



CHOICE BUSINESS
COLLEGE

PROSPECTUS GUIDE

2022

CHOICE BUSINESS COLLEGE



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WELCOME





Where Knowledge is Power

Welcome and congratulations on choosing Choice Business College as your training provider.

At Choice Business College we believe that knowledge is power. We believe that the key to developing a person's internal capabilities and strength is through education, combined with an unrelenting passion for excellence and success.

Every student at Choice Business College can be assured that they will receive the best value education, within a nurturing training environment, with an emphasis on student support, while providing the opportunity for you to develop knowledge and skills that will make you job-ready, and actively encourage each student to make the most of their own potential, for long-term professional success.

Choice Business College courses lead to nationally recognised qualifications. Each course has been tailored to the needs of international students, from diverse backgrounds and cultures.

Our team here prides itself on helping each student achieve their education and career goals.

Student success is our passion.

Our Mission

Our mission is simple- to skill people with the required knowledge and experience needed so they are ready for whatever the future may hold.

STUDY IN AUSTRALIA

Why Study in Australia?

Australia provides a distinctive kind of education and a learning style that encourages you to be inventive, creative and think independently. Australia has become one of the most popular destination choices for students in the world, where international students can enjoy the relaxed outdoor lifestyle of Australia while learning in one of the best education systems in the world.

Australia has....

a safe environment

a multicultural community

many unique travel choices within the country

exciting cities

flexibility to work part time up to 40 hours per fortnight and full-time during holidays

Vocational Education

Source: <https://www.studyaustralia.gov.au/>.

Australian Vocational Education and Training (VET) is based on partnership between governments and industry. Learn more about your choices here.

Whether you're looking to move straight into the workforce, or to take an initial step in your tertiary education, an Australian Vocational Education and Training (VET) qualification can take you where you want to go.

Australia's VET sector is based on a partnership between governments and industry. VET qualifications are provided by government institutions, called Technical and Further Education (TAFE) institutions, as well as private institutions. Australian governments (federal and state) provide funding, develop policies, and contribute to regulation and quality assurance of the sector. Industry and employer groups contribute to training policies and priorities, and in developing qualifications that deliver skills to the workforce.

Study with the experts...

Nothing is more exciting than learning from someone who shares the same passions as you do – and who's already been there and done it at the highest level. In Australia, VET teaching staff are not just industry-aware, but have actual experience in their fields of expertise – maintaining the currency of their knowledge, and modifying their courses to reflect changing industry focus and needs. And that means you learn not only the theory, but also the reality of the subjects you're studying.

...And learn on the job.

Many of our VET courses incorporate a period of on-site learning, which means you don't just learn in a classroom, but get priceless industry experience in a genuine work environment. It's real-world industry experience that ensures your qualifications fully prepare you for employment in your chosen industry.

Quality assurance

In Australia, the quality of your education is guaranteed. In fact, the wellbeing of all international students, the quality of their educational experience, and the provision of up-to-date and accurate information is protected by law – under the Education Services for Overseas Students (ESOS) Act 2000. On top of this, a national VET Regulator – Australian Skills Quality Authority (ASQA) – ensures the quality of our education to more than 1.2 million students – including some 230,000 international students involved in vocational education and training.

Vocational education and training (VET) qualifications

VET qualifications are outcome-based and focus on the occupational skills and competencies gained. The Australian Qualifications Framework (AQF) recognises prior learning or current competence in the industry. This makes credit transfer easier and offers students flexible learning pathways. Qualifications range across four levels of certificates (Certificate I, II, III and IV), as well as Diploma courses and Advanced Diploma courses.

Your VET course will broaden your skills in a specialised area that teaches you the practical experience you'll need for the workplace. It will train you to design, plan, and execute the practical and technical aspects of your field in an industry context.

Living cost in Australia

For your reference, here are some of the costs associated with living and studying in Australia. Source: <https://www.studyaustralia.gov.au/>.

Accommodation

Hostels and Guesthouses - \$90 to \$150 per week
Shared Rental - \$95 to \$215 per week
On campus - \$110 to \$280 per week
Homestay - \$235 to \$325 per week
Rental - \$185 to \$440 per week
Boarding schools - \$11,000 to \$22,000 a year

Other living expenses

Groceries and eating out - \$140 to \$280 per week
Gas, electricity - \$10 to \$20 per week
Phone and Internet - \$15 to \$30 per week
Public transport - \$30 to \$60 per week
Car (after purchase) - \$150 to \$260 per week
Entertainment - \$80 to \$150 per week

Cost of living

The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia.

Refer to the step by step Student Visa Subclass 500 application and Document Checklist Tool for details on how to provide the evidence required to cover the costs of your stay, including your travel, study and living expenses.

As of October 2019 the 12-month living costs are;
For students or guardians - AUD\$21,041
For partners coming with you - AUD\$7,362
For a child coming with you - AUD\$3,152

The Home Affairs website covers in more detail how to work out how much money you might need to cover the costs of your stay in Australia as international student.

The Insider Guides 'Cost of Living Calculator' is also a useful, practical tool to help estimate your cost of living in Australia www.insiderguides.com.au/cost-of-living-calculator/.

If you experience financial trouble while in Australia, talk to your institution's international student support and student accommodation services staff for assistance.







ABOUT CBC

Choice Business College aims to provide the highest level of education with a focus on professionalism. Each of our campus locations has computers, library resources and dedicated study areas. We provide excellent student support, interactive and creative training courses. Choice Business College ensures that we maintain our position as one of the market leaders in superior vocational education.

Choice Business College has extensive knowledge and determination to provide first class educational services. Choice Business College ensures our students have a memorable learning experience along with distinctive style and character with a personalised touch to learning.

Our Values

Provide one of the highest levels of quality yet affordable education and training.
Provide state of the art facilities to foster student learning and development of skills and knowledge.
Offer effective student academic and welfare counseling to ensure support is provided whenever necessary.
Recruit qualified trainers & assessors, who are subject matter experts in their chosen fields and who provide quality training and assessment experiences.
Foster professionalism and commitment to excellence.

