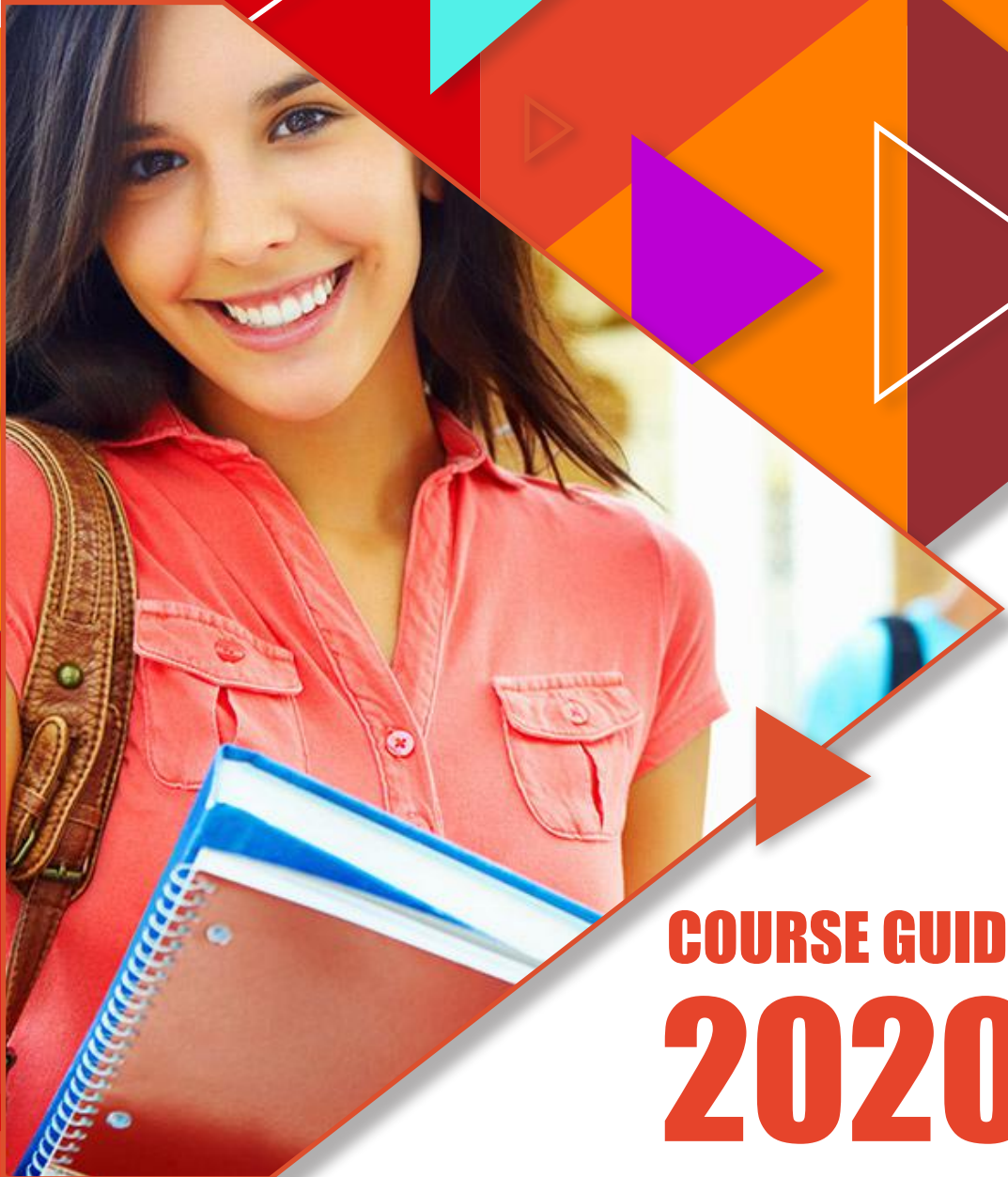




Australian College of Hospitality
and Business Management



COURSE GUIDE 2020

RTO Code: 45215

CRICOS Provider Code: 03630A

Division of Australian English Colleges Pty Ltd
Australian College of Hospitality and Business Management and BIC English

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Welcome to BIC and ACHBM

I am pleased to welcome you to Bayside English College (BIC) and the Australian College of Hospitality & Business Management (ACHBM).

We are a Registered Training Organization (RTO) which offers courses in Hospitality, Management, Business and English in Sydney and Darwin. BIC and ACHBM seek to achieve academic performance and personal well-being, create a supportive and inclusive community and celebrate individual excellence through providing a successful education that lasts long after test results are achieved.

All of our courses are nationally recognized and the content of our courses is relevant to current industry trends and demands. Our trainers and instructors are professionals who provide you with a fun and friendly learning environment to assist you in achieving success in your chosen career path in the global professional market.

I am strongly committed to ensuring that students have the opportunity to access excellent learning experiences in healthy, comfortable, challenging and productive environments. It's all about lifelong learning, inspiring others to drive forward to reach their goals, and never giving up when faced with a challenge.

We wish you all the best in your studies with BIC and ACHBM.

Principle Executive Officer



Mascot Campus, NSW

Green Square Library

As the main campus of the college, our multilingual administration team provides a warm and welcoming environment to our students with a passionate "can help" attitude. Our academic team is always open to listening to what our students need to help them grow as professionals and face a dynamic work environment.

The college provides students with a comfortable environment to achieve their goals with study space, access to high-speed internet and air-conditioning. Students have the option to stay on campus to study and consult with our welcoming trainers.

Our campus provides access to resources and texts for studying, including:

- Books, magazines, DVDs
- Wi-Fi
- Photocopying
- Writing services
- Individual and group study facilities
- Refrigerator and microwave

The College is conveniently located in central Mascot within a short walking distance from Mascot train station and buses. Here, students have convenient access to many restaurants, state of the art facilities, accommodation and Sydney airport. At only a short 8-minute train ride from Mascot station into the heart of Sydney, students can easily commute to the campus and visit famous locations around Sydney.

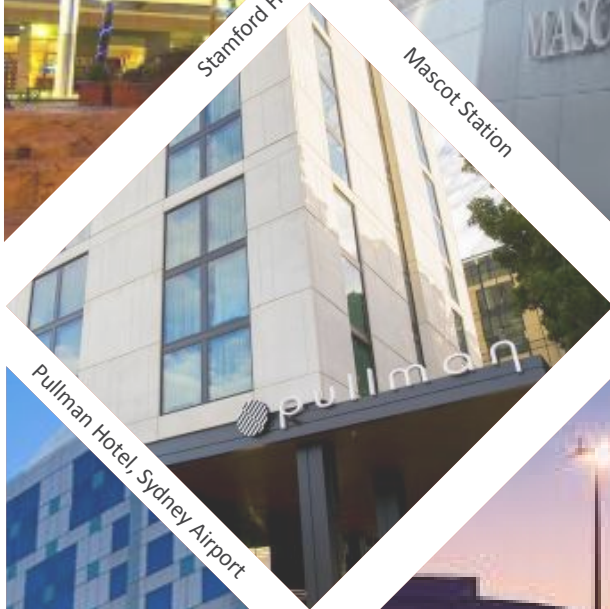


Stamford Hotel, Sydney Airport



Meriton Suite Mascot

Mascot Station



Pullman Hotel, Sydney Airport



The Grounds of Alexandria



Domestic / International Airport

Holiday Inn Sydney Airport



**Australian College of Hospitality
and Business Management**



Bondi Junction Campus, NSW

Just minutes away from the city centre by public transport, Bondi campus is located near the world-famous Bondi Beach, which is known for its superb climate, spectacular beauty, relaxed lifestyle and friendly people. The multicultural and energetic vibes attract millions of tourists every year.

The surrounding areas provide students with a safe and cosmopolitan living environment.

The famous Bondi Beach hosts stunning beach-side architecture and an exciting restaurant quarter, featuring cafés and bars to suit every taste and budget. Sandy beaches, big open parks and coastal walks are all just minutes from the school.

