



KEYSTONE COLLEGE

OF BUSINESS & TECHNOLOGY

RII60520 CRICOS 106470M

ADVANCED DIPLOMA OF **CIVIL CONSTRUCTION DESIGN**



POTENTIAL OCCUPATIONS*:

CIVIL ENGINEERING DRAFTSPERSON | CIVIL ENGINEERING DESIGN DRAFTSPERSON
CIVIL ENGINEERING TECHNICIAN



PERTH & ADELAIDE
104 WEEKS - 2 YEARS

ENROLL NOW

PAYMENT IN
16 INSTALMENTS

**NO WORK PLACEMENT
REQUIRED**

FLEXIBLE TIMETABLE



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ADELAIDE, 5000, SA
PHONE: (08) 7200 3422

KEYSTONE COLLEGE OF BUSINESS & TECHNOLOGY (CRICOS: 03425F, RTO: 41183)
For complete information about this course, please visit www.kcvt.edu.au

*KCBT does not guarantee an employment outcome, license, or accreditation at the completion of this qualification.

ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

COURSE DESCRIPTION:

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

COURSE DURATION/FEEES:

Full time:

Total: 104 weeks 8 terms (80 study weeks + 24 weeks term break)

Tuition Fees: Please refer to Course Details/Prices on our website.

Application Fees: \$250

(applicable on new enrolments only, once off fee)

Resources Fee: \$500

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Blended Learning (Face-to-face / Online)
- Simulated business environment
- E-learning (Not more than 33% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

INTAKES: Please refer to Course Details/Prices on our website.

COURSE CONTENT:

BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system
BSBPMG530	Manage project scope

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Must have completed Year 12 or equivalent
- Must possess sound computer skills
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test.
(Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

BSBSTR601	Manage innovation and continuous improvement
RIIBEF601E	Conduct business negotiations
RIIBEF604E	Conduct a feasibility study
RIICWD507D	Prepare detailed geotechnical design
RIICWD509E	Prepare detailed design of urban roads
RIICWD528E	Prepare detailed design of traffic management systems

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments)

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

Learners, who can demonstrate they already hold any of the Units of Competency specified above, may be eligible to receive a credit transfer for those units. They will need to submit a verified Certificate or Statement of Attainment issued by a RTO for recognition purposes.

Please complete RPL or Credit Transfer or Exemption Form from our website and attach detailed evidence of your relevant experience / study, completed academic transcripts and official unit description(s) to your application.

For all credit transfer request, the learner is required to authorize Keystone College of Business and Technology – RTO Code - 41183 to access the Unique Student Identifier (USI) transcript online to confirm the validity of the old transcripts. For more information on how to enable Keystone College of Business and Technology to view your transcript, please contact the college by email enrolment@kcbt.edu.au

Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Civil Construction Supervisor; Civil Design Draftsperson; Senior Civil Works Designer.**

PATHWAYS FROM THIS QUALIFICATION

After achieving the RII60520 Advanced Diploma of Civil Construction Design, learner may consider pathway options including other Advanced Diploma qualifications or Higher Education courses.

EXIT POINTS

- All units of Competency are delivered as standalone. This provision is to enable flexibility and time for sufficient, reliable evidence to be gathered to enable assessors to make a competency judgement. Should a learner not be able to complete all the Units of Competency required to be awarded this qualification they will be awarded a Statement of Attainment for the individual units of competency for which they have been assessed as competent.
- Upon successful completion of the full qualification.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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10904NAT CRICOS 105441B

DIPLOMA OF SOCIAL MEDIA MARKETING



POTENTIAL OCCUPATIONS*

SOCIAL MEDIA COORDINATOR | MARKETING SPECIALIST | CONTENT CREATOR



PERTH & ADELAIDE
52 WEEKS - 1 YEAR

ENROLL NOW

LEARN PRACTICAL AND USEFUL
SKILLS IN SOCIAL MEDIA

**PROMOTE YOURSELF ONLINE
AND BOOST YOUR CAREER**

FLEXIBLE INSTALMENT PLAN
AVAILABLE

35

★ 91

✉ 18

♥ 46

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DIPLOMA OF SOCIAL MEDIA MARKETING

COURSE DESCRIPTION:

The Diploma of Social Media Marketing aims to provide graduates with social media and digital marketing knowledge and skills required to perform the functions associated with roles such as digital manager and social media marketing manager.

COURSE DURATION/FEEES:

Full time:

Total: 52 weeks 4 terms (40 study weeks + 12 weeks term break)

Tuition Fees:

Please refer to Course Details/Prices on our website.

Application Fees: \$250

(applicable on new enrolments only, once off fee)

Resources Fee: \$500

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Blended Learning (Face-to-face / Online)
- Simulated business environment
- E-learning (Not more than 33% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

INTAKES: Please refer to Course Details/Prices on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 12 (or equivalent)
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test.
(Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

COURSE CONTENT:

The packaging requirements for this qualification are: 9 units of competency in total.

