



# International Student Prospectus



**AUSTRALIAN INTERNATIONAL  
INSTITUTE of TECHNOLOGY**

RTO No: 45485 CRICOS Provider No: 03754M

[www.aiit.vic.edu.au](http://www.aiit.vic.edu.au)



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## Message From CEO

Welcome to Australian International Institute of Technology (AIIT).

Australian International Institute of Technology's campus is centrally located in Melbourne CBD with close proximity to a range of facilities for students.

Australian International Institute of Technology team is highly talented and has training and industry experience. We are committed to providing our students with training and guidance for each step of their learning journey and to accommodate any special learning needs.

Our courses are nationally recognised and embrace a modern approach towards training with the aim of educational excellence.

We provide excellent learning facilities, amenities and resources to support the learning environment for our students.

I extend my best wishes to all students and I hope that your experience with Australian International Institute of Technology will be highly rewarding.

Mr. Khalid Husain  
Chief Executive Officer

# About Australian International Institute of Technology

Australian International Institute of Technology Pty Ltd ATF AIIT Unit Trust trading as Australian International Institute of Technology is a CRICOS Registered Training Organisation based in Melbourne, Australia.

Australian International Institute of Technology is accredited and endorsed by the Department of Education and the National Regulator, Australian Skills Quality Authority (ASQA), and provides nationally recognised training, qualifications, and accredited courses in the following disciplines:

- General English (Beginner to Advanced Level)
- Leadership and Management
- Commercial Cookery
- Hospitality Management

We aim to provide our students a supportive and caring learning environment. Our qualified and accredited academic staff and our administrative support team aim is your success and we will do everything we can to support and help you to achieve your study goals.

Our mission and agenda is simple; to empower individuals for the world of tomorrow.



# Why Australian International Institute of Technology

## Why is AIIT a great place to study?

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Selecting a training institute that's right for you is one of your most important career decisions. Identifying which particular course is best for you and meets your career aspirations is a key part of that decision-making process. However, the qualification you gain with us is only part of the success roadmap. We give you the rare combination of a serious academic challenge in an environment that encourages you to be best in everything you do.

## Making the right choice

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Choosing an Institute may be a tough decision but can be made easier if you undertake a thorough evaluation of all your options.

- Take a step back and ask yourself a few key questions
- What are your personal goals?
- Do you want to study full-time or part-time?
- Is location important to you?
- Which courses offer the best career prospects, or cover the areas you're really interested in?
- Do you want a vocational qualification that leads you down a specific career path?

Changing work patterns mean that there is no such thing as a 'job for life' and so flexibility and employability is key to successful career progression. But what does this mean to you, as a student considering Institute? It may help to jot down your thoughts and weigh up the pros and cons of a particular Institute, type of qualification, or subject. You can choose from so many directions, at Australian International Institute of Technology we want to help you find the path that's right for you.

# SIT30816 Certificate III in Commercial Cookery.

## CRICOS Course Code 0101694

### Course Description

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

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

### Course Duration

52 weeks (including public holidays, re-assessment, and catch-up classes) – full-time study 20 contact hours per week timetabled over 2.5 days per week.

### Mode of Study

The program is classroom-based delivery face to face with practical application in a simulated work environment/ or a work placement venue with trainer led training in classrooms, commercial kitchens, simulated work environments/ industry workplaces and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

### Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 30000
- Lygon Campus - 390A Lygon Street, Brunswick East, Melbourne, Victoria, 3057

### Entry Requirements

Australian International Institute of Technology requires that all International students must be 18 years of age or over at the time of enrolment in this qualification and must provide evidence that they have obtained or completed one of the following:

- Have completed at least the equivalent of Year 12.
- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);(Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for>

- Have completed a Certificate III, Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

#### Note –

If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub class 500) – reference:<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>,

English language exemptions, these students will be required to complete Australian International Institute of Technology's English Language Assessment (Copyright to Department of Industry 2013) to determine that they have the required levels (at ACSF Level 3) to satisfactorily complete their course of study; and if they cannot satisfactorily complete this assessment, they will be enrolled in the General English Course at Australian International Institute of Technology as a pathway to this qualification.

#### Course Requirements

The handling of raw meat including beef, lamb, pork poultry, seafood and shellfish are part of the course requirements.

Timetabled Classes and Work Placement can include Morning's and Evening's; Work Placement can also include sessions on Weekends and Public Holidays which align to industry operational requirements.

Work placement is scheduled only after all prerequisites have been completed in an approved Industry or Simulated Work Environment for 48 Complete Food Service periods\*.

\*A complete food service period can cover a Breakfast service, Lunch service, Dinner service or a Special function for a minimum of four (4) hours in an industry workplace with industry-realistic ratios of kitchen staff to customers

#### Pathways

Potential employment options could be as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Students who complete this course may wish to continue their education into the SIT40516 – Certificate IV in Commercial Cookery or pursue a career as a commercial cook in the Tourism, Travel and Hospitality industry.

## Units of Competency

Total number of units of competency – 25 (This qualification has 21 Core units and 4 Elective

Refer to: <https://training.gov.au/Training/Details/SIT30816>

Code	Title	Core - Elective
BSBSUS201	Participate in environmentally sustainable work practices	Core
BSBWOR203	Work effectively with others	Core
SITHCCC001	Use food preparation equipment * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC005	Prepare dishes using basic methods of cookery * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC006	Prepare appetizers and salads * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC007	Prepare stocks, sauces, and soups * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC008	Prepare vegetable, fruit, egg, and farinaceous dishes * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC012	Prepare poultry dishes * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC013	Prepare seafood dishes * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC014	Prepare meat dishes * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC018	Prepare food to meet special dietary requirements * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC019	Produce cakes, pastries, and breads * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHCCC020	Work effectively as a cook * + *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety + Work Placement - 48 Complete Food Service Periods	Core
SITHKOP001	Clean kitchen premises and equipment *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITHKOP002	Plan and cost basic menus	Core
SITHPAT006	Produce desserts * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITXFSA001	Use hygienic practices for food safety	Core
SITXFSA002	Participate in safe food handling practices	Core
SITXHRM001	Coach others in job skills	Core
SITXINV002	Maintain the quality of perishable items * *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety	Core
SITXWHS001	Participate in safe work practices	Core
SITXCCS006	Provide Service to Customers	Elective
SITXCOM002	Show social and cultural sensitivity	Elective
SITXINV001	Receive and store stock	Elective
SITXWHS002	Identify hazards, assess, and control safety risks	Elective

# SIT40516 Certificate IV in Commercial Cookery. (Packaged Pathway)

## CRICOS Course Code 0101695

### Course Description

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 in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops, or to run a small business in these sectors.

### Possible job titles include:

- Chef
- Chef de Partie

### Course Duration

This qualification and its duration have been structured as a 'Packaged pathway'.