Why choose Choice Business College?

We are a multicultural environment and sensitive to all your cultural needs as an international student. Our trainers come from a diverse background and understand what it is like being new to the college. The trainers provide a supportive approach while guiding you to explore your own ideas.

All Choice Business College trainers are highly qualified and ready to facilitate you in your learning direction. They have a vast array of experience to deliver a high standard and to make learning fun. The trainers are here to support the students throughout their training programme and to ensure that they have an enjoyable and meaningful learning experience.

Choice Business College has a long list of industry networks and works closely with the business sector and regularly consults with the industry leaders to help build valuable industry knowledge.



Ease of Enrolment Process

Choice Business College has developed and foster a unique and very special culture that is unlike other colleges. We ensure that we are fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students. Please refer to the enrolment flowchart. We invite you to explore CBC website so that you can make an inform decision about enrolling with us.

Support and Progression

Choice Business College provides and fosters a multicultural environment and sensitive to all your cultural needs as an international student. We have both Student Support Officers (Welfare) and Student Services Officers (Academic) available that are accessible to ensure that your Academic and Welfare journey with CBC is supported and informed whenever it is required.

Training and Assessment

Choice Business College has a quality academic team that consist of qualified teachers and highly industry qualified trainers & assessors that meets the requirements as specified in the ELICOS Standards 2018 and Standards for Register Training Organisations (RTOs) 2015.

The academic team provide a supportive approach while guiding you to explore your own ideas. All our teachers and trainers & assessors are ready to facilitate you in your learning direction. They have a vast array of industry experience and vocational experience to deliver a high level of quality education and training and to make learning fun. The academic team are here to support the students throughout their training programme and to ensure that they have an enjoyable and meaningful learning experience.

Industry Involvement

Choice Business College engages with relevant industry people that works closely with the business and hospitality sector and conduct regular consultations to help build valuable industry skills and knowledge for the courses.

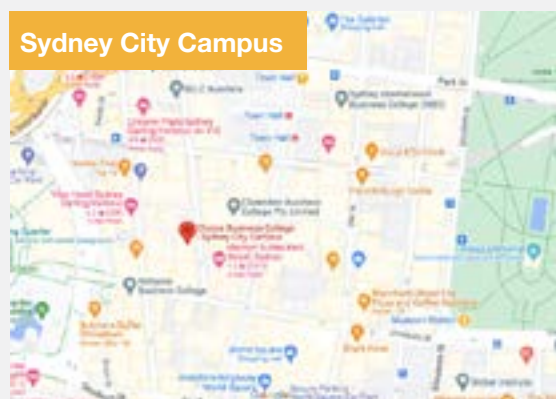
CAMPUS OVERVIEW

Sydney

Sydney is Australia's largest city, boasting a multicultural population that accounts for more than 200 different cultures. It is home of many world-famous attractions, Sydney Opera House, Bondi Beach, Sydney Harbour Bridge, the Blue Mountains and so much more.

With mild winters and warm summers, Sydney's sunny climate allows you to enjoy outdoor activities almost all year round. There is no surprise that it is one of Australia's most popular destinations among tourists and international students. [www.study.sydney]

We have 2 campus locations in Sydney – City Campus and Parramatta Campus.

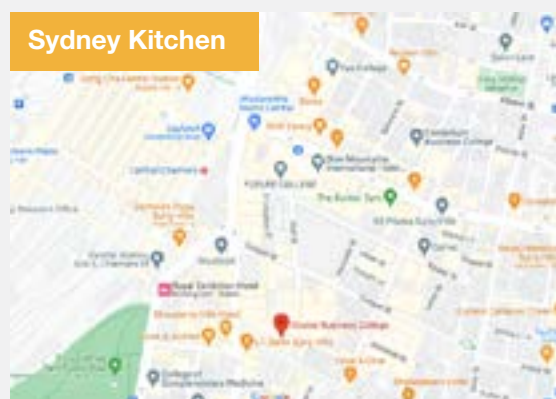


CBC Sydney City Campus is located at Kent Street in the heart of the city. It is easily accessible being just a five-minute walk to Town Hall station.



Our Sydney Parramatta Campus is conveniently located in Parramatta, 23 km west of Sydney CBD.

Both campuses are equipped with computers, library resources, internet, TV and a quiet study area. With easy access to public transport, accommodation, restaurants, shops and parks, this exciting area provides a wealth of activities for students to enjoy while studying at Choice Business College.



Our Sydney kitchen is located in close proximity to Sydney CBD and within 5 minutes walking distance to Central Station.

Melbourne

Melbourne the capital city of Victoria, has a diverse, multi-layered culture and is often called the “cultural and sporting” capital of Australia. Melbourne is home to some of best galleries and exhibitions in the country. It is also a city known for having four seasons in one day, the weather can vary from a wet morning to a sunny afternoon and mild evening.

Our Melbourne campus is in the heart of Melbourne CBD and is surrounded with cultural attractions, abundant public transport, accommodation, gardens, restaurants, and nightlife. The campus is equipped with computers, library resources, internet, TV and a quiet study area. It is a great place to begin your career pathways and make great connections.



Gold Coast

The Gold Coast is one of Australia’s youngest and fastest-growing urban centers with superb infrastructure and the city is continually growing. There are over 17,000 international students from 130 countries. The Gold Coast boasts 70km of beach, sees more than 300 days of sunshine each year, and is boarded by a lush Hinterland rainforest.

(www.studygoldcoast.org.au) The campus is equipped with computers, library resources, internet, TV, and a quiet study area. The campus is conveniently located at Australia Fair Shopping Centre with hundreds of shops, restaurants, a movie theatre, famous Broadwater Parklands, and much more at the doorstep.



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COURSE INFORMATION





GENERAL ENGLISH

Course Overview

This course is intended for students wishing to learn English for a variety of different purposes. The macro-skills of Reading, Writing, Speaking and Listening will be studied in conjunction with an electives program that allows students to enhance their skills in relation with their individual learning needs.

