



Veritas Education Pty. Ltd. t/a



**Veritas Institute  
Australia**

# INTERNATIONAL STUDENT PROSPECTUS 2021

 [www.veritas.edu.au](http://www.veritas.edu.au) |  [info@veritas.edu.au](mailto:info@veritas.edu.au)

RTO No 41406 | CRICOS Provider Code 03762M



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, 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 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

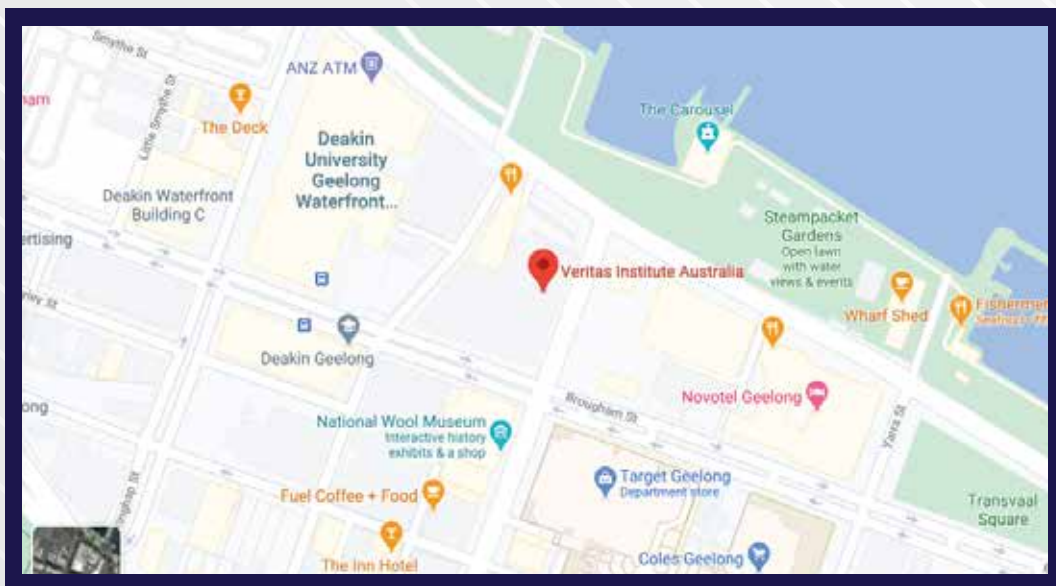
Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 |Australia

## EMAIL

info@veritas.edu.au

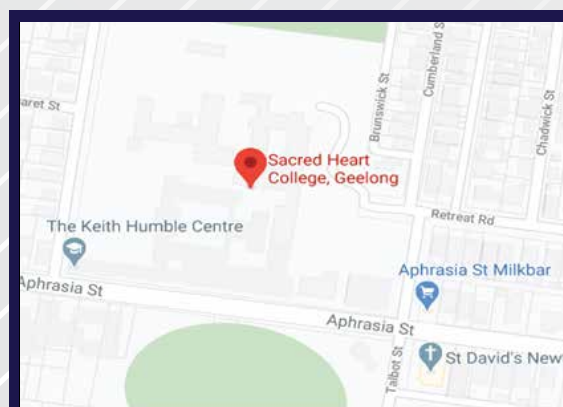
## CONTACT NUMBER

03 5221 0927/ 0484999007/ 0484990081



## COMMERCIAL COOKERY KITCHEN AT

Sacred Heart College, Retreat Rd, Newtown Vic 3220



# COURSE OVERVIEW

RTO No 41406 | CRICOS Provider Code 03762M



## Veritas Institute Australia

 [www.veritas.edu.au](http://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
<b>HOSPITALITY PACKAGE</b>									
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	\$2,000	\$300	\$400	\$30,900
<b>LEADERSHIP &amp; MANAGEMENT</b>									
BSB40520	Certificate IV in Leadership and Management	104008E	65 Weeks	12 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
BSB60420	Advanced Diploma of Leadership and Management	106178D	70 Weeks	10 Weeks	\$17,000	\$500	\$300	\$0	\$17,800
BSB80120	Graduate Diploma of Management (Learning)	106179C	52 weeks	8 weeks	\$17,000	\$500	\$300	\$0	\$17,800