78 weeks\* pathway program (including public holidays, re-assessment, and catch-up classes) - full-time study for 20 contact hours per week over 2.5 days per week,

\* Successful completion of the SIT30816 - Certificate III in Commercial Cookery is mandatory to undertake this training plan.

### Mode of Study

The program is classroom-based delivery face to face with practical application in a simulated work environment/ or a work placement venue with trainer led training in classrooms, commercial kitchens, simulated work environments/ industry workplaces and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

### Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000
- Lygon Campus - 390A Lygon Street, Brunswick East, Melbourne, Victoria, 3057

## Entry Requirements

Australian International Institute of Technology requires that all International students must be 18 years of age or over at the time of enrolment in this qualification and must provide evidence that they have obtained or completed one of the following:

- Have completed at least the equivalent of Year 12.
- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>  
Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->
- Have completed a Certificate III, Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

### Note –

If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub class 500) – reference:<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>,

English language exemptions, these students will be required to complete AIIT's English Language Assessment (Copyright to Department of Industry 2013) to determine that they have the required levels (at ACSF Level 3) to satisfactorily complete their course of study; and if they cannot satisfactorily complete this assessment, they will be enrolled in an appropriate EAL course at Australian International Institute of Technology as a pathway to this qualification.

## Course Requirements

The handling of raw meat including beef, lamb, pork poultry, seafood and shellfish are part of the course requirements. Timetabled Classes and Work Placement can include Morning's and Evening's; Work Placement can also include sessions on Weekends and Public Holidays which align to industry operational requirements.

Work Placement is scheduled only after all prerequisites have been completed in an approved Industry or Simulated Work Environment for 12 Complete Food Service periods\*.

\* A complete food service period can cover a Breakfast service, Lunch service, Dinner service or a Special function for a minimum of four (4) hours in an industry workplace with industry-realistic ratios of kitchen staff to customers

## Pathways

Potential employment options could be as a Chef or Chef de Partie in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Students who complete this course may wish to continue their education into the SIT50416 – Diploma of Hospitality Management or pursue a career as a Chef or Chef de Partie in the Tourism, Travel and Hospitality industry.

## Units of Competency

Total number of units of competency – 33 (This qualification has 26 Core units and 7 Elective

Refer to: <https://training.gov.au/Training/Details/SIT40516>

Code	Title	Core - Elective
BSBDIV501	Manage diversity in the workplace	Core
BSBSUS401	Implement and monitor environmentally sustainable work practices	Core
SITHCCC001	Use food preparation equipment * ^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC005	Prepare dishes using basic methods of cookery *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC006	Prepare appetizers and salads *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC007	Prepare stocks, sauces, and soups *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC008	Prepare vegetable, fruit, egg, and farinaceous dishes *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC012	Prepare poultry dishes *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC013	Prepare seafood dishes *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC014	Prepare meat dishes *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core

Code	Title	Core - Elective
SITHCCC018	Prepare food to meet special dietary requirements * ^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC019	Produce cakes, pastries, and breads * ^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHCCC020	Work effectively as a cook * + ^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety + Work Placement - 48 Complete Food Service Periods ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHKOP002	Plan and cost basic menus ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITHKOP004	Develop menus for special dietary requirements	Core
SITHKOP005	Coordinate cooking operations * + *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety (+ Work Placement - 12 Complete Food Service Periods)	Core
SITHPAT006	Produce desserts * ^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITXCOM005	Manage conflict	Core
SITXFIN003	Manage finances within a budget	Core
SITXFSA001	Use hygienic practices for food safety ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITXFSA002	Participate in safe food handling practices ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITXHRM001	Coach others in job skills ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITXHRM003	Lead and manage people	Core

Code	Title	Core - Elective
SITXINV002	Maintain the quality of perishable items *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Core
SITXMGT001	Monitor work operations	Core
SITXWHS003	Implement and monitor work health and safety practices	Core
SITHKOP001	Clean kitchen premises and equipment *^ *Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective
SITXCOM002	Show social and cultural sensitivity^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective
SITXCCS006	Provide Service to Customers ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective
SITXCCS007	Enhance customer service experiences	Elective
SITXFIN002	Interpret financial information	Elective
SITXFSA004	Develop and implement a food safety program	Elective
SITXINV001	Receive and store stock^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective

# SIT50416 Diploma of Hospitality Management.

## (CRICOS Course Code 0101696)

### Course Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of 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 multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

### Possible job titles include

- Banquet Or Function Manager
- Bar Manager
- Café Manager
- Chef De Cuisine
- Chef Pâtissier
- Club Manager
- Executive Housekeeper
- Front Office Manager
- Gaming Manager
- Kitchen Manager
- Motel Manager
- Restaurant Manager
- Sous Chef
- Unit manager catering operations

### Course Duration

This qualification and its duration have been structured as a packaged pathway program.

104 weeks\* Pathway Program (including public holidays, re-assessment, and catch-up classes - full-time study 20 contact hours per week timetabled over 2.5 days per week

\*Successful completion of the SIT30816 - Certificate III in Commercial Cookery and SIT40516 – Certificate IV in Commercial Cookery is mandatory to undertake this training plan.

### Mode of Study

The program is classroom-based delivery face to face with practical application in a simulated work environment/ or a work placement venue with trainer led training in classrooms, commercial kitchens, simulated work environments/ industry workplaces and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

## Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000
- Lygon Campus - 390A Lygon Street, Brunswick East, Melbourne, Victoria, 3057

## Entry Requirements

Australian International Institute of Technology requires that all International students must be 18 years of age or over at the time of enrolment in this qualification and must provide evidence that they have obtained or completed one of the following:

- Have completed at least the equivalent of Year 12.
- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>  
Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for>; or
- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

Note – Note – If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub-class 500) – reference: <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>,

English language exemptions: these students will be required to complete AIIT's English Language Assessment (Copyright to Department of Industry 2013) to determine that they have the required levels (at ACSF Level 3) to satisfactorily complete their course of study; and if they cannot satisfactorily complete this assessment, they will be enrolled in an appropriate EAL course at AIIT as a pathway to this qualification.

## Course Requirements

The handling of raw meat including beef, lamb, pork poultry, seafood and shellfish are part of the course requirements.

Timetabled Classes and Work Placement can include Morning's and Evening's; Work Placement can also include sessions on Weekends and Public Holidays which align to industry operational requirements.

Work placement is scheduled only after all prerequisites have been completed in an approved Industry or Simulated Work Environment for 48 Complete Food Service periods in the SIT30816 Certificate III in Commercial Cookery and 12 Complete Food Service periods completed during the SIT40516 - Certificate IV in Commercial Cookery.

\*A complete food service period can cover a Breakfast service, Lunch service, Dinner service or a Special function for a minimum of four (4) hours in an industry workplace with industry-realistic ratios of kitchen staff to customers

## Pathways

Students who complete this course may wish to continue their education into the SIT60316 - Advanced Diploma of Hospitality Management, or higher education qualifications in hospitality or management or further pursue a career in the Tourism, Travel and Hospitality industry multi-skilling or as a specialisation in accommodation services, cookery, food and beverage and gaming as a Departmental or Small Business Manager.