Consisting of 6 Core units and 3 Electives from those listed

NAT1094001 Plan, implement and manage content marketing

NAT1094005

Plan, implement and manage social media conversion strategies

NAT1094002 Plan, conduct and optimize organic social media marketing

SIRXMKT006

Develop a social media strategy

NAT1094003 Plan, manage and optimize paid social media advertising

BSBPMG430

Undertake project work

NAT1094004 Establish, build and leverage a personal brand on social media

BSBMKG546

Develop social media engagement plans

BSBMKG542

Establish and monitor the marketing mix

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments)

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

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STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Social Media Coordinator; Marketing Specialist; Content Creator.**

PATHWAYS INTO THIS QUALIFICATION

Preferred pathways for learners enrolling in the 10904NAT Diploma of Social Media Marketing include: **Certificate IV in Business Training Package or Other relevant qualifications/ Industry experience or Completed Year 12 (or equivalent).**

PATHWAYS FROM THIS QUALIFICATION

After achieving the 10904NAT Diploma of Social Media Marketing, learners may undertake: **Undergraduate degree.**

EXIT POINTS

- All units of Competency are delivered as stand- alone. This provision is to enable flexibility and time for sufficient, reliable evidence to be gathered to enable assessors to make a competency judgement.
- Should a learner not be able to complete all the Units of Competency required to be awarded this qualification they will be awarded a Statement of Attainment for the individual units of competency for which they have been assessed as competent.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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BSB50820 CRICOS 0104060A

DIPLOMA OF PROJECT MANAGEMENT



POTENTIAL OCCUPATIONS*:

PROJECT MANAGER | PROJECT TEAM LEADER | PROJECT CONTRACT MANAGER

ENROLL NOW

SHORT COURSE DURATION

**LEARN HOW TO MANAGE A
PROJECT SCOPE, TIME,
QUALITY, COSTS AND MORE**

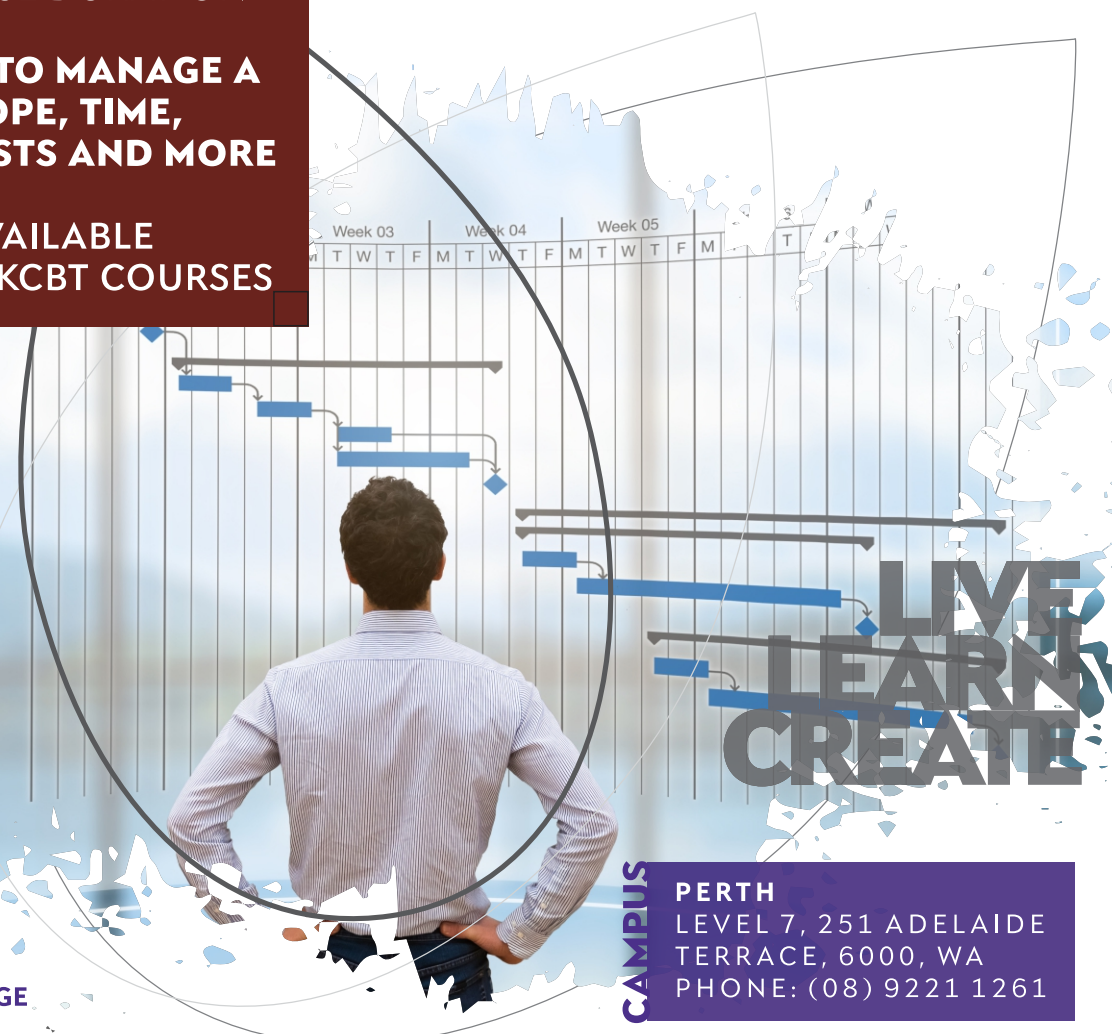
**PACKAGES AVAILABLE
WITH OTHER KCBT COURSES**



PERTH

26 WEEKS – 6 MONTHS

- Project Planning
- Resources
- Schedule
- Costs
- Planning finished
- Project Execution
- Subtask 1
- Initiating
- Executing
- Deliverable
- Subtask 2
- Initiating
- Executing
- Deliverable
- Closing
- Deliverable



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DIPLOMA OF PROJECT MANAGEMENT

COURSE DESCRIPTION:

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical, and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

COURSE DURATION/FEEES:

Full time:

Total: 26 weeks (24 study weeks + 2 weeks term break) - 2 Terms

Tuition Fees:

Please refer to Course Details/Prices on our website.

