



Veritas Education Pty. Ltd. t/a



**Veritas Institute
Australia**

RTO No 41406 | CRICOS Provider Code 03762M

**INTERNATIONAL STUDENT
PROSPECTUS 2021**

Available for download at www.veritas.edu.au
Mail Us At info@veritas.edu.au





Veritas Institute Australia strives to offer affordable and high-quality education in a friendly environment. Veritas Institute Australia is a Vocational Education and Training (VET) institute based in Geelong, Australia. Its campus is conveniently located on Moorabool Street, with easy access to public transport. In addition to being conveniently located, the campus is equipped with modern style

classrooms, library resources, student recreational areas including kitchen facilities, and computers with free access to internet and email. Veritas Institute Australia regularly organises extra activities outside of class, which give students the opportunity to discover some of Australia's most beautiful places. All activities are run by Veritas Institute Australia's staff members who ensure an English-speaking environment at all times. Other activities include Conversation Club, Movie Club, Job Club and group sporting activities. The atmosphere at Veritas Institute Australia is very student friendly.

Veritas Institute Australia's teachers and administration staff are always happy to help students with any problems which they may face and work together to make the students feel at home in the Veritas' family!

Moorabool Campus (Head Office)

STREET ADDRESS

Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 | Australia

POSTAL ADDRESS

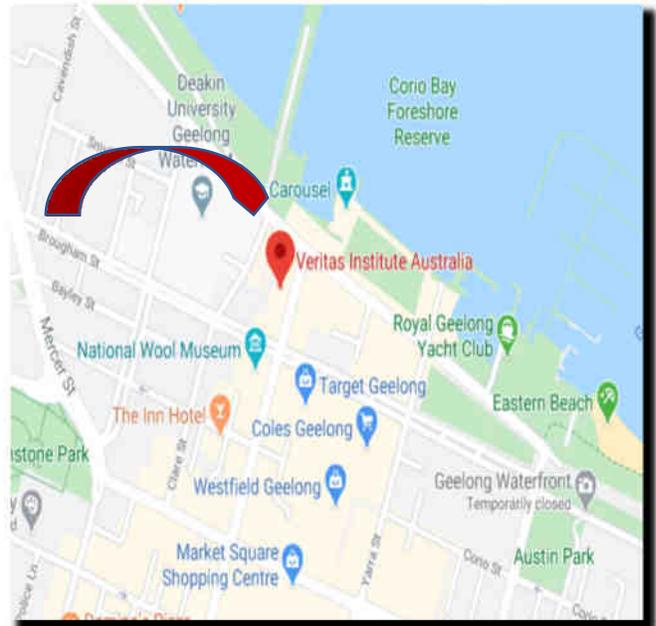
Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 | Australia

EMAIL

info@veritas.edu.au

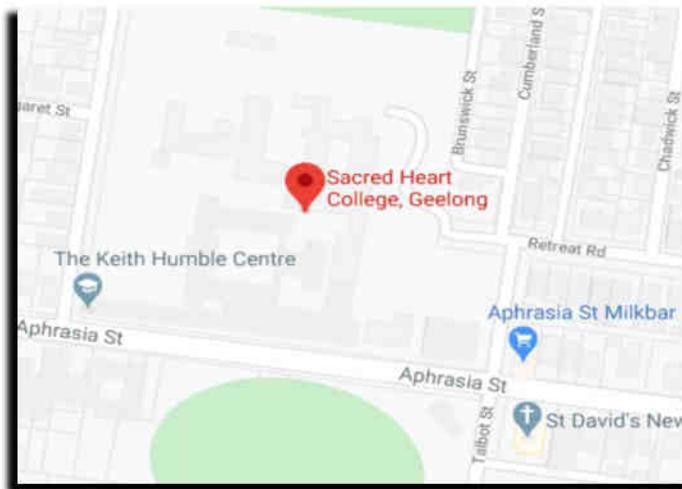
CONTACT NUMBER

03 5221 0927/0484999007/0484990081



Commercial Cookery Kitchen

Sacred Heart College, Retreat Rd,
Newtown Vic 3220



Message from the CEO

“ Welcome to Veritas Institute Australia, one of Australia’s leading vocational education and training colleges. At Veritas Institute Australia, our students are our priority, and we take pride in their achievements. Our fundamental objective is to provide students with an environment that enables them to reach their full potential. Our mentor-trainers provide quality training and relevant industry insight, equipping students with the necessary skills for them to embark on their career. Graduates will have the opportunity to enter either the relevant workforce arena or pursue further studies to achieve their career goals. We fully understand the challenges students may experience while studying away from their home country but we promise to provide them a comfortable academic journey.

Our dedicated and professional staff support student academic needs fully, and are committed to looking after students’ personal welfare and wellbeing. Students can speak with any of our staff members for assistance. Our purpose-built training facilities and our dedicated training and administration teams speak for themselves. To ensure further improvements in our service delivery, we will systematically obtain feedback from students. As time is a costly commodity, our immediate goal is to enable you to finish your studies within the expected duration. In short, Veritas Institute Australia pledges to uphold the academic rigour for which the Australian education system is known. Welcome to Veritas Institute Australia, where an authentic Australian educational experience awaits.”

Nidhi Taluja
Chief Executive Officer

Message from the Director

“ Education is the most powerful weapon which you can use to change the world.” Nelson Mandela

I take the pleasure in welcoming you to Veritas Institute Australia, a vocational education and training institute dedicated to the growth and development of each and every student for a better career prospect.

Our institute is all set with a faculty of highly qualified and experienced trainers, who are, committed and experienced in providing students with an excellent academic grounding. Supporting students to successfully accomplish career goals is treated with primacy by all our teaching and non-teaching staff.

We are focused on ensuring that our students’ skills meet the current industry requirements and are confident that we can help our students to succeed within their chosen industry. Students are trained to be contemporary, global citizens, able to accommodate the many differing needs of a culturally diverse community.

We will be happy to discuss how we can assist you to achieve your career ambitions Best wishes for your future success.”

Ruchita Bhardwaj
Director

Why Choose Veritas Institute Australia

Career Focused Training

Our Vocational Courses enable our graduates to seek employment opportunities in the fast-evolving global marketplace. Veritas Institute Australia courses are part of the Nationally recognised education and training structure in Australia. We tailor our courses for the industry, thereby enhancing employment opportunities for our graduates.

Our Courses are:

- Highly Competitive
- National in Scope
- Current Industry Based

Experienced Staff and Industry Professional Training

Veritas Institute Australia's knowledgeable staff help deliver our promise of providing a range of exceptional education services. Our staff of highly talented individuals have extensive experience in both education and industry. Our diverse team is dedicated to ensuring that Veritas Institute Australia provides a caring and supportive environment for our students. We embrace the concept of working with our students so that they can achieve their educational goals within their period of enrolment. Veritas Institute Australia's Trainers provide language, literacy and numeracy (LLN) support as well as, accommodating the special needs of students.

A Centrally Located Campus in Geelong

Our campus is centrally located on Moorabool Street, close to the Corio Bay Foreshore Reserve and The Pier Geelong which is a vibrant and exciting location offering our students diverse opportunities to experience the Geelong's cultural, social and business environment. It is in close proximity to sporting and recreational facilities, together with quick access to Government offices and banks. Veritas Institute Australia's students have the additional convenience of public transport in walking distance of the campus, providing them with easy access to other parts of Geelong and Melbourne and neighbouring suburbs, in which a wide range of affordable accommodation is available.

Classrooms

Veritas Institute Australia's modern, air-conditioned facilities are well-equipped for effective learning. Classroom sizes range from 20-22 to provide more opportunities for personalised training.

Lunchroom

A lunchroom is provided for students which has comfortable seating, a kitchenette, microwave, fridge, and coffeemaking facilities.

Training Kitchen

The purpose-built training kitchen, which is fully equipped to commercial kitchen standards is located at Sacred Heart College, Retreat Rd, Newtown Vic 3220. This simulated commercial kitchen is equipped with necessary fixtures and equipment to undergo Commercial Cookery and Hospitality training of Veritas Institute Australia's SIT courses effectively.

Computer Rooms

Veritas Institute Australia has a general computer room for use by all students and has free Wi-Fi.

Student Library & Resource Centre

Our Student Administration and Student Support Staff can direct students to useful online resources relevant to their course and regularly updates library materials. The library is equipped with daily newspapers, textbooks, magazines, periodicals, self-paced learning CDs, free Wi-Fi internet access, DVDs and offers printing and photocopying facilities for students. Student notice boards at the reception and near all classrooms offer information on rooms available to rent/share and other general information related to campus life and, for international students living in Australia.

Modern Training Facilities

Veritas Institute Australia's campuses offer state-of-the-art facilities, with simulated industry environments that are well equipped with the latest technology and equipment. Our teaching and demonstration resources are motivating for students and help them achieve their educational goals better. Classrooms are equipped with laptops, overhead projectors, whiteboards and other modern technology to allow assimilation of digital learning in a face to face training environment.

Student Counselling

All students needing counselling, study skills assistance or practical help should make an appointment with the Student Support Services Staff at the Campus. An appointment can be made at reception or by emailing, counsellor via info@veritas.edu.au. Students requiring assistance with course progress should contact the student support services as soon as possible.

Veritas Institute's student support officer will speak to student and identify their counselling needs. Wherever required student support officer will arrange external counselling for students. Personal counselling services include but are not restricted to:

- Grievance/conflict resolution
- Relationship issues
- Stress and coping
- Access and equity issues
- Student welfare and support
- Study skills
- Any other issues
- Learning pathways and possible RPL opportunities
- Provision for special learning needs

- Provision for special cultural and religious needs
- Emergency and health services

Class Times and Reception Hours

Veritas Institute Australia's main campus is open for classes from 9:00 am - 5.30 pm Monday -Friday and 09.00 am -5.30 pm Saturday & Sunday. Reception will be open from 9.00 am - 4.00 pm from Monday to Friday. Veritas Institute Australia's commercial kitchen is open from 8.00 am – 6.00 pm Mon - Sunday. There will be at least 1 student support officer at main campus during weekend class hours.

Student Administration and Support Services

Student Administration and Student Support Services located at Main Campus Suite 14, Level 2 / 10-24 Moorabool Street | Geelong | Victoria 3220 |Australia serves as students' first point of contact for any queries.

Stress, financial difficulties, health, family, relationship issues and social issues can all affect your ability to settle into study. If your studies are being affected by these kinds of issues, please speak with your trainer or any of our staff members, so that we can assist you. External counselling will be available for students seeking further assistance. Counselling support services with external counsellor will be at no cost to student.