Bondi campus is centrally located in a secure commercial hub in Sydney's eastern suburbs, one of the city's most popular and attractive areas. It is only a 2-minute walk to trains and buses at Bondi Junction.

Enjoy close access to:

- Supermarkets and department stores
- Cinema and entertainment complexes
- International food courts
- Gyms and fitness centres
- Shopping centres, restaurants and cafés
- Australian and international fashion stores
- Pedestrian shopping malls and weekly street markets



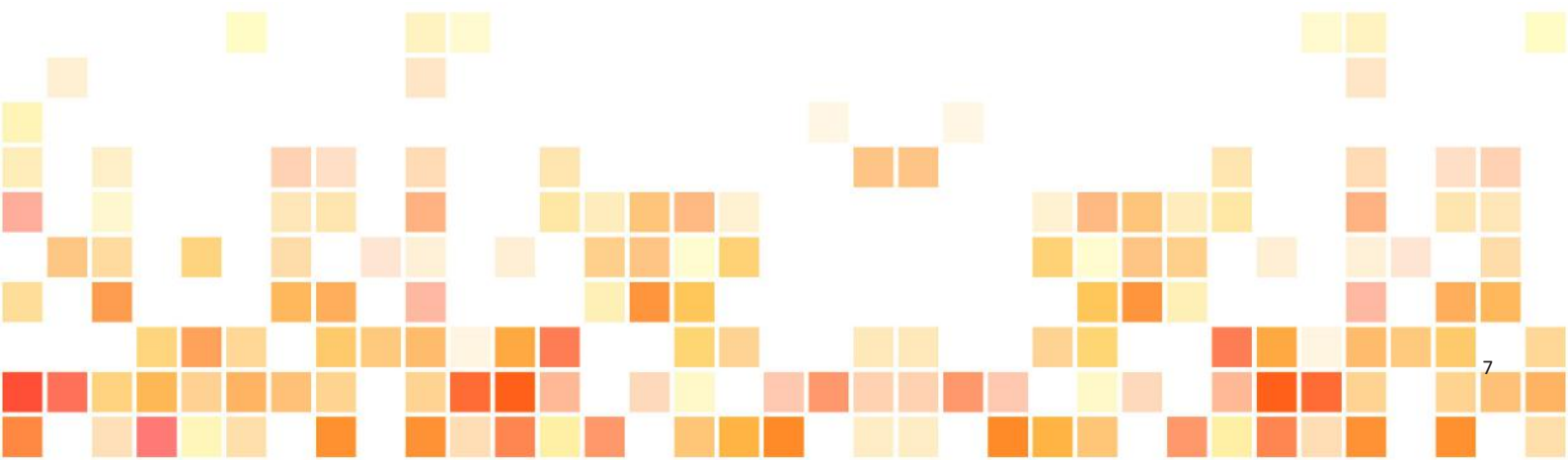


Darwin Campus, NT

Darwin is in a very unique location in Australia. It is the closest city to our Asian neighbours, which contributes to Darwin being a bridge to all emerging Asian cities. Darwin is an emerging star with rich mineral resources and natural landscapes. It is an Australian-Dream land with all kinds of opportunities in industries including Hospitality, Tourism, Information Technology, Entertainment, and more.

BIC and ACHBM is a vibrant emerging English Language and Vocational College with spacious facilities located with close proximity to a waterfront lagoon and trendy new living hubs. This ideal location in the heart of Darwin's CBD offers students access to some of the best cafés, bars and restaurants, while staying close to the beach.

With exciting places to visit around Darwin and comprehensive lessons, studying at this outstanding college ensures exciting new experiences while growing as a professional. Our academic and support teams help to engage you with the community by assisting you in developing extracurricular activities for the week and weekend.



A background image showing students in a computer lab, with a semi-transparent purple overlay. The students are focused on their work, with one student pointing at a screen and others typing on keyboards.

English Courses

English Language Programs

- **Foundation English 1**
CRICOS CODE: 095903G
- **Foundation English 2**
CRICOS CODE: 095904G

IELTS Preparation (IELTS)
CRICOS CODE: 098306E

English for Academic Purposes (EAP)
CRICOS CODE: 098307D



Foundation English (F.E.)

CRICOS Code: (FE1) 095903G / (FE2) 095904G

Foundation English courses are designed for students who want to improve their English. These courses will cover English that is useful in everyday life. Each level is designed to equip you with a knowledge of vocabulary, proper pronunciation, familiarity with idioms, and correct grammar. During the class, you will have lots of opportunities to talk with students from all across the world. These English courses also help you to develop your language skills with different expressions. With small classes led by experienced and passionate teachers, our students are provided with plenty of interaction and opportunities to practice daily conversation and communication skills. Our friendly teachers will guide you with useful feedback and support. All these activities will empower you in developing your language skills and confidence quickly.

Levels	<ul style="list-style-type: none">• Beginner• Pre-Intermediate• Intermediate• Upper-Intermediate• Advanced
Course Length	10 weeks per level, subject to individual development
Duration	Full time, 20 hours per week
Intakes	Every Monday morning, except on Public Holidays
Price	\$360 per week
Entry Requirements	<ul style="list-style-type: none">• Minimum age of entry is 18• Students of all English levels can join• Students will be given a placement test to determine their English level

Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday
Morning	8:45-14:30	8:45-14:30	8:45-14:30	8:45-14:30
Evening	15:00- 20:45	15:00- 20:45	15:00- 20:45	15:00- 20:45

*There is a 45-minute break part way through the session.



IELTS Test Preparation

CRICOS CODE: 098306E

This course is designed for students who are aiming to raise their performance in the IELTS test. A major component of this course is gaining experience practising IELTS tests in real test conditions. Students will be equipped with the strategies they need to reach their full potential and achieve their desired IELTS score. The course focuses on increasing students' confidence when sitting for the test by familiarising students with the IELTS exam and teaching students the skills needed for each section of the exam: Writing, Speaking, Listening and Reading.

Course Length	12 weeks
Duration	Full time, 20 hours per week
Intakes	Every Monday morning, except on Public Holidays
Price	\$350 per week
Entry Requirements	<ul style="list-style-type: none">• Minimum age of entry is 18• Successful completion of an approved General English course at Intermediate level• Students will be given a placement test at Orientation

Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday
Morning	8:45-14:30	8:45-14:30	8:45-14:30	8:45-14:30
Evening	15:00- 20:45	15:00- 20:45	15:00- 20:45	15:00- 20:45

*There is a 45-minute break part way through the session.



English for Academic Purposes (E.A.P.)

CRICOS Code: 098307D

This course is designed for students who wish to continue with further studies in English in an Australian tertiary education institution. It prepares students for the academic challenges they might encounter by focusing on increasing their language skills for academic studies. This includes extending students' abilities in their academic reading and writing, research skills and oral presentations. There is a focus on vocabulary development and academic writing skills to foster confidence in academic studies. The materials come from a range of authentic sources to facilitate real-life tertiary learning situations.

This course gives students a firm foundation in Academic English and a set of study skills that will support them to successfully undertake university/tertiary courses.

Levels	EAP 1 Intermediate EAP 2 Upper-Intermediate EAP 3 Advanced
Course Length	10 weeks per level, subject to individual development
Duration	Full time, 20 hours per week
Intakes	Every Monday morning, except on Public Holidays
Price	\$450 per week
Entry Requirements	<ul style="list-style-type: none">• EAP1: Successful completion of BIC English Intermediate or equivalent certification to IELTS 5• EAP2: Equivalent to IELTS 5.5• EAP3: Equivalent to IELTS 6, minimum age of 18, and successful completion of secondary education studies

Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday
Morning	8:45-14:30	8:45-14:30	8:45-14:30	8:45-14:30
Evening	15:00- 20:45	15:00- 20:45	15:00- 20:45	15:00- 20:45

*There is a 45-minute break part way through session.