Application Fees: \$250

(applicable on new enrolments only, once off fee)

Resources Fee: \$250

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT.

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face classroom-based structured learning.
- Simulated business environment
- E-learning (Not more than 33% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

INTAKES: Please refer to Course Details/Prices on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 12 (or equivalent)
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test.
(Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

COURSE CONTENT:

BSBPMG530	Manage project scope	BSBPMG536	Manage project risk
BSBPMG531	Manage project time	BSBPMG540	Manage project integration
BSBPMG532	Manage project quality	BSBPEF501	Manage personal and professional development
BSBPMG533	Manage project cost	BSBPMG537	Manage project procurement
BSBPMG534	Manage project human resources	BSBPMG538	Manage project stakeholder engagement
BSBPMG535	Manage project information and communication	BSBTWK502	Manage team effectiveness

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments)

RECOGNITION OF PRIOR LEARNING:

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CREDIT TRANSFER:

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STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Project Manager; Project Team Leader; Project Contract Manager.**

PATHWAYS INTO THIS QUALIFICATION

Preferred pathways for learners enrolling in the BSB50820 Diploma of Project Management include:

- **BSB40920 Certificate IV in Project Management Practice or**
- **Other relevant qualifications/Industry experience**
- **Completed Year 12 (or equivalent).**

PATHWAYS FROM THIS QUALIFICATION

After achieving the BSB50820 Diploma of Project Management, learners may undertake:

- **BSB60120 Advanced Diploma of Business or**
- **Other relevant qualifications**

EXIT POINTS

- This qualification is delivered in cluster arrangement. (Clustering: It's when a number of units of competency from the training qualification are grouped together to address training and assessment for a job function or role). This approach is more meaningful for the learners and increases the likelihood of them being able to transfer the knowledge and skills from the classroom setting to the workplace. Should a learner not be able to complete all the Units of Competency required to be awarded this qualification they will be awarded a Statement of Attainment for the cluster of units of competency for which they have been assessed as competent.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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CRICOS 097482G

PTE PREPARATION



DEVELOP CONFIDENCE AND PREPARE FOR SUCCESS BY UNDERSTANDING THE STRUCTURE AND LEARNING OUTCOMES OF THE PTE

ENROLL NOW

ONLY \$180 PER WEEK

**GET READY TO ACHIEVE
THE PTE SCORE YOU NEED**

SUITABLE FOR STUDENT
VISAS

INTAKES EVERY MONDAY



PERTH
MINIMUM OF 4 WEEKS



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PTE PREPARATION

COURSE DESCRIPTION:

PTE Academic (Pearson Test of English Academic) is designed to prepare international students for the General and Academic Training Modules of the test. The course focuses on assisting students to practice examination techniques, as well as to develop the necessary skills required to achieve the desired PTE score. Independent learning and research skills are built into the course to introduce participants to the conventions of tertiary study (higher education/university) in Australia. Individual study plans are developed for each student to work on personalised areas of improvement to achieve their study goals.

COURSE DURATION/FEE:

Full time:

Minimum enrolment 4 weeks for a stand-alone course

Tuition Fees:

\$180 per week

Application Fees: \$250 (applicable on new enrolments only, once off fee)

Resources Fee: \$15 per week

Timetable:

8.30am to 5.30pm (course is delivered over 2.5 days per week inclusive of self-study, assessment completion and research & revision tasks)

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face learning through flexible delivery options, adjusted to suit different learning styles and needs of students.
- Learning takes place through a combination of authentic materials and specifically prepared learning experiences including lectures & tutorials, discussions, role-plays, presentations, guest lecturers, individual and group activities, web-based research, online activities and shared experiences.

ENTRY REQUIREMENTS:

- Course available for those 18 years and over.

English Entry Requirements: Students entering this course will require a level of English which allows them to understand and attempt the tasks required in preparation for the PTE test. In order to be placed in this course, students will be required to either:

- achieve a satisfactory result in an ELICOS placement test conducted by KCBT
- provide evidence of existing English proficiency level (via an internationally recognised testing score) or recognised ELICOS level as deemed equivalent by KCBT

Academic Requirements: While there are no specific educational pre-requisites for entry into this course, it is anticipated that a majority of students will have completed Year 10 or equivalent.

INTAKES:

Weekly – Please contact us for more details.

Compulsory Orientation Sessions: Students must attend the compulsory, comprehensive Orientation Session and Placement Test prior to being permitted to enter class. If a student misses the orientation session and is unable to provide an approved compassionate or compelling reason, the student will not be able to enter the class that week and will need to attend the orientation session the following week – please note, this will have an impact on the student's attendance requirements.