Delivery Mode and Assessment

20 hours per week and delivered face to face

15 hours of self-study per week

Students will undertake a mid-course (in week 5) and end of course assessment (in week 10). This will encompass

- A traditional revision-style test of learning (as a way for the school to monitor progress)
- A continuous assessment writing program for each level, based on "English File" but with significant supplements as determined by the teaching staff
- A self-evaluation (a way to train students to reflect on and evaluate their own learning, encouraging the movement towards a more autonomous learning style).

Course Structure

5 proficiency levels

10 study weeks, each level

- Students can be level-tested on application for enrolment and/or on arrival.
- Students will be given a placement test on arrival at orientation to obtain the English proficiency level and be placed in the correct English proficiency level: 1, 2, 3, 4, or 5.
- Students can enrol for a minimum of 2 weeks to a maximum of 60 weeks.
- It takes approximately 10 weeks to complete a level.
- After every 10 weeks of study there is 3 weeks scheduled study-break except Christmas period when the college closes for 3 weeks.
- The classes are delivered over:
 - 5x4-hour study days OR
 - 4x5-hour study daystotaling 20 contact hours per week.
- The core classes will run across all study days and will follow the popular series 'Oxford English File Fourth Edition' from their Elementary to Advanced texts.
- The Electives program will run in conjunction with the Core classes for the 8 to 10 remaining hours of the scheduled class sessions – (totaling 20 teaching hours per week plus optional 2 hours of Self Access).

LEVELS

Level 1: Elementary
Level 2: Pre-Intermediate
Level 3: Intermediate
Level 4: Upper Intermediate
Level 5: Advanced

CRICOS Course Code

098026B

Entry Requirements

- Minimum 18 years of age
- No minimum English requirements*

**If your English level is beginner, or below CEFR A1, please contact us for study advice*

Course Duration

This course is delivered from 2 to 60 weeks. There are 5 proficiency levels – 10 weeks each level.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/general-english-cricos-course-code-098026b/>

Fees

Fees may change, please always refer to our website for the latest price.

Delivery Location

Sydney City Campus

Level 7, Suite 701, 541 Kent Street,
SYDNEY, NSW 2000

Melbourne Campus

Level 6, 341 Queen Street,
Melbourne, VIC 3000

Gold Coast Campus

G104/G105 Australia Fair SOUTHPORT,
QLD 4215

*GC campus is not receiving new enrolments

BSB50120 DIPLOMA OF BUSINESS

Course Overview

The purpose of this course is to develop skills of individuals across a wide range of business functions. Individuals at this level may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Delivery Mode and Assessment

20 hours per week and delivered through blended learning

15 hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

Course Structure

Total number of units of competencies = Twelve (12) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB50120 Diploma of Business.

Code	Title	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBXCM501	Lead communication in the workplace	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBOPS501	Manage business resources	Core
BSBTWK503	Manage meetings	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

Pathways

On successful completion of this course, the candidate may pursue BSB60120 Advanced Diploma of Business or a range of other advanced diploma qualifications in BSB training package or alternatively, the students will be able to access the appropriate employment.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

CRICOS Course Code

108279E

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent BSB40120 Certificate IV in Business

To complete any self-study and submit assessments, students will also be required to have access to a computer with Microsoft Word, Excel and PowerPoint (or compatible software) an internet browser and internet access.

Course Duration

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/bsb50120-diploma-of-business-cricos-course-code-108279e/>

Career Opportunities

The BSB50120 Diploma of Business, is a nationally recognised qualification. It was developed in consultation with industry experts, to help achieve your career goals by acquiring valuable business knowledge and skills.

Completion of this course may open a career pathway in small and large business across a range of industry sectors or government. Potential roles may include:

- Executive Officer
- Frontline Manager
- Project Consultant
- Administration Manager
- Corporate Services Manager
- Legal Practice Manager
- Business Development Manager
- Project Coordinator
- Business Sales Team Leader

Fees

Tuition Fee: \$6,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$200.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Parramatta Campus

Suite 2 Level 5, 460 Church Street,
Parramatta, NSW 2150

Melbourne Campus

Level 6, 341 Queen Street,
Melbourne, VIC 3000

Gold Coast Campus

G104/G105 Australia Fair SOUTHPORT,
QLD 4215 *GC campus is not receiving
new enrolments

Note: Choice Business College monitors student attendance and progress. Participation in campus-based or virtual classroom sessions is mandatory, as well as successfully completing all assessment requirements, in order to progress through the course.

BSB60120 ADVANCED DIPLOMA OF BUSINESS

Course Overview

This course will develop a specialised knowledge and skills, together with experience in carrying out complex tasks in a specialist field of expertise, including technical research, analysis and setting the strategic direction or a work area, (including by managing staff performance and making staffing decisions).

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area and may be equally suitable to those who have completed a diploma or advanced diploma from BSB training package (current or superseded equivalent versions) or have two years equivalent full-time relevant to workplace in an operations or leadership role in an enterprise.

Delivery Mode and Assessment

20 hours per week and delivered through blended learning

15 hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

Course Structure

Total number of units of competencies= Ten (10) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB60120 Advanced Diploma of Business.

Code	Title	Core/Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organisational digital strategy	Core
BSBST602	Develop organisational strategies	Elective
BSBST601	Manage innovation and continuous improvement	Elective
BSBLDR602	Provide leadership across the organisation	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

Pathways

On successful completion of this course, the candidate may pursue other advanced diplomas qualifications, or graduate certificate/graduate diploma qualifications with 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. Alternatively, the students will be able to access the appropriate employment.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

CRICOS Course Code

108280A

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent
- 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.

To complete any self-study and submit assessments, students will also be required to have access to a computer with Microsoft Word, Excel and PowerPoint (or compatible software) an internet browser and internet access.