Student Life

Living Costs in Australia

Below are some of the costs associated with living and studying in Australia (all costs are in AUD). This is an approximate guide and these costs can vary depending on your study location in Australia. Sydney and Melbourne are the most popular and largest cities and typically have higher costs.

Living expenses will include things such as accommodation, transportation, food, clothes, books, entertainment, etc. You will need to prepare approximately AUD \$20,290 to cover the expenses of a whole year in Sydney (excluding tuition fees). Rent is a major expense in Sydney, but this depends on whether or not you choose to share with friends, and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and trams lead to Sydney CBD. You should have at least AUD \$2,000 when you first arrive to cover your initial expenses.

These figures do not include large household items such as a refrigerator or a car.

Overseas Student Health Cover (OSHC)

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). OSHC offers you access to a world-class health care system. This health care system provides great quality of treatment for anyone injured or sick in Australia. However, treatment can be costly. Having OSHC can assist in mitigating these costs. BUPA / NIB / Medicare are the most popular insurance companies among international students.

Accommodation

There are a range of accommodation options available in Australia to suit your needs and budget.

The most common types of accommodation are homestay and rentals. You can check on websites such as Gumtree.com.au, etc. Alternatively, you can consult with our student support team for further options.

- Hostels and Guesthouses - \$100 to \$150 per week
- Homestay - \$235 to \$325 per week
- Rental - \$165 to \$440 per week
- Shared Rental - \$85 to \$215 per week

Other Living Expenses

- Groceries and eating out - \$80 to \$280 per week
- Gas and electricity - \$35 to \$140 per week
- Phone and Internet - \$20 to \$55 per week
- Public transport - \$15 to \$55 per week
- Entertainment - \$80 to \$150 per week

Source: Australian Trade and Investment Commission, <https://www.studyinaustralia.gov.au>

Sydney Life

Welcome to Sydney!

As one of Australia's largest and most popular cities, this beautiful harbour city is safe yet exciting and the ideal second home for international students.

At both BIC English and ACHBM, you will be conveniently located between the thriving city centre and Sydney's famous beachside suburbs. This includes areas such as the famous Bondi beach, stunning Maroubra and other hidden Sydney treasures only minutes away.

Average Temperature in Sydney

Summer: December – February

Ranges from 20 - 29°C (68 – 85°F) - mid-high humidity

Autumn: March – May

Ranges from 13 - 24°C (55 – 76°F)

Winter: June – August

Ranges from 9 - 19°C (49 – 66°F)

Spring: September – November

Ranges from 13 - 26°C (55 – 79°F)



Vocational Courses

Certificate IV in Business (BSB40215)

Diploma of Leadership and Management (BSB51918)

Certificate IV in Hospitality (SIT40416)

Diploma of Hospitality Management (SIT50416)

Certificate IV in Commercial, Cookery (SIT40516)

Diploma of Finance and Mortgage Broking Management (FNS50315)

Graduate Diploma of Management (Learning) (BSB80615)

Graduate Diploma of Strategic Leadership (BSB80215)

Certificate IV in Business

NATIONAL CODE: BSB40215

CRICOS Code: 095902J

Course Overview

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts within the business service sector. They apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

This course covers a range of competencies that are relevant to everyday business operations, including meetings, presentations, document development, teamwork, workplace technology and WHS. This course is also suited to the needs of individuals with little or no vocational experience, but who wish to develop basic theoretical knowledge and skills in business to further career pathways and opportunities in the business sector. However, candidates have to note that completion of this qualification does not automatically lead to any specific employment outcomes.

Entry Requirements

- Minimum age of entry is 18
- Successful completion of Year 12 or equivalent
- IELTS 5.5 or equivalent OR
- Successful completion of General or Business English (Upper-Intermediate level) at BIC English or at other approved providers

Duration

52 Weeks with 40 Weeks Delivery

Course Structure

This course requires the completion of 10 units of competency (1 core plus 9 electives)

BSBWHS401 (Core)	Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements		
BSBADM405	Organise Meetings	BSBITS411	Maintain and Implement Digital Technology
BSBCMM401	Make a Presentation	BSBLED401	Develop Teams and Individuals
BSBITU401	Design and Develop Complex Text Documents	BSBITU402	Develop and Use Complex Spreadsheets
BSBITU404	Produce Complex Desktop Published Documents	BSBWRT401	Write Complex Documents
BSBWOR404	Develop Work Priorities		

Academic Pathways

Preferred pathways for candidates considering this qualification include:

- BSB30107/BSB30112/BSB30115 Certificate III in Business or other relevant qualifications
- With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams, but without a formal business qualification pathways from the qualification
- BSB50215 Diploma of Business or a range of other Diploma qualifications in business or related domains

Job Roles

- Supervisor
- Administrator
- Project Assistant
- Business Coordinator
- Project Officer

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar	13 th Jan, 10 th Feb	11 th Jan to 23 rd Mar	11 th Jan, 8 th Feb
Term 2	6 th Apr to 16 th Jun	6 th Apr, 18 th May	5 th Apr to 15 th Jun	5 th Apr, 17 th May
Term 3	29 th Jun to 6 th Sep	29 th Jun, 3 rd Aug	28 th Jun to 7 th Sep	28 th Jun, 2 nd Aug
Term 4	21 st Sep to 1 st Dec	21 st Sep, 26 th Oct	20 th Sep to 30 th Nov	20 th Sep, 25 th Oct

Student Cohorts

- Candidates looking to develop essential skills and knowledge to perform as business paraprofessionals in support and administrative roles
- Young candidates looking to develop fundamental theoretical and conceptual knowledge of business operations and functions from academic or career perspectives
- Candidates undertaking this qualification as a foundation or initial course towards a higher (e.g. diploma) level qualification or course
- Candidates looking to package this course with a higher-level qualification or course leading to a future degree course

Why Undertake This Course?

- Study in a vibrant, supportive and multicultural environment
- Develop knowledge of key business and management theories and concepts
- The course provides both Australian and International contexts through case studies, projects and academic research
- Learn and develop effective skills in key business processes, including team environments
- Train under highly qualified trainers and assessors who have real-life professional experience
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally-recognised qualification
- Pathway into a diploma level business course within the college, or other relevant diploma courses

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- BSB40215 Certificate IV in Business

This Course is Aimed at:

- Assisting students in gaining essential knowledge and skills to perform as business paraprofessionals in a support role
- Helping develop required skills and knowledge to effectively operate in a workplace in both independent and team environments within the business field
- Providing a pathway to further qualifications and learning

Starting Date

On Orientation Day, students are required to confirm their timetable. If there are any changes, please contact reception by the last week of the current term or the first week of the new term.

Visas

Any visa which allows you to study in Australia - including a student visa, working holiday visa and tourist visa.

Price

\$12,500

Diploma of Leadership and Management

NATIONAL CODE: BSB51918

CRICOS Code: 098906C

Course Overview

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

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

Information on this qualification can be obtained from the Department of Education and Training website:

<https://training.gov.au/Training/Details/BSB51918>

Career Opportunities

After successful completion of this qualification you could obtain positions such as:

- Business Manager
- Departmental Manager
- Manager, Business Unit
- Team Leader
- Project Leader/Manager

Entry Requirements

- Minimum age of entry is 18
- Successful completion of Year 12 or equivalent and/or Certificate IV in a related field
- IELTS 5.5 or higher with a minimum score of 5.0 in each band or equivalent OR
- Successful completion of General English (Upper-Intermediate level) at BIC English or at other approved providers.