We carefully monitor course progress to ensure students do not fall behind course requirements, because we want our students to succeed. Where a student has been identified as not attending consecutive classes and has not satisfactorily completed assessments, they will be contacted for support needs or any barriers to learning and meetings will be conducted where necessary. Intervention strategies are then put in place to assist students to achieve the study goal they initially set out to attain. If you are having any difficulties, we ask that you contact student services at the earliest opportunity so that we can support you in the best way possible. If you would like information on any of the following areas or issues, ask at reception and our staff or your trainer will assist you for:

- Learning pathways and possible RPL opportunities
- Access and equity issues
- Language, Literacy and Numeracy (LLN) support
- Complaints and appeals
- Course progress and attendance
- Appeals /conflict resolution
- Provision for special learning needs
- Provision for special cultural and religious needs
- Emergency and health services
- Education and career counselling
- Assistance when applying for credit transfer and RPL
- Stress management
- Any other issues

Studying at Veritas Institute Australia

Course Delivery

A number of approaches to course delivery are used by Veritas Institute Australia. Course delivery approaches may include teacher-led classroom delivery; work-based training, practical placement training, simulated industrial kitchen training, workshops, practical's, seminars, tutorials and supervised study. During class time students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and participating in role playing situations.

Course Assessment

A number of approaches to course assessment are used by Veritas Institute Australia's staff. Assessment approaches may include observation of performance in class, practical demonstrations, workshops, undertaking case studies, projects, assignments, presentations, role plays, written tests or exams and work-based assessments.

Students are entitled for 2 free assessment attempts for each assessment task. If the student is unsuccessful after 2 assessment attempts, they will be required to repeat the unit and pay extra to finish the course or a unit of competency. Students are required to read Student Handbook for detailed information and fee & charges policy for more details.

Plagiarism

Acts of plagiarism, collusion & cheating are not permitted in any work completed for assessment & will result in a written warning & repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from Veritas Institute Australia. All works submitted must be an accurate reflection of the student's level of competence. See Veritas Institute Australia's Plagiarism and Cheating Policy & Procedure visit www.veritas.edu.au/policies.

Qualification Recognition

Qualifications offered by Veritas Institute Australia are based on the principles, guidelines & standards set by Australian Qualifications Framework (AQF) & VET Quality Framework (VQF) & are nationally recognised.

Unique Student Identifier (USI)

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to Veritas Institute Australia during the enrolment process. If students do not provide USI, Veritas Institute Australia will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI visit www.usi.gov.au. Our Student Administration staff can assist you on how to obtain your USI on request.

Credit Transfers

Veritas Institute Australia accepts and provides credit to learners for units of competency and/or modules (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.

Credit Transfer for prior studies is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for RPL. An essential requirement of RPL is proof of competency. This may involve providing copies of your resume and/or work performance appraisals, job position descriptions and any certificates of in-house or formal training. Students may be asked for contact details of people who can vouch for your skill level such as supervisors from current or previous workplaces, clients, or personal character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions. An application for RPL must be lodged in writing by completing Veritas Institute Australia's RPL Application Form available at www.veritas.edu.au

Qualifications Issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment for completed competencies. Completion of courses does not guarantee an employment or migration outcome. Formal requirements other than educational qualifications (e.g., licensing, professional registration etc.) may apply to some occupations and locations.

Change of Institution or Course

National Code of Practice for Providers of Education and Training to Overseas Students 2018 ("National Code 2018") restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. Students who wish to apply for a permission to transfer to another institute must complete Veritas Institute Australia's Application for Letter of Release from available at www.veritas.edu.au. There is no cost associated with applying for a release; however, students must contact Department of Home Affairs to seek advice on whether a new visa is required. The reasons under which a student will be released are if:

- Veritas Institute Australia has cancelled/ceased to offer the students program (letter from Veritas Institute Australia supplied)
- the overseas student is reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with National Code 2018 Standard 8
- there is evidence of compassionate or compelling circumstances
- Veritas Institute Australia has failed to deliver the course as outlined in the written agreement
- there is evidence that the overseas student's reasonable expectations about their current course are not being met
- there is evidence that the overseas student was misled by Veritas Institute Australia or an education or migration agent, regarding Veritas Institute Australia or its course, and the course is therefore unsuitable to their needs and/or study objectives

All applications will be assessed on the basis of Veritas Institute Australia's policies including Enrolment Procedure, and Fees Payment and Refund Policy (International Students) (available at www.veritas.edu.au) and the study plan and declaration submitted by the student in their application. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application. If students wish to change their course at Veritas Institute Australia after receiving their Confirmation of Enrolment (CoE), they will be required to pay a Change of CoE administration fee of \$200.



**Veritas Institute
Australia**

www.veritas.edu.au



<https://www.facebook.com/veritasinstituteaustralia/>

Veritas Institute Australia offers the following accredited and nationally recognised qualifications

National Code	Course Name	CRICOS Course Code	Course Duration	Holiday Weeks	Tuition Fees	Material Fee	Application Fee	Chef Uniform Fee	Total Fee
HOSPITALITY PACKAGE									
SIT30816	Certificate III in Commercial Cookery	0102174	52 Weeks	9 Weeks	\$13,600	\$1,200	\$300	\$400	\$15,500
SIT40516	Certificate IV in Commercial Cookery	0102175	78 Weeks	13 Weeks	\$17,700	\$1,400	\$300	\$400	\$19,800
SIT50416	Diploma of Hospitality Management	0102176	98 Weeks	18 Weeks	\$25,300	\$1,600	\$300	\$400	\$27,600
SIT60316	Advanced Diploma of Hospitality Management	0102177	116 Weeks	20 Weeks	\$28,200	\$2000	\$300	\$400	\$30,900
LEADERSHIP & MANAGEMENT									
BSB40520	Certificate IV in Leadership and Management	104008E	65 Weeks	15 Weeks	\$9,200	\$600	\$300	\$0	\$10,100
BSB50420	Diploma of Leadership and Management	104390E	65 Weeks	12 Weeks	\$9,200	\$600	\$300	\$0	\$10,100
BSB61015	Advanced Diploma of Leadership and Management	102901C	78 Weeks	12 Weeks	\$16,500	\$600	\$300	\$0	\$17,400
BSB80615	Graduate Diploma of Management (Learning)	102902B	52 weeks	8 weeks	\$15,500	\$600	\$300	\$0	\$16,400

Important Information

- Application Fee is payable one time at \$300 and is non-refundable.
- Chef Uniform Fee is applicable if the student wishes to purchase from Veritas Institute Australia's nominated supplier.
- Course Duration includes holidays, term breaks and study periods.
- Course Duration may vary depending upon the student's previous course of study, credit transfers and RPL granted.
- Course information is subject to change. Download an electronic version of Veritas Institute Australia's international student prospectus at www.veritas.edu.au. Students can find further information at National Training Register at www.training.gov.au or speak with a Veritas Institute Australia's staff member for more details. Veritas Institute Australia handles all superseded qualifications as per our Course Transition Policy and Procedure available at www.veritas.edu.au
- Course tuition fees are quoted in Australian dollars (AUD), are valid for 2021 and are subject to change. Please contact Veritas Institute Australia's marketing department for updated fee list.



CONTACT US



Head Office
Suite 14, Level 2 / 10-24 Moorabool Street |
Geelong | Victoria 3220 | Australia



Simulated Industry Kitchen Location
| Australia



Call us at
03 5221 0927/ 0484999007/ 0484990081

Email us at
info@veritas.edu.au

Admission Requirements

International Students are required to meet the following requirements for entry into courses at Veritas Institute Australia

- Pre-enrolment assessment
- Age Requirements
- Minimum Academic requirements
- English Requirements
- LLN Requirements
- Computer Literacy Requirements
- Materials and Equipment Requirements for Hospitality Courses

Pre-enrolment Assessment

Selection for enrolment in our courses will be approved for applicants who meet the qualification admission criteria via Pre-enrolment survey and a brief interview prior to the confirmation of enrolment at Veritas Institute Australia. This is to ensure that the student has relevant skills required to undertake and successfully complete the qualification within the time-frame specified on electronic confirmation of enrolment (eCoE). All international learners will undertake pre-training review which aims to identify their training needs through questions on previous education or training, relevance of the courses to learner, relevant experience and interview conducted by Veritas Institute's enrolment officer. Interview also aims to identify any support needs and possible RPL opportunities. Through pre-training review learner will demonstrate that they have necessary skills to successfully complete the course

Age Requirements

All students must be aged 18 years or over at the time of course commencement.

Academic Requirements

Satisfactory completion of a minimum of Australian Year 12 or equivalent education is required for entry into any course at Veritas Institute Australia.

English Requirements

International learners applying for any course except BSB80615 Graduate Diploma of Management (Learning) program either off-shore or on-shore will require a minimum IELTS (Academic) test score of 5.5 or equivalent for direct entry, or IELTS score of 4.5 or equivalent with an ELICOS course (up to 30 weeks) to be taken before the main VET course plus successful completion of Veritas Institute's LLN Test on completion of ELICOS program. For BSB80615 Graduate Diploma of Management (Learning) program, International learners either off-shore or on-shore will require a minimum IELTS (Academic) test score of 6.0 or equivalent for direct entry. Direct entry is also available on successful completion of Veritas Institute Australia's English Placement Test.

Results older than two years are not acceptable. Please note: Veritas Institute Australia will also accept equivalent test results from TOEFL IBT, PTE Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

English Exemption

Students will be exempt to provide evidence of English Language test if they have evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States or evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part(50%) of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

Language, Literacy and Numeracy Requirements

Candidate undertaking a VET course at Veritas Institute Australia must possess sound LLN skills since it requires them to do calculations, read recipe cards, prepare financial reports, make budgets and do menu costing etc.

All students are required to undertake a language, literacy and numeracy (LLN) test mapped at the following ACSF levels for various courses conducted by Veritas Institute.

Course Code – Course Name	ACSF Level
SIT30816 Certificate III in Commercial Cookery	3
SIT40516 Certificate IV in Commercial Cookery	3
SIT50416 Diploma of Hospitality Management	3
SIT60316 Advanced Diploma of Hospitality Management	4
BSB40520 Certificate IV in Leadership and Management	3
BSB50420 Diploma of Leadership and Management	3
BSB61015 Advanced Diploma of Leadership and Management	4
BSB80615 Graduate Diploma of Management (Learning)	4

If learners do not meet LLN requirements, they will be asked to take further Language, literacy and numeracy training e.g. special classes with their trainers before the start of their usual class. Trainers will organise & conduct special activities for students who do not meet LLN requirements. A re-assessment of the LLN will be conducted prior to beginning the second term to assess the student's improvements or deficiencies in LLN. The process will be repeated by trainers to ensure students are brought up to the required LLN level before the proposed completion date of their course.