## 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](http://www.veritas.edu.au).  
Students can find further information at National Training Register at [www.training.gov.au](http://www.training.gov.au) or speak with a Veritas Institute Australia's staff members for details. Veritas Institute Australia handles all superseded qualifications as per our Course Transition Policy and Procedure available at [www.veritas.edu.au](http://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

 03 5221 0927/ 0484999007/ 0484990081

 [info@veritas.edu.au](mailto: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.
- Language, Literacy and Numeracy Requirements.
- Computer Literacy Requirements.
- Materials and Equipment Requirements for Hospitality Courses.

• For entry requirements on **BSB60420 Advanced Diploma of Leadership and Management**, please refer to the page

## 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 of age or over at the time of commencement of their first course with Veritas Institute Australia.

## Academic Requirements

Satisfactory completion of Australian Year 12 or equivalent education is required for entry into this course.

## English Requirements

International learners applying for this course either off-shore or on-shore will require a minimum IELTS (Academic) test score of 5.5 or equivalent for direct entry into a VET course, 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 Language and Numeracy Test on completion of ELICOS program.

Results older than two years are not acceptable.

Please note: Veritas Institute will also accept equivalent test results from the following specified English language tests - 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 of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework. For further information on student visa assessment levels, refer to the Department of Home Affairs (DHA) website (<http://www.homeaffairs.gov.au>).

## Language, Literacy and Numeracy Requirements

Candidate undertaking a VET course at Veritas Institute Australia must possess sound Numeracy 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	4
SIT60316 Advanced Diploma of Hospitality Management	4
BSB40520 Certificate IV in Leadership and Management	3
BSB50420 Diploma of Leadership and Management	4
BSB60420 Advanced Diploma of Leadership and Management	4
BSB80120 Graduate Diploma of Management (Learning)	4

If learners do not meet LLN requirements, learners 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 and 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 the following:

- Computer/laptop, The Internet, Word processing, spread sheet and presentation software such as MS Office Suite.
- Software to view online videos and 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 and resources such as telephone, photocopier, scanner and 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 the College 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 and test centres <http://www.icdlasia.org/find-a-test-centre>.

## Computer Literacy Requirements

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 adjustment where possible.

# CERTIFICATE III IN COMMERCIAL COOKERY

National Code : SIT30816  
CRICOS Course Code : 0102174  
Duration: 52 Weeks (Incl. Holidays)  
Holiday: 09 Weeks  
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: AUD \$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 will have the skills to work as a qualified cook, kitchen manager, commis chef or food business owner. 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. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Possible Study Pathways

This course is designed for employment as a chef/cook in hotels, restaurants, resorts, catering companies and/or to continue higher studies, individuals could progress to the following courses:

- **SIT40516 Certificate IV in Commercial Cookery**
- **SIT50416 Diploma of Hospitality Management**
- **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 a responsibility of the student. Also, the college does not guarantee any migration or employment outcomes after the course is complete.

## Mode of Study

Face to Face 20 hours per week for 43 Academic Weeks and Work Based Training.

## Location of Course Delivery

**Classroom Location:** Suite 14, Level 2 / 10-24 Moorabool Street | Geelong | Victoria 3220 |Australia  
**WBT Location:** Workplace kitchen as per student practical placement agreements.

## 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.

## 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 admission requirements as specified in this brochure.

## Course Duration

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

## 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 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](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)  
Holiday: 13 Weeks  
Entry Requirements: Refer to Admission Requirements page  
Intake Dates: Contact Marketing @ +61352210927  
Delivery Mode: Face-to-Face, Work Based Training  
Tuition Fee: AUD \$17,700  
Material Fee: AUD \$1200  
Application Fee: AUD 300  
Chef Uniform Fee: AUD \$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 certificate is designed to prepare students for a career as a Senior Chef or Chef de Cuisine 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. 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. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Possible Study Pathways

This course is designed for employment as a chef chef de partie in restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors and/or to continue higher studies, individuals could progress to the following courses:

- **SIT50416 Diploma of Hospitality Management**
- **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 20 hours per week for 65 Academic Weeks and Work Based Training.