Duration

52 Weeks with 40 Weeks Delivery

Course Structure

This course requires the completion of 12 subject units (4 cores plus 8 electives)

BSBLDR511 (Core)	Develop and Use Emotional Intelligence	BSBLDR502 (Core)	Lead and Manage Effective Workplace Relationships
BSBMGT517 (Core)	Manage Operational Plans	BSBWOR502 (Core)	Lead and Manage Team Effectiveness
BSBMGT502	Manage People Performance	BSBHRM512	Develop and Manage Performance Management Processes
BSBMGT516	Facilitate Continuous Improvement	BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBSUS501	Develop Workplace Policy and Procedures for Sustainability	BSBLED501	Develop a Workplace Learning Environment
BSBPMG522	Undertake Project Work	BSBHRM506	Manage Recruitment Selection and Induction Processes

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar	13 th Jan, 10 th Feb	11 th Jan to 23 rd Mar	11 th Jan, 8 th Feb
Term 2	6 th Apr to 16 th Jun	6 th Apr, 18 th May	5 th Apr to 15 th Jun	5 th Apr, 17 th May
Term 3	29 th Jun to 6 th Sep	29 th Jun, 10 th Aug	28 th Jun to 7 th Sep	28 th Jun, 9 th Aug
Term 4	21 st Sep to 1 st Dec	21 st Sep, 9 th Nov	20 th Sep to 30 th Nov	20 th Sep, 8 th Nov

Student Cohorts

- ACHBM's clients are predominantly international students. This course is suitable for:
- Young to mature students: 21 and older
- Those progressing from certificate level programs of the college
- Those who have limited or no work experience in the field
- People with no or limited access to work in Australia (e.g. casual or temporary workers)
- People with career and higher education aspirations/goals
- Those who have completed Certificate IV in Business or Management
- Those who are in related fields and looking to enhance their skills to develop their academic and career prospects

Why Undertake This Course?

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

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- BSB51918 Diploma of Leadership and Management

Visas

Any visa which allows you to study in Australia - including a student visa, working holiday visa and tourist visa.

Price

\$12,000

Certificate IV in Hospitality

NATIONAL CODE: SIT40416

CRICOS Code: 098085B

Course Overview

The Certificate IV in Hospitality applies to individuals who want a sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any sector of the hospitality industry as a departmental or small business manager. Information on this qualification can be obtained from the Department of Education and Training website: <https://training.gov.au/Training/Details/SIT40416>

Career Opportunities

After successful completion of this qualification you could obtain positions such as:

- Assistant Manager (Hospitality)
- Front Desk Supervisor or Team Leader
- Bar Supervisor or Team Leader
- Duty Manager
- Assistant Tour Manager/Coordinator

Entry Requirements

- Minimum age of entry is 18
 - Pre-Training analysis might be required
 - IELTS 5.5 or higher with a minimum score of 5.0 in each band
- OR
- Successful completion of General English (Upper-Intermediate level) at BIC English or at other approved providers

Duration

78 Weeks with 60 Weeks Delivery

Course Structure

This course requires the completion of 21 subject units (9 cores plus 12 electives)

BSBDIV501 (Core)	Manage Diversity in the Workplace	SITXHRM001 (Core)	Coach Others in Job Skills
SITHIND004 (Core)	Work Effectively in Hospitality Service	SITXHRM003 (Core)	Lead and Manage People
SITXCCS007 (Core)	Enhance Customer Service Experiences	SITXMGTO01 (Core)	Monitor Work Operations
SITXCOM005 (Core)	Manage Conflict	SITXWHS003 (Core)	Implement and Monitor Work Health and Safety
SITXFIN003 (Core)	Manage Finances Within a Budget		
SITHIND001	Use Hygienic Practices for Hospitality		
BSBITU306	Design and Produce Business Documents	BSBITU402	Develop and Use Complex Spreadsheets
BSBITU311	Use Simple Relational Databases	SITXEBS001	Use Social Media in a Business
BSBSUS401	Implement and Monitor Environmentally Sustainable Work Practices	SITHIND002	Source and Use Information on the Hospitality Industry
SITXCCS002	Provide Visitor		
BSBITU401	Design and Develop Complex Text Documents	BSBLED401	Develop Teams and Individuals
BSBITS411	Maintain and Implement Digital Technology	SITXEBS002	Develop, Implement and Monitor the Use of Social Media in a Business

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar 2020	13 th Jan, 24 th Feb 2020	28 th Jun to 7 th Sep 2021	28 th Jun, 23 rd Aug 2021
Term 2	6 th Apr to 16 th Jun 2020	6 th Apr, 11 th May 2020	20 th Sep to 30 th Nov 2021	20 th Sep, 17 th Nov 2021
Term 3	29 th Jun to 6 th Sep 2020	29 th Jun, 13 th Jul 2020	10 th Jan to 22 nd Mar 2022	10 th Jan, 21 st Feb 2022
Term 4	21 st Sep to 1 st Dec 2020	21 st Sep, 16 th Nov 2020	4 th Apr to 14 th Jun 2022	4 th Apr, 9 th May 2022
Term 5	11 th Jan to 23 rd Mar 2021	11 th Jan, 1 st Feb 2021	27 th Jun to 6 th Sep 2022	27 th Jun, 1 st Aug 2022
Term 6	5 th Apr to 15 th Jun 2021	5 th Apr, 10 th May 2021	19 th Sep to 29 th Nov 2022	19 th Sep, 17 th Oct 2022

Student Cohort

ACHBM's clients are predominantly international students. This course is suitable for:

- Student progressing from ACHBM's certificate level courses
- Mature-age students: Various age groups
- Those who have limited work experience in the field (e.g. international students working in student jobs)
- Those with limited access to workplace experience in Australia (e.g. casual or temporary workers – student jobs)
- People with career and further education aspirations.

Why Undertake This Course?

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

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- SIT40416 Certificate IV in Hospitality

This Course is Aimed at:

- Assisting students to enhance their professional skills in hospitality administration and operational support
- Developing skills and knowledge essential for managing hospitality operations and providing supervision/assistance
- Working with and managing teams and providing leadership
- Providing a pathway to further qualifications and learning

Visas

Any visa which allows you to study in Australia - including student visa, working holiday visa and tourist visa.

Price

\$18,000

Diploma of Hospitality Management

NATIONAL CODE: SIT50416

CRICOS Code: 098086A

Course Overview

The Diploma of Hospitality Management applies to individuals who want a sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any sector of the hospitality industry as a departmental or small business manager. Information on this qualification can be obtained from the Department of Education and Training website:

<https://training.gov.au/Training/Details/SIT50416>

Career Opportunities

After successful completion of this qualification, you could obtain positions such as:

- Banquet or Function Manager
- Front Office Manager
- Bar or Club Manager
- Kitchen or Hospitality Manager
- Motel Manager
- Executive Housekeeper
- Sous Chef
- Restaurant Manager

Entry Requirements

English Language competence: Verified documentary evidence of any of the following:

- You have achieved a minimum IELTS (General) score of 5.5, with no band under 5.5
- You hold held an Upper-Intermediate English certificate or higher
- You must be 18 years of age or above

Duration

78 Weeks with 60 Weeks Delivery

Course Structure

This course requires the completion of 28 subject units (13 cores plus 15 electives)

BSBDIV501 (Core)	Manage Diversity in the Workplace	SITXFIN003 (Core)	Manage Finances Within a Budget
SITXCCS007 (Core)	Enhance Customer Service Experience	SITXHRM003 (Core)	Lead and Manage People
SITXCOM005 (Core)	Manage Conflict	SITXWHS003 (Core)	Implement and Monitor Work Health and Safety Practices
SITXMGTO01 (Core)	Monitor Work Operations	SITXCCS008 (Core)	Develop and Manage Quality Customer Service Practices
BSBMGT517 (Core)	Manage Operational Plans	SITXFIN004 (Core)	Prepare and Monitor Budgets
SITXGLC001 (Core)	Research and Comply with Regulatory Requirements	SITXHRM002 (Core)	Roster Staff
SITXMGTO02(Core)	Establish and Conduct Business	SITHIND001	Use Hygienic Practices for Hospitality
SITHIND004	Work Effectively in Hospitality	BSBADV507	Develop a Media Plan
BSBRES411	Analyse and Present Research Information	BSBSUS501	Develop Workplace Policy and Procedures for Sustainability
BSBADM502	Manage Meetings	BSBCMM401	Make a Presentation
SITXHRM004	Recruit, Select and Induct Staff	BSBRISK501	Manage Risk
BSBEBU511	Develop and Implement an E-Business Strategy	SITXWHS002	Identify Hazards, Assess and Control
BSBWOR501	Manage Personal Work Priorities and Professional Development	BSBMGT516	Facilitate Continuous Improvement
SITXFIN002	Interpret Financial Information	BSBMKG401	Profile the Market

