Diploma of Project Management qualification. or Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.
- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

## Career Opportunities

- RTO Manager
- RTO Director

## Unit of Competence

### Core Units

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice

### Elective Units

BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBINS603	Initiate and lead applied research
BSBSTR801	Lead innovative thinking and practice
BSBCRT611	Apply critical thinking for complex problem solving





# BSB50820 DIPLOMA OF PROJECT MANAGEMENT

CRICOS Course Code: 104067E | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

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

## Career Opportunities

- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator

## Unit of Competence

### Core Units

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration

### Elective Units

BSBSUS511	Develop workplace policy and procedures for sustainability
ICTICT526	Verify client business requirements
ICTICT517	Match ICT needs with the strategic direction of the organisation
BSBPEF502	Develop and use emotional intelligence

# BSB60720 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

CRICOS Course Code: 104455D | Duration: 78 Weeks (Study Period: 54 Weeks)

## Entry Requirement

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 6.0 overall, no less than 5.5. English language competence can also be demonstrated through documented evidence of any of the following: Successfully completed a Certificate IV level course in an Australian RTO; or Successful completion of AHIC's English Placement Test; or Advanced level of English completed in Australia.

\* 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 6.0

- Have completed a Diploma of Project Management qualification. or Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.
- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

## Career Opportunities

- Contracts Officer
- Project Administrator
- Project Manager
- Program Manager

## Unit of Competence

### Core Units

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits

### Elective Units

BSBSUS601	Lead corporate social responsibility
BSBLDR601	Lead and manage organisational change
BSBPEF502	Develop and use emotional intelligence
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBFIN601	Manage organisational finances
BSBSUS511	Develop workplace policy and procedures for sustainability
BSBCRT611	Apply critical thinking for complex problem solving





# GENERAL ENGLISH

CRICOS Course Code: 116866H | Duration: up to 70 weeks

## Course Description

The General English course is designed to prepare students for conversation, everyday situations, and daily interactions that take place when travelling or living in an English-speaking country. Students learn and practice the four macro-skills of listening, reading, writing, and speaking in an interactive environment. Levels of difficulty increase over the duration of the course to assist students in developing their skills and becoming more confident and fluent in English.

## Entry Requirement

- Students must be 18 years old or older at the time of enrolment.
- Students will be assessed with a placement test and interview to determine the appropriate class level.

## Modes and Methods of Delivery

The General English course is made up of 60 units of study, each delivered over a week in a face-to-face classroom setting only.

- Teaching methods include teacher-directed and student-centered learning, with flexible delivery tailored to different learning styles, cultures, and student needs.
- Macro-skills will be developed using communicative and integrated techniques.

- A combination of the following methods will be used:

- Presentations
- Role-plays
- Audio-visual materials
- Online activities
- Individual and group instruction
- Discussions
- Oral presentations
- Web-based research
- Independent research

- Students will use authentic materials, along with materials specifically prepared for language learning.

## Profile of Target Learner Group

Age group: 18 and above

Nationality: Students come from a range of overseas countries.

Aims: To develop English language skills for effective communication in various situations.

Experience: The target group may have little or no understanding of the Australian way of life or cultural expectations.



# ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS Course Code: 116867G | Duration: up to 22 weeks

## Course Description

The English for Academic Purposes (EAP) course is designed to prepare international students, from a range of backgrounds and nationalities, to undertake tertiary study in Australia.

Students enrolled for this course will have as their specific study objective the completion of a tertiary level course in an Australian tertiary institution.

The course will be offered at two levels to provide students a specialist study preparation option with a progression from a minimum of IELTS 5.5 with no score below 5.0 to an expected maximum consistent with B2 level descriptions on the CEFR. Each of the levels will run for 10 weeks.

The focus of this EAP course is developing the skills areas in English, which the student will require to study alongside native speakers in tertiary courses. However, students entering the EAP course at the lower level will not necessarily have access to the language base, which makes the use of these skills a possibility. For this reason, the balance of the EAP course will move systematically from a language focus to a skills focus as the student progresses through the levels from EAP Level 1 to EAP Level 2..

## Entry Requirement

Students must be 18 years old or older at the time of enrolment.

Students will be assessed with a placement test and interview to determine the appropriate class level. The acceptable level in international tests required for entry to the courses is outlined below:

IELTS Band 5.0 with no band < 4.5 = EAP Level 1

IELTS Band 5.5 with no band < 5.0 = EAP Level 2

## Modes and Methods of Delivery

The English for Academic Purposes course is made up of 20 units of study, each of which is delivered over a week. Face to face classroom only.