## Units of Competency

28 Total number of units – 28 (This qualification has 13 core units and 15 elective units)

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

Code	Title	Core - Elective
BSBDIV501	Manage diversity in the workplace# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
BSBMGT517	Manage operational plan	Core
SITXCCS007	Enhance customer service experiences# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXCOM005	Manage conflict# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
SITXFIN003	Manage finances within a budget# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXHRM002	Roster staff	Core
SITXHRM003	Lead and manage people# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
SITXMGT001	Monitor work operations# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
SITXMGT002	Establish and conduct business relationships	Core
SITXWHS003	Implement and monitor work health and safety practices# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core

Code	Title	Core - Elective
SITXFSA001	Use hygienic practices for food safety ^ #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective Group A
SITHKOP005	Coordinate cooking operations * + # (* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety) (+ Work Placement – 12 Complete Food Service Periods) #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Elective Group B
BSBADM502	Manage meetings	Elective
BSBCMM401	Make a presentation	Elective
SITHIND002	Source and use information on the hospitality industry	Elective
SITHKOP004	Develop menus for special dietary requirements# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Elective
SITHKOP007	Design and cost menus	Elective
SITXFIN002	Interpret Financial Information# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Elective
SITXFSA002	Participate in safe food handling practices ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective
SITXFSA004	Develop and implement a food safety program# #This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Elective
SITXHRM004	Recruit, select and induct staff	Elective
SITXHRM006	Monitor staff performance	Elective
SITXINV003	Purchase goods	Elective
SITXINV004	Control stock	Elective
SITXWHS002	Identify hazards assess and control safety risks ^ ^This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery.	Elective

# SIT60316 Advanced Diploma of Hospitality Management. (CRICOS Course Code 106129B)

## Course Description

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

## Possible job titles include

- Area Manager or Operations Manager
- Café Owner or Manager
- Club Secretary or Manager
- Executive Chef
- Executive Housekeeper
- Executive Sous Chef
- Food And Beverage Manager
- Head Chef
- Motel Owner or Manager
- Rooms Division Manager

## Course Duration

This qualification and its duration have been structured as a packaged pathway program\*.

The packaged pathway program is delivered over one-hundred and four (104) weeks\* (including public holidays, re-assessment, and catch-up classes) full-time study 20 contact hours per week timetabled over 2.5 days per week.

The delivery and assessment of the SIT60316 - Advanced Diploma of Hospitality is scheduled for twenty-six (26) weeks after the successful completion of the SIT30816 - Certificate III in Commercial Cookery, SIT40516 - Certificate IV in Commercial Cookery and SIT50416 - Diploma of Hospitality Management.

\*This qualification and its duration have been structured as a packaged pathway program. Successful completion of the SIT30816 - Certificate III in Commercial Cookery, SIT40516 - Certificate IV in Commercial Cookery and SIT50416 - Diploma of Hospitality Management is mandatory to undertake this training plan.

### Mode of Study

The program is classroom-based delivery face to face with practical application completed in a simulated work environment/ or a work placement venue with trainer led training in classrooms, simulated work environments/ industry workplaces and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence (when applicable).

### Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000
- Lygon Campus - 390A Lygon Street, Brunswick East, Melbourne, Victoria, 3057

### Entry Requirements

Australian International Institute of Technology has the following entry requirements for the SIT60316 - Advanced Diploma of Hospitality Management.

All International students must:

- Be at least 18 years of age
- Have completed at least the equivalent of Year 12.
- Have successfully completed the SIT30816 - Certificate III in Commercial Cookery, SIT40516 - Certificate IV Commercial Cookery and SIT50416 - Diploma of Hospitality Management packaged pathway.
- Meet minimum English Language Proficiency Requirements\* including:
- Have obtained an IELTS band score of at least 5.5 or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>
- Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->
- Have completed a Certificate III, Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

Note – If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub-class 500) – reference: <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>, they will be required to complete Australian International Institute of Technology’s English Language Proficiency Assessment to ensure that they have the required English proficiency level for this course.

### Course Requirements

This qualification and its duration have been structured as a pathway program. Successful completion of the SIT30816 - Certificate III in Commercial Cookery, SIT40516 - Certificate IV in Commercial Cookery and SIT50416 - Diploma of Hospitality Management is mandatory to undertake this training plan.

Students are required to attend 20 contact hours of classroom, training kitchen and/or work placement per week.

The handling of raw meat including beef, lamb, pork, poultry, seafood and shellfish are part of the course requirements requirement during the SIT30816 - Certificate III in Commercial Cookery and the SIT40516 - Certificate IV in Commercial Cookery.

Students are required to undertake Work Placement and complete a minimum of 12 Complete Food Service Periods\* which is completed as a core requirement during the SIT40516 - Certificate IV in Commercial Cookery.

Timetabled classes and Work Placement can include Morning's and Evening's, Work Placement can also include sessions on Weekends and Public Holidays which align to industry operational requirements.

\*Note - A complete food service period can cover a Breakfast service, Lunch service, Dinner service or a Special function for a minimum of four (4) hours in an industry workplace with industry-realistic ratios of kitchen staff to customers.

### Pathways

Students who complete this course may wish to continue their education in higher education qualifications in hospitality or management or further pursue a career in the Tourism, Travel and Hospitality industry multiskilling or as a specialisation in accommodation services, cookery, food and beverage and gaming as a Departmental or Small Business Manager.

### Units of Competency

Total number of units - 33 Units of Competency (This qualification has 16 core units and 17 elective units)

Units of competency have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and the AQF qualification level.

This qualification and its duration have been structured as a packaged pathway program. Successful completion of the SIT30816 - Certificate III in Commercial Cookery, SIT45016 - Certificate IV in Commercial Cookery and SIT50416 - Diploma of Hospitality Management is mandatory to undertake this training plan.

Credit Transfer exemptions will be awarded from the completed SIT30816 - Certificate III in Commercial Cookery, SIT45016 - Certificate IV in Commercial Cookery and SIT50416 - Diploma of Hospitality Management.