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar 2020	13 th Jan, 24 th Feb 2020	28 th Jun to 7 th Sep 2021	28 th Jun, 19 th Jul 2021
Term 2	6 th Apr to 16 th Jun 2020	6 th Apr, 18 th May 2020	20 th Sep to 30 th Nov 2021	20 th Sep, 15 th Nov 2021
Term 3	29 th Jun to 6 th Sep 2020	29 th Jun, 13 th Jul 2020	10 th Jan to 22 nd Mar 2022	10 th Jan, 14 th Feb 2022
Term 4	21 st Sep to 1 st Dec 2020	21 st Sep, 16 th Nov 2020	4 th Apr to 14 th Jun 2022	4 th Apr, 30 th May 2022
Term 5	11 th Jan to 23 rd Mar 2021	11 th Jan, 8 th Feb 2021	27 th Jun to 6 th Sep 2022	27 th Jun, 25 th Jul 2022
Term 6	5 th Apr to 15 th Jun 2021	5 th Apr, 24 th May 2021	19 th Sep to 29 th Nov 2022	19 th Sep, 14 th Nov 2022

Student Cohort

ACHBM's clients are predominantly international students. This course is suitable for:

- Student progressing from ACHBM's certificate level courses
- Mature-age students: Various age groups
- Those who have limited work experience in the field (e.g. international students working in student jobs)
- Those with limited access to workplace experience in Australia (e.g. casual or temporary workers – student jobs)
- People with career and further education aspirations

Why Undertake This Course?

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

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- SIT50416 Diploma of Hospitality Management

Hours per week

20 hours face to face (full-time)

Visas

Any visa which allows you to study in Australia - including a student visa, working holiday visa and tourist visa.

Price

\$18,000

Certificate IV in Commercial Cookery

NATIONAL CODE: SIT40516

CRICOS Code: 102362C

Course Overview

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

Information on this qualification can be obtained from the Department of Education and Training website: <https://training.gov.au/Training/Details/SIT40516>

Career Opportunities

Cook, Sous Chef, Breakfast Chef, Commis Chef, Demi Chef in Small to Medium Restaurants or Bistros and Cafés, Catering Companies, Culinary Artist, Chef de Partie – Large Hotel.

Entry Requirements

- Must be 18 years of age for offshore and 20 years or above for onshore on commencement
 - Successful completion of Year 12 or equivalent and/or above Pre-Training analysis might be required
 - IELTS 5.5 or higher with a minimum score of 5.0 in each band
- OR
- Equivalent TOEFL (46), PTE (42), Upper-Intermediate or EAP

Duration

78 Weeks with 60 Weeks Delivery

Course Structure

This course requires the completion of 33 Units of Competency (26 Core PLUS 7 Electives)

SITHCCC005 (Core)	Prepare Dishes Using Basic Methods of Cookery	SITHCCC006 (Core)	Prepare Appetisers and Salads	SITHCCC007 (Core)	Prepare Stocks, Sauces and Soups
SITHCCC008 (Core)	Prepare Vegetable, Fruit, Egg and Farinaceous Dishes	SITHCCC012 (Core)	Prepare Poultry Dishes	SITHCCC013 (Core)	Prepare Seafood Dishes
SITHCCC014 (Core)	Prepare Meat Dishes	SITHCCC018 (Core)	Prepare Food to Meet Special Dietary Requirements	SITHCCC019 (Core)	Produce Cakes, Pastries and Breads
SITHCCC020 (Core)	Work Effectively as a Cook	SITHKOP002 (Core)	Plan and Cost Basic Menus	SITHKOP004 (Core)	Develop Menus for Special Dietary Requirements
SITHPAT006 (Core)	Produce Desserts	SITXFSA001 (Core)	Use Hygienic Practices for Food Safety	SITXFSA002 (Core)	Participate in Safe Food Handling Practices
SITXHRM001 (Core)	Coach Others in Job Skills	SITXINV002 (Core)	Maintain the Quality of Perishable Items	SITHCCC001 (Core)	Use Food Preparation Equipment
BSBSUS401 (Core)	Implement and Monitor Environmentally Sustainable Work Practices	BSBDIV501 (Core)	Manage Diversity in the Workplace	SITHKOP005 (Core)	Coordinate Cooking Operations
SITXCOM005 (Core)	Manage Conflict	SITXFIN003 (Core)	Manage Finances Within a Budget	SITXHRM003 (Core)	Lead and Manage People
SITXMGTO01 (Core)	Monitor Work Operations	SITXWHS003 (Core)	Implement and Monitor Work Health and Safety Practices	BSBWOR203	Work Effectively with Others
SITHKOP001	Clean Kitchen Premises and Equipment	SITXINV004	Control Stock	SITHIND002	Source and Use Information on the Hospitality Industry
BSBSUS201	Participate in Environmentally Sustainable Work Practices	SITXCOM002	Show Social and Cultural Sensitivity	SITXWHS001	Participate in Safe Work Practices

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020-2021		2021-2022	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar 2020	13 th Jan, 24 th Feb 2020	28 th Jun to 7 th Sep 2021	28 th Jun, 23 rd Aug 2021
Term 2	6 th Apr to 16 th Jun 2020	6 th Apr, 11 th May 2020	20 th Sep to 30 th Nov 2021	20 th Sep, 17 th Nov 2021
Term 3	29 th Jun to 6 th Sep 2020	29 th Jun, 13 th Jul 2020	10 th Jan to 22 nd Mar 2022	10 th Jan, 21 st Feb 2022
Term 4	21 st Sep to 1 st Dec 2020	21 st Sep, 16 th Nov 2020	4 th Apr to 14 th Jun 2022	4 th Apr, 9 th May 2022
Term 5	11 th Jan to 23 rd Mar 2021	11 th Jan, 1 st Feb 2021	27 th Jun to 6 th Sep 2022	27 th Jun, 1 st Aug 2022
Term 6	5 th Apr to 15 th Jun 2021	5 th Apr, 10 th May 2021	19 th Sep to 29 th Nov 2022	19 th Sep, 17 th Oct 2022

Student Cohort

ACHBM's clients are predominantly international students. This course is suitable for:

- Predominantly international students
- Mature-age students: Various age groups
- Those who have limited work experience in the field (e.g. international students working in student jobs)
- Those with limited access to a workplace experience in Australia (e.g. casual or temporary workers –student jobs)
- Career and further education aspirations

Why Undertake This Course?

- Develop the skills and competencies required to work in a managerial role within the hospitality sector
- Develop the required skills to effectively operate in a hospitality management area and gain knowledge in a range of management functions within the hospitality sector
- This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés and coffee shops
- Develop knowledge of management and the hospitality industry
- Train under highly qualified trainers and assessors who have real-life professional experience
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally-recognised qualification
- Potential higher education pathway opportunities

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- SIT40516 Certificate IV in Commercial Cookery

Starting Date

On Orientation Day, students are required to confirm their timetable. If there are any changes, please contact reception by the last week of the current term or the first week of the new term.

Hours Per Week

20 hours face to face (full-time)

Visas

Any visa which allows you to study in Australia - including a student visa, working holiday visa and tourist visa.

Price

\$25,250

Materials

\$100 per term

Diploma of Finance and Mortgage Broking Management

NATIONAL CODE: FNS50315

CRICOS Code: 102368H

Course Overview

This qualification reflects management roles in finance and mortgage broking where work is undertaken independently, through an aggregator, or involves managing a workplace team. Individuals are expected to apply theoretical knowledge and specialised skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex technical operations and may be responsible for the work of others within broad but generally well-defined parameters, especially those who wish to work as a Mortgage Broker, Credit Assessment Officer, Customer Service Officer or Mortgage Lender/Representative.