ASSESSMENT:

Assessments will be formative to assist in assessing progress and summative for a final assessment of the student's ability (English Proficiency level). Assessment can take place through; in-class activities, formal and informal tests, revision quizzes, interviews, pair work and group work, research assignments and computer-based tasks.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Students enrolling in this course will ideally have the specific study objective to attain a specific result in an internationally recognised certificate of English language proficiency, as evidence of their English level to either provide a pathway for migration purposes or to enter and complete a tertiary level course in a mainstream Australian tertiary institution.

Additionally, the English language skills obtained during this course will enable students to progress in their careers, improving their communication skills within an English-speaking environment.



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BSB60120 CRICOS 105304A

ADVANCED DIPLOMA OF **BUSINESS**



POTENTIAL OCCUPATIONS*:

SENIOR EXECUTIVE | BUSINESS ANALYST | ADMINISTRATOR



PERTH

52 WEEKS – 1 YEAR

ENROLL NOW

FLEXIBLE TIMETABLE

**PACKAGE DIPLOMA +
ADVANCED DIPLOMA
= 2 YEARS PACKAGE**

PACKAGES AVAILABLE
WITH OTHER KCBT
COURSES

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ADVANCED DIPLOMA OF BUSINESS

COURSE DESCRIPTION:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

COURSE DURATION/FEEES:

Full time:

Total: 52 weeks 4 terms (40 study weeks + 12 weeks term break)

Tuition Fees:

Please refer to Course Details/Prices on our website.

Application Fees: \$250

(applicable on new enrolments only, once off fee)

Resources Fee: \$500

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT.

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face classroom-based structured learning.
- Simulated business environment
- E-learning (Not more than 33% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 12 (or equivalent)
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test.
- 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.

INTAKES: Please refer to Course Details/Prices on our website.

COURSE CONTENT:

BSBCRT611	Apply critical thinking for complex problem solving	BSBHRM614	Contribute to strategic workforce planning
BSBFIN601	Manage organizational finances	BSBLDR601	Lead and manage organizational change
BSBOPS601	Develop and implement business plans	BSBSTR601	Manage innovation and continuous improvement
BSBSUS601	Lead corporate social responsibility	BSBOPS504	Manage business risk
BSBTEC601	Review organizational digital strategy	BSBSUS511	Develop workplace policies and procedures for sustainability

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments)

RECOGNITION OF PRIOR LEARNING:

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Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

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Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Senior Executive; Business Analyst; Administrator.**

PATHWAYS INTO THIS QUALIFICATION

Preferred pathways for learners enrolling in the BSB60120 Advanced Diploma of Business include: **BSB50120 Diploma of Business; 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.**

PATHWAYS FROM THIS QUALIFICATION

After achieving the BSB60120 Advanced Diploma of Business, consider pathway options including other Advanced Diploma qualifications or Higher Education courses in a wider range of business functions.

EXIT POINTS

- All units of Competency are delivered as standalone. This provision is to enable flexibility and time for sufficient, reliable evidence to be gathered to enable assessors to make a competency judgement. Should a learner not be able to complete all the Units of Competency required to be awarded this qualification they will be awarded a Statement of Attainment for the individual units of competency for which they have been assessed as competent.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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BSB50120 CRICOS 105303A

DIPLOMA OF **BUSINESS**



POTENTIAL OCCUPATIONS*:

EXECUTIVE OFFICER | BUSINESS DEVELOPMENT MANAGER | ADMINISTRATOR



PERTH

52 WEEKS – 1 YEAR

ENROLL NOW

COMPETITIVE PRICE

**PACKAGE DIPLOMA +
ADVANCED DIPLOMA
= 2 YEARS PACKAGE**

PACKAGES AVAILABLE
WITH OTHER KCBT
COURSES



**LIVE
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CREATE**

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LEVEL 7, 251 ADELAIDE
TERRACE, 6000, WA
PHONE: (08) 9221 1261

KEYSTONE COLLEGE OF BUSINESS & TECHNOLOGY (CRICOS: 03425F, RTO: 41183)
For complete information about this course, please visit www.kcbt.edu.au

*KCBT does not guarantee an employment outcome, license, or accreditation at the completion of this qualification.

DIPLOMA OF BUSINESS

COURSE DESCRIPTION:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

COURSE DURATION/FEEES:

Full time:

Total: 52 weeks 4 terms (40 study weeks + 12 weeks term break)

Tuition Fees:

Please refer to Course Details/Prices on our website.

Application Fees: \$250

(applicable on new enrolments only, once off fee)

Resources Fee: \$500

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT.

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face classroom-based structured learning.
- Simulated business environment
- E-learning (Not more than 33% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

INTAKES: Please refer to Course Details/Prices on our website.

COURSE CONTENT:

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS505	Manage organizational customer service

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 12 (or equivalent)
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test.
(Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

BSBPMG430	Undertake project work
BSBSTR502	Facilitate continuous improvement
BSBTWK503	Manage meetings
BSBTWK502	Manage team effectiveness
BSBOPS504	Manage business risk
BSBOPS503	Develop administrative systems

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments)

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

Learners, who can demonstrate they already hold any of the Units of Competency specified above, may be eligible to receive a credit transfer for those units. They will need to submit a verified Certificate or Statement of Attainment issued by a RTO for recognition purposes.

Please complete RPL or Credit Transfer or Exemption Form from our website and attach detailed evidence of your relevant experience / study, completed academic transcripts and official unit description(s) to your application.