Refer to: <https://training.gov.au/Training/Details/SIT60316>

Code	Title	Core - Elective
BSBDIV501	Manage diversity in the workplace ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
BSBFIM601	Manage finances	Core
BSBMGT517	Manage operational plan ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT50416 - Diploma in Hospitality Management	Core
BSBMGT617	Develop and implement a business plan	Core
SITXCCS008	Develop and manage quality customer service practices ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery.	Core
SITXFIN003	Manage finances within a budget ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Core
SITXFIN004	Prepare and monitor budgets ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Core
SITXFIN005	Manage physical assets	Core
SITXGLC001	Research and comply with regulatory requirements ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT50416 - Diploma in Hospitality Management	Core
SITXHRM003	Lead and manage people ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Core
SITXHRM004	Recruit, select and induct staff ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT50416 - Diploma in Hospitality Management	Core

Code	Title	Core - Elective
SITXHRM006	Monitor staff performance ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT50416 – Diploma in Hospitality Management	Core
SITXMGT001	Monitor work operations ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Core
SITXMGT002	Establish and conduct business relationships ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT50416 – Diploma in Hospitality Management	Core
SITXMPR007	Develop and implement marketing strategies	Core
SITXWHS004	Establish and maintain a work health and safety system	Core
SITXFSA001	Use hygienic practices for food safety ^ ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery	Elective (Group A)
SITHKOP005	Coordinate cooking operations * ^ + * Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety + Work Placement - 12 Complete Food Service Periods ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery	Elective (Group B)
SITHCCC001	Use food preparation equipment * ^ * Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery	Elective (Group C)
SITHCCC005	Prepare dishes using basic methods of cookery * ^ * Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery	Elective (Group C)

Code	Title	Core - Elective
SITHCCC006	<p>Prepare appetisers and salads * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)
SITHCCC007	<p>Prepare stocks, sauces and soups * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)
SITHCCC008	<p>Prepare vegetable, fruit, egg and farinaceous dishes * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)
SITHCCC012	<p>Prepare poultry dishes * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)
SITHCCC013	<p>Prepare seafood dishes * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)
SITHCCC014	<p>Prepare meat dishes * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)
SITHCCC018	<p>Prepare food to meet special dietary requirements * ^</p> <p>* Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety</p> <p>^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery</p>	Elective (Group C)

Code	Title	Core - Elective
SITHCCC019	Produce cakes, pastries and breads * ^  * Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety  ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery	Elective (Group C)
SITHPAT006	Produce desserts * ^  * Prerequisite unit is SITXFSA001 - Use hygienic practices for food safety  ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT30816 - Certificate III in Commercial Cookery	Elective (Group C)
SITXCCS007	Enhance customer service experiences ^  ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Elective
SITXFSA004	Develop and implement a food safety program ^  ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Elective (Group C)
SITXINV004	Control stock ^  ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Elective (Group C)
SITHKOP004	Develop menus for special dietary requirements  ^ This unit is not delivered in this qualification. Students wishing to gain direct entry must demonstrate competency in this unit or undertake the SIT40516 - Certificate IV in Commercial Cookery	Elective (Group C)

# BSB40520 Certificate IV in Leadership and Management.

## (CRICOS Course Code 104007F)

### Course Description

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance, and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

### Course Duration

52 weeks (including public holidays, re-assessment, and catch-up classes) - full-time study 20 contact hours per week timetabled over 2.5 days per week.

### Mode of Study:

The program is classroom-based face to face delivery with trainer led training in classrooms, and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

### Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000

### Entry Requirements

Australian International Institute of Technology has the following entry requirements for the BSB40520 - Certificate IV in Leadership and Management:

All International students must:

- Be at least 18 years of age and must have completed at least the equivalent of Year 12.
- Meet minimum English Language Proficiency Requirements\* including
- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>
- Note - IELTS results are valid for two years only; reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->

- Have completed a Certificate III, Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

Note – If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub-class 500) – reference: <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>.

### Pathways

Potential employment options could include as a Supervisor in a range of industry areas and sectors. Students who complete this course may wish to continue their education into the BSB50420 - Diploma of Leadership and Management

### Units of Competency

Total number of units of competency - 12 (Total number of units - 5 core units and 7 elective units)

Refer to: <https://training.gov.au/Training/Details/BSB40520>

Code	Title	Core - Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR414	Lead team effectiveness	Elective (Group A)
BSBOPS403	Apply business risk management processes	Elective (Group A)
BSBPEF402	Develop personal work priorities	Elective (Group A)
BSBWH5411	Implement and monitor WHS policies, procedures, and programs	Elective (Group A)
BSBSTR401	Promote innovation in team environments	Elective
BSBOPS404	Implement customer service strategies	Elective
BSBPMG430	Undertake project work	Elective

# BSB50420 Diploma of Leadership and Management. (CRICOS Course Code 104387M)

## Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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

## Course Duration

52 weeks (including public holidays, re-assessment, and catch-up classes) - full-time study 20 contact hours per week timetabled over 2.5 days per week.

## Mode of Study:

The program is classroom-based face to face delivery with trainer led training in classrooms, and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

## Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000

## Entry Requirements

Australian International Institute of Technology requires that all International students must be 18 years of age or over at the time of enrolment in this qualification and must provide evidence that they have obtained or completed one of the following:

- Be at least 18 years of age and must have completed at least the equivalent of Year 12.
- Applicants should have basic computer and MS Office skills (Word, Excel, and PowerPoint).
- Meet minimum English Language Proficiency Requirements\* including:
- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>
- Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->

- Have completed a Certificate III, Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

Note – If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub-class 500) - reference <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>

### Pathways

Potential employment options could include as a Manager in a range of industry areas and sectors.

Students who complete this course may wish to continue their education into the BSB60420 - Advanced Diploma of Leadership and Management or higher education qualifications in business and management.

### Units of Competency

Total number of units of competency - 12 (Total number of units - 6 core units and 6 elective units)

Refer to: <https://training.gov.au/Training/Details/BSB50420>

Code	Title	Core - Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBOPS504	Manage business risk	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBTWK503	Manage meetings	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBWH521	Ensure a safe workplace for a work area	Elective

# BSB60420 Advanced Diploma of Leadership and Management. (CRICOS Course Code 106128C)

## Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## Course Duration

The qualification is delivered over fifty-two (52) weeks.

## Mode of Study:

The program is classroom-based face to face delivery with practical application completed in a simulated work environment/ or a work placement venue with trainer led training in classrooms, simulated work environments/ industry workplaces and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence (when applicable).

## Campuses

- City Campus - Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000

## Entry Requirements

Australian International Institute of Technology has the following entry requirements for the BSB60420 - Advanced Diploma of Leadership and Management

All International students must:

- Be at least 18 years of age and must have completed at least the equivalent of Year 12.
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or
- Have two year's equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Applicants should have basic computer and MS Office skills (Word, Excel, and PowerPoint).

- Meet minimum English Language Proficiency Requirements\* including:
- Have obtained an IELTS band score of at least 6.0 - or equivalent; or 5.5 where the test score is combined with at least 10 weeks ELICOS or 5.5 where the test score is combined with at least 20 weeks ELICOS <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>. (Note - IELTS results are valid for two years only; reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for-> )
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC); or
- Have completed the ELICOS Course: General English – Intermediate Level

Note – If an International student is not required to provide evidence of their English Language Proficiencies (in Speaking, Reading, Writing and Listening) at the time of applying for their Student visa (Sub-class 500) – reference: <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>, they will be required to complete Australian International Institute of Technology’s English Language Proficiency Assessment to ensure that they have the required English proficiency level for this course.

#### Pathways

Graduates who complete this course may wish to undertake higher education qualifications in business and management or enter the workforce.