Information on this qualification can be obtained from the Department of Education and Training website: <https://training.gov.au/Training/Details/FNS50315>

Entry Requirements

- Must be 18 years of age on commencement
- IELTS 6.0 or higher with a minimum score of 5.5 in each band OR
- Successful completion of Year 12 or equivalent and/or above
- Equivalent English level scores (e.g. PTE, TOEFL, EAP, etc.)

Duration

52 Weeks with 40 Weeks Delivery

Course Structure

This course requires the completion of 15 units of competency (10 core plus 5 electives)

BSBRSK401 (Core)	Identify Risk and Apply Risk Management Processes	FNSCUS501 (Core)	Develop and Nurture Relationships with Clients, Other Professionals and Third-Party Referrers
FNSFMB401 (Core)	Prepare Loan Application on Behalf of Finance or Mortgage Broking Clients	FNSFMB402 (Core)	Identify Client Needs for Broking Services
FNSFMB403 (Core)	Present Broking Options to Client	FNSFMB502 (Core)	Identify and Develop Broking Options for Clients with Complex Needs
FNSFMB503 (Core)	Present Broking Options to Clients with Complex Needs	FNSFMB504 (Core)	Implement Complex Loan Structures
FNSFMK505 (Core)	Comply with Financial Services Legislation and Industry Codes of Practice	FNSINC401 (Core)	Apply Principles of Professional Practice to Work in the Financial Services Industry
BSBMGT502	Manage People Performance	BSBMGT517	Manage Operational Plan
BSBSUS501	Develop Workplace Policy and Procedures for Sustainability	BSBLED501	Develop a Workplace Learning Environment
BSBHRM512	Develop and Manage Performance Management Processes		

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar	13 th Jan, 10 th Feb	11 th Jan to 23 rd Mar	11 th Jan, 8 th Feb
Term 2	6 th Apr to 16 th Jun	6 th Apr, 18 th May	5 th Apr to 15 th Jun	5 th Apr, 17 th May
Term 3	29 th Jun to 6 th Sep	29 th Jun, 10 th Aug	28 th Jun to 7 th Sep	28 th Jun, 9 th Aug
Term 4	21 st Sep to 1 st Dec	21 st Sep, 9 th Nov	20 th Sep to 30 th Nov	20 th Sep, 8 th Nov

Student Cohorts

- Candidates looking to develop essential skills and knowledge to perform as business paraprofessionals in support and administrative roles
- Young candidates looking to develop fundamental theoretical and conceptual knowledge of business operations and functions from academic or career perspectives
- Candidates undertaking this qualification as a foundation or initial course towards a higher (e.g. diploma) level qualification or course
- Candidates looking to package this course with a higher-level qualification or course leading to a future degree course

Why Undertake This Course?

- Study in a vibrant, supportive and multicultural environment
- Develop knowledge of key business and management theories and concepts
- The course provides both Australian and International contexts through case studies, projects and academic research
- Learn and develop effective skills in key business processes, including team environments
- Train under highly qualified trainers and assessors who have real-life professional experience
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally-recognised qualification

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- FNS50315 Diploma of Finance and Mortgage Broking Management

Starting Date

On Orientation Day, students are required to confirm their timetable. If there are any changes, please contact reception by the last week of the current term or the first week of the new term.

Hours Per Week

20 hours face to face (full-time)

Visas

Any visa which allows you to study in Australia - including a student visa, working holiday visa and tourist visa.

Price

\$15,650

Graduate Diploma of Management (Learning)

NATIONAL CODE: BSB80615 **CRICOS Code: 102365M**

Course Overview

This course is designed for candidates looking to advance their career within the field of organisational learning and capability development, including developing a high level of autonomous decision-making ability, and using initiative and judgement to plan and implement a range of leadership and management functions in various contexts. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

Information on this qualification can be obtained from the Department of Education and Training website:

<https://training.gov.au/Training/Details/BSB80615>

English Language Requirements (International Students):

- IELTS 6.0 or higher with a minimum score of 5.5 in each band
- OR
- Equivalent English level scores (e.g. PTE, TOEFL, EAP, CE etc.)

Entry Requirements

- Must be 23 years old or above on commencement
- Students must have completed a graduate certificate in management (e.g. BSB80515) Or a Bachelor's degree in business, management or related domains.
- Sound knowledge of the underlying principles of leadership and management
- Aspiring leaders, managers and administrators
- Some work experience in a managerial role
- Career and higher education aspirations/goals

Career Pathways

Possible job roles include: Director and Executive Officer, Senior Administrator, Senior Manager, RTO Manager, Training and Education Manager

Duration

52 Weeks with 40 Weeks Delivery

Course Structure

This course requires the completion of 8 units of competency (2 core plus 6 electives)

BSBINN801 (Core)	Lead Innovative Thinking and Practice	BSBRES801 (Core)	Initiate and Lead Applied Research
BSBLED805	Plan and Implement a Mentoring Program	BSBLED806	Plan and Implement a Coaching Strategy
BSBLDR801	Lead Personal and Strategic Transformation	BSBLED802	Lead Learning Strategy Implementation
BSBLDR803	Develop and Cultivate Collaborative Partnerships and Relationships	BSBITB801	Implement Advanced Electronic Technologies

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar	13 th Jan, 10 th Feb	11 th Jan to 23 rd Mar	11 th Jan, 8 th Feb
Term 2	6 th Apr to 16 th Jun	6 th Apr, 18 th May	5 th Apr to 15 th Jun	5 th Apr, 17 th May
Term 3	29 th Jun to 6 th Sep	29 th Jun, 10 th Aug	28 th Jun to 7 th Sep	28 th Jun, 9 th Aug
Term 4	21 st Sep to 1 st Dec	21 st Sep, 9 th Nov	20 th Sep to 30 th Nov	20 th Sep, 8 th Nov

Student Cohorts

- Candidates looking to develop essential skills and knowledge to perform as business paraprofessionals in support and administrative roles
- Young candidates looking to develop fundamental theoretical and conceptual knowledge of business operations and functions from academic or career perspectives
- Candidates undertaking this qualification as a foundation or initial course towards a higher (e.g. diploma) level qualification or course
- Candidates looking to package this course with a higher-level qualification or course leading to a future degree course

Why Undertake This Course?

- Study in a vibrant, supportive and multi-cultural environment
- Develop knowledge of key business and management theories and concepts
- The course provides both Australian and International contexts through case studies, projects and academic research
- Learn and develop effective skills in key business processes, including team environments
- Train under highly qualified trainers and assessors who have real-life professional experience
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally-recognised qualification

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- BSB80615 Graduate Diploma of Management (Learning)

Starting Date

On Orientation Day, students are required to confirm their timetable. If there are any changes, please contact reception by the last week of the current term or the first week of the new term.

Hours Per Week

20 hours face to face (full-time)

Visas

Any visa which allows you to study in Australia - including student visa, working holiday visa and tourist visa.

Price

\$14,650

Graduate Diploma of Strategic Leadership

NATIONAL CODE: BSB80215 CRICOS Code: 102363B

Course Overview

This course is designed for candidates looking to advance their career within strategic leadership and management roles.

Individuals at this level make high-level autonomous decisions and use initiative and judgment to plan and implement a range of leadership and management functions in various contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

Information on this qualification can be obtained from the Department of Education and Training website:

<https://training.gov.au/Training/Details/BSB80215>

Entry Requirements

- Must be 23 years or above on commencement
- IELTS 6.0 or higher with a minimum score of 5.5 in each band OR
- Equivalent English level scores (e.g. PTE, TOEFL, EAP, CE etc.)