For all credit transfer request, the learner is required to authorize Keystone College of Business and Technology – RTO Code - 41183 to access the Unique Student Identifier (USI) transcript online to confirm the validity of the old transcripts. For more information on how to enable Keystone College of Business and Technology to view your transcript, please contact the college by email enrolment@kcbt.edu.au

Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Executive Officer; Business Development Manager; Administrator.**

PATHWAYS INTO THIS QUALIFICATION

Preferred pathways for learners enrolling in the BBSB50120 Diploma of Business include: **BSB40120 Certificate IV in Business; Other relevant qualifications/ Industry experience; Completed Year 12 (or equivalent); Evidence of relevant vocational (industry) experience.**

PATHWAYS FROM THIS QUALIFICATION

After achieving the BBSB50120 Diploma of Business, learners may consider pathways options including: **BSB60120 Advanced Diploma of Business; BSB60420 Advanced Diploma of Leadership and Management; Other Advanced Diploma qualifications.**

EXIT POINTS

- All units of Competency are delivered as standalone. This provision is to enable flexibility and time for sufficient, reliable evidence to be gathered to enable assessors to make a competency judgement. Should a learner not be able to complete all the Units of Competency required to be awarded this qualification they will be awarded a Statement of Attainment for the individual units of competency for which they have been assessed as competent.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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KEYSTONE COLLEGE

OF BUSINESS & TECHNOLOGY

SIT30816 CRICOS 0102062

CERTIFICATE III IN COMMERCIAL COOKERY



POTENTIAL OCCUPATION*: COMMERCIAL COOK



PERTH

52 WEEKS – 1 YEAR

ENROLL NOW

COMPETITIVE PRICE

**360H PLACEMENT
PROVIDED**

2 YEARS HOSPITALITY
PACKAGE AVAILABLE

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CERTIFICATE III IN **COMMERCIAL COOKERY**

COURSE DESCRIPTION:

This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

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

Full time:

52 Weeks (40 Study Weeks over 4 terms + 12 Weeks Term Break)
(Classes are rostered for 2½ days per week + self-study component. Full Time studies requires students to attend a minimum of 20 scheduled course contact hours per week)

Tuition Fees: Please refer to Course Details/Prices on our website.

Application Fees: \$250 (applicable on new enrolments only, once off fee)

Resources Fee: \$1,600 The Resource Fee covers equipment and resources used in the delivery of your course at KCBT

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face classroom-based structured learning.
- Practical Training and Assessment in KCBT designated Kitchen
 - Students are expected to make their own travel arrangements to and from Kitchen to attend practical classes.
- E-learning (Not more than 33% of the course)
- Compulsory work placement:
 - Unit SITHCCC020 Work Effectively as a Cook requires demonstration of cookery and service skills over a minimum of 48 complete food service periods in an operational hospitality business environment where customers are served. Accordingly, student will be completing this unit as part of their practical work placement
 - A Total 360 Hours have been allocated for work placement over the duration of this course. KCBT shall provide all work placement support resources through its work placement pack. All work-based training placements are organised by KCBT.
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 10 (or equivalent)
- Minimum 5.0 IELTS or PTE 36 overall score & above or equivalent or KCBT placement test.

(Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

INTAKES: Please refer to Course Details/Prices on our website.

COURSE CONTENT:

To attain SIT30816 Certificate III in Commercial Cookery 25 units must be achieved:

21 core units and 4 elective units

* Denotes the unit prescribed for work placement purpose. The allocated hours cover a minimum of 48 complete food service periods: 20 hours per week over 10 weeks in an approved workplace. Work placement is scheduled in the last term of the course so that students have developed the essential skills and knowledge over the duration of the course to be ready to perform in a workplace environment.

** These units have a pre-requisite – SITXFSA001 Use Hygienic Practices for Food Safety.

BSBSUS201	Participate in environmentally sustainable work practices	Core	SITHCCC020	Work effectively as a cook*	Core
BSBWOR203	Work effectively with others	Core	SITHKOP001	Clean kitchen premises and equipment**	Core
SITHCCC001	Use food preparation equipment**	Core	SITHKOP002	Plan and cost basic menus	Core
SITHCCC005	Prepare dishes using basic methods of cookery**	Core	SITHPAT006	Produce desserts**	Core
SITHCCC006	Prepare appetisers and salads**	Core	SITXFSA001	Use hygienic practices for food safety	Core
SITHCCC007	Prepare stocks, sauces and soups**	Core	SITXFSA002	Participate in safe food handling practices	Core
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes**	Core	SITXHRM001	Coach others in job skills	Core
SITHCCC012	Prepare poultry dishes**	Core	SITXINV002	Maintain the quality of perishable items**	Core
SITHCCC013	Prepare seafood dishes**	Core	SITXWHS001	Participate in safe work practices	Core
SITHCCC014	Prepare meat dishes**	Core	SITHCCC004	Package prepared foodstuffs	Elective
SITHCCC018	Prepare food to meet special dietary requirements**	Core	SITXCOM002	Show social and cultural sensitivity	Elective
SITHCCC019	Produce cakes, pastries and Breads**	Core	SITHKOP004	Develop menus for special dietary requirements	Elective
			SITHCCC003	Prepare and present sandwiches	Elective

CERTIFICATE III IN **COMMERCIAL COOKERY**

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments). Any skill or observation part of the assessment and tests/exams will still be conducted in the classroom or practical training kitchen. Work placement arrangements with a work placement contract, logbook, work evidence and assessment of tasks completed at the workplace through evidence, third-part evidence and/or observation. Work Placements will be organized by KCBT and partners.