Computer Literacy Requirements

All learners enrolling in our programs must have basic computer skills and have a working understanding of a Computer/laptop, Internet,

Word processing, spread sheet & presentation software such as MS Office Suite.

- Software to view online videos & images such as Adobe reader, Windows Media Player, Windows Photo Viewer
- Digital video recording device and/or digital camera and associated software to save and upload video and image files. Many mobile phone and smart phones include this technology
- Office equipment & resources such as telephone, photocopier, scanner & printer (e.g. office equipment is used by students in a simulated environment whereby students will undertake role plays tapping business meetings, conferences, online conference, board room meetings)

Students will be completing a pre-enrolment survey that will allow us to know about your computer skills in advance. Students who do not possess basic computing skills will be referred to a basic computer skills course e.g. International Computer Driving License (ICDL) which can be taken at any centre/institute of the students choosing either in their home country or Australia at their own cost. Please use the link below for more information on ICDL & test centres <http://www.icdlasia.org/find-a-test-centre>.

Materials & Equipment Required

Although Veritas Institute Australia will provide access to computers/laptops with the required resources including access to internet during classroom hours, to work on assignments and tasks for self-study, all learners are expected to have access to a laptop or computer with the Windows 7 operating system or higher at their own cost. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address).

Some courses also have physical and equipment requirements as follows:

Hospitality Courses at Veritas Institute Australia

i. Tools and equipment

Learners are expected to have access to a kitchen tool kit. Veritas Institute Australia 's kitchen has knives etc. for students to use, however, students are required to purchase a chef's uniform and safety boots at their own cost. These can be sourced from Veritas Institute Australia's nominated supplier. These are required by students in order to undergo the training effectively.

ii. Physical Abilities and the handling of food

Learners are expected to have physical ability required to perform the tasks undertaken while undergoing training. As part of this course learners, are expected to handle foods including various processed or raw meats, poultry, seafood's, dairy items etc. Veritas Institute Australia will endeavour to take into account religious rules observed by the student, but the student must be aware of the possibility of handling such foods before enrolling in this course. In line with its access and equity policy, Veritas Institute Australia will identify any such barriers presented by students during pre-training review process before enrolment and will identify and provide required support and reasonable

Work Based Training / Practical Placement Training

What is WBT

Some courses require a work-based training (WBT) component. Please refer to individual course descriptions for details. WBT practical placement refers to any structured workplace learning that is part of a written agreement between Veritas Institute Australia as the training organisation and a host employer for vocational or further education courses or programs. It is designed to include work observation, work experience and other forms of workplace learning. WBT is an essential component of many vocational and further education programs. WBT practical placement is designed to give students a chance to perform tasks relating to their course in an appropriate industry setting and ensure that the skills they are learning are transferable and can be demonstrated within a real industry work environment. Work placement involves assessment in the workplace by Veritas Institute Australia assessors and will also include supervisor reports.

Where is WBT Completed

Veritas Institute Australia is responsible for ensuring the workplace complies with course requirements. Veritas Institute Australia will only find one host work place per student. In the event the student is not able to complete their placement with the host arranged by Veritas Institute Australia, or prefers to find their own, the student will be liable to find their own, and Veritas Institute Australia will conduct checks to ensure its suitability. In extreme circumstances, i.e., medical condition or other matters, a second placement can be organised by Veritas Institute Australia for the student's benefit.

Real Industry Workplace

The workplace must be approved by Veritas Institute Australia's Work-Based Training Coordinator

Benefits to Learners

For learners, WBT is an opportunity to:

- learn in a workplace that reflects current
- industry needs and standards
- interact with experienced workers who will pass on valuable skills and knowledge
- gain a sense of what working with their qualification will be like
- have an opportunity to practise and demonstrate their hands-on skills and underpin knowledge in a structured way
- gain recognition for their skills and knowledge by demonstrating and recording of evidence
- ask questions and learn about the industry and workers
- demonstrate their attributes for future employment possibilities

WBT Information Sessions

Information session on WBT is conducted at the time of orientation and a detailed induction session is conducted before the commencement of work placement. During the session, students will receive information on:

- Their responsibilities and requirements
- The role of the Work-Based Training Coordinator
- Students' special needs (if applicable)
- Workplace Health & Safety (WHS) issues
- Equal opportunity issues
- Relevant policies related to the workplace
- Roles of the host employer and workplace supervisor
- Safety in the workplace
- Availability of a suitable induction program for students

Host Employers

Veritas Institute Australia sources host employers through a variety of means:

- Existing employers of Veritas Institute Australia's student(s) and when Veritas Institute Australia has screened to ensure that the employer and site are suitable for WBT.
 - Students may find suitable practical work placement opportunities themselves and should liaise with the course coordinator or WBT Coordinator to ensure that the host employer is provided with the appropriate information and agreement and that the site meets WBT requirements.
 - Veritas Institute Australia's industry network partners, including employees of Veritas Institute Australia such as trainers. Initial contact with the host employers is usually made by the WBT Coordinator who can ensure that the site meets the WBT criteria, and provide the information necessary for the host employer(s).
 - Approach industry and target new opportunities. Initial contact with the host employers is usually made by the WBT Coordinator who can explain the benefits, responsibilities and requirements of participating in the program.
- Veritas Institute Australia's staff, students and Host Employers involved in the WBT program are required to follow a clear set of guidelines and procedures as explained in the WBT Policy and Procedure, Memorandum of Understanding, and Practical Placement Log Book and Provider Facility Agreement.

Courses with Work based Training

All students undertaking the following courses will undergo work based training or practical placement training with host providers in a commercial kitchen setting deemed appropriate as per the training package and Work Based Training requirements by Veritas Institute Australia:

- SIT30816 Certificate III in Commercial Cookery
- SIT40516 Certificate IV in Commercial Cookery
- SIT50416 Diploma of Hospitality Management
- SIT60316 Advanced Diploma of Hospitality Management



Units of Competency for Work Based Training

Students will undergo work-based training in the following units of competency with the following minimum criteria:

SITHCCC020 - Work effectively as a cook

Students are required to safely and hygienically prepare, cook and present menu items for a minimum of 48 complete food service periods that cover a range of food types, meal types and menu styles in a functional commercial kitchen with industry realistic ratios of customers to staff appropriate as per industry standards. The work-based training facility must be approved by the Work Based Training Coordinator before commencement of the WBT.

SITHKOP005 - Coordinate cooking operations

Students are required to supervise food production processes and monitor and report on the quality of kitchen outputs for a minimum of 12 complete service periods that cover a range of development schedules, workflow lists, food processes, and service styles in a functional commercial kitchen with industry realistic ratios of customers to staff appropriate and food production staff to the individual who is coordinating them throughout the food production periods as per industry standards.

Documents Required for Admission

Students must provide certified copies of

- IELTS or Equivalent Test Score
- Evidence of completion of minimum Australian Year 12 or equivalent education
- Passport Copy (Photo & Address Page)
- Authenticated VET transcripts (For Credit Transfers)
- Other documents as applicable.



Certificate III in Commercial Cookery

National Code : SIT30816

CRICOS Course Code : 0102174

Duration: 52 Weeks (Incl. Holidays)

Entry Requirements: Refer to

Admission Requirements page

Delivery Mode: Face-to-Face, Work Based Training

Intake Dates: Contact Marketing @ +61352210927

Tuition Fee: AUD \$13,600

Material Fee: AUD \$1200

Application Fee: AUD \$300

Chef Uniform Fee: \$400



Course Description

Learn fundamental skills and develop knowledge in a wide range of subjects to become job ready. This course lays the foundations of restaurant cookery, knife skills, food safety practices and more. On



graduation, you would have learnt the skills to work as a qualified cook. Our practical classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. Your studies in commercial cookery will also equip you with skills in financial, team and kitchen management so you will be trained across every aspect of running a busy kitchen while keeping operations running smoothly. 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. Our classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Possible Pathways

This course is designed for employment as a commercial cook in hotels, restaurants, resorts, catering companies, clubs, pubs, cafés, and coffee shops and/or to continue higher studies, individuals could progress to the following courses with Veritas Institute Australia:

- SIT40516 Certificate IV in Commercial Cookery
- SIT50416 Diploma of Hospitality Management

- SIT60316 Advanced Diploma of Hospitality Management

Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment outcome upon course completion. Veritas Institute Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring commercial cooks must have to work in hospitality, food service and other related sectors.

Mode of Study

Face to Face for minimum 20 hours per week plus Work Based Training

Location of Course Delivery

Classroom: Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 | Australia

Commercial Kitchen: Sacred Heart College, Retreat Rd, Newtown Vic 3220

WBT Location: As per individual student agreement. For more information about Work based training, please read the Work Based Training section in this brochure.

Work Based Training

SIT30816 Certificate III in Commercial Cookery involves work-based training / Practical Placement for 48 complete food service periods (or 192 hours) in a commercial kitchen. For more information about Work based training, please read the Work Based Training section in this brochure.

Entry Requirements

Although there are no formal prerequisites required to enter SIT30816 Certificate III in Commercial Cookery, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

52 Weeks including 9 weeks Term Breaks and Holidays and 43 Weeks Face to Face Training and Assessment plus Work Based Training.

Course Structure

To successfully achieve this qualification, students need to complete 25 units of competency which include 21 core units, plus 4 elective units.

Unit of Competency Code	Unit of Competency Title	Core / Elective
SITXFSA001	Use Hygienic Practices for food safety	Core
SITXFSA002	Participate in safe food handling practices	Core
BSBWOR203	Work effectively with others	Core
SITHCCC001	Use food preparation equipment**	Core
SITHKOP001	Clean kitchen premises and equipment**	Core
SITXINV002	Maintain the quality of perishable items**	Core
SITXWHS001	Participate in safe work practices	Core
SITHCCC005	Prepare dishes using basic methods of cookery**	Core
SITHCCC006	Prepare appetizers and Salads**	Core
SITHCCC007	Prepare stocks, sauces and soups**	Core
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes**	Core
SITHCCC012	Prepare poultry dishes**	Core
SITHCCC013	Prepare seafood dishes**	Core
BSBSUS201	Participate in environmentally sustainable work practices	Core
SITHFAB002	Provide responsible service of alcohol	Elective*
SITXMGT001	Monitor work operations	Elective*
SITXHRM001	Coach others in job skills	Core
SITHKOP002	Plan and cost basic menus	Core
SITHIND002	Source and use information on the hospitality industry	Elective*
SITHCCC003	Prepare and present sandwiches**	Elective*
SITHCCC014	Prepare meat dishes**	Core
SITHPAT006	Produce desserts**	Core
SITHCCC019	Produce cakes, pastries and breads**	Core
SITHCCC018	Prepare food to meet special dietary requirements**	Core
SITHCCC020	Work effectively as a cook**	Core

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

**Units marked ** have the pre-requisite unit SITXFSA001 Use Hygienic Practices for food safety.

Awards issued on Completion

Students obtaining a competent result for all 25 units of competency will achieve the Nationally Recognised qualification SIT30816 - Certificate III in Commercial Cookery (CRICOS Course Code: 0102174). A Record of Results will be issued to students who complete less than 25 units.