Career Pathways:

Possible job roles include; Director and Executive Officer, Senior Administrator, Senior Manager, Business Manager or Project Manager/Team Leader

Duration

52 Weeks with 40 Weeks Delivery

Course Structure

This course requires the completion of 8 units of competency (2 core plus 6 electives)

BSBLDR801(Core)	Lead Personal and Strategic Transformation	BSBLDR802(Core)	Lead the Strategic Planning Process for an Enterprise
BSBLED802	Lead Learning Strategy Implementation	BSBLDR803	Develop and Cultivate Collaborative Partnerships and Relationships
BSBRES801	Initiate and Lead Applied Research	BSBLDR805	Lead and Influence Change
BSBLDR806	Lead and Influence Ethical Practice	BSBMGT802	Lead Design and Review of Enterprise Systems

Academic Requirements:

- Students must have completed a graduate certificate in management (e.g. BSB80515) or a Bachelor's degree in business, management or related domains
- OR candidates are undertaking this course as a pathway to a Master's degree with a higher education provider packaged course
- OR have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent of full-time relevant workplace experience with a significant level of leadership and management responsibility and/or complexity in an enterprise
- OR have completed a bachelor's degree in related fields of study and 2 years equivalent of full-time relevant workplace experience with a significant level of leadership and management responsibility and/or complexity in an enterprise
- OR have five years equivalent of full-time relevant workplace experience with a significant level of leadership and management responsibility and/or complexity in an enterprise
- Sound knowledge of the underlying principles of leadership and management
- Aspiring leaders, managers and administrators
- Some work experience in a managerial role
- Career and higher education aspirations/goals

Note: Elective units may vary due to industry suggestions. Please check with the college before you enrol.

Academic Calendar

Academic Calendar	2020		2021	
	Term Dates	Intake Dates	Term Dates	Intake Dates
Term 1	13 th Jan to 24 th Mar	13 th Jan, 10 th Feb	11 th Jan to 23 rd Mar	11 th Jan, 8 th Feb
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Term 4	21 st Sep to 1 st Dec	21 st Sep, 9 th Nov	20 th Sep to 30 th Nov	20 th Sep, 8 th Nov

Student Cohorts

- Candidates looking to develop essential skills and knowledge to perform as business paraprofessionals in support and administrative roles
- Young candidates looking to develop fundamental theoretical and conceptual knowledge of business operations and functions from academic or career perspectives
- Candidates undertaking this qualification as a foundation or initial course towards a higher (e.g. diploma) level qualification or course
- Candidates looking to package this course with a higher-level qualification or course leading to a future degree course

Why Undertake This Course?

- Study in a vibrant, supportive and multicultural environment
- Develop knowledge of key business and management theories and concepts
- The course provides both Australian and International contexts through case studies, projects and academic research
- Learn and develop effective skills in key business processes, including team environments
- Train under highly qualified trainers and assessors who have real-life professional experience
- Participate in simulated team and individual activities that reflect real-life contexts and practices
- Acquire a nationally-recognised qualification

Award

On successful completion of this course, students will be awarded an AQF (Australian Qualifications Framework) certification.

- BSB80215 Graduate Diploma of Strategic Leadership

Starting Date

On Orientation Day, students are required to confirm their timetable. If there are any changes, please contact reception by the last week of the current term or the first week of the new term.

Hours Per Week

20 hours face to face (full-time)

Visas

Any visa which allows you to study in Australia - including a student visa, working holiday visa and tourist visa.

Price

\$14,650

Information You Should Know

Library and Resource Access

At BIC and ACHBM, our academic staff always makes sure our students have their academic needs fully covered to further their knowledge with the latest resources. Therefore, our Mascot Campus is equipped with various resources and online reading facilities.

The College also provides students with public community access to Green Square Library and Mascot Library at no cost to the students.

On the Commencement Date and Orientation Day, college administration staff shall process library registration.

Mascot Library is only a short walk away (2 Hatfield Road, Mascot) with access to a range of daily newspapers, magazines, multilingual publications, reference books and a range of other books and publications. Membership is free.

Green Square Library is a place where you can connect, learn, relax and play. Students can access a range of daily newspapers, magazines, multilingual publications, reference books and a range of other books and publications.

All existing ACHBM students will also be registered for library access at no cost.

Mode of Delivery

All courses are delivered in a face-to-face mode in an instructor-led classroom-based learning environment.

Delivery Location and Campus Facilities

Courses may be available at various campuses, including our Mascot Campus / Bondi Campus / Darwin Campus and others. Please contact the college of your choosing to check that they offer this certification course.

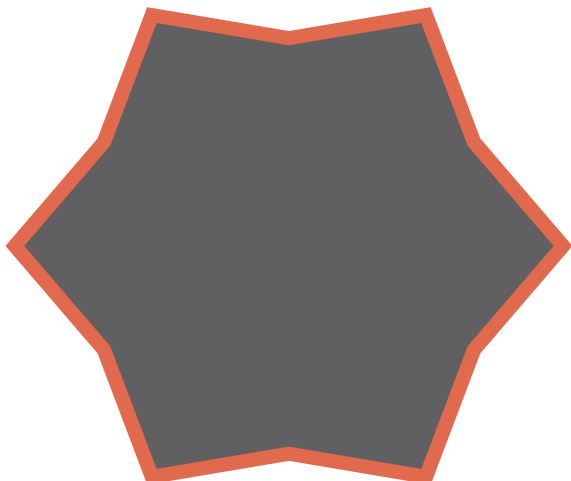
Bayside International College and ACHBM do not have any third-party arrangements for training and assessment either in Australia or overseas.

ACHBM offers a modern and fully equipped campus that includes:

- Spacious and well-furnished lecture rooms
- Close proximity to Sydney CBD
- Printing and photocopying facilities (conditions apply)
- Projector and audio-visual equipment in each lecture room
- Student lounge and recreation area with tea and coffee facilities
- Student kitchenette
- On-campus reference library and access to learning resources
- High-speed internet connection, including campus-wide Wi-Fi

Work-Based Training and Placements

There are work-based training and placement requirements for certain courses. Please check with your trainers and student support staff for further information.



ACHBM Policies and Procedures

Information on the college's policies and procedures can be obtained from student services - support@bic.edu.au or from the college website - <http://www.bic.edu.au>

Australian Qualifications Framework (AQF)

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. More information on AQF can be found at:

<https://www.aqf.edu.au/>

The AQF encompasses all the education sectors in Australia, including higher education, vocational education and training schools.

Student Handbook

All students will be provided with ACHBM's Student Handbook, which includes detailed information, links and reference to all essential information, including enrolment, academic requirements, student support, course progress, complaints and appeals, international student transfer, detailed policies and procedures and a pre-arrival guide.

Issuance of AQF Documentation (Qualification)

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

International Student Transfer

(Applicable to onshore international students — already studying in Australia, including ACHBM's enrolled students)

The ESOS Act (2000) and the National Code (2018) impose obligations on registered providers of education services to overseas students studying in Australia on a student visa (international students). Under Standard 7 of the National Code, registered providers are restricted from enrolling a student into a course of study, where that student is transferring from another provider and has not yet studied six months of their principal course of study. ACHBM manages international student transfers in accordance with its International Student Transfer Policy and Procedure.

The policy can be obtained from Students Services - support@bic.edu.au or from the college website – <http://www.bic.edu.au>

ESOS Framework

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

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Recognition of Prior Learning (RPL) and Credit Transfer

ACHBM provides Recognition of Prior Learning (RPL) and credit transfer opportunities to all students. Students may apply for RPL or credit transfer prior to enrolment or at any time during their studies if they find that they have an existing competency or prior learning in any of the units offered.

RPL involves the assessment of previously unrecognised skills and knowledge that an individual has achieved in work life, or in a formal or an informal education and training system. RPL assessment is fee-based.

Credit transfer does not involve assessment and is granted on determination of equivalency between two units of competency. There is no fee for credit transfer. See ACHBM's RPL and Credit Transfer Policy and Procedure for more information at: <http://www.bic.edu.au>

Deferment and Suspension

Deferment is postponement of the commencement of a course of study. It must occur prior to the start of a new academic term or study period. Deferment is usually of the course start date and granted for a completed term, allowing a student to commence or re-commence their studies in subsequent academic terms.