## Location of Course Delivery

**Classroom Location:** Suite 14, Level 2 / 10-24 Moorabool Street | Geelong | Victoria 3220 |Australia  
**WBT Location:** Workplace kitchen as per student practical placement agreements.

## 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.

## 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 admission requirements as specified in this brochure.

## Course Duration

78 Weeks including 13 weeks Term Breaks and Holidays and 65 Weeks Face to Face Training and Assessment

## 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 / 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 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	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 and 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](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.

# DIPLOMA OF HOSPITALITY MANAGEMENT

National Code : SIT50416  
CRICOS Course Code : 0102176  
Duration: 98 Weeks (Incl. Holidays)  
Holiday: 18 Weeks  
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 \$1,500  
Application Fee: AUD \$300  
Chef Uniform Fee: AUD \$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 Bar Manager, Reception Manager, 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 industry. 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 Study 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 20 hours per week for 80 Academic Weeks and Work Based Training

## Location of Course Delivery

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

**WBT Location:** Workplace kitchen as per student practical placement agreements.

## 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.

## 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 admission requirements as specified in this brochure.

## Course Duration

98 Weeks including 18 weeks Term Breaks and Holidays and 80 Weeks Face to Face Training and Assessment.

## 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 CODE	UNIT OF COMPETENCY TITLE	CORE / 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	Clean kitchen premises and equipment	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](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.

# ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

National Code : SIT60316  
CRICOS Course Code : 0102177  
Duration: 116 Weeks (Incl. Holidays)  
Holiday: 20 Weeks  
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 \$1900  
Application Fee: AUD \$300  
Chef Uniform Fee: AUD \$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 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 Study Pathways

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops or individuals could progress to the following bachelor's degrees specialising in tourism or hospitality.

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 20 hours per week for 96 Academic Weeks and Work Based Training.

## Location of Course Delivery

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

**WBT Location:** Workplace kitchen as per student practical placement agreements.

## 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.

## 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 admission requirements as specified in this brochure.

## Course Duration

116 Weeks including 20 weeks Term Breaks and Holidays and 96 Weeks Face to Face Training and Assessment and work.

## 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](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 the required units.

# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

National Code : BSB40520  
CRICOS Course Code : 104008E  
Duration: 52 Weeks (Incl. Holidays)  
Holiday: 13 Weeks  
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 Study 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**
- **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 52 Academic Weeks.

## Location of Course Delivery

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

## Entry Requirements

Although there are no formal prerequisites required to enter BSB40520 Certificate IV in Leadership and Management, however, International Students entering this course at Veritas Institute Australia must meet the admission 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 13 weeks Term Breaks and Holidays and 52 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 / ELECTIVE
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBCDR413	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*
BSBCMM511	Communicate with influence	Elective*
BSBPMG430	Undertake project work	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](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 \$500  
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 Study 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

**Classroom Location:** 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 admission 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 06 core units, plus 06 elective units.



UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY TITLE	CORE / ELECTIVE
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBXCM501	Lead communication in the workplace	Elective*
BSBPEF501	Manage personal and professional development	Elective*
BSBOPS504	Manage business risk	Elective*
BSBLDR522	Manage people performance	Elective*
BSBSTR502	Facilitate continuous improvement	Elective*
BSBWHS521	Ensure a safe workplace for a work area	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](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.