#### Units of Competency

Total number of units - 10 Units of Competency (This qualification has 5 core units and 5 elective units)

Units of competency have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and the AQF qualification level.

Refer to: <https://training.gov.au/Training/Details/BSB60420>

Code	Title	Core - Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Elective
BSBCMM511	Communicate with influence	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSTR602	Develop organisational strategies	Elective

# General English (Beginner - Advanced) (CRICOS Course Code 0101697)

## Course Description

Australian International Institute of Technology (AIIT)'s primary goal for its General English Course (Beginner to Advanced levels) is that overseas students will be able to communicate successfully in the English language so that they can:

- Meet the English language proficiency entry-level requirements for Vocational Education and Training (VET) courses in Australia, or
- Develop their English language proficiencies to be able to successfully communicate (across the 4 English Macro's in Speaking, Listening, Reading and Writing) for personal needs or in a range of other further study settings

## Course Aims

Australian International Institute of Technology's General English Course aims to:

- Develop Accuracy
- Improve Fluency
- Provide Motivation
- Foster Confidence

## Course Duration

This General English Course has six (6) levels and each level comprises 13 weeks of face-to-face study (of training and assessment) – fulltime 20 contact hours per week over 3 days per week.

## Mode of Study:

The program is classroom-based delivery face to face with trainer led training in classrooms, and computer labs. Students will be further encouraged to utilise their newly developed English Language skills outside their learning environment in their own personal time.

## Campuses

Ground Floor 313 - 315 Flinders Lane, Melbourne, Victoria, 3000

## Entry Requirements

Students will be required to undertake a Pre – Entry Test in order to be placed in their correct level, or will have achieved a passing grade (60%) in a General English Course level.

To determine the placement level for overseas students undertaking the Pre – Entry Test, it will be the lowest placement level, as assessed by AIIT's ELICOS Director of Studies, for Reading, Writing, and Listening and Speaking. Therefore, the deemed entry level for each student will be the decisive factor when determining the length of the General English course when enrolling an ELICOS student i.e. based on the number of levels a student will be required to complete, this will be either 13, 26, 39, 52, 65 or 78 weeks.

In addition, all enrolling students will be required to complete all the timetabled training and assessment activities for the levels, in which they have enrolled in this course, as no Recognition of Prior Learning (RPL) will be assessed, as this has already been taken into account when determining the appropriate placement level for individual students

### Course Levels

Each level will have intakes every week, commencing on the Monday of Week 1 of a 13 week timetable, which includes public holidays and re-assessment and catch-up days up to a maximum of 18 students per Trainer.

Each level has been specifically designed to facilitate self-directed learning, through student-centred activities, with a focus on task-based learning and communicative competence, which is supported by Trainer intervention where necessary.

It effectively mixes the four English Language macro-skills as well as English Grammar skills to optimise the possibility of students reaching their English language learning goals.

Stage	Duration	Duration
Level 1	13 weeks	General English – Beginner level
Level 2	13 weeks	General English – Elementary level
Level 3	13 weeks	General English – Pre-Intermediate level
Level 4	13 weeks	General English – Intermediate level
Level 5	13 weeks	General English – Upper Intermediate level
Level 6	13 weeks	General English – Advanced level

### Articulation Pathways between Levels

Successful completion of a Level within this General English Course is achieved when students obtain 60% or above in all English Macro-skills in their final Summative Assessment for Unit 10 or Unit 12 (depending on the particular level).

### Student feedback

Regular feedback throughout their studies, from the ELICOS Trainer will provide students an opportunity to become aware of their English language deficiencies and will be provided with a range of strategies for making improvements, so that they can take responsibility for their own learning.

The topic-based core text allows overseas students to practice speaking English within context so they can gain the confidence in speaking in real life Australian situations outside their learning environment.

### Students' Official Point of Contact

Australian International Institute of Technology has designated the ELICOS Trainer as the ELICOS student's official point of contact.

Accordingly, their Trainer will have access to up-to-date details of student support services, at no additional cost to these students.

All enquires and student support can be accessed as follows; [admin@aiit.vic.edu.au](mailto:admin@aiit.vic.edu.au)

### Incorporating the Australian Environment into the Learning Process

Australian International Institute of Technology’s ELICOS Trainers will make students aware that the topics they study every week are the primary way in which they will obtain the English language proficiencies they need to communicate with native English speakers or when required in a range of further study settings.

ELICOS students, will firstly practice in a controlled environment (their classroom), where they will gain the skills and confidence to then be able to communicate in real-life situations outside their classroom.

### Training – Curriculum, Specific English Classes and Class Participation

Each level within Australian International Institute of Technology’s General English Course will be timetabled over 13 weeks, 20 contact hours per week over 3 days per week.

The core part of the first session of the day, i.e. the first part each day, will focus the students on a range of English language learning activities (specifically, reading, writing, speaking, and listening skills) that will require them to utilise the set textbook (English File), along with supplementary material that will be supplied by their Trainer, as required.

Australian International Institute of Technology has chosen the text: ‘English File’ (Beginner Level to Advanced Level) as this series is regarded by most English language teaching professionals and the ELICOS industry as being at the forefront of English Language teaching resources available world-wide, as it also provides world culture lessons, language live lessons and a DVD-ROM (which contains audio and video clips and a digital mini dictionary).

### Specific English Classes

These English language skills classes have been specifically designed to add to the students’ learning experience by covering material that complements what has been included in the earlier session.

The second session of the day, i.e. the last two hours of each day will focus on a specific skills area. The schedule will be as follows:

Monday	Tuesday	Wednesday
Session 1 – 6 Hours 4 Core Macro Language Skills	Session 1 – 6 Hours 4 Core Macro Language Skills	Session 1 – 2 Hours 4 Core Macro Language Skills
Session 2 2 Hours Topic Grammar Skills	Session 2 2 Hours Topic Conversation – Listening and Speaking Skills	Session 2 2 Hours Topic Reading and Writing Skills

### Class Participation

The ELICOS Trainer will observe the frequency and quality of each student's participation in their classroom when working alone, when interacting with other students or in a small group work, or when contributing to general classroom discussions.

The ELICOS Trainer will note each student's participation level; and where necessary encourage a student that the Teacher believes is not participating to the required level, so that the student can improve their participation practices.

### The Role of English Learning and Activities outside the Classroom

ELICOS Students will be reminded that speaking English in their classroom and then speaking in their native language for the rest of the time severely inhibits the possibility of their reaching the English language goals, they have set for themselves, by the end of this course.

Non-classroom environments provide overseas students with the chance to practice both what they have learned; and as a result feel confident that they are progressing in the development of their English language proficiency skills.

Australian International Institute of Technology's ELICOS Trainer will continuously encourage their students to speak English at every opportunity - whether it is during classes or in their own time outside of the classroom, or when at work.

### Course Progress and Students at Risk

Summative Assessments will be conducted, following Units 4, Unit 8 and Unit 10 or Unit 12.