Course Duration

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/bsb60120-advanced-diploma-of-business-cricos-course-code-108280a/>

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:

- Business Development Manager
- Business Analyst
- Senior Manager
- Director Manager

Fees

Tuition Fee: \$6,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$200.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Sydney Parramatta Campus

Suite 2 Level 5, 460 Church Street,
Parramatta, NSW 2150

Melbourne Campus

Level 6, 341 Queen Street,
Melbourne, VIC 3000

Gold Coast Campus

G104/G105 Australia Fair SOUTHPORT,
QLD 4215 *GC campus is not receiving
new enrolments

Note: Choice Business College monitors student attendance and progress. Participation in campus-based or virtual classroom sessions is mandatory, as well as successfully completing all assessment requirements, in order to progress through the course.

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

Course Overview

The purpose of this course is to develop skills of individuals with substantial experience in a range of settings but seek to further develop or formalise their knowledge and skills across a wide range of business functions. This qualification may be equally suitable to those with little or no vocational experience but would like to develop sound leadership and management skills knowledge to create further educational and employment opportunities. The qualification will help the learners to develop a wide range of knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.

Delivery Mode and Assessment

20 hours per week and delivered through blended learning

15 hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

Course Structure

Total number of units of competencies= Twelve (12) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB50420 Diploma of Leadership and Management.

Code	Title	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBCMM511	Communicate with Influence	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
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOP505	Manage organisational customer service	Elective
BSBOPS504	Manage business risk	Elective
BSBSTRS502	Facilitate continuous improvement	Elective
BSBTWK503	Manage meetings	Elective
BSBTWK501	Lead diversity and inclusion	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

Pathways

On successful completion of this course, the candidate may pursue BSB60420 Advanced Diploma of Leadership and Management or a range of other advanced diploma qualifications in BSB training package or alternatively, the students will be able to access the appropriate employment.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

CRICOS Course Code

104271A

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent BSB40520 - Certificate IV in Leadership and Management

To complete any self-study and submit assessments, students will also be required to have access to a computer with Microsoft Word, Excel and PowerPoint (or compatible software) an internet browser and internet access.

Course Duration

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/bsb50420-diploma-of-leadership-and-management-cricos-course-code-104271a/>

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:

- Sales Team Manager
- Frontline Manager
- Team Leader
- Supervisor
- General Manager

Fees

Tuition Fee: \$6,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$200.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Sydney Parramatta Campus

Suite 2 Level 5 460 Church Street,
Parramatta, NSW 2150

Melbourne Campus

Level 6, 341 Queen Street,
Melbourne, VIC 3000

Gold Coast Campus

G104/G105 Australia Fair SOUTHPORT,
QLD 4215 *GC campus is not receiving new enrolments

Note: Choice Business College monitors student attendance and progress. Participation in campus-based or virtual classroom sessions is mandatory, as well as successfully completing all assessment requirements, in order to progress through the course.

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

Course Overview

The purpose of this course is to develop skills of individuals with who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. The course will develop or formalise their knowledge and skills across a wide range of business functions.

This qualification may be equally suitable to those have completed a diploma or advanced diploma from BSB training package (current or superseded equivalent versions) or have two years equivalent full-time relevant to workplace in an operations or leadership role in an enterprise. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

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

Delivery Mode and Assessment

20 hours per week and delivered through blended learning

15 hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

Course Structure

Total number of units of competencies= Ten (10) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB60420 Advanced Diploma of Leadership and Management.

Code	Title	Core/Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBSTR602	Develop organisational strategies	Elective
BSBPMG633	Provide leadership for the program	Elective
BSBFIN601	Manage organisational finances	Elective
BSBMKG621	Develop organisational marketing strategy	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

Pathways

On successful completion of this course, the candidate may pursue other advanced diplomas qualifications, or graduate certificate/graduate diploma qualifications with 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. Alternatively, the students will be able to access the appropriate employment.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

CRICOS Course Code

108281M

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent
- 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.

To complete any self-study and submit assessments, students will also be required to have access to a computer with Microsoft Word, Excel and PowerPoint (or compatible software) an internet browser and internet access.

Course Duration

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/bsb60420-advanced-diploma-of-leadership-and-management-cricos-course-code-108281m/>

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:

- Department Manager
- Senior Manager
- Executive Manager
- Director Manager
- Human resources Manager
- Senior Executive

Fees

Tuition Fee: \$6,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$200.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location**Sydney Parramatta Campus**

Suite 2 Level 4, 460 Church Street,
Parramatta, NSW 2150

Melbourne Campus

Level 6, 341 Queen Street,
Melbourne, VIC 3000

Gold Coast Campus

G104/G105 Australia Fair SOUTHPORT,
QLD 4215 *GC campus is not receiving new enrolments

Note: Choice Business College monitors student attendance and progress. Participation in campus-based or virtual classroom sessions is mandatory, as well as successfully completing all assessment requirements, in order to progress through the course.

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

BSB80320 GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP

Course Overview

This course reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles. This qualification may be equally suitable to these students who have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise, or have completed a bachelor's degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise, or have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

Delivery Mode and Assessment

20 hours per week and delivered through blended learning

15 hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

Course Structure

Total number of units of competencies= Eight (8) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB80320 Graduate Diploma of Strategic Leadership.

Code	Title	Core/Elective
BSBLDR811	Lead strategic transformation	Core
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBSTR802	Lead strategic planning processes for an organisation	Core
BSBLDR813	Lead and influence ethical practice	Elective
BSBFIN801	Lead financial strategy development	Elective
BSBHRM605	Contribute to the development of diversity and inclusion strategies	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

Pathways

On successful completion of this course, the further training pathways from this qualification may lead to relevant master's degree at university.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

CRICOS Course Code

108281M

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 6.5 (with no individual band below 6.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent
- Diploma or Advanced Diploma in a related field of study with 3 years fulltime relevant work experience in leadership and management Or
- Bachelor's degree in a related field of study with 2 years fulltime relevant work experience in leadership and management Or
- 5 years full-time relevant work experience in leadership and management

To complete any self-study and submit assessments, students will also be required to have access to a computer with Microsoft Word, Excel and PowerPoint (or compatible software) an internet browser and internet access.