# ADMISSION REQUIREMENTS FOR BSB60420 ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

## Compulsory requirement for all: Minimum Age at the time of course commencement: 18 years

Scenario 1	Completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).	Eligible for Direct Entry
Scenario 2	Two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. <b>PLUS</b> Achieved IELTS 5.5 (Academic) of Equivalent in the last two years before applying for the course. <b>PLUS</b> Completed Australian Year 12 or Equivalent	Eligible for Direct Entry
Scenario 3	Studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America <b>PLUS</b> Two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise <b>PLUS</b> Completed Australian Year 12 or Equivalent	Eligible for Direct Entry
Scenario 4	Two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise <b>or</b> Achieved IELTS 5.5 (Academic) of Equivalent in the last two years before applying for the course <b>or</b> Studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America <b>or</b> Completed Australian Year 12 or Equivalent	Not Eligible for Direct Entry

## Work Experience Evidence Information for BSB60420 Advanced Diploma of Leadership and Management

For entry in to the qualification **BSB60420 Advanced Diploma of Leadership and Management**, applicants who have not completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) will need to substantiate evidence of two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. This experience must be in full time (at least 38 hours or week) paid employment.

**What is Full Time Paid employment** is defined to mean 'engaged in an occupation for remuneration for at least 38 hours a week.'

**What is Remuneration:** For 'remuneration', the intention is that applicants have been engaged in the occupation on a paid basis. Mere emotional or psychological satisfaction or the acquisition of useful, but unpaid, professional experience is not considered 'remuneration' for admission purposes. A person receiving minimal living allowances or scholarships designed to cover expenses would not be considered to be remunerated.

**What is being remunerated at least 38 hours a week:** Working for at least 38 hours a week means 38 hours each week generally. However, where employment contracts provide for variable distribution of hours of work that extend beyond a week such as some shift workers, "fly in fly out" workers and seafarers, this can be taken into consideration in determining whether a person has worked 'at least 38 hours per week.'

**What about leave periods:** As employment must be for remuneration, only periods of leave on full pay may be counted as time during which an applicant was employed. That means those periods of extended leave without pay (for example, maternity or paternity leave) might not be counted as a period of employment.

**What kind of Evidence of Work experience should you provide:** To evidence claims, applicants may be asked to provide detailed evidence of their terms of employment and salary payments. Evidence of work experience must include documents that show the period of employment, the employer's name, and remuneration received (hourly or monthly) and the position held. Evidence of work experience includes but is not limited to original or certified copies of the following documents:

- i. References from employers,
  - On company letterhead, and
  - Stating the occupation, remuneration and dates of employment, and
  - Giving the contact phone number and address of the employer
- ii. Letters of appointment along with relieving letters indicating period of employment.
- iii. Certificates of service.
- iv. Pay slips for at least 12 months for the 24-month employment period with 1st month and last month's pay slips.
- v. Job specifications.
- vi. Tax records.
- vii. Job assessments.

If documents submitted as evidence of work experience do not show the relevance of the work experience to the qualification, applicants may have to provide further evidence of the relevance of the work experience.

**Operational or leadership Role** means but is not limited to engaging in any business activity as a full-time employee of a company that involves the direct management, supervision or performance of the ongoing development, production, marketing, sales or service of and for technologies, products or services. Examples include but not limited to Supervisors, Managers, Product Specialists, Marketing Managers, Business Unit heads, Team leaders, Etc.

**Enterprise:** For the purpose of this qualification, an enterprise can be a public company, private company, and partnership concern, government institution, not for profit or for-profit organisation, trust but not a sole proprietorship. Such institution or organisation must be registered under an Act or legislation where it operates.

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

National Code : BSB60420  
CRICOS Course Code : 106178D  
Duration: 70 Weeks (Incl. Holidays)  
Holiday: 10 Weeks  
Entry Requirements: Refer to admission requirements page  
Intake Dates: Contact Marketing @ +61352210927  
Delivery Mode: Face-to-Face  
Tuition Fee: AUD \$17,000  
Material Fee: AUD \$500  
Application Fee: AUD \$300



## Course Description

This comprehensive course would provide students with the specialised 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 Study 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 60 Academic Weeks.

## Location of Course Delivery

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

## Entry Requirements

Applicants must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. For more information about admission requirements, please read the admission requirements section in this brochure.