Teaching methods include teacher directed and student-centred learning. Delivery will be flexible taking into account the different learning styles, cultures and needs of students. Macro-skills will be developed using communicative and integrated techniques.

A combination of the following delivery methods will be used: presentations, discussions, role-plays, oral presentations, individual and group instruction, audio visual materials, web-based research, online activities and independent research.

The students will use authentic materials, together with materials prepared specifically for language learning within the classroom.



# HOW TO APPLY

## FILLING OUT FORMS

International students applying from overseas\* must fill out: Streamline Student Visa Framework (SSVF) Questionnaire, Australian Harbour International College Enrolment Form.

SSVF Assessment Form, Statutory Declaration Form Statement of Purpose of studying at Australian Harbour International College must be forwarded to the College Admission department together with the above filled out forms.

\*Please contact Australian Harbour International College Marketing/ Admission Department

## APPLICATION ASSESSMENT

Once we receive your application we will assess whether you meet the English Language and academic entry requirements for your chosen programme.

## LETTER OF OFFER

If your application is approved, we will send you a letter of Offer. This will include payment details, airport arrival and accommodation information.

## FEE PAYMENT

Fee payment details are included in your letter of Offer. Ensure you have read and understood the Australian Harbour International College refund policy before you make payment to Australian Harbour International College .

## APPLY FOR A STUDENT VISA

Once we receive your fee payment, we will issue you with a fee receipt to support your student visa application.

Visit: <http://www.border.gov.au/Trav/Stud> for visa requirements and processes.

## PLANNING FOR ARRIVAL

Plan to arrive at Australian Harbour International College in time to attend the International Student Orientation. Once you have booked your flights, organise your airport pick up and accommodation at least 10 working days before you arrive.

## AHIC ORIENTATION PROGRAM

Join other international students for the Australian Harbour International College Orientation program, finalise your enrolment, and commence your studies.



# CHECKLIST

- ☐ Application Form:  
[www.ahic.edu.au/downloads](http://www.ahic.edu.au/downloads)
- ☐ Certified copy of PASSPORT
- ☐ Copy of VISA  
(onshore students only)
- ☐ Certified copies of previous QUALIFICATIONS
- ☐ Certified copies of ENGLISH LANGUAGE PROFICIENCY
- ☐ DECLARATION read and ticked/signed

# ENTRY REQUIREMENTS

- ✓ Year 12 (HSC) or equivalent
- ✓ Academic IELTS 6.0 overall, no less than 5.5 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre or Successfully completed a Certificate IV level course in an Australian RTO or Successful completion of Australian Harbour International College's Placement Test, or Advanced level of English completed in Australia.
- ✓ Enrollment Fee \$200
- ✓ At least 18 years or above

# PAYMENT OPTIONS

## BY MAIL

Level 1, 84 – 86 Mary Street, Surry Hills NSW 2010 Australia

## DIRECT DEPOSIT/ TELEGRAPHIC TRANSFER

Please quote student name and number for each transaction, Otherwise, AHIC may not be able to trace the payment, which could mean that enrolment may be delayed.

## BANK PAYMENT

Bank: Commonwealth Bank  
Branch Name: Cnr of George & Market St, Sydney NSW, 2000 Australia  
Account Name: Australian Harvard International College  
BSB: 062 005  
Account No: 1116 1515  
Swift Code: CTBAU2S (for international transfer)

## CREDIT CARD/ CASH PAYMENT

Credit Cards are accepted and surcharges apply according to the type of card. We accept Bankcards, MasterCard & Visa Card. Cash payment is not accepted.

## PAYMENT ADVICE

Contact AHIC Accounts for details  
[accounts@ahic.edu.au](mailto:accounts@ahic.edu.au)

# USEFUL LINKS

**Study in Australia:** [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)  
**DoHA:** [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)  
**City of Sydney:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)  
**Job search:** [www.seek.com.au](http://www.seek.com.au)  
**Homestay Services:** [www.meridianhomestay.com.au](http://www.meridianhomestay.com.au)  
**ASQA:** [www.asqa.gov.au](http://www.asqa.gov.au)  
**NSW Ombudsman:** [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)  
**Fairwork:** [www.fairwork.gov.au](http://www.fairwork.gov.au)





**Harbour College**

Where Seekers Become Achievers

RTO CODE: 41338 | CRICOS PROVIDER CODE: 03449J

## **AUSTRALIAN HARBOUR INTERNATIONAL COLLEGE**

ABN: 74 603 036 102 | RTO NO: 41338 | CRICOS Provider Code: 03449J

Level 1, 84 – 86 Mary Street, Surry Hills NSW 2010

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