Certificate IV in Commercial Cookery

National Code : SIT40516

CRICOS Course Code : 0102175

Duration: 78 Weeks (Incl. Holidays)

Entry Requirements: Refer to Admission Requirements page

Delivery Mode: Face-to-Face, Work Based Training

Intake Dates: Contact Marketing @ +61352210927

Tuition Fee: AUD \$17,700

Material Fee: AUD \$1400

Application Fee: AUD \$300

Chef Uniform Fee: \$400



Course Description

This comprehensive course is designed to provide students with a wide range of skills and knowledge required not only to become competent as a qualified chef or cook but also to gain a range of supervisory or leadership skills that will enhance graduate employability and future opportunities as a chef.



This course is designed to prepare students for a career as a Senior Chef, Chef de Cuisine, Chef de Partie and offers advanced skills in the areas of kitchen supervision, advanced food preparation and cookery. This includes staff supervision skills, stock control process, financial management and advanced catering skills. 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. Our practical classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your cooking and kitchen management technique and skills. Your studies in commercial cookery will also equip you with skills in financial, team and kitchen management so you will be trained across every aspect of running a busy kitchen while keeping operations running smoothly. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Possible Pathways

This qualification is designed to provide a pathway for the role of commercial cooks who have a supervisory or team leading role in the kitchen. This course is designed for employment as a Chef or Chef de Partie in hotels, restaurants, resorts, catering companies, clubs, pubs, and/or to continue higher studies, individuals could progress to the following courses with Veritas Institute Australia:

- SIT50416 Diploma of Hospitality Management
- SIT60316 Advanced Diploma of Hospitality Management.

Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment outcome upon course completion. Veritas Institute Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring chefs must have to work in hospitality, food service and other related sectors.

Mode of Study

Face to Face for minimum 20 hours per week plus Work Based Training

Location of Course Delivery

Classroom: Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 | Australia

Commercial Kitchen: Sacred Heart College, Retreat Rd, Newtown Vic 3220

WBT Location: As per individual student agreement. For more information about Work based training, please read the Work Based Training section in this brochure.

Work Based Training

SIT40516 Certificate IV in Commercial Cookery involves work-based training / Practical Placement for 60 complete food service periods (or 240 hours) in a commercial kitchen. For more information about Work based training, please read the Work Based Training section in this brochure.

Entry Requirements

Although there are no formal prerequisites required to enter SIT40516 Certificate IV in Commercial Cookery, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

78 Weeks including 13 weeks Term Breaks and Holidays and 65 Weeks Face to Face Training and Assessment plus work-based training.

Course Structure

To successfully achieve this qualification, students need to complete 33 units of competency which include 26 core units, plus 7 elective units.

Unit Code	Unit of Competency Title	Core or Elective
SITXFSA001	Use Hygienic Practices for food safety	Core
SITXFSA002	Participate in safe food handling practices	Core
BSBWOR203	Work effectively with others	Elective*
SITHCCC001	Use food preparation equipment**	Core
SITHKOP001	Clean kitchen premises and equipment**	Elective*
SITXINV002	Maintain the quality of perishable items**	Core
SITXWHS001	Participate in safe work practices	Elective*
SITHCCC005	Prepare dishes using basic methods of cookery**	Core
SITHCCC006	Prepare appetisers and salads**	Core
SITHCCC007	Prepare stocks, sauces and soups**	Core
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes**	Core
SITHCCC012	Prepare poultry dishes**	Core
SITHCCC013	Prepare seafood dishes**	Core
BSBSUS201	Participate in environmentally sustainable work practices	Elective*
SITHFAB002	Provide responsible service of alcohol	Elective*
SITXMGT001	Monitor work operations	Core
SITXHRM001	Coach others in job skills	Core
SITHKOP002	Plan and cost basic menus	Core
SITHIND002	Source and use information on the hospitality industry	Elective*
SITHCCC003	Prepare and present sandwiches**	Elective*
SITHCCC014	Prepare meat dishes**	Core
SITHPAT006	Produce desserts**	Core
SITHCCC019	Produce cakes, pastries and breads**	Core
SITHCCC018	Prepare food to meet special dietary requirements**	Core
SITHCCC020	Work effectively as a cook**	Core
BSBDIV501	Manage diversity in the workplace	Core
BSBSUS401	Implement & monitor environmentally sustainable work practices	Core
SITHKOP004	Develop menus for special dietary requirements	Core
SITHKOP005	Coordinate cooking operations**	Core
SITXCOM005	Manage conflict	Core
SITXFIN003	Manage finances within a budget	Core
SITXWHS003	Implement and monitor work health and safety practices	Core
SITXHRM003	Lead and manage people	Core

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

**Units marked ** have the pre-requisite unit SITXFSA001 Use Hygienic Practices for food safety.

Awards issued on Completion

Students obtaining a competent result for all 33 units of competency will achieve the Nationally Recognised qualification SIT40516 Certificate IV in Commercial Cookery (CRICOS Course Code: 0102175). A Record of Results will be issued to students who complete less than 33 units.

National Code : SIT50416

CRICOS Course Code : 0102176

Duration: 98 Weeks (Incl. Holidays)

Entry Requirements: Refer to admission requirements page

Intake Dates: Contact Marketing @ +61352210927

Delivery Mode: Face-to-Face, Work Based Training

Tuition Fee: AUD \$ 25,300

Material Fee: AUD \$1,600

Application Fee: AUD \$300

Chef Uniform Fee: \$400



Course Description

This comprehensive course is designed to provide students with a wide range of skills and knowledge that enable students to grab employment opportunities in a variety of supervisory or management positions including Accommodation and Hospitality Managers, Kitchen Manager, Food and Beverage Manager, or outlet managers in food and beverage establishments and departments. The course will provide the individual with a flexible career pathway in the role of Manager in a range of hospitality areas. The course provides skills and knowledge for supervisory and entry level management skills in the hospitality industry. Through the study of marketing, financial management, human resource management, workplace diversity, legal knowledge for a hospitality business, rostering staff and quality hospitality service, graduates will be qualified to seek employment in many areas of the hospitality industry. This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming. Our practical classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.



Possible Pathways

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager or individuals could progress to the following courses:

- **SIT60316 Advanced Diploma of Hospitality Management**
- **Various bachelor's degrees**

Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment outcomes after course completion.

Mode of Study

Face to Face for minimum 20 hours per week plus Work Based Training

Location of Course Delivery

Classroom: Suite 14, Level 2 / 10-24 Moorabool Street | Geelong | Victoria 3220 |Australia

Commercial Kitchen: Sacred Heart College, Retreat Rd, Newtown Vic 3220

WBT Location: As per individual student agreement. For more information about Work based training, please read the Work Based Training section in this brochure.

Work Based Training

SIT50416 Diploma of Hospitality Management involves work-based training / Practical Placement for 48 complete food service periods (or 192 hours) in a commercial kitchen. For more information about Work based training, please read the Work Based Training section in this brochure.

Entry Requirements

Although there are no formal prerequisites required to enter SIT50416 Diploma of Hospitality Management, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

98 Weeks including 18 weeks Term Breaks and Holidays and 80 Weeks Face to Face Training and Assessment plus work-based training.

Course Structure

To successfully achieve this qualification, students need to complete 28 units of competency which include 13 core units, plus 15 elective units.

Unit of Competency Code	Unit of Competency Title	Core or Elective
BSBDIV501	Manage diversity in the workplace	Core
BSBMGT517	Manage operational plan	Core
SITXCCS007	Enhance customer service experiences	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXCOM005	Manage conflict	Core
SITXFIN003	Manage finances within a budget	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXHRM002	Roster staff	Core
SITXHRM003	Lead and manage people	Core
SITXMGT001	Monitor work operations	Core
SITXMGT002	Establish and conduct business relationships	Core
SITXWHS003	Implement and monitor work health and safety practices	Core
SITXFSA001	Use hygienic practices for food safety	Elective*
SITHCCC020	Work effectively as a cook**	Elective*
SITHCCC001	Use food preparation equipment**	Elective*
SITHKOP002	Plan and cost basic menus	Elective*
SITHCCC005	Prepare dishes using basic methods of cookery**	Elective*
SITHCCC006	Prepare appetisers and salads**	Elective*
SITHCCC007	Prepare stocks, sauces and soups**	Elective*
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes**	Elective*
SITHCCC012	Prepare poultry dishes**	Elective*
SITHCCC013	Prepare seafood dishes**	Elective*
BSBFIM601	Manage finances	Elective*
SITHCCC014	Prepare meat dishes**	Elective*
SITHCCC018	Prepare food to meet special dietary requirements**	Elective*
SITHCCC019	Produce cakes, pastries and breads**	Elective*
SITHPAT006	Produce desserts**	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

**Units marked ** have the pre-requisite unit SITXFSA001 Use Hygienic Practices for food safety.

Awards issued on Completion

Students obtaining a competent result for all 28 units of competency will achieve the Nationally Recognised qualification SIT50416 Diploma of Hospitality Management (CRICOS Course Code: 0102176). A Record of Results will be issued to students who complete less than 28 units.

National Code : SIT60316
CRICOS Course Code : 0102177
Duration: 116 Weeks (Incl. Holidays)
Entry Requirements: Refer to admission requirements page
Intake Dates: Contact Marketing @ +61352210927
Delivery Mode: Face-to-Face, Work Based Training
Tuition Fee: AUD \$28,200
Material Fee: AUD \$2000
Application Fee: AUD \$300
Chef Uniform Fee: \$400



Course Description

This comprehensive course is designed to provide students an opportunity to build on the skills and knowledge of the Diploma program and reflects the role of a senior manager in a range of hospitality areas. Graduates of this program will benefit from a higher level of training and knowledge in the operations and management of a hospitality enterprise. Individuals with this qualification are able to perform senior management roles in a large hospitality enterprise or pursue owner/ manager roles in a hospitality enterprise. This course is designed to equip the graduate for employment opportunities in a variety of supervisory or management positions including bar manager, catering manager or owner, reception manager, food and beverage manager, cafe owner or manager, motel owner or manager, area manager, executive housekeeper, club secretary or manager, rooms division manager or operations manager in large hospitality organisations. Our practical classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No licensing, legislative or certification requirements apply to this qualification at the time of publication.