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

Learners, who can demonstrate they already hold any of the Units of Competency specified above, may be eligible to receive a credit transfer for those units. They will need to submit a verified Certificate or Statement of Attainment issued by a RTO for recognition purposes.

Please complete RPL or Credit Transfer or Exemption Form from our website and attach detailed evidence of your relevant experience / study, completed academic transcripts and official unit description(s) to your application.

For all credit transfer request, the learner is required to authorize Keystone College of Business and Technology – RTO Code - 41183 to access the Unique Student Identifier (USI) transcript online to confirm the validity of the old transcripts. For more information on how to enable Keystone College of Business and Technology to view your transcript, please contact the college by email enrolment@kcbt.edu.au. Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Commercial Cook**.

PATHWAYS INTO THIS QUALIFICATION

Preferred pathways for learners enrolling in the SIT30816 Certificate III in Commercial Cookery:

Individuals may enter SIT30816 Certificate III in Commercial Cookery with limited or no vocational experience and without a lower level qualification

PATHWAYS FROM THIS QUALIFICATION

After achieving SIT30816 Certificate III in Commercial Cookery, individuals could progress to: SIT40516 Certificate IV in Commercial Cookery; SIT40616 Certificate IV in Catering Operations; SIT40716 Certificate IV in Patisserie.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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SIT40516 CRICOS 0102063

CERTIFICATE IV IN COMMERCIAL COOKERY



POTENTIAL OCCUPATION*:

COMMERCIAL COOK | CHEF | CHEF DE PARTIE



PERTH

26 WEEKS – 6 MONTHS

ENROLL NOW

COMPETITIVE PRICE

**PACKAGE WITH
CERTIFICATE III IN
COMMERCIAL
COOKERY &
DIPLOMA OF
HOSPITALITY
MANAGEMENT**



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CERTIFICATE IV IN COMMERCIAL COOKERY

COURSE DESCRIPTION:

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

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

COURSE DURATION/FEEES:

Full time:

26 Weeks (20 Study Weeks over 2 terms + 6 Weeks Term Break)
(Classes are rostered for 2½ days per week + self-study component. Full Time studies requires students to attend a minimum of 20 scheduled course contact hours per week)

Tuition Fees: Please refer to Course Details/Prices on our website.

Application Fees: \$250 (applicable on new enrolments only, once off fee)

Resources Fee: \$300

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face classroom-based structured learning.
- Practical Training and Assessment in KCBT designated Kitchen
 - Learners are expected to make their own travel arrangements to and from Kitchen to attend practical classes.
- E-learning (Not more than 30% of the course)
- Compulsory work placement:
 - No work-based training applies to this course
 - Work placement completed in SIT30816 for the unit SITHCCC020 will be counted towards this qualification.
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 11 (or equivalent)
- Minimum 5.0 IELTS or PTE 36 overall score & above or equivalent or KCBT placement test. (Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

COURSE PRE-REQUISITE REQUIREMENT:

Completion of KCBT SIT30816 Certificate III in Commercial Cookery.

INTAKES:

Please refer to Course Details/Prices on our website.

COURSE CONTENT:

KCBT learners progressing from SIT30816 Certificate III in Commercial Cookery (Successfully completed the 25 units) will need to complete the following 8 units in this course. **These units have a pre-requisite – SITXFSA001 Use Hygienic Practices for Food Safety.

BSBSUS401	Implement and monitor environmentally sustainable work practices	Core	SITXFIN003	Manage finances within a budget	Core
BSBDIV501	Manage diversity in the workplace	Core	SITXHRM003	Lead and manage people	Core
SITHKOP005	Coordinate cooking operations**	Core	SITXMG001	Monitor work operations	Core
SITXCOM005	Manage conflict	Core	SITXWHS003	Implement and monitor work health and safety practices	Core

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments). Any skill or observation part of the assessment and tests/exams will still be conducted in the classroom / kitchen.

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

KCBT learners progressing from SIT30816 Certificate III in Commercial Cookery will receive credits in the common units between the courses. Accordingly, their CoEs will be amended for the course duration. Work placement completed in SIT30816 for the unit SITHCCC020 will be counted towards this qualification.

Learners, who can demonstrate they already hold any of the Units of Competency specified above, may be eligible to receive a credit transfer for those units. They will need to submit a verified Certificate or Statement of Attainment issued by a RTO for recognition purposes.

Please complete RPL or Credit Transfer or Exemption Form from our website and attach detailed evidence of your relevant experience / study, completed academic transcripts and official unit description(s) to your application.

For all credit transfer request, the learner is required to authorize Keystone College of Business and Technology – RTO Code - 41183 to access the Unique Student Identifier (USI) transcript online to confirm the validity of the old transcripts. For more information on how to enable Keystone College of Business and Technology to view your transcript, please contact the college by email enrolment@kcbt.edu.au. Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Commercial Cook; Chef; Chef de Partie.**

PATHWAYS INTO THIS QUALIFICATION

Individuals may enter SIT40516 Certificate IV in Commercial Cookery with limited or no vocational experience and without a lower level qualification. However, KCBT expects its SIT30816 candidates to progress to this qualification.