These Assessments have been designed to:

- establish a student's academic progress in a particular level at the end of Units 4 and Unit 8
- (Course Progress Benchmark = 60% for each English Macro-skill); and
- establish a student's achievement of their English language objectives (i.e. to be able to level-up) at the end of Units 10 or Unit 12 (depending on the particular level)
- (Level-up Benchmark = 60% for each English Macro-skill).

Australian International Institute of Technology's Student Transcript will be provided to each student during Weeks 4, Week 8 and Week 12 outlining their achieved scores for each English Macro-skill.

#### Re-assessments for Summative Assessment – Units 1 - 4 and Units 5 - 8

If a student is unable to achieve the bench-mark of 60% or above for each English Macro-skill for these summative assessments, the ELICOS Trainer will provide specific feedback; as well as evoking Australian International Institute of Technology's Intervention Strategy so that the student is in the best position to achieve the required grade for these summative assessments – during the re-assessment and catch-up days.

In addition, the ELICOS Trainer may also utilise the "English File – Student Workbook" as an additional resource for this purpose, focusing the student on the relevant English language Macros so that student will be in the best position to satisfactorily achieve the required benchmark by the end of these weeks. If the student is still unable to achieve the required benchmark by the end of these weeks, the ELICOS Trainer will utilise the re-assessment days allocated in the timetable for this purpose.

#### Level-up Summative Assessment – Units 10 or Unit 12

Each Student is expected to achieve a grade of 60% or above for each English language Macro-skill for the Level-up Summative Assessments.

If the student does not achieve this benchmark, they will be required to re-submit their evidence for summative assessment within their timetabled weeks for the particular level; and if they still cannot achieve this benchmark by this time will need to re-enrol if they want to satisfactorily achieve this level (i.e. achieve 60% or above for each English language Macro-skill).

Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018(National Code 2018) – Standard 8 Overseas student visa requirements:

Australian International Institute of Technology will:

- Clearly outline and inform overseas student before they commence this course, of the requirements to achieve satisfactory course progress.
- Australian International Institute of Technology will use its Corporate , Education Agents, Brochure and Pre-enrolment Information Sheets (for each course on its scope of registration) to inform prospective students of this requirement
- Ensure that expected duration of study specified in the overseas student's CoE will not exceed the CRICOS registered duration for this course
- Monitor overseas students' course progress for this course (in which the overseas student is enrolled) to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.
- Australian International Institute of Technology's Trainer and Assessor responsible for a group of enrolled overseas students will regularly monitor course progress of their students

- Identify, notify and assist an overseas student at risk of not meeting their course progress requirements, in sufficient time for students to achieve satisfactory course progress, where there is evidence from the overseas student's assessment tasks that the overseas student is at risk of not meeting this requirements i.e. the overseas being unlikely to complete their course within the expected duration specified on the overseas student's CoE.
- AIIT's Trainers are responsible for a group of enrolled overseas students will initiate Australian International Institute of Technology's student at risk Intervention strategy for these students to assist them so that they can complete their course within the expected duration specified on the overseas student's CoE. The Trainer will initially utilise the re-assessment and catch-up days provided in each timetable for this purpose. The Intervention strategy will be documented, signed and dated and placed on the particular overseas student's file; with a copy provided to the student.
- Continue to assess the overseas student and if they continue to be at risk of not meeting their course progress requirements, Australian International Institute of Technology will give the overseas student a written notice as soon as practicable which:
  - Will notify the overseas student that Australian International Institute of Technology intends to report the student for unsatisfactory course progress; and will inform the student of the reasons for the intention to report; and will advise the student of the right to access Australian International Institute of Technology's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
  - With regards to the ESOS Regulations 2019, if a student breaches a condition of their visa relating to course progress or attendance, Australian International Institute of Technology will provide the following details in PRISMS, namely: the student's contact details; their Australian and Overseas address.
- Only report unsatisfactory course progress or in PRISMS in accordance with section 19(2) of the ESOS Act if:
  - The internal and external complaints processes have been completed and the decision or recommendation supports Australian International Institute of Technology, or
  - The student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
  - The student has chosen not to access the external complaints and appeals process, or
  - The overseas student withdraws from the internal or external appeals processes by notifying Australian International Institute of Technology in writing
- Australian International Institute of Technology may decide not to report the overseas student if the student is maintaining satisfactory course progress.

# Tuition Course Fees And Charges

Course	Duration (WKS)	Total Course Fees
SIT30816 - Certificate III in Commercial Cookery (0101694)	52	Contact for pricing
SIT40516 - Certificate IV in Commercial Cookery * (0101695) (*Pathway incorporates: SIT30816 - Certificate III in Commercial Cookery)	78*	Contact for pricing
SIT50416 - Diploma of Hospitality Management (0101696) (*Pathway incorporates: SIT30816 - Certificate III in Commercial Cookery and SIT40516 - Certificate IV in Commercial Cookery)	104*	Contact for pricing
BSB60420 - Advanced Diploma of Leadership and Management (106128C) (*Pathway incorporates: SIT30816 - Certificate III in Commercial Cookery, SIT40516 - Certificate IV in Commercial Cookery) and SIT50416 - Diploma of Hospitality Management)	104*	Contact for pricing
BSB42015 - Certificate IV in Leadership and Management (099668D)	52	Contact for pricing
BSB51918 - Diploma of Leadership and Management (099669C)	52	Contact for pricing
BSB60420 - Advanced Diploma of Leadership and Management (106128C)	52	Contact for pricing
General English (Beginner - Advanced)	78	Contact for pricing

## General Additional Fees and Charges

Recognition of Prior Learning (RPL) Assessment (Per Unit of Competency)	\$500
Unit of Competency Re-enrolment Fee (Repeat complete Unit of Competency)	\$300
Reassessment Fee (it will be free for the first three attempts)	\$300
Deferment and Suspension of Studies	\$250
ECOE Amendment Fee	\$200
Airport Pick-up (upon request)	\$150
Replacement AQF Certification Document (Replacement Certificate)	\$100
Additional Statement of Attainment (SOA)	\$50
Reissue - Replacement Student ID Card	\$20
Late payment of semester fees (per day)	\$10

## Commercial Cookery Charges\*

Recognition of Prior Learning (RPL) Assessment (Per Unit of Competency)	\$300
Unit of Competency Re-enrolment Fee (Repeat complete Unit of Competency)	\$250
Reassessment Fee (it will be free for the first three attempts)	\$750

\*Charges Included in Total Course Fees Amount

For more information, please visit Australian International Institute of Technology's corporate website

<https://www.aiit.vic.edu.au/courses>

# Enrolment Information

## How to Apply?



1. Read the pre-enrolment information carefully.
2. Fill the Application Form.
3. Submit the following certified documents of your:

- Evidences of academic qualifications
- Evidences of English proficiency document
- Certified passport copy
- Recent passport size photo



4. Send all the documents with an application fee to us on the following address: Ground Floor, 313- 315 Flinders Lane, Melbourne VIC 3000. You can also email us on [info@aiit.vic.edu.au](mailto:info@aiit.vic.edu.au) or through one of our registered representatives
5. After receiving your application, we will notify you of your outcome. If you are accepted, you will receive a Letter of Offer.
6. Accept the Letter of Offer and make payment payable to AIIT for the amount specified in the Letter of Offer and send it to the AIIT Admissions Office.