Possible Pathways

This qualification is designed to provide a pathway to work in any hospitality industry sector as an Accommodation and Hospitality Manager, Operations Manager, Motel Manager, Area Manager. This course is designed for employment as a 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 for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops and/or to continue higher studies, individuals could progress to a Bachelor's Degree with

various higher education providers in Australia. Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment outcome upon course completion. Veritas Institute Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring chefs must have to work in hospitality, food service & other related sectors.

Mode of Study

Face to Face for minimum 20 hours per week plus Work Based Training

Location of Course Delivery

Classroom: Suite 14, Level 2 / 10-24 Moorabool Street | Geelong | Victoria 3220 |Australia

Commercial Kitchen: Sacred Heart College, Retreat Rd, Newtown Vic 3220

WBT Location: As per individual student agreement. For more information about Work based training, please read the Work Based Training section in this brochure.

Work Based Training

SIT60316 Advanced Diploma of Hospitality Management involves work-based training / Practical Placement for 48 complete food service periods (or 192 hours) in a commercial kitchen. For more information about Work based training, please read the Work Based Training section in this brochure.

Entry Requirements

Although there are no formal prerequisites required to enter SIT60316 Advanced Diploma of Hospitality Management, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

116 Weeks including 20 weeks Term Breaks and Holidays and 96 Weeks Face to Face Training & Assessment plus work-based training.

Course Structure

To successfully achieve this qualification, students need to complete 33 units of competency which include 16 core units, plus 17 elective units.

Unit Code	Unit of Competency Title	Core / Elective
SITXFSA001	Use hygienic practices for food safety	Elective
SITXFSA002	Participate in safe food handling practices	Elective
SITHKOP001	Clean kitchen premises and equipment	Elective
SITHCCC001	Use food preparation equipment	Elective
SITHCCC005	Prepare dishes using basic methods of cookery	Elective
SITHCCC006	Prepare appetisers and salads	Elective
SITHCCC007	Prepare stocks, sauces and soups	Elective
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	Elective
SITHCCC012	Prepare poultry dishes	Elective
SITHCCC013	Prepare seafood dishes	Elective
SITHCCC014	Prepare meat dishes	Elective
SITHCCC019	Produce cakes, pastries and breads	Elective
SITHPAT006	Produce desserts	Elective
SITHCCC018	Prepare food to meet special dietary requirements	Elective
SITHCCC020	Work effectively as a cook	Elective
SITXCCS007	Enhance customer service experiences	Elective
BSBDIV501	Manage diversity in the workplace	Core
SITXFIN003	Manage finances within a budget	Core
SITXHRM003	Lead and manage people	Core
SITXMGT001	Monitor work operations	Core
SITHKOP004	Develop menus for special dietary requirements	Elective
BSBMGT517	Manage operational plan	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXMGT002	Establish and conduct business relationships	Core
SITXWHS004	Establish and maintain a work health and safety system	Core
SITXMPR007	Develop and implement marketing strategies	Core
SITXHRM006	Monitor staff performance	Core
SITXHRM004	Recruit, select and induct staff	Core
SITXFIN005	Manage physical assets	Core
BSBMGT617	Develop and implement a business plan	Core
BSBFIM601	Manage finances	Core

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

**Units marked ** have the pre-requisite unit SITXFSA001 Use Hygienic Practices for food safety.

Awards issued on Completion

Students obtaining a competent result for all 33 units of competency will achieve the Nationally Recognised qualification SIT60316 Advanced Diploma of Hospitality Management (CRICOS Course Code: 0102177). A Record of Results will be issued to students who complete less than 28 units.

Certificate IV in Leadership and Management

National Code : BSB40520
CRICOS Course Code : 104008E
Duration: 65 Weeks (Incl. Holidays)
Entry Requirements: Refer to admission requirements page
Intake Dates: Contact Marketing @ +61352210927
Delivery Mode: Face-to-Face
Tuition Fee: AUD \$9,200
Material Fee: AUD \$600
Application Fee: AUD \$300



Course Description

The comprehensive course will provide students with the knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. This qualification reflects the role



of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. Along with assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources. Our classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Possible Pathways

This qualification provides a pathway to work as Office manager, Coordinator (Business Operations), Warehouse Team Leader, Distribution Centre Supervisor, Supervisor, Line Manager, Leading Hand, Production Supervisor, Sales Team Manager, Team Leader, Frontline Sales Manager, Freight Administrative Supervisor or individuals could progress with other providers to the following courses:

- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management
- BSB80120 Graduate Diploma of Management (Learning)

Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment.

Veritas Institute Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring managers or senior coordinators must have to work in commerce, leadership & management and other related sectors.

Mode of Study

Face to Face 20 hours per week for 50 Academic Weeks.

Location of Course Delivery

Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia

Entry Requirements

Although there are no formal prerequisites required to enter BSB42015 Certificate IV in Leadership and Management, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

65 Weeks including 15 weeks Term Breaks and Holidays and 50 Weeks Face to Face Training and Assessment.

Course Structure

To successfully achieve this qualification, students need to complete 12 units of competency which include 05 core units, plus 07 elective units.

Unit of Competency Code	Unit of Competency Title	Core or Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BBLDR413	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
BSBPEF502	Develop and use emotional intelligence	Elective*
BSBSTR502	Facilitate continuous improvement	Elective*
BSBOPS405	Organise business meetings	Elective*
BSBLDR521	Lead the development of diverse workforces	Elective*
BSBOPS403	Apply business risk management processes	Elective*
BSBSTR401	Promote innovation in team environments	Elective*
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

Awards issued on Completion

Students obtaining a competent result for all 12 units of competency will achieve the Nationally Recognised qualification BSB40520- Certificate IV in Leadership and Management. (CRICOS Course Code: 104008E). A Record of Results will be issued to students who complete less than 12 units.

Diploma of Leadership and Management

National Code : BSB50420

CRICOS Course Code : 104390E

Duration: 65 Weeks (Incl. Holidays)

Entry Requirements: Refer to admission requirements page

Intake Dates: Contact Marketing @ +61352210927

Delivery Mode: Face-to-Face

Tuition Fee: AUD \$9,200

Material Fee: AUD \$600

Application Fee: AUD \$300



Course Description

This comprehensive course will provide students with the knowledge, practical skills and experience in leadership and management across a



wide range of enterprise and industry contexts. Students will develop skills in displaying initiative and judgement in planning, organising, implementing and monitoring your own workload and the workload of others. Students will learn communication skills to support individuals and teams to meet organisational or enterprise requirements. They would learn to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources. Our classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Possible Pathways

This qualification provides a pathway to work as Corporate General Manager, Transport Manager, Distribution Centre Manager, Information Services Manager, Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager or individuals could progress with other providers to the following courses:

- BSB60420 Advanced Diploma of Leadership and Management
- BSB80120 Graduate Diploma of Management (Learning)

Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment. Veritas Institute Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring managers or senior coordinators must have to work in commerce, leadership & management and other related sectors.

Mode of Study

Face to Face 20 hours per week for 53 Academic Weeks.

Location of Course Delivery

Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia

Entry Requirements

Although there are no formal prerequisites required to enter BSB50420 Diploma of Leadership and Management, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

65 Weeks including 12 weeks Term Breaks and Holidays and 53 Weeks Face to Face Training and Assessment.

Course Structure

To successfully achieve this qualification, students need to complete 12 units of competency which include 04 core units, plus 08 elective units.

Unit of Competency Code	Unit of Competency Title	Core or 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
BSBXCM501	Lead communication in the workplace	Elective*
BSBPEF501	Manage personal and professional development	Elective*
BSBOPS504	Manage business risk	Elective*
BSBFIN501	Manage budgets and financial plans	Elective*
BSBSTR502	Facilitate continuous improvement	Elective*
BSBLDR521	Lead the development of diverse workforces	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

Awards issued on Completion

Students obtaining a competent result for all 12 units of competency will achieve the Nationally Recognised qualification BSB50420 Diploma of Leadership and Management (CRICOS Course Code: 104390E). A Record of Results will be issued to students who complete less than 12 units.

Advanced Diploma of Leadership and Management

National Code : BSB61015

CRICOS Course Code : 102901C

Duration: 78 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to admission requirements page

Intake Dates: Contact Marketing @ +61352210927

Delivery Mode: Face-to-Face

Tuition Fee: AUD \$8,800

Material Fee: AUD \$600

Application Fee: AUD \$300



Course Description

This comprehensive course would provide students with the knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts.



Individuals at this level would 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 would 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. Students would learn communication skills to support individuals and teams to meet organisational or enterprise requirements. They would learn plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources. Our classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Possible Pathways

This qualification provides a pathway to work as Corporate General Manager, Area Manager, Business Analyst, Quarry Business Manager, Senior Executive, Business Development Director, Executive Director, Department Manager, Managing Director, Chief Executive Officer or individuals could progress with other providers to the following courses:

- BSB80120 Graduate Diploma of Management (Learning)

Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment. Veritas Institute Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring managers or senior coordinators must have to work in commerce, leadership & management and other related sectors.

Mode of Study

Face to Face 20 hours per week for 66 Academic Weeks.

Location of Course Delivery

Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 | Australia

Entry Requirements

Although there are no formal prerequisites required to enter BSB61015 Advanced Diploma of Leadership and Management, however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

78 Weeks including 12 weeks Term Breaks and Holidays and 66 Weeks Face to Face Training and Assessment.

Course Structure

To successfully achieve this qualification, students need to complete 12 units of competency which include 04 core units, plus 08 elective units.

Unit of Competency Code	Unit of Competency Title	Core or Elective
BSBFIM601	Manage finances	Core
BSBINN601	Lead and manage organisational change	Core
BSBMGT605	Provide leadership across the organisation	Core
BSBMGT617	Develop and implement a business plan	Core
BSBMGT608	Manage innovation and continuous improvement	Elective
BSBINM601	Manage knowledge and information	Elective
BSBMGT616	Develop and implement strategic plans	Elective
BSBMKG609	Develop a marketing plan	Elective
BSBMGT615	Contribute to organisation development	Elective
BSBHRM602	Manage human resources strategic planning	Elective
BSBRSK501	Manage risk	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

Awards issued on Completion

Students obtaining a competent result for all 12 units of competency will achieve the Nationally Recognised qualification BSB61015 Advanced Diploma of Leadership and Management (CRICOS Course Code: 102901C). A Record of Results will be issued to students who complete less than 12 units.

