



Australian College
of Technical Studies



STUDENT SUCCESS

RTO CODE: 46254
CRICOS CODE: 04273J

ICT60220 - ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS CODE 116609C

ACADEMIC DURATION: 104 WEEKS



Overview

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

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	104 Weeks	\$15,500	\$1,500	\$17,000
Offshore	104 Weeks	\$17,000	\$1,500	\$18,500

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit: <https://www.homeaffairs.gov.au/news-media/archive/article?itemId=1188>

UNITS OF COMPETENCY (UOC)

BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments.
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ICTPMG617	Plan and direct complex ICT projects
ICTSUS603	Integrate sustainability in ICT planning and design projects
BSBLDR601	Lead and manage organisational change
ICTPRG614	Create cloud computing services
ICTNWK546	Manage network security
ICTDBS605	Develop knowledge management strategies
ICTCYS608	Perform cyber security risk assessments
ICTCYS606	Evaluate an organisation's compliance with relevant cyber security standards and law
ICTSAS530	Use network tools
ICTNWK621	Configure network devices for a secure network infrastructure



SIT30821 - CERTIFICATE III IN COMMERCIAL COOKERY

CRICOS CODE 116610K

ACADEMIC DURATION: 52 WEEKS



Overview

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. Completion of this qualification is essential for recognition as a trade cook. This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	52 Weeks	\$8,500	\$1,000	\$9,500
Offshore	52 Weeks	\$10,000	\$1,000	\$11,000

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit: <https://www.homeaffairs.gov.au/news-media/archive/article?itemId=1188>

UNITS OF COMPETENCY (UOC)

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*
SITHKOP009	Clean kitchen premises and equipment*
SITHKOP010	Plan and cost recipes*
SITHPAT016	Produce desserts*
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006	Receive, store and maintain stock*
SITXWHS005	Participate in safe working practices
SITHCCC040	Prepare and serve cheese*
SITHCCC044	Prepare specialised food items*
SITXFSA007	Transport and store food*
HLTAID011	Provide first aid
BSBSUS211	Participate in sustainable work practices



SIT40521 - CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS CODE 116611J

ACADEMIC DURATION: 78 WEEKS



Overview

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	78 Weeks	\$12,000	\$1,000	\$13,000
Offshore	78 Weeks	\$13,500	\$1,000	\$14,500

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit:

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UNITS OF COMPETENCY (UOC)

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



SIT40521 - CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS CODE 116611J

ACADEMIC DURATION: 78 WEEKS



UNITS OF COMPETENCY (UOC)

SITXWHS007	Implement and monitor workhealth and safety practices
SITHCCC040	Prepare and serve cheese*
SITHCCC044	Prepare specialised food items*
SITXFSA007	Transport and store food*
HLTAID011	Provide first aid
BSBCMM411	Make presentation
SITXCCS015	Enhance customer service experiences

Facilities and Resources

Your classes will be conducted in modern, well-equipped classrooms and state of art Commercial Training Kitchen that offer Wi-Fi connectivity. Additionally, designated areas are available for relaxation and for conducting additional study, providing you with a comfortable and conducive learning environment.

To support your studies, you will receive a Student Guide tailored to each unit within your course. At campus, you will also have access to textbooks that can be utilized and borrowed as needed.



Training & Assessment

This course offers a comprehensive learning experience that combines various delivery methods, including face-to-face classroom sessions, structured self-study, and workplace-based training. The content is divided into different blocks, each covering specific topics. During the first block, students will participate in both classroom-based and structured self-study sessions, as well as kitchen training and assessment. These initial modules will cover the necessary foundational units required for most of the qualification's advanced units. In Term 1, students will focus on completing essential units, such as SITXFSA005 Use hygienic practices for food safety and SITHKOP010 Plan and cost recipes, which are prerequisites for other units like SITHKOP015 Design and cost menus, scheduled for Block 3. Throughout Terms 3 to 5, approximately 50% of the contact hours will be spent in face-to-face training within a commercial kitchen environment. In Block 6, students will work on units like SITHCCC027 Prepare dishes using basic methods of cookery and SITHCCC042 Prepare food to meet special dietary requirements, which serve as prerequisites for several other units.

Upon reaching the end of Term 5 (during block 10), students will undertake unit SITHKOP013 Plan cooking operations, which involves completing 12 service periods. Due to the difficulty of demonstrating this unit's skills in a work placement context, a simulation will be used in the commercial kitchen setting to allow students to supervise food production processes and plan commercial kitchen operations. Additionally, SITHKOP015 Plan cooking operations will be co-assessed with SITXMGT004 Monitor work operations, which requires a specific context for monitoring work operations. In Term 6, students will continue with these two units and complete the third unit, SITHCCC043 Work effectively as a cook, involving the completion of 48 service periods. The special function component of the unit SITHCCC043 Work effectively as a cook will also be completed in the commercial kitchen, as it may not be encountered during work placements. Work placements will begin in Block 11, where students will spend a total of 100 hours, with 20 hours per week. Additionally, to meet the shift and service period requirements for the unit SITHCCC043, students must complete an additional 7x 4-hour shifts (28 hours) in week 78.