#### Bank Details

Name of bank: Westpac

Branch: Melton

Account Name: Australian International Institute of Technology Pty. Ltd.

BSB: 033092 Account No: 469391



7. Once the payment is cleared, the Confirmation of Enrolment (CoE) will be sent
8. Your next step is to apply for student visa

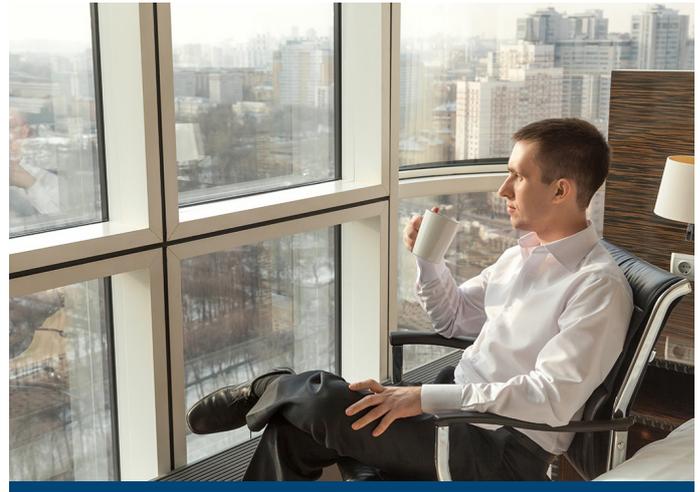
\*General Information: Applicants with IELTS scores under 5.0 may be admitted conditionally. They are required to take some courses in the English language before they join the course. Often students choose to take English courses even with scores above those levels because they want to be sure to have a strong foundation in English.

# Accommodation

Australian International Institute of Technology can organise accommodation if requested by the student.

## ›Hotels/Motels

Several hotels offer special prices for our students. We will help you decide. In Melbourne, hotel accommodations have special features, including cooking facilities, maid service, and local television and telephone service.



## › Home stays

Home stays program offers unique advantages:

- Three meals per day
- Experienced, friendly host families
- Multicultural environment home stays

## › Home stay Costs (2019)

- Au \$400-600 per week in Melbourne
- Au \$150 one-time Booking Fee

Please Note: This accommodation can be booked prior to arrival. Two weeks' advance notice is required before you depart for Australia. Further details can be obtained from the International Student Officer.

## Apartments

For more independence, there are attractive, furnished apartments within easy walking distance from our institute. We will help you arrange the housing you prefer. Costs vary.

# Living In Melbourne



## What is it like to live in Melbourne, Australia?

Australian International Institute of Technology is located in the heart of the Melbourne city; Melbourne is being known as world's best liveable city. Melbourne is the capital city of Victoria. Victoria has about 6.3 million people and 4.4 million stay in Melbourne. Melbourne CBD is located along the river Yarra.

## Low Cost of Living

Melbourne is a great place to live and work. Melbourne is amongst the world's least expensive cities in terms of cost of living, while at the same time offering an excellent quality of life.

## Superior Quality of Life

Melbourne, Victoria's multicultural capital is a major international business city and offers a superior quality of life. Multicultural community, outstanding arts, food and wine sectors, diverse sporting and leisure opportunities, a green environment, a low crime rate and affordable housing and services.

## Event and Activities

Every year there are many activities and events that take place in Victoria. Victorians are keen for sports and leisure activities. Each year Victoria hosts a range of international sporting events:

- The Australian Formula One Grand Prix
- The Australian Open (tennis grand slam)
- Melbourne Cup horse race
- International Cricket Tour
- International Comedy Festival
- Moomba Festival.

# Student Service / Facility



## Immigration Counselling

It is very important for you to be aware of the Australian immigration regulations, which apply to you, and to follow the regulations. Please contact our international student coordinator or student service officer at the institute and they shall inform you about these regulations.

## Airport and Arrival Information

Airport pick-up service are available upon request.

Please let us know of your arrival information before arriving.

## Overseas Student Health Cover (OSHC)

International students are required by the Government to join a private health insurance scheme. The OSHC premium cover must be paid before a student visa is issued. You will need to pay the OSHC premium at the same time as the tuition fees. The OSHC entitles you to free hospital cover and 85% of standard doctor's fees.

## Cultural Counselling

All Students must make adjustments to the culture they are visiting. Nearly all of our staff members and instructors have lived in or visited other countries, and they know what to do to help you if you have a problem.

## Orientation

When you arrive at the Institute, we have orientation day and on that day our staff shall explain how to open an account, cash your traveller's checks and all the necessary information you would require.

Orientation will prepare you personally and academically for your time at AIIT and you will be introduced to the services and facilities available to you. There will also be opportunities to meet with academic and other institute staff and with student representatives.

# Additional Information for Students

## Language Literacy and Numeracy (LL&N) Support

Australian International Institute of Technology requires that prior to course commencement, students undertake a Language, Literacy and Numeracy (LL&N) assessment relevant to the qualification level to determine whether or not to provide specific language, literacy and/ or numeracy support during the student's period of study. The aim of this support is to maximise the chances of students successfully completing their training within their period of enrolment.

To achieve this aim, Australian International Institute of Technology will:

- identify any support individual students need prior to their enrolment or commencement (whichever is the earliest); and
- provide access to that support throughout their training.

For more information, please visit AIIT's website [www.aiit.vic.edu.au](http://www.aiit.vic.edu.au)

## Refunds, Cooling Off Period and Tuition Fees Protection

Refund of the fees will only be granted in accordance with Australian International Institute of Technology's Refund Policy.

Any student applying for a refund must submit the request in writing to Australian International Institute of Technology via [refund@aiit.vic.edu.au](mailto:refund@aiit.vic.edu.au)

Australian International Institute of Technology considers the Enrolment Agreement to be an unsolicited contract in terms of Australian Consumer Law (ACL). Refer to <https://consumerlaw.gov.au/australian-consumer-law/legislation>

Accordingly Australian International Institute of Technology will provide a cooling off period of 10 business days for students to cancel this agreement.

Australian International Institute of Technology has a responsibility to protect the fees paid by students in advance of their training and assessment services being delivered.

For more information on how to access the Tuition Protection Service (TPS) please visit <https://tps.gov.au/Home>

For more information, please visit Australian International Institute of Technology's website <https://www.aiit.vic.edu.au/pol-pro>

### Recognition of Prior Learning (RPL)

Participants who have obtained competencies other than via qualification or attainment from other RTO's are given the opportunity, before commencing to obtain exemptions and credits for those units of competency.