Disclaimer:

As of 18th October 2020, the qualification BSB61015 Advanced Diploma of Leadership and Management (CRICOS Course Code: 102901C) has been superseded by the current qualification BSB60420 Advanced Diploma of Leadership and Management. Deferments / suspensions and extensions to the course duration CoE will not be available for this course BSB61015 Advanced Diploma of Leadership and Management (CRICOS Course Code: 102901C). Applicants are advised to make an informed decision before choosing this course by following the links below:

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

<https://training.gov.au/training/details/bsb61015>

Graduate Diploma of Management (Learning)

National Code : BSB80615

CRICOS Course Code : 102902B

Duration: 52 Weeks (Incl. Holidays)

Holiday: 08 Weeks

Entry Requirements: Refer to admission requirements page

Intake Dates: Contact Marketing @ +61352210927

Delivery Mode: Face-to-Face

Tuition Fee: AUD \$16,500

Material Fee: AUD \$600

Application Fee: AUD \$300



Course Description

This comprehensive course would provide students with the knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. Students would learn to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources. Our classes will provide plenty of one-on-one time with our trainers, allowing you to fully develop your technique and skills. No licensing, legislative or certification requirements apply to this qualification at the time of publication.



Possible Pathways

This qualification provides a pathway to work as Training and Development Professionals, RTO Manager, Career Development Manager (Education Sector), RTO training Manager, Aged care manger, Child care centre manager, Nursing Home coordinator, RTO Education Advisor or individuals could progress to do Bachelor Degree courses with other higher education providers in Australia. Veritas Institute Australia does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, the college does not guarantee any migration or employment. Veritas Institute

Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring managers or senior coordinators must have to work in commerce, leadership & management and other related sectors.

Mode of Study

Face to Face 20 hours per week for 44 Academic Weeks.

Location of Course Delivery

Suite 14, Level 2 / 10-24 Moorabool Street | Geelong | Victoria 3220 |Australia

Entry Requirements

Although there are no formal prerequisites required to enter BSB80615 Graduate Diploma of Management (Learning), however, International Students entering this course at Veritas Institute Australia must meet the entry requirements as specified in this brochure. For more information about admission requirements, please read the admission requirements section in this brochure.

Course Duration

52 Weeks including 08 weeks Term Breaks and Holidays and 44 Weeks Face to Face Training and Assessment.

Course Structure

To successfully achieve this qualification, students need to complete 08 units of competency which include 02 core units, plus 06 elective units.

Unit of Competency Code	Unit of Competency Title	Core or Elective
BSBRES801	Initiate and lead applied research	Core
BSBINN801	Lead innovative thinking and practice	Core
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	Elective*
TAELED803	Implement improved learning practice	Elective*
BSBINM601	Manage knowledge and information	Elective*
BSBMGT617	Develop and implement a business plan	Elective*
BSBINN501	Establish systems that support innovation	Elective*
BSBLDR801	Lead personal and strategic transformation	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

Awards issued on Completion

Students obtaining a competent result for all 08 units of competency will achieve the Nationally Recognised qualification BSB80615 Graduate Diploma of Management (Learning) (CRICOS Course Code: 102902B). A Record of Results will be issued to students who complete less than 08 units.

Disclaimer:

As of 18th October 2020, the qualification BSB80615 Graduate Diploma of Management (Learning) (CRICOS Course code: 102902B) has been superseded by but is equivalent to the current qualification BSB80120 Graduate Diploma of Management (Learning). Deferments / suspensions and extensions to the course duration CoE will not be available for this course. Applicants are advised to make an informed decision before choosing this course by following the links below:

<https://training.gov.au/Training/Details/BSB80120>

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

Information for Students

As a consumer, a student has the right to receive factual and accurate information about the courses offered by Veritas Institute Australia before making an enrolment decision. To ensure this, Veritas Institute Australia has stringent policies and procedures in place. It is very important that students read Veritas Institute Australia's International Student Prospectus 2021 and visit Veritas Institute Australia's website at www.veritas.edu.au before applying at Veritas Institute Australia to ensure that the course meets their requirements and that they fully understand student fees and obligations. The Fees Payment and Refund Policy and the Complaints and Appeals Policy and Procedure (available at www.veritas.edu.au/policies) do not affect the rights of the student to take action under Australian Consumer Law if it applies.

Media Consent

The International Student Application Form gives students the opportunity to decline permission for Veritas Institute Australia to use any representation of students for promotional purposes. From time to time, Veritas Institute Australia staff may request to take photographs/videos or verbal/ written interviews/testimonials of students at Veritas Institute Australia or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by Veritas Institute Australia in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral or third-party advertisements and/or publications. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes. Students have a right to refuse use of their image or work for such creations, and may also reverse their decision to decline Media Consent by signing a Photographic Consent Form at the time of any such request.

Working While Studying

Australian immigration laws allow students to work for a limited number of hours while studying on a student visa in Australia. Students can currently work 40 hours per fortnight during Veritas Institute Australia's study periods and work full-time during breaks or under special circumstances as directed by the Department of Home Affairs. However, work is not always easy to find & under no circumstances can students rely on income earned in Australia to pay tuition fees. For more information visit www.studyinaustralia.gov.au/english/livein-australia/working/work-while-you-study

Students Under 18 Years of Age

All international students must be at least 18 years of age or above at the time of course commencement to study at Veritas Institute Australia. Prospective students applying for a course, who are under 18 years of age at the time of application, must have their application signed by their parents or legal guardian in order for their application to be considered.

School-Aged Dependents

There are requirements for compulsory school attendance for dependents of international students. In Victoria and Tasmania, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. The choice of schools includes public schools, private schools and religious schools. Dependents of persons holding a student visa may be required to pay full fees at any school, institute or university in which they enrol while in Australia.

Access and Equity Policy

Veritas Institute Australia promotes, encourages and values equity and diversity and ensures that services are provided in a fair and equitable manner to all students, free from bias. It is the responsibility of all Veritas Institute Australia staff to ensure the requirements of Access and Equity Policy and Procedure are met at all times. Access and Equity Policy and Procedure is available at www.veritas.edu.au.

Student Complaints and Appeals

Veritas Institute Australia's Complaints and Appeals Policy and Procedure provides students with a fair and equitable process for resolving any disputes or complaints they may have. After completing Veritas Institute Australia's formal and informal complaints processes, a student dissatisfied with the outcome may launch an internal appeal. If

dissatisfied with this outcome, the student may request mediation through the Overseas Student Ombudsman. For more information visit www.ombudsman.gov.au/about/overseasstudents. Veritas Institute Australia's Complaints and Appeals Policy and Procedure can be obtained at Student Administration or viewed at www.veritas.edu.au

ESOS Legislative Framework

The Australian Government wants overseas students to have a safe, enjoyable and rewarding study experience and has put in place laws which promote quality education and consumer protection for overseas students. These laws are known as ESOS legislative framework and they include The Education Services for Overseas Students Act 2000 ("ESOS Act 2000") and National Code 2018. Veritas Institute Australia is governed by the ESOS legislative framework and is committed to fulfilling its obligations under the framework. For more information on ESOS legislative framework visit www.internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx.

Relevant Legislation

A range of legislation is applicable to all staff and students of Veritas Institute Australia. Information on relevant legislation can be found at the following websites.

Victorian Equal Opportunity & Human Rights Commission
www.humanrightscscommission.vic.gov.au/index.php/the-workplace

VET Quality Framework

www.asqa.gov.au/about/australias-vetsector/vet-quality-framework
Education Services for Overseas Students Act 2000 www.veritas.edu.au/esos-framework

Department of Home Affairs

www.homeaffairs.gov.au

Education and Training Reform Act 2006

www.education.vic.gov.au/about/department/legislation/Pages/act2006.aspx

There may be additional, course-specific, legislation that is relevant. Information about this legislation will be provided during the course.

Use of Personal Information

Information is collected during students' enrolment in order to meet Veritas Institute Australia's obligations under ESOS Act 2000 and National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in ESOS Act 2000, Education Services for Overseas Students Regulations 2001 ("ESOS Regulations 2001") and National Code 2018. Under the Data Provision Requirements 2012, Veritas Institute Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Students' personal information may be used or disclosed by Veritas Institute Australia for statistical, regulatory and research purposes. Veritas Institute Australia may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers

In other instances, information collected during students' enrolment cannot be disclosed without students' consent where authorised or required by law. Students information will also be provided to Tuition Protection Service (TPS). It is a requirement of VET Quality Framework that students can access personal information held by Veritas Institute Australia and students may request corrections to information that is incorrect or out of date. Students can apply in writing to Student Administration if they wish to view their records. Veritas Institute Australia also collects student information for various marketing purposes. Veritas Institute Australia will always seek consent from students before collecting and using such information. Students always have a right to decline such requests. International Student Application Form contains a statement regarding Media Consent. For more information for the use of personal information see Privacy Policy and Procedure and Complaints and Appeals Policy and Procedure available at www.veritas.edu.au

Student Visa Obligations

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of visits to the doctor, some hospital treatment, ambulance cover, and some pharmaceuticals. International students must have OSHC while in Australia for the duration of their course of study. OSHC must be paid before a student visa is issued. Veritas Institute Australia can organise cover for students through an OSHC provider on request. Contact Student Services at info@veritas.edu.au and read more about OSHC at Department of Health's website at www.health.gov.au

Full Time Study

Australian law requires international students to undertake a full-time study load. A full-time study load is normally a minimum of 20 hours per week for at least 40 weeks each calendar year or continuous 12-month period.

Attendance

International students studying VET courses are expected to attend all classes. However, students in VET courses will be reported to Department of Home Affairs only on the basis of unsatisfactory course progress (see Academic Progress). For further information see International Student Attendance Policy & Procedure (VET) at www.veritas.edu.au. Reporting a student to Department of Home Affairs will result in the cancellation of the student's Confirmation of Enrolment (CoE) and the possible cancellation of their student visa.

Academic Progress

If students do not make satisfactory academic progress, they will be reported to Department of Home Affairs which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in the same course in any two consecutive study periods (one study period equals one term). A failure in more than 50% of units in one study period will trigger a review of academic progress by Veritas Institute Australia and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit. In order to have the best chance of maintaining satisfactory progress students must:

- Attend all theory and practical classes
- Pay attention to the work and activities undertaken in class
- Study the theory and practice the skills that are taught in class
- Ensure that you are present for all assessment activities scheduled by trainers
- Make an appointment with the Student Support Officer if you are having any difficulties with your studies.

In addition to the above minimum requirements, Veritas Institute Australia will implement counselling procedures and an intervention strategy when students' trainers think that they may be in danger of not meeting the requirements. Counselling and intervention may be conducted more frequently. If students fail to meet the requirements of satisfactory course progress, they will be reported to Department of Home Affairs. See Satisfactory Course Progress Policy and Procedures at www.veritas.edu.au.