PATHWAYS FROM THIS QUALIFICATION

After achieving SIT40516 Certificate IV in Commercial Cookery, individuals could progress to: SIT50416 Diploma of Hospitality Management. Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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SIT50416 CRICOS 0102064

DIPLOMA OF HOSPITALITY MANAGEMENT



POTENTIAL OCCUPATION*:

MOTEL MANAGER | RESTAURANT MANAGER | HOSPITALITY MANAGER



PERTH

26 WEEKS – 6 MONTHS

ENROLL NOW

COMPETITIVE PRICE

PACKAGE WITH
CERTIFICATE III & IV
IN COMMERCIAL
COOKERY

ADVANCED DIPLOMA
OF HOSPITALITY
MANAGEMENT
AVAILABLE

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DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE DESCRIPTION:

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

COURSE DURATION/FEEES:

Full time:

26 Weeks (20 Study Weeks over 2 terms + 6 Weeks Term Break)
(Classes are rostered for 2½ days per week + self-study component. Full Time studies requires students to attend a minimum of 20 scheduled course contact hours per week)

Tuition Fees: Please refer to Course Details/Prices on our website.

Application Fees: \$250 (applicable on new enrolments only, once off fee)

Resources Fee: \$250

The Resource Fee covers equipment and resources used in the delivery of your course at KCBT

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Face-to-face classroom-based structured learning.
- Practical Training and Assessment in KCBT designated Kitchen
 - Learners are expected to make their own travel arrangements to and from Kitchen to attend practical classes.
- E-learning (Not more than 30% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Completed Year 12 (or equivalent)
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test. (Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

COURSE PRE-REQUISITE REQUIREMENT:

Completion of KCBT SIT40516 Certificate IV in Commercial Cookery

INTAKES:

Please refer to Course Details/Prices on our website.

COURSE CONTENT:

KCBT students progressing from SIT40516 Certificate IV in Commercial Cookery (Successfully completed the 18 units) will need to complete the following 10 units in this course.

BSBMGT517	Manage operational plan	Core	SITXHRM002	Roster staff	Core
SITXCCS007	Enhance customer service experience	Core	SITXMG002	Establish and conduct business relationships	Core
SITXCCS008	Develop and manage quality customer service practices	Core	SITXHRM004	Recruit, select and induct staff	Elective
SITXFIN004	Prepare and monitor budgets	Core	BSBADM502	Manage meetings	Elective
SITXGLC001	Research and comply with regulatory requirements	Core	SITXHRM006	Monitor staff performance	Elective

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments). Any skill or observation part of the assessment and tests/exams will still be conducted in the classroom / kitchen.

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

KCBT learners progressing from SIT40516 Certificate IV in Commercial Cookery would have already successfully completed eighteen (18) units of competency and as such developed the required skills and knowledge prior to entering this course.

Learners, who can demonstrate they already hold any of the Units of Competency specified above, may be eligible to receive a credit transfer for those units. They will need to submit a verified Certificate or Statement of Attainment issued by a RTO for recognition purposes.

Please complete RPL or Credit Transfer or Exemption Form from our website and attach detailed evidence of your relevant experience / study, completed academic transcripts and official unit description(s) to your application.

For all credit transfer request, the learner is required to authorize Keystone College of Business and Technology – RTO Code - 41183 to access the Unique Student Identifier (USI) transcript online to confirm the validity of the old transcripts. For more information on how to enable Keystone College of Business and Technology to view your transcript, please contact the college by email enrolment@kcbt.edu.au. Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Motel Manager; Restaurant Manager; Hospitality Manager.**

PATHWAYS INTO THIS QUALIFICATION

KCBT expects its SIT40516 candidates to progress to this course. Other candidates would be expected to have gained some industry experience prior to entering the qualification.

PATHWAYS FROM THIS QUALIFICATION

After achieving SIT50416 Diploma of Hospitality Management, individuals could progress to: SIT60316 Advanced Diploma of Hospitality Management or Higher education qualifications in management.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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SIT60316 CRICOS 105863B

ADVANCED DIPLOMA OF **HOSPITALITY MANAGEMENT**



POTENTIAL OCCUPATIONS*:

HEAD CHEF | FOOD AND BEVERAGE MANAGER | OPERATIONS MANAGER

ENROLL NOW

EXPAND YOUR
CAREER OPTIONS

**UPGRADE YOUR
COMMERCIAL
COOKERY PACKAGE
FOR ONLY \$4500
TUITION FEES**

FAST TRACK OPTION
AVAILABLE



PERTH

26 WEEKS – 6 MONTHS



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ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE DESCRIPTION:

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

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

COURSE DURATION/FEEES:

Full time:

Total: 104 weeks 8 terms (80 study weeks + 24 weeks term break)

Tuition Fees:

Please refer to Course Details/Prices on our website.

Application Fees: \$250

(applicable on new enrolments only, once off fee)

Resources Fee: Please refer to Course Details/Prices on our website. The Resource Fee covers equipment and resources used in the delivery of your course at KCBT

THE DELIVERY METHODS FOR THIS COURSE INCLUDE:

- Blended Learning (Face-to-face / Online)
- Simulated business environment
- E-learning (Not more than 33% of the course)
- Learners will be required to bring their laptop device (BYOD – bring your own device) – check further details regarding the BYOD in “Policies” on our website.