Students who are seeking recognition of prior learning will be provided with the assessment tools for each unit. They will complete the assessment tasks and/or provide evidence that relates to the assessment tasks

Observations will be conducted in the student's workplace and/or within Australian International Institute of Technology to assess practical skills and/or generic skills such as communication skills.

The application is to be assessed by the qualified Trainer and Assessor and a decision made as to whether Recognition of Prior Learning (RPL) can be granted.

For further information, please refer to the Recognition of Prior Learning policy and procedure at: <https://aiit.vic.edu.au/pol-pro/>

### Credit Transfer (CT) Exemptions

Students may apply for recognition of existing qualifications or skills, knowledge, and experience.

AIIT accepts and provides credit to students for units of competency and/or skill sets (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF Certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.
- Verified USI Transcript

Credit Exemptions will be granted not only for studies completed at an RTO, but at any authorised issuing organisation, such as a university. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit exemption will be granted.

The Academic Manager will substantiate and verify the information provided by the student e.g. Testamur, Record of Results or Statement of Attainment by contacting the organisation that issued the documentation and confirming that the content is valid.

Approved student credit exemptions may modify the duration of the students' course; all students will be advised of the expected duration that specifically applies to them.

Students may use AIIT's appeal procedures if dissatisfied with the outcome of their application of Credit for prior studies within 10 days of receiving their outcome

Finally, the granting of a course credit transfer exemptions may affect course tuition fees as well as the duration of the course and the student's CoE.

For further information, please refer to the Credit Transfer policy and procedure at: <https://aiit.vic.edu.au/pol-pro/>

### Deferment, Suspension, Withdrawal and Cancellation

Students may be able to temporarily defer the commencement of their studies or suspend their enrolment after commencement on the grounds of compassionate or compelling circumstances.

Australian International Institute of Technology will assess each case on its individual merits and will consider documentary evidence provided to support the claim. This application must be made in writing to Australian International Institute of Technology's Administration; [admin@aiit.vic.edu.au](mailto:admin@aiit.vic.edu.au).

For more information, please visit Australian International Institute of Technology's website <https://www.aiit.vic.edu.au/pol-pro>

## Course Progression and Students at Risk

Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8 Overseas student Visa Requirements

Australian International Institute of Technology will:

- Monitor the course progress and attendance of each overseas student to ensure the overseas student is in a position to complete their VET course within the expected duration that is specified on the overseas student's CoE:
- This is the responsibility of each Trainer assigned a timetabled VET group of International students
- When monitoring their students (using an Excel spreadsheet), the Trainer will take into account each student's attendance, and their current course progress in completing their course of studies within the enrolment period of their CoE. Specifically, if a student does not complete a Unit of Competency within the timetabled period for that Unit of Competency, the Trainer will automatically determine that the student is unlikely to complete their course of studies within the enrolment period of their CoE. Accordingly, the Trainer will evoke Australian International Institute of Technology's student at risk intervention strategy with the particular student; which they will document and place on the student's academic file; utilising the re-assessment and catch-up days in the timetable for this purpose (also recoding the Intervention on their Excel spreadsheet for that student).
- The Trainer will continue to monitor the student's course progress and attendance and if they believe, following the intervention, that the International student continues to be at risk of not making satisfactory course progress, the Trainer will arrange for Australian International Institute of Technology to inform the student in writing of its intention to report the student and that they are able to access Australian International Institute of Technology's appeal process within 20 working days.
- At the end of this period, after the appeals process (if actioned) is finalised and upholds Australian International Institute of Technology's decision to report, Australian International Institute of Technology will notify the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory progress.
- Where the student's is reported to the Department of Education via PRISMS, Australian International Institute of Technology will maintain a copy of this report on the student's file.
- Australian International Institute of Technology may decide not to report the overseas student if the student is maintaining satisfactory course progress.

For more information, please visit Australian International Institute of Technology's website:

<https://www.aiit.vic.edu.au/pol-pro>

For more information about the ESOS Framework refer to:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

## Unique Student Identifier (USI)

All new or continuing Australian International Institute of Technology's students undertaking nationally recognised training require a USI in order to receive their Qualification or Statement of Attainment (SOA). Australian International Institute of Technology meets the requirements of the Student Identifier scheme and will not issue AQF certification documentation to a student without being in receipt of a verified Student Identifier for that student, unless an exemption applies under the Student Identifiers Act 2014.

For Further USI information the USI Privacy Notice refer to: <https://www.usi.gov.au/>

For more information, please visit Australian International Institute of Technology's corporate website:

<https://www.aiit.vic.edu.au/std-serv>

## Student Support Services

Australian International Institute of Technology provides a range of Student Support Services upon request that cater to the needs of all students, including LL&N support, counselling services and IT digital support. These services are provided free of charge to all International Students.

For more information, please visit Australian International Institute of Technology's corporate website

<https://www.aiit.vic.edu.au/std-serv>

## Complaints and Appeals

Students can choose to appeal any decision made by Australian International Institute of Technology in relation to refunds or any other issue in accordance with the Complaints and Appeals Policy and Procedures.

The Complaints and Appeals Policy and related procedure is available at <https://www.aiit.vic.edu.au/pol-pro>

## Student Obligations

Australian International Institute of Technology requires all students to meet the following Student Obligations:

- Meet Australian International Institute of Technology's Entry requirements and prerequisites for their enrolled course.
- Meet Australian International Institute of Technology's Course Progress Requirements by completing their course (i.e. by submitting all the required Course and Assessment Evidence requirements) by the end date of their COE.
- Adhering to a Risk Intervention Strategy that may be initiated by Australian International Institute of Technology.
- Pay Australian International Institute of Technology the agreed course tuition fees in accordance with the payment plan and schedule.

## Student Rights

- Students have the right to be provided with the Educational and Support Services as outlined in Australian International Institute of Technology's Written Enrolment Agreement.
- Students have the right to access all Australian International Institute of Technology's services and facilities related to this course of study during the period of their enrolment.
- Students have the right to Complain and Appeal about any behaviour or decisions made by Australian International Institute of Technology that may affect the educational outcomes they are seeking.
- Students have the right to obtain a Refund for services not provided by Australian International Institute of Technology's in case of Provider Default.
- Nothing in the Written Agreement removes the student's rights to take action under Australian Consumer Law.

## AQF Certificate Documentation

Australian International Institute of Technology will issue AQF (Australian Qualifications Framework) certification documentation only to a student whom it has assessed as meeting the requirements of the Training product as specified in the relevant training package as listed in the National Register

AQF certification documentation will be issued within 30 calendar days of course completion, provided all agreed tuition fees have been finalised and paid in full.



## How to apply / Contact



E-mail  
[info@aiit.vic.edu.au](mailto:info@aiit.vic.edu.au)

Phones  
+61 3 9649 7691

Website  
[www.aiit.vic.edu.au](http://www.aiit.vic.edu.au)

Address  
Ground Floor 313-315 Flinders Lane, Melbourne VIC 3000