Change of Address

Upon arriving in Australia students are required to advise Veritas Institute Australia of their residential address, email address, mobile phone number and emergency contact details. It is a condition of students' visa that any changes to their address must be notified to Veritas Institute Australia within 7 days of the change. It is extremely important that students notify Veritas Institute Australia of a change of address. Veritas Institute Australia is obliged to serve a notice at your last known address if students breach their student visa condition relating to attendance or academic performance. Veritas Institute Australia may also send warning notices to students to help prevent breaches of their visa conditions. International students are required to update their current address at least every six months in line with Tuition Protection Service (TPS). It is students' responsibility and in their best interests to ensure that their address details are always up-to-date at Veritas Institute Australia. Additional information on student visa issues is available at Department of Home Affairs website at www.homeaffairs.gov.au.

Living in Australia

Multiculturalism

Australia is one of the world's most culturally diverse countries. Australia's dynamic multiculturalism can be attributed to its unique combination of indigenous cultures, early European settlement and immigration from all parts of the world. Australians value the wealth of cultural diversity and social sophistication that international students bring to its campuses and communities. Veritas Institute Australia takes great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, more than 20 per cent of Australians speak a language other than English. English, as it is spoken in Australia, is easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas, the differences are much less than those found in America, Britain and Canada. As students improve their English, they will learn some of Australia's colourful and often humorous slang, and have fun explaining the meanings to friends and relatives.

Religion

Australia is predominantly a Christian country; however, all religions are represented. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities.

Healthcare

Australia has a very good healthcare system. All Australians pay a Medicare levy (additional tax) to fund the public health system to ensure that everyone has access to public-system doctors, hospitals and other healthcare services. People who pay extra into private health insurance funds receive extra privileges when using private healthcare services. Students will find the usual healthcare services available in Australian suburbs including general practitioners (GPs) (medical doctors), dentists, osteopaths, chiropractors, psychologists, counsellors and many complementary healthcare practitioners such as traditional Chinese medicine, naturopathy, acupuncture, kinesiology etc. International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa (see Overseas Student Health Cover in this section).

Budgeting

Students should work out a budget that covers accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be taken into account

Electricity

The electrical current in Australia is 240/250 volts AC, 50 cycles. The Australian three-pin plug is absolutely safe. Adaptors are usually required for most foreign appliances. A transformer may be required if students bring an appliance from overseas that operates on a different voltage.

Food

Australia has a fantastic variety of food. Its top-quality meat, fish, fruits and vegetables are exported to markets worldwide. There is a large range of fruit and vegetables available at Australian produce markets. Students should have no difficulty finding the foods that they are used to at home. Students can sample almost every type of cuisine in Australia's many restaurants and cafés. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros, cafés and pubs. For those who like takeaway, most of the major global fast-food chains are well represented. The adventurous might want to sample Australia's bush tucker and national specialties like kangaroo (available in supermarkets) and crocodile (available in some restaurants).

Sports and Recreation

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation as tough competitors in individual and team sporting events. Australia has over 100 national sporting organisations and thousands of state and regional sporting bodies. Australians are also enthusiastic about bushwalking, fishing, boating and water sports.

Money and Banks

The Australian Dollars (AUD) is the legal tender in Australia. When students first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Travellers' cheques are easier to use if already in Australian dollars, however, banks will cash travellers' cheques in virtually any currency. Major hotels and some shops, depending on individual store policy, will also cash travellers' cheques. It is a good idea to set up an Australian bank account. Students will need to provide visa details and evidence of residency. Banking services in Australia are extremely competitive. All major banks have branches in cities and regional centres. Major banks include ANZ, Westpac, National Bank and Commonwealth Bank. Community banks, like Bendigo Bank, are a popular alternative. Most shopping centres have Automatic Teller Machines (ATM) facilities. These machines can be used for deposits and, in many instances, withdrawals 24 hours a day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods.

Normal Bank Trading Hours

Mondays to Thursdays - 9.30am - 4.00pm
Fridays - 9.30am - 5.00pm

Some banks are open Saturday mornings.

Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are Visa and Master Card. Currency Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5, \$10, \$20, \$50 and \$100. Coins used are the silver-coloured 5 cent, 10 cent, 20 cent and 50 cent coins and the gold-coloured \$1 and \$2 coins.

Tipping

Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants. In good quality restaurants however, it is usual to tip food and drink waiters up to 10% of the bill for good service. Porters have set charges at railway terminals, but not at hotels. However, tipping is a matter of individual choice.

Transport

Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. See Living in Geelong page. Driving: Tourist students may drive in Australia on a valid overseas driver's licence, but if the document is not in English, the visitor must carry a translation with the permit. An international driver's licence alone is not sufficient.

For more information (Victoria) visit www.vicroads.vic.gov.au/licences/renewreplace-or-update/new-to-victoria/overseas-drivers,

Taxis: Metered taxicabs operate in all major cities and towns. Students can find taxi ranks at transport terminals, main hotels or shopping centres or can hail taxis in the street. A light and sign on the roof indicate if a taxi is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Students do not need to tip taxi drivers.

Telephones

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are run by Australia's largest telecommunications company, Telstra, and are available at all post offices, shopping centres and are often situated on street corners. Telstra public pay phones accept a variety of coins and Telstra phonecards. Phonecards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets such as post offices and newsagents in denominations of \$5, \$10, \$20 and \$50. Credit phones take most major credit cards such as Visa and Mastercard and can be found at international and domestic airports, central city locations and hotels. Mobile phones are very popular and can be purchased from a number of retailers. A local call from a payphone costs \$0.50c. Calls interstate (STD) cost between \$0.50c and \$0.75c per minute. Calls to mobiles cost \$1 per minute.

Living in Australia

Travel

During term breaks, students may like to venture beyond Geelong to experience more of Australia's spectacular natural environment and great physical beauty, such as its marine and national parks including The Great Barrier Reef, Kakadu, Uluru, Queensland rainforests and the pristine countryside and mountains of Tasmania. Student and backpacker travel agents in metropolitan cities offer cheap flights and package deals.

Finding Accommodation

The following types of accommodation are available for international students.

Home Stay

This option is an opportunity for students to live in a private home, with a local family, couple or single person and learn about Australian life. Students may need to compromise with living arrangements as students will need to fit in with the household's routines and expectations. Students will need to think about the things that are important to them. Students may need to ask about how adaptable meal times are in relation to your studies and other commitments. Students may also want to consider how other people will feel about their friends visiting, their music and the hours that students keep. There are different types of home stay arrangements ranging from AU \$235.00 to \$325.00 per week.

Full Board

Usually includes a furnished room (bed, desk, lamp, wardrobe), three meals per day and bills (electricity, gas and water, but not telephone and internet). Some homestay providers may even do your laundry.

Half Board

Half board usually includes a furnished room (bed, desk, lamp, wardrobe) and bills (electricity, gas and water, but not telephone and internet). Students have the use of the cooking and laundry facilities in the house. Board in Exchange: Board in exchange usually means free, or low cost, accommodation (including bills), in return for household duties such as cleaning, or childcare.

Lease/Rent

Renting an apartment or house is done through a real estate agent. Students must sign a contract called a "lease" to rent the house, either month-by-month, or sometimes a 6-month, 12-month or 2-year lease is required. The lease entitles tenants to private use of the property for the duration of the lease. The advantage of this is privacy and independence. Students must pay a bond (the equivalent of one month's rent, to cover any damage they may do to the premises). Students are responsible for paying all bills (except water and council rates), maintenance of the property and providing all their own furniture and household items.

If students choose a house or apartment in a popular area, there will be much competition. The real estate agent selects the tenants who they believe are the most stable and able to meet the requirements of the lease. Costs associated with shared accommodation range from AU \$85.00 to \$215.00

Useful internet sites for student housing are: www.lestudent8.com

- www.roomeez.com/en
- www.youthcentral.vic.gov.au
- www.homestaydirect.com.au
- www.gumtree.com.au
- www.flatmatefinders.com.au
- www.thinkgeelong.com
- www.studyinaustralia.gov.au

For more information about rental accommodation visit:

- www.realestate.com.au
- www.domain.com.au
- www.realestateview.com.au

Cost of Living

Australia is a sophisticated, friendly country that enjoys one of the highest standards of living in the world. Students will need a minimum of AU \$21,041 per year (excluding tuition) to cover living expenses such as accommodation, food, clothing, entertainment, transport, international and domestic travel and other incidental costs. The cost of living, however, depends a lot on the kind of accommodation a student chooses. A married student with a partner coming to Australia will need approximately an additional AU \$7,362 per year and student with a child coming to Australia will need an additional AU \$3,152 per year. Below is a price table of typical daily items. This is only a guide. Remember that you can shop around for items, such as clothing and shoes, to find a cheaper source. For more information, please visit www.studyinaustralia.gov.au/english/live-in-australia/living-costs/living-costsin-australia

Food Personal Effects/Services

Milk 1 litre	\$2.50	Shoes 1 pair	\$70.00
Bread 1 loaf	\$2.50	Jeans 1 pair	\$80.00
Apples 1 kg	\$4.00	Toothpaste 140g	\$5.00
Potatoes 1 kg	\$1.00	Shampoo 500ml	\$8.00
Eggs 1 dozen	\$5.50	Hairdresser	\$25.00 to \$85.00
Cereal 1kg	\$4.50	T-shirt	\$20.00
Rice 1 kg	\$4.00	Public transport	For more information on costs associated with public transport refer to Public Transport Victoria's website at www.ptv.vic.gov.au (Melbourne) and Metro Tasmania's website at www.metrotas.com.au .

The above prices are indicative only and may vary. For more information, some useful supermarket websites include:

- www.woolworths.com.au
- www.coles.com.au
- www.aldi.com.au
- www.iga.com

Living in Geelong

Geelong is a port city located on Corio Bay and the Barwon River, in the state of Victoria, Australia. Geelong is 75 kilometres (47 mi) south-west of the state capital, Melbourne. It is the second largest Victorian city, with an estimated urban population of 268,277 as of June 2018. Geelong runs from the plains of Lara in the north to the rolling hills of Waurn Ponds to the south, with Corio Bay to the east and the Barrabool Hills to the west. Geelong is the administrative centre for the City of Greater Geelong municipality, which covers urban, rural and coastal areas surrounding the city, including the Bellarine Peninsula.