Course Duration

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/bsb80320-graduate-diploma-of-strategic-leadership/>

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:

- Strategic Manager
- Chief executive
- Executive officer

Fees

Tuition Fee: \$7,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$200.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Sydney Parramatta Campus

Suite 2 Level 5, 460 Church Street,
Parramatta, NSW 2150

Melbourne Campus

Level 6, 341 Queen Street,
Melbourne, VIC 3000

Gold Coast Campus

G104/G105 Australia Fair SOUTHPORT,
QLD 4215 *GC campus is not receiving new

enrolments

Note: Choice Business College monitors student attendance and progress. Participation in campus-based or virtual classroom sessions is mandatory, as well as successfully completing all assessment requirements, in order to progress through the course.

SIT40516

CERTIFICATE IV IN COMMERCIAL COOKERY

Course Overview

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

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors

Delivery Mode and Assessment

20 hours per week and delivered face to face

15 hours of self-study per week is required

- The course includes two 7-hour days per week for theory & practical training & assessment, which are conducted in a training room and a commercial kitchen and 6 hours of self-study which can be conducted face-to-face or online/distance course work.
- The SIT40516 Certificate IV in Commercial Cookery, the student has a requirement that students must complete a work placement component in the hospitality industry. All students are expected to complete the required amount of services period as describe below.
- Students will need to complete 48 complete food service periods in a workplace environment for the unit SITHCCC020 Work effectively as a cook. In addition, students are also required to complete 12 food service shifts for the unit SITHKOP005 Coordinate cooking operations, these shifts can be done within the 48 complete food service shifts. Students are required to prepare dishes for customers within the typical time constraints of a busy commercial kitchen. Details of the shifts, the type of service and the tasks undertaken will be recorded within the student's workplace log book.
- All students are encouraged to seek work experience in a local restaurant during their course of study. Such work experience can count as food service shifts at any time during the course however time will be allocated in weeks 67 – 75 for completion of the food service shifts. Students who are unable to find a suitable work experience venue will be assisted by Choice Business College in finding a suitable venue.
- Assessments may be conducted through a combination of written questions and answers, case studies, roleplays, practical demonstrations and work placement.
- The material fees for the course include:
 - Learning and assessment materials (including raw materials used in the commercial kitchen)
 - Full uniform and safety boots
 - Chef knife set

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:

- Chef
- Chef de Partie

Course Structure

Total number of units of competencies = thirty-three (33) units of competencies:

26 core units of competencies, 7 elective units of competencies

Core Units	Title
SITXFSA001	Use hygienic practices for food safety
SITHCCC001	Use food preparation equipment
SITHCCC005	Produce dishes using basic methods of cookery
SITHCCC006	Produce appetisers and salads
SITHCCC007	Produce stocks, sauces and soups
SITHCCC008	Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Produce poultry dishes
SITHCCC013	Produce seafood dishes
SITHCCC014	Produce meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITXINV002	Maintain the quality of perishable items
BSBTWK501	Lead diversity and inclusion
BSBSUS411	Implement and monitor environmentally sustainable work practice
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXMG001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

Elective Units	Title
BSBSUS211	Participate in sustainable work practices
BSBTWK201	Work effectively with others
SITHCCC003	Prepare and present sandwiches
SITHIND002	Source and use information on the hospitality industry
SITHKOP001	Clean kitchen premises and equipment
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices

*Student may choose alternate elective units of competency, subject to their availability and the rules of the training package.

Pathways

Upon successful completion of SIT40516 Certificate IV in Commercial Cookery the student may pursue SIT50416 Diploma of Hospitality Management.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

CRICOS Course Code

093032M

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent

Course Duration

This course will be delivered over a total of 75 weeks, which comprises of 60 study weeks and 15 weeks of holiday.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/sit40516-c4-093032m/>

Fees

Tuition Fee: \$12,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$1000.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Sydney City Campus

Level 7, Suite 701, 541 Kent Street,
SYDNEY, NSW 2000

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Sydney Parramatta Campus

Level 5, Suite 2, 460 Church St,
PARRAMATTA, NSW 2150

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Melbourne Campus

Level 6, 341 Queen Street,
MELBOURNE, VIC 3000

Melbourne Kitchen

11-17 Jeffcott Street,
WEST MELBOURNE, VIC 3003

Gold Coast Campus

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

Gold Coast Kitchen

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

*GC campus is not receiving new enrolments

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.



SIT50416

DIPLOMA OF HOSPITALITY MANAGEMENT

Course Overview

The purpose of this course is to prepare individuals with sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. It provides a pathway to work in any hospitality industry sector such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

At present CBC only offers this course with Cookery specialisation. The course is offered as a package with SIT40516 Certificate IV in Commercial Cookery or as an upgrade to those who have already completed SIT40516 Certificate IV in Commercial Cookery.

Students must complete 6 core units and all elective units as part of SIT40516 Certificate IV in Commercial Cookery.

Delivery Mode and Assessment

20 hours per week and delivered face to face

15 hours of self-study per week is required

- The course includes two 7-hour days per week for theory & practical training & assessment, which are conducted in a training room and a commercial kitchen and 6 hours of self-study which can be conducted face-to-face or online/distance course work.
- The SIT50416 Diploma of Hospitality Management, the student has a requirement that students must complete a work placement component in the hospitality industry. All students are expected to complete the required amount of services period as describe below.
- Students will need to complete 48 complete food service periods in a workplace environment for the unit SITHCCC020 Work effectively as a cook. In addition, students are also required to complete 12 food service shifts for the unit SITHKOP005 Coordinate cooking operations, these shifts can be done within the 48 complete food service shifts. Students are required to prepare dishes for customers within the typical time constraints of a busy commercial kitchen. Details of the shifts, the type of service and the tasks undertaken will be recorded within the student's workplace log book.
- All students are encouraged to seek work experience in a local restaurant during their course of study. Such work experience can count as food service shifts at any time during the course however time will be allocated in weeks 67 – 75 for completion of the food service shifts. Students who are unable to find a suitable work experience venue will be assisted by Choice Business College in finding a suitable venue.
- Assessments may be conducted through a combination of written questions and answers, case studies, roleplays, practical demonstrations and work placement.
- The material fees for the course include:
 - Learning and assessment materials (including raw materials used in the commercial kitchen)
 - Full uniform and safety boots
 - Chef knife set