## Course Duration

70 Weeks including 10 weeks Term Breaks and Holidays and 60 Weeks Face to Face Training and Assessment.

## Course Structure

To successfully achieve this qualification, students need to complete 10 units of competency which include 05 core units, plus 05 elective units.

UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY TITLE	CORE / ELECTIVE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBSTR801	Lead innovative thinking and practice	Elective*
BSBCMM511	Communicate with influence	Elective*
BSBXCM501	Lead communication in the workplace	Elective*
BSBPEF501	Manage personal and professional development	Elective*
BSBHRM614	Contribute to strategic workforce planning	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](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 10 units of competency will achieve the Nationally Recognised qualification BSB60420 Advanced Diploma of Leadership and Management (CRICOS Course Code: 106178D). A Record of Results will be issued to students who complete less than 10 units.



# GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

National Code : BSB80120  
CRICOS Course Code : 106179C  
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 \$17,000  
Material Fee: AUD \$500  
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. The job roles that relate to this qualification may also include RTO Manager and RTO Director. 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 Study 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

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

## Entry Requirements

Although there are no formal prerequisites required to enter BSB80120 Graduate Diploma of Management (Learning), however, International Students entering this course at Veritas Institute Australia must meet the admission 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 03 core units, plus 05 elective units.

UNIT OF COMPETENCY CODE	UNIT OF COMPETENCY TITLE	CORE / ELECTIVE
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBLDR601	Lead and manage organisational change	Elective*
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective*
BSBOPS601	Develop and implement business plans	Elective*
BSBSTR801	Lead innovative thinking and practice	Elective*
BSBINS603	Initiate and lead applied research	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](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 BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 106179C). A Record of Results will be issued to students who complete less than 08 units.



# 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](http://www.veritas.edu.au). Student can request this information from the college by sending an email to [info@veritas.edu.au](mailto: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](mailto: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](mailto: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

**Overseas Bank Transfer Fee** - Up to \$30

**Overseas Student Health Cover (OSHC) Fee** - To be advised upon application

**Homestay Fee (optional)** - Depends on specific arrangements

**Re-Assessment of practical kitchen unit** - \$250 per kitchen class

**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)** - \$100

**Re-Assessment fee (due to cheating and plagiarism)** - \$100

**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](http://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](http://www.veritas.edu.au).

### All Students

- Access and Equity Policy and Procedure
- Assessment Policy and Procedure
- Computer and Internet Usage Policy (Students)
- Complaints and Appeals Policy and Procedure
- Course Transition Policy and Procedure
- Credit Transfer Policy and Procedure
- Fee Payment and Refund Policy (Domestic Full-Fee Paying Students)
- Identifying and Supporting Student Learning Needs Policy and Procedure
- Issuing Certificates and Statements of Attainment Policy and Procedure
- Language Literacy and Numeracy Policy
- Library Collection Development Policy and Procedure
- Marketing and Student Recruitment Policy
- Plagiarism and Cheating Policy and Procedure
- Recognition of Prior Learning Policy and Procedure
- Privacy Policy and Procedure
- Student Code of Behaviour and Discipline Policy and Procedure (Staff, Students)
- Student Records Archiving Policy
- Student Support Services Policy and Procedure
- Student Safety and Security Policy
- Student Selection and Admission Policy
- Tuition Protection Service Policy

### International Students

- Change of Address
- Course Completion with Expected Duration Policy & Procedure
- Deferral, Suspension, Withdrawal and Cancellation Policy and Procedure
- ESOS (Education Services for Overseas Students Act) Framework Factsheet
- Enrolment Policy and Procedure
- International Student Attendance Policy & Procedure
- Fees Payment and Refund Policy (International Students)
- Letter of Offer and Student Agreement and Acceptance
- OSHC Schedule
- Reassessment Policy and Procedures
- Satisfactory Course Progress Policy and Procedures (VET)
- Transfer of Students between Providers Policy & Procedure