SIT50422 – DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS CODE 116612H

ACADEMIC DURATION: 104 WEEKS



Overview

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	104 Weeks	\$16,000	\$1,000	\$17,000
Offshore	104 Weeks	\$17,500	\$1,000	\$18,500

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit:

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UNITS OF COMPETENCY (UOC)

SITXCCS015	Enhance customer service experience
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITTFIN010	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
SITXFSA005	Use hygienic practice for food safety
SITHCCC043	Work effectively as a cook
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 & vegan dishes
SITHCCC035	Prepare poultry dishes*
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC040	Prepare and serve cheese
SITHCCC041	Produce cakes, pastries and breads
SITHPAT016	Produce desserts*
BSBCMM411	Make presentation
BSBTWK503*	Manage meetings
SITXINV007	Purchase goods



BSB80120 – GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS CODE 116608D

ACADEMIC DURATION: 52 WEEKS



Overview

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development.

Individuals in these roles generate and evaluate complex ideas. They also initiate, design, and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	52 Weeks	\$7,000	\$750	\$7,750
Offshore	52 Weeks	\$8,000	\$750	\$8,750

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit: <https://www.homeaffairs.gov.au/news-media/archive/article?itemId=1188>

UNITS OF COMPETENCY (UOC)

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBLDR601	Lead and manage organisational change
BSBTEC601	Review organisational digital strategy
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans

Facilities and Resources

Your classes will be conducted in modern, well-equipped classrooms that offer Wi-Fi connectivity. Additionally, designated areas are available for relaxation and for conducting additional study, providing you with a comfortable and conducive learning environment.

To support your studies, you will receive a Student Guide tailored to each unit within your course. At campus, you will also have access to textbooks that can be utilized and borrowed as needed.

These provisions ensure that you have access to comprehensive learning materials and resources to enhance your educational experience throughout the course.



CHC33021 – CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING AND DISABILITY)

CRICOS CODE 116605G

ACADEMIC DURATION: 52 WEEKS



Overview

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	52 Weeks	\$7,500	\$1,000	\$8,500
Offshore	52 Weeks	\$8,500	\$1,000	\$9,500

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit: <https://www.homeaffairs.gov.au/news-media/archive/article?itemId=1188>

UNITS OF COMPETENCY (UOC)

CHCDIV001	Work with diverse people
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community service
CHCLEG001	Work Legally and ethically
HLTINF006	Apply basic principles and practices of infection, prevention, and control
HLTWHS002	Follow safe work practices for direct client control
CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach
CHCDIS011	Contribute to ongoing skill development using a strength-based approach
CHCDIS012	Support community participation and social inclusion
CHCDIS020	Work effectively in disability support
CHCCCS031	Provide individualised support



CHC43121 – CERTIFICATE IV IN DISABILITY SUPPORT

CRICOS CODE 116606F

ACADEMIC DURATION: 26 WEEKS



Overview

This qualification reflects the role of individuals in a range of community settings and peoples' homes, who provide support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work according to and may contribute to an individualised plan, and work without direct supervision. They may be required to supervise and/or coordinate a small team.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	26 Weeks	\$4,000	\$750	\$4,750
Offshore	26 Weeks	\$5,000	\$750	\$5,750

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over;
- Successful completion of Year 12 or its equivalent
- Completion of: CHC33021 Certificate III in Individual Support (Disability)
OR
- Completion of: CHC33015 Certificate III in Individual Support (Disability)
OR
- Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

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UNITS OF COMPETENCY (UOC)

CHCCCS044	Follow established person-centred behaviour supports
CHCDIS017	Facilitate community participation and social inclusion
CHCDIS018	Facilitate ongoing skills development using a person-centred approach
CHCDIS019	Provide person-centred services to people with disability with complex needs
CHCLEG003	Manage legal and ethical compliance
CHCMHS001	Work with people with mental health issues
HLTWHS003	Maintain work, health, and safety
CHCCCS004	Assess co-existing needs
CHCDIS015	Develop and provide person-centred service response
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander Cultural Safety



CHC52025 – DIPLOMA OF COMMUNITY SERVICES

CRICOS CODE 118859B

ACADEMIC DURATION: 104 WEEKS



Overview

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

Location	Duration	Tuition Fees	Material Fees	Total Fees
Onshore	104 Weeks	\$16,500	\$1,500	\$18,000
Offshore	104 Weeks	\$17,500	\$1,500	\$19,000

Note: An enrollment fee of \$250 is applicable at the time of registration

Academic Entry Requirements

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent

English Requirements

English Proficiency is required for International applicants: IELTS 6 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 6) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English. For more information, visit:

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UNITS OF COMPETENCY (UOC)

CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service program
CHCCCS019	Recognise and response to crisis solution
CHCCSM017	Facilitate and review case managements
CHCDEV005	Analyse impacts of sociologic factors of people in community work and services
CHCDFV001	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
HLTWH5003	Maintain work health and safety
CHCCCS038	Facilitate the empowerment of people receiving support
CHCDIS017	Facilitate community participation and social inclusion
CHCDIS019	Provide person-centered services to people with disability and complex needs
CHCMHS011	Assess and promote social, emotional and physical well-being
CHCCOM003	Develop workplace communication strategies
CHCDIV003	Manage and promote diversity
CHCCCS044	Follow established person-centered behaviour support
HLTAID011	Provide First-Aid





**Australian College
of Technical Studies**

THANK YOU

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<http://www.actstudies.edu.au/news-media/archive/article?item=113>