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:

- Sous Chef
- Chef de Cuisine

HOSPITALITY MANAGEMENT

Course Structure

Total number of units = 28

13 Core units (6 units are to be completed as part of

SIT40516-Certificate IV in commercial cookery) plus

15 elective units (all elective units are to be completed as part of

SIT40516-Certificate IV in commercial cookery)

Core Units	Title
SITXGLC001	Research and comply with regulatory requirements
SITXMGTO02	Establish and conduct business relationships
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXFIN004	Prepare and monitor budgets
SITXHRM002	Roster staff
BSBOPS502	Manage business operational plans
BSBTWK501	Lead diversity and inclusion
SITXCOM005	Manage conflict
SITXMGTO01	Manage finances within a budget
SITXVHS003	Lead and manage people
SITXFIN003	Monitor work operations
SITXHRM003	Implement and monitor work health and safety practices

Elective Units	Title
SITXFSA001	Use hygienic practices for food safety
SITHPAT006	Produce desserts
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations

*Student may choose alternate elective units of competency, subject to their availability and the rules of the training package.

Pathways

Upon successful completion of SIT50416 Diploma of Hospitality Management, the student may pursue SIT60316 Advanced Diploma of Hospitality Management.

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

CRICOS Course Code

094319K

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent
- Completion of SIT40516 Certificate IV in Commercial Cookery

Course Duration

This course is delivered for 62 weeks, which comprises of (50 study weeks and 12 weeks break).

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/sit50416-diploma-hospitality-management-094319k/>

Fees

Tuition Fee: \$10,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$1000.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Sydney City Campus

Level 7, Suite 701, 541 Kent Street,
SYDNEY, NSW 2000

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Sydney Parramatta Campus

Level 5, Suite 2, 460 Church St,
PARRAMATTA, NSW 2150

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Melbourne Campus

Level 6, 341 Queen Street,
MELBOURNE, VIC 3000

Melbourne Kitchen

11-17 Jeffcott Street,
WEST MELBOURNE, VIC 3003

Gold Coast Campus

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

Gold Coast Kitchen

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

*GC campus is not receiving new enrolments

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

PACKAGE COURSE

SIT40516 CERTIFICATE IV IN COMMERCIAL COOKERY CRICOS Course Code: 093032M

SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT CRICOS Course Code: 094319K

Course Overview

SIT40516 Certificate IV in Commercial Cookery

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

SIT50416 Diploma of Hospitality Management

The purpose of this course is to prepare individuals with sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. It provides a pathway to work in any hospitality industry sectors such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

At present Choice Business College only offers this course with Cookery specialisation. The course is offered as a package with SIT40516 Certificate IV in Commercial Cookery or as an upgrade to those who have already completed SIT40516 Certificate IV in Commercial Cookery.

Students must complete 6 core units and all elective units as part of SIT40516 Certificate IV in Commercial Cookery.

Delivery Mode and Assessment

20 hours per week and delivered face to face

15 hours of self-study per week is required

• The course includes two 7-hour days per week for theory & practical training & assessment, which are conducted in a training room and a commercial kitchen and 6 hours of self-study which can be conducted face-to-face or online/distance course work.

• For both the SIT40516 Certificate IV in Commercial Cookery & SIT50416 Diploma of Hospitality Management courses, the student has a requirement that students must complete a work placement component in the hospitality industry. All students are expected to complete the required amount of services period as describe below.

• Students will need to complete 48 complete food service periods in a workplace environment for the unit SITHCCC020 Work effectively as a cook. In addition, students are also required to complete 12 food service shifts for the unit SITHKOP005 Coordinate cooking operations, these shifts can be done within the 48 complete food service shifts. Students are required to prepare dishes for customers within the typical time constraints of a busy commercial kitchen. Details of the shifts, the type of service and the tasks undertaken will be recorded within the student's workplace log book.

• All students are encouraged to seek work experience in a local restaurant during their course of study. Such work experience can count as food service shifts at any time during the course however time will be allocated in weeks 67 – 75 for completion of the food service shifts. Students who are unable to find a suitable work experience venue will be assisted by Choice Business College in finding a suitable venue.

• Assessments may be conducted through a combination of written questions and answers, case studies, roleplays, practical demonstrations and work placement.

• The material fees for the course include:

- Learning and assessment materials (including raw materials used in the commercial kitchen)
- Full uniform and safety boots
- Chef knife set

Career Opportunities

Employment outcomes for the SIT40516 Certificate IV in Commercial Cookery resulting from the completion of this course may include the following roles:

- Chef
- Chef de Partie

Employment outcomes for the SIT50416 Diploma of Hospitality Management resulting from the completion of this course may include the following roles:

- Sous Chef
- Chef de Cuisine

Course Structure

The course the structure for SIT40516 Certificate IV in Commercial Cookery has a total number of units of competencies - thirty-three (33) units of competencies.