Suspension of studies is a temporary postponement of an undertaken course of study. It may occur at any time during an academic term or study period. For more information for deferment and cancellation, see ACHBM's Deferment, Suspension and Cancellation Policy at: <http://www.bic.edu.au>

Thank you for your interest in an ACHBM course.

Student Support

ACHBM is committed to providing appropriate support and welfare services to students to provide them with an environment in which each student feels comfortable and supported, and contributes in a positive manner to ACHBM community.

ACHBM provides a full range of student support services to all its clients to assist them in supporting the successful achievement of their learning outcomes. Services may include (but are not limited to):

- Pre-departure information and materials, including indicative cost of living and life in Australia
- Orientation information and orientation programs including USI issues
- Study support, study skills programs and peer learning groups
- Language, Literacy and Numeracy (LLN) programs or referrals to these programs
- Equipment, facilities and resources and/or programs to increase access for learners with disabilities
- Mediation services or referrals to these services
- Flexible scheduling and delivery of training and method of assessment
- Counseling services
- Academic pathways and further study information guidance
- Information Technology (IT) support
- Learning materials in alternative formats, for example, teaching glossaries and materials

Student Services and Support Officers (Coyi / Sherry (assistant)) also coordinate learning and academic support services in consultation with the Academic Manager.

You are welcome to contact or visit our Student Services and Support Officers during business hours.

Learning Support

To enrol in most of the ACHBM courses, prospective students will need to demonstrate proficiency in the English language – in particular, the Language, Literacy and Numeracy (LLN) skills relevant to the course.

ACHBM recognises that students come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing training. With this view, ACHBM will ensure that students are supported through completion of their training in all aspects of Language, Literacy, and Numeracy. ACHBM will not discriminate against students who are identified to need LLN assistance.

LLN needs may be identified through pre-enrolment and pre-training assessments, during student orientation, and/or trainer/assessors' recommendations. ACHBM will analyse these needs and provide a strategy for assistance. These needs will be addressed through classroom learning and assessment activities over the duration of the program. ACHBM's Language, Literacy, and Numeracy (LLN) Policy further supports these needs.

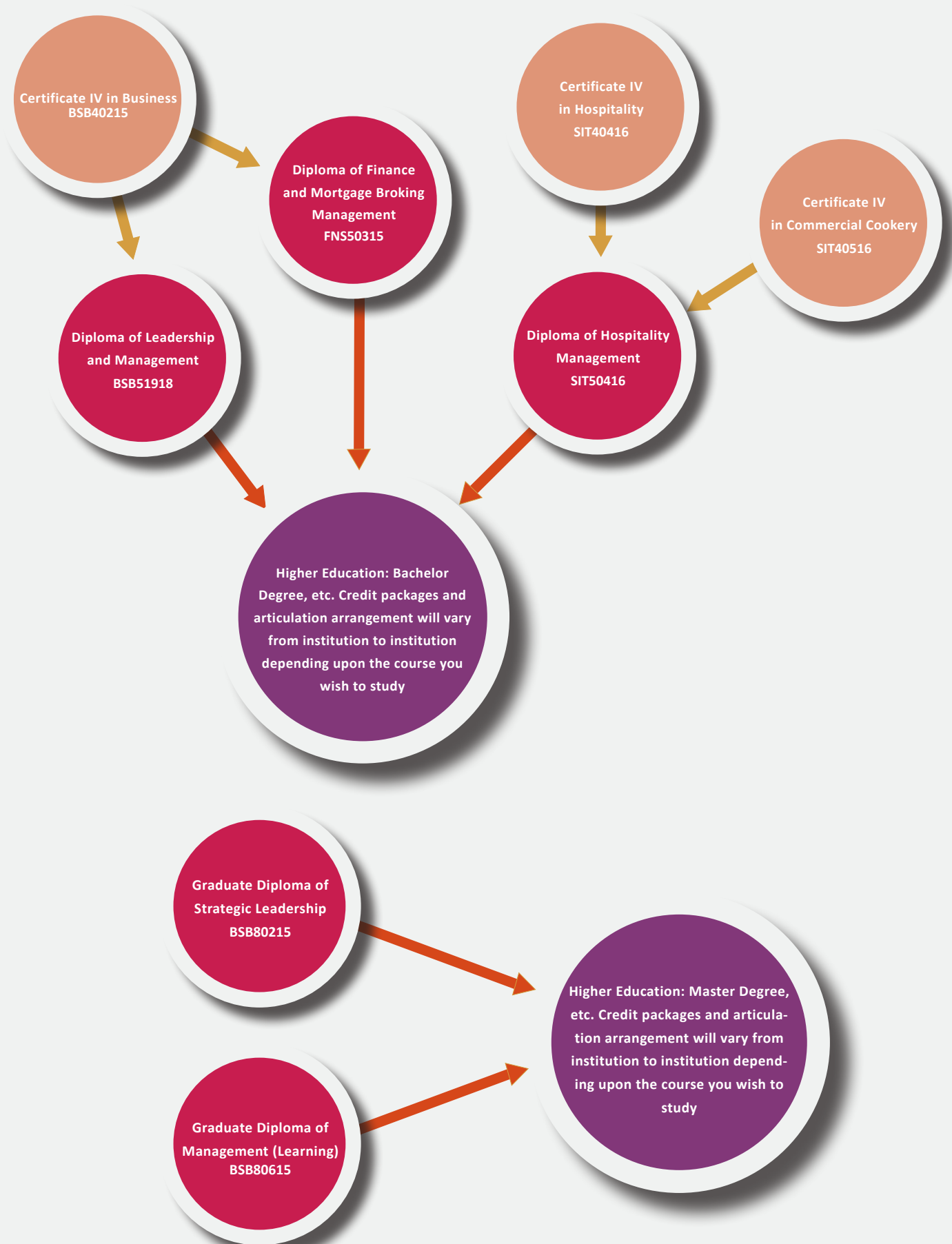
As part of student support services, a qualified English language educator may be available to help students in their English language skills, specifically:

- To understand the requirements of an assessment
- To Help with understanding the structure of a unit or assessments
- Assistance with English expression, grammar, spelling and learning to edit own work
- Understanding basic principles of grammar and syntax
- Help with reading/comprehension, pronunciation, slang and cultural/social aspects of Australia
- Preparing for oral presentations

ACHBM supports students throughout their enrolment to ensure that they are able to effectively participate in all aspects of learning and complete their courses in the stipulated duration.

Students can access college student support services by approaching either the Student Support Officer, front desk or any staff member in their immediate contact.

Student Study Pathway



How to Apply

1. **Complete Your Application Form**

You can either download a printable application or complete our online application form and return it to our office by email. Alternatively, you can consult and organise an application through an approved education agent.

2. **Attach All Supporting Documents with Your Application**

1. A copy of your current passport
2. A copy of your current visa (if you hold one)
3. A copy of any further studies offers from an Australian institution: University, foundation studies or TAFE/VET certificate (if you hold one)
4. A copy of your recognized English test results: IELTS, TOEFL, PTE or Cambridge (if available. If not, the college will provide a placement test)
5. A signed and dated Application Form

3. **Submit Your Application**

Return your application form and the above documents by email to: info@bic.edu.au

4. **Receive An Offer Letter**

Upon receiving your Enrolment Form and supporting documents, an interview will be arranged by our Admissions Team to assess your suitability to the applied course.

If your application is successful, you will receive a letter of offer with a written study agreement. When we receive your signed student agreement and initial fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to study.

We look forward to seeing you in Australia!



Australian College of Hospitality and Business Management



Sydney Campuses (NSW)

Darwin Campuses (NT)

Mascot (Main Campus)

CAMPUS LOCATION: Suite G03, Building B, 247 King Street,
Mascot, Sydney NSW 2020 Australia

Darwin Campus

CAMPUS LOCATION: C306-C309, 19
Kitchener Drive, Darwin City, NT, 0800

Bondi Campus

CAMPUS LOCATION: Level 1, 133-135 Oxford Street,
Bondi Junction, NSW 2022 Australia



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