ENTRY REQUIREMENTS:

- Must be 18 years of age or over
- Must have completed Year 12 or equivalent
- Learners must have successfully completed SIT50416 Diploma of Hospitality Management or a similar diploma level qualification in the hospitality related domain.
- Minimum 5.5 IELTS or PTE 42 overall score & above or equivalent or KCBT placement test.
(Those students who do not meet the minimum English requirement will need to package this program with an English Course before proceeding to this qualification).

INTAKES:

Please refer to Course Details/Prices on our website.

COURSE CONTENT:

To attain the Advanced Diploma of Hospitality Management 33 units must be achieved: **16 core units and 17 elective units**

** These units have a pre-requisite – SITXFSA001 Use Hygienic Practices for Food Safety.

KCBT Students Progressing from SIT50416 Diploma of Hospitality Management will receive credits in the common units between the courses. Accordingly, their CoEs will be amended for the course duration. There is no work placement requirement in this course. Students enrolling directly in this course (SIT60316) will be enrolled for the prescribed duration as below and will need to complete ALL thirty-three (33) units of competency to attain the qualification.

SITXFSA001	Use hygienic practices for food safety	SITXMGT001	Monitor work operations
SITHCCC001	Use food preparation equipment**	SITXWHS003	Implement and monitor work health and safety practices
SITXINV002	Maintain the quality of perishable items**	SITXMGT002	Establish and conduct business relationships
SITHCCC006	Prepare appetisers and salads**	SITXHRM002	Roster staff
SITXFSA002	Participate in safe food handling practices	SITXCCS007	Enhance customer service experiences
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes**	SITXCCS008	Develop and manage quality customer service practices
SITHCCC007	Prepare stocks, sauces and soups**	SITXGLC001	Research and comply with regulatory requirements
SITHCCC014	Prepare meat dishes**	BSBMGT517	Manage operational plan
SITHCCC005	Prepare dishes using basic methods of cookery**	SITXFIN004	Prepare and monitor budgets
SITHCCC019	Produce cakes, pastries and Breads**	SITXWHS004	Establish and maintain a work health and safety system
SITHCCC018	Prepare food to meet special dietary requirements**	SITXMPR007	Develop and implement marketing strategies
SITHPAT006	Produce desserts**	SITXHRM004	Recruit, select and induct staff
SITHKOP005	Cooking operation	SITXHRM006	Monitor staff performance
SITXFIN003	Manage finances within a budget	SITXFIN005	Manage physical assets
BSBDIV501	Manage diversity in the workplace	BSBFIM601	Manage finances
SITXCOM005	Manage conflict	BSBMGT617	Develop and implement a business plan
SITXHRM003	Lead and manage people		

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

ASSESSMENT:

All units of competence will be assessed using a selection of tools (including portfolios, reports, role-plays, observations in the real simulated work environment, case studies, questioning, simulation activities, and knowledge-based assessments).

RECOGNITION OF PRIOR LEARNING:

An application can be made for RPL when the learner believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). The RPL policy, procedure and application form is available from the reception upon request or on the college website.

Learners will be required to provide evidence to support their application. The application will be processed and assessed in accordance with the KCBT RPL and recognition Policy and Procedure. Assessment includes a challenge test of skill demonstration in a simulated or real work environment.

CREDIT TRANSFER:

Learners, who can demonstrate they already hold any of the Units of Competency specified above, may be eligible to receive a credit transfer for those units. They will need to submit a verified Certificate or Statement of Attainment issued by a RTO for recognition purposes.

Please complete RPL or Credit Transfer or Exemption Form from our website and attach detailed evidence of your relevant experience / study, completed academic transcripts and official unit description(s) to your application.

For all credit transfer request, the learner is required to authorize Keystone College of Business and Technology – RTO Code - 41183 to access the Unique Student Identifier (USI) transcript online to confirm the validity of the old transcripts. For more information on how to enable Keystone College of Business and Technology to view your transcript, please contact the college by email enrolment@kcbt.edu.au. Learners who are awarded a credit transfer will be exempted from completing those units at KCBT and this will be recorded on the system as a variation.

STUDY PATHWAY AND CAREER OPPORTUNITIES

Employment opportunities resulting from the completion of this course may include following job roles: **Area manager or operations manager; Cafe owner or manager; Food and beverage manager; Motel owner or manager.**

PREFERRED PATHWAYS FOR CANDIDATES CONSIDERING THIS QUALIFICATION INCLUDE:

KCBT expects its SIT50416 candidates to progress to this course. Other candidates would be expected to have successfully completed a similar diploma level qualification in the hospitality related domain.

PATHWAYS FROM THIS QUALIFICATION

After achieving SIT60316 Advanced Diploma of Hospitality Management, individuals could progress to higher education qualifications in management.

EXIT POINTS

- All units of Competency are delivered as standalone. This provision is to enable flexibility and time for sufficient, reliable evidence to be gathered to enable assessors to make a competency judgement. Should a learner not be able to complete all the Units of Competency required to be awarded this qualification they will be awarded a Statement of Attainment for the individual units of competency for which they have been assessed as competent.

Learners may be able to receive credit transfer for some units of competency if they appear in the pathway.



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