26 core units of competencies, 7 elective units of competencies

Core Units	Title
SITXFSA001	Use hygienic practices for food safety
SITHCCC001	Use food preparation equipment
SITHCCC005	Produce dishes using basic methods of cookery
SITHCCC006	Produce appetisers and salads
SITHCCC007	Produce stocks, sauces and soups
SITHCCC008	Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Produce poultry dishes
SITHCCC013	Produce seafood dishes
SITHCCC014	Produce meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITXINV002	Maintain the quality of perishable items
BSBSUS211	Participate in environmentally sustainable work practices
BSBTWK501	Lead diversity and inclusion
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXMGTO01	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

Elective Units	Title
SITXFSA001*	Use hygienic practices for food safety
SITXINV002*	Maintain the quality of perishable items
SITHCCC001*	Use food preparation equipment
SITHCCC005*	Prepare dishes using basic methods of cookery
SITHCCC006*	Prepare appetisers and salads
SITHCCC007*	Prepare stocks, sauces and soups
SITHCCC008*	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012*	Prepare poultry dishes
SITHCCC013*	Prepare seafood dishes
SITHCCC014*	Prepare meat dishes
SITHCCC018*	Prepare food to meet special dietary requirements
SITHCCC019*	Produce cakes, pastries and breads
SITHCCC020*	Work effectively as a cook
SITHKOP004*	Develop menus for special dietary requirements
SITHKOP005*	Coordinate cooking operations

As part of the package, the course the remaining number of unit of competencies for SIT50416 Diploma of Hospitality Management of the remaining are seven (7) units of competencies. **

7 core units of competencies

Core Units	Title
SITXGLC001	Research and comply with regulatory requirements
SITXMGTO02	Establish and conduct business relationships
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXFIN004	Prepare and monitor budgets
SITXHRM002	Roster staff
BSBOPS502	Manage business operational plans

*Student may choose alternate elective units of competency, subject to their availability and the rules of the training package.

** The SIT50416 Diploma of Hospitality Management consist of 28 units of competencies, which are 13 core units and 15 elective units

Pathways

The student may pursue SIT60316 Advanced Diploma of Hospitality Management with another registered CRICOS Provider.

Entry Requirements

International students must satisfy the following conditions:

- An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- 18 years and above
- High School Certificate (Year 12) or equivalent
- Completion of SIT40516 Certificate IV in Commercial Cookery

Course Duration

For the SIT40516 Certificate IV in Commercial Cookery, course will be delivered over **75 weeks** which comprises of 60 study weeks and 15 weeks of student break and on successfully completion the SIT50416 Diploma of Hospitality Management will be delivered over **29 weeks**, which comprises of 20 study weeks and 9 weeks of student break.

Intake Date

Please refer to our website for intake dates:

<https://www.cbc.edu.au/sit40516-certificate-iv-in-commercial-cookery-cricos-course-code-093032m-and-sit50416-diploma-of-hospitality-management-cookery-cricos-course-code-094319k-package/>

Fees

Tuition Fee: \$15,000.00 AUD

Enrolment Fee: \$200.00 AUD

Material Fee: \$1000.00 AUD

Other Fees: Please refer to the International Fees Schedule

Note: all prices listed are Australian Dollars (AUD).

Delivery Location

Sydney City Campus

Level 7, Suite 701, 541 Kent Street,
SYDNEY, NSW 2000

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Sydney Parramatta Campus

Level 5, Suite 2, 460 Church St,
PARRAMATTA, NSW 2150

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Melbourne Campus

Level 6, 341 Queen Street,
MELBOURNE, VIC 3000

Melbourne Kitchen

11-17 Jeffcott Street,
WEST MELBOURNE, VIC 3003

Gold Coast Campus

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

Gold Coast Kitchen

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

*GC campus is not receiving new enrolments

Course Credit

Credit Transfer is the recognition of learning achieved through formal education and training.

We acknowledge the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Where a student may wish to apply for credit transfer, they will be required to formally apply and submit an authenticated copy of their previously attained AQF documentation for review by Choice Business College's admission department.

Recognition of Prior Learning

All students of Choice Business College are offered the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.



23 HOW TO APPLY?

Step 1.

Choose the course you want to study

- Read the course information and other pre-enrolment information including the International Student Handbook available on our website
- Read about the Education Services for Overseas Students (ESOS) regulatory framework
- Please download the Application Form from our website. It is important that you complete all the relevant sections of the application form accurately

Step 2.

Check you meet entry requirements

- Age Requirements – be at least 18 years of age
- Academic entry requirements – successful completion of Australian year 12 equivalent for all Certificate IV – Diploma level vocational courses
- English language entry requirements – IELTS (academic) score of 5.5 or equivalent for all Certificate IV – Diploma level vocational courses
- Any course-specific requirements

Step 3.

Submit your application

- Complete all sections of the application form and attach the required documentation as indicated such as certified copy of your academic results (translated into English if applicable), copy of passport, proof of English language proficiency, etc.
- Email your application to enrol@cbc.edu.au

OR

You can also post or submit in person your application to any of the CBC Campus

Step 4.

Accept your offer

Once the application is approved, you will receive an International Student Contract that includes a Letter of Offer, Terms and Conditions, and Instructions on how to accept your offer and pay your fees deposit.

Step 5.

Confirmation of Enrolment (CoE)

Once we receive payment, we will email you the Confirmation of Enrolment (CoE) which you will need when you apply for a visa.

Please visit the Australian Government Department of Home Affairs (DHA) website to find out about applying for a student visa

Student visa (Subclass 500)

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

POLICIES AND PROCEDURES

PURPOSE

Choice Business College (CBC) places significant value on the principles of academic integrity, across all aspects of its learning and assessment services.

The purpose of this policy is to describe the standards that are expected in terms of the academic conduct of students, staff and contractors to CBC

SCOPE

This policy applies to all prospective and enrolled students of CBC, as well as all staff and contractors – past and present. It incorporates all elements of the student's learning and assessment with CBC, including Recognition of Prior Learning (RPL).

All agents have been advised of Choice Business College's Academic Conduct Policy and it is reinforced within the learning and assessment systems themselves.

RESPONSIBILITY

This policy is enforced by the Chief Executive Officer however all staff and students have an obligation to report any breaches of this policy. Trainers and assessors are responsible for reminding all students of this policy at the commencement of any assessment activity.

POLICY

This policy is provided to all students upon enrolment into any Choice Business College course and prior to any assessment taking place – including RPL. It is also provided to all staff and contractors on commencement of their duties with Choice Business College.