Geelong was named in 1827, with the name derived from the local Wathaurong Aboriginal name for the region, *Djillong*, thought to mean "land" or "cliffs" or "tongue of land or peninsula". Geelong City is also known as the 'Gateway City' due to its central location to surrounding Victorian regional centres like Ballarat in the north west, Torquay, Great Ocean Road and Warrnambool in the southwest, Hamilton, Colac and Winchelsea to the west, and the state capital of Melbourne in the north east.

The area was first surveyed in 1838, three weeks after Melbourne. The post office was open by June 1840 (the second to open in the Port Phillip District). The first wool store was erected in this period and it became the port for the wool industry of the Western District. During the gold rush, Geelong experienced a brief boom as the main port to the rich goldfields of the Ballarat district. The city then diversified into manufacturing, and during the 1860s, it became one of the largest manufacturing centres in Australia with its wool mills, ropeworks, and paper mills

It was proclaimed a city in 1910, with industrial growth from this time until the 1960s establishing the city as a manufacturing centre for the state, and the population grew to over 100,000 by the mid-1960s. During the city's early years, an inhabitant of Geelong was often known as a Geelongite, or a Pivotonian, derived from the city's nickname of "The Pivot", referencing the city's role as a shipping and rail hub for the area. Population increases over the last decade were due to growth in service industries, as the manufacturing sector has declined. Redevelopment of the inner city has occurred since the 1990s, as well as gentrification of inner suburbs, and currently has a population growth rate higher than the national average.

Today, Geelong stands as an emerging health, education and advanced manufacturing hub. The city's economy is shifting quickly and despite experiencing the drawbacks of losing much of its heavy manufacturing, it is seeing much growth in other sectors, positioning itself as one of the leading non-capital Australian cities.

Local Libraries

Veritas Institute Australia makes all the necessary study resources available to students with the enrolment pack and as part of the material fees. However, if students want to supplement their learning with more books and materials, and study other areas of academia just for fun (e.g., history, art, music etc.), nearby and city-based libraries can be visited.

Geelong Library & Heritage Centre Public Library
51 Little Malop St (03) 4201 0600 Open · Closes 8PM

Deakin Library Waterfront

University Library Deakin University, Geelong Waterfront Campus 1 Gheringhap St

Geelong West Library

153A Pakington St (03) 5229 1939 Open · Closes 8

Chilwell Library

Public Library 51RussellSt (03) 5221 5129 Open · Closes 5PM

Places of Interest

- Water Front
- Wharf Shed Café
- Frankie Restaurant
- EDGE CAFÉ
- National Wool Museum
- The Dome
- Geelong Botanical Gardens

Visitor Information Centre

Geelong Visitor Information Centre Accredited visitor information centre 26 Moorabool Street, Geelong
Phone: (03) 5222 2900 (Free call: 1800 755 611)
Email: vic@tourismgeelongbellarine.com.au

Local council

City of Greater Geelong

Geelong Festivals / Events

- Cadel Evans Great Ocean Road Race
- Festival Of Sails
- Geelong After Dark
- Motor City Music Festival
- Great Australian Beer Festival
- Geelong Highland Gathering
- Pako Festa
- Royal Geelong Show
- Toast to the Coast
- Thai Culture & Food Festival
- White Night Geelong
- Australian International Airshow



Other Contacts

- Child Protection Helpline -132 111(24 hours/7 days)
- health direct Australia - 1800 022 222 • Kids Helpline - 1800 55 1800
- Lifeline - 13 1114
- National Sexual Assault, Domestic Family Violence Counselling Service-1800737732(1800RESPECT)
- Surgery Access Line - 1800 053 456
- Victims Access Line -1800 633 063

External Counselling/Personal

- Support Lifeline: 13 1114 or www.lifeline.org.au
- Relationships Australia -1300 364 277 <http://www.relationships.org.au> • Mens Line Australia – (For men of any age)1300 78 99 78 • Kids Helpline (For young people aged 5-25) – 1800 551 800

Helpful contacts

Nidhi Taluja	CEO 0468474348
Ruchita Bhardwaj	Director 0452669007
Fire, ambulance and police emergency	Phone 000
Translating and Interpreting Service	Phone 131 450
Life Line 24-hour Counselling, Advice and Referral Services	Phone 131 114
Police Centre	(03) 5225 3100
Doctor	East Geelong Medical Centre 17 Ormond Rd (03)52224955
Dentist	Geelong Dental Group 199-203 Moorabool St (03) 5221 8452
Clinical Psychologist	Jessica Cooke Psychologist 1/241 High Street 0413 426 077
Community centre	One Care Geelong Ltd Address: 61 Candover St, Geelong West VIC 3218 Phone: (03) 5229 2133
Counsellor	Insight Spiritual Counselling 204 Myers St 0409580008
Free Legal Services	Victoria Legal Aid 199 Moorabool St (03) 5226 5666
Legal assistance	Wightons Lawyers 89 Myers St (03) 5221 8777
External appeals body (see complaints and appeals information in student handbook)	Overseas Students Ombudsman www.oso.gov.au or phone 1300 362 072
Pharmacies	Geelong Day & Night Pharmacy Chemist 255 Ryrie St (03) 5229 9612
Physiotherapist	Dr Fleur Kilpatrick Physiotherapist 2-4/6Moorabool St (03)52297000
Study in Australia	http://studyinaustralia.gov.au/
Youth Central	https://www.youthcentral.vic.gov.au/

Admission Process

Step 1

Student must read information about their desired course, the course provider and other necessary information available through Veritas Institute Australia's International Student Prospectus, Student Handbook and the college's official website: www.veritas.edu.au. Student can request this information from the college by sending an email to info@veritas.edu.au.

Step 2

After making an informed decision, student must complete the Enrolment Form and provide certified copies of their supporting documents and send it to the college via

- **Email:** info@veritas.edu.au
- **Post:** Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia
- **Drop in personally:** Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia

Step 3

Enrolment Officer at Veritas Institute Australia will verify the student's documents and assess whether the student meets the entry requirements for the chosen course/s. If the student does not meet the entry requirements, the application will be rejected and the student will be notified.

Step 4

If the student meets the entry requirements, Veritas Institute Australia's Enrolment Officer will conduct a Pre-enrolment survey/ Pre-Training Review and a brief interview prior to issuing an Offer letter and Agreement for your chosen course. This is done to ensure that the student has relevant skills required to undertake and successfully complete the qualification within the time-frame of Veritas Institute Australia's courses. This will also assist us to identify student's training needs through questions on previous education or training, relevance of the courses to learner, relevant experience and identify any support needs and possible RPL opportunities.

Step 5

On successful completion of the Pre-enrolment survey/ Pre-Training Review, Offer Letter and Agreement will be sent within a week of receiving the completed application and supporting documents. The letter of offer and agreement may also state if the student needs to provide further information. There can also be conditions listed against the student's enrolment which must be satisfied before issuing an electronic Confirmation of Enrolment (eCoE)

Step 6

Once student has provided any additional information requested by the college and has fulfilled any additional conditions mentioned on their Offer letter and Agreement, student must sign all relevant sections of the Offer Letter and Agreement and make an Initial Payment into the college's nominated bank account. Student must then send a clear scanned copy of the signed Offer letter and Agreement along with the payment evidence to the college via

- **Email:** info@veritas.edu.au
- **Post:** Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia
- **Drop in personally:** Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia

Step 7

Veritas Institute Australia will verify the authenticity of the payment and issue an electronic Confirmation of Enrolment (eCoE). This will be sent to the student and their nominated agent.

Step 8

Student can now obtain OSHC and organise their student VISA application.

Step 9

Student can then commence study at Veritas Institute Australia on the scheduled day set by the college.

Fees and Policies

Fees and Charges

Tuition Fees	Refer to individual course information in this brochure
Airport Pickup Fee (optional)	\$200
Accommodation Placement Fee (optional)	\$200
Enrolment Fees (Non-refundable)	\$300
Resources and Material Fees	Refer to individual course information
Reassessment fee (VET courses only)	Subject to reassessment policy (\$250 for missing or failing practical kitchen units)
Overseas Bank Transfer Fee	Up to \$30
Overseas Student Health Cover (OSHC) Fee	To be advised upon application depending on duration of studies
Homestay Fee (optional)	Depends on specific arrangements
Re-Assessment of practical kitchen unit	\$250 per kitchen class
Change of course after commencement	\$200
Unit Repeat	Full price of the unit (pro rata to course fees)
RPL charges	\$500
Re commencement of course after withdrawal	\$200
Issue of student request of letter i.e. invitation letter	\$20 each letter
Document re-issue	\$50 Student ID re-issue \$75 Certificate re-issue per page \$50 per page Statement of results re-issue per page
Photocopying	10c per page (B&W) 20c (Colour)
Chef uniform, Knife kit & Safety Shoes	\$400
Late fee charges (per 7 days)	\$50
Re-Assessment Fee (Theory Classes)	\$75
Re-Assessment fee (due to cheating and plagiarism)	\$75
Unit Late Submission Fee	\$100
RPL Processing Fee	\$100
Deferral to course start date fee	\$200

All fees are quoted in Australian dollars and are subject to change without notice. For more information on fees payment and refund policy refer to Fees Payment and Refund Policy at www.veritas.edu.au, or speak with Veritas Institute Australia's staff.

Policies

To view a comprehensive list of Veritas Institute Australia's policies visit www.veritas.edu.au.

- AQF Certification Policy & Procedure
- Enrolment Assessment Policy & Procedure
- Marketing Policy & Procedure
- Student Administration Policy & Procedure
- Work Health & Safety Occupational Health & Safety Policy & Procedure
- Training Product Transition Policy & Procedure
- Critical Incident Policy & Procedure
- Premises Relocation Policy
- RTO Obligations to Learners Policy & Procedure
- Third Party Arrangements Policy & Procedure
- Access & Equity Policy & Procedure
- BYOD Policy
- Complaints & Appeals Policy & Procedure
- Completion Within the Expected Duration of Study Policy & Procedure
- Computer & Internet Usage Policy
- Course Credit Policy & RPL Policy & Procedure
- Deferral, Suspension, Cancellation Policy & Procedure
- Fee & Charges Policy
- Fee Refund Policy & Procedure
- International Student Attendance Policy & Procedure
- LLN Policy & Procedure
- Plagiarism & Cheating Policy & Procedure
- Preventing Plagiarism Student Guidelines
- Privacy & Confidentiality Policy Procedure
- Reasonable Adjustment Policy & Procedure
- Student Code of Conduct Policy
- Student Recruitment & Enrolment Policy
- Student Safety & Security Policy
- Student Support Policy & Procedure
- Transfer of Students Between Providers Policy & Procedure
- USI Policy & Procedure
- Training & Assessment Policy & Procedure
- Work Based Training Policy & Procedure
- Course Progress Monitoring Policy & Procedure