All staff and students are afforded the presumption that they will comply with this policy. However, CBC will implement tools and strategies to confirm compliance and take immediate action, where there is evidence that a breach has occurred.

Staff and students who comply with this policy act honestly and ethically at all times and do not deliberately seek to undermine the principles of academic integrity.

Academic misconduct is defined as any attempt to cheat, falsify, collude, plagiarise or otherwise act dishonestly, in undertaking any assessment task, or assisting other students to do so. This includes any attempt to gain advantage from unauthorised possession or use of Choice Business College's learning or assessment materials or other intellectual property.

Any staff member, contractor or student who gains, or attempts to gain advantage or assists any other person to gain advantage through unfair means or any action which is in breach of this policy, regardless of the success of the attempt is considered to have engaged in academic misconduct and is considered to be in direct breach of this policy.

Any attempt, regardless of the outcome, to not comply with this policy, which includes to:

- Misrepresent
- Collude
- Cheat
- Plagiarise
- Falsify

Otherwise act deceptively or dishonestly when undertaking or facilitating an assessment task whether by deliberate act or omission – including assisting others to do so – is deemed to be a breach of this policy.

Breaches of this policy also include:

- any attempt by a student to mislead or deceive a trainer/assessor about their identity, knowledge or skills or the originality of their work
- any attempt to persuade, harass or intimidate a trainer/assessor to not conduct an assessment of any student in accordance with the Choice Business College's Assessment Policy and Procedures, assessment instructions or to invalidate any part of the assessment process.

Cheating may also include breaching any process for undertaking assessment tasks, compromising the assessment activities of other students, or impersonating a student or enabling a person to impersonate a student in any assessment activity.

Any person accused of not complying with this Academic Conduct Policy is regarded as innocent of the alleged misconduct, until they have either admitted to it or been found by proper investigation to have so behaved.

PROCEDURE

In all instances where breaches of this policy are identified, the Chief Executive Officer is to be notified by the person who identifies the breach.

The Chief Executive Officer will review the circumstances of the misconduct and consult with the relevant managers

The Chief Executive Officer or delegated staff member will investigate the misconduct. This will include reviewing any previously submitted assessments for evidence of previous potential breaches of this policy. Where a breach of this policy is confirmed to have occurred, the Chief Executive Officer will determine the penalty or other course of action in consultation with relevant academic staff and administration manager

The final decision regarding the outcome of the investigation and resulting actions rests with the Chief Executive Officer. Where a student is found to have breached this policy, Choice Business College will take disciplinary action. This action may include, but is not limited to:

- A formal caution being issued;
- A requirement to re-sit an assessment or undertake additional assessment, at additional cost to the student;
- Cancellation of enrolment regardless of progress;
- Exclusion from future enrolment with Choice Business College, and/or
- Report incidents that are in breach of this policy to the appropriate regulator, where required by regulations or licensing conditions.

Students are notified in writing of penalties as a consequence of any breach of this policy, and are afforded the right of appeal. The grounds for appeal are:

- Procedural irregularities, and/or
- Not being afforded an opportunity to explain their actions; and/or
- Factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.

Notwithstanding any rights available to the student under Australian Consumer Law, whether or not a refund is granted is at the discretion of Choice Business College. A decision will be made in line with Choice Business College's Refund Policy. If a refund is granted, Choice Business College will deduct an administration fee from the refund amount for time and resources used in providing administrative and other services to the student. Any staff member found to have willfully breached this policy may be subject to summary dismissal.

REFUND POLICY

This refund policy is provided in full to all students prior to any payment being made and is contained IN FULL in the Formal Student Agreement Contract.

This refund policy applies to all fees paid to the College and includes any money paid to an education agent to be remitted to the College. However, Education Agents are not authorised to collect money on behalf of the College. All fees should be paid directly to Choice Business College

Any additional fees requested by an agent should firstly be queried directly with the College before payment.

NOTE: Fees for additional services (not covered by the Letter of Offer of part of the agreement with

Choice Business College conducted by and paid to Education Agents by students are not covered by this refund policy.

The application for enrolment fee of \$200.00 is non-refundable administration fee.

Choice Business College does not require the student to pay more than 50 per cent of tuition fees before a course starts, unless it is for a short course of 25 weeks or less.

Choice Business College can accept more than 50 per cent of tuition fees before a course starts if the student, or the person responsible for paying the fees, chooses to pay more.

It is the policy of Choice Business College to ensure that all applications for refund of fees are considered.

A full refund of all unused tuition fees will be made if a CRICOS course is cancelled by Choice Business College for any reason. In this instance a refund will be made in 2 weeks.

An application for refund of course fees must be made in writing on the Application for Refund Form to Choice Business College stating detailed reasons for the request. Any relevant evidence should also be attached for consideration.

Refund Table

Unsuccessful Visa application	100% refund of all unused prepaid fees less \$200 administration fee
Cancellation of enrolment more than 20 days prior to commencement date	85% refund of Tuition Fees paid less \$200 administration fee
Cancellation less than 20 days prior commencement date	50% refund less \$200 administration fee
Cancellation after commencement date.	No refund
Visa cancelled due to actions of student	No refund
Course cancelled by Choice Business College (provider default)	100% refund of all unused prepaid fees

Agreeing to the Refund policy does not remove the right of the student to take further action under Australia's consumer protection laws or to pursue other legal remedies.

COMPLAINTS AND APPEALS POLICY

This policy will be given to students before a contract is entered into or before an amount of money has been paid whichever happens first.

This policy and procedure must be provided in full in the International Student Contract / Agreement.

Written records of all complaints and appeals will be kept in detail on student files and provided to the student.

All Complaints and Appeals will be handled fairly, professionally, equitably, confidentially, and in a timely manner, with a view to achieving a satisfactory resolution as soon as practicable.

Choice Business College (CBC) will in the first instance always endeavour to resolve complaints / disputes informally.

Students are encouraged to firstly talk to a member of staff as soon as a problem arises.

CBC is committed to dealing with complaints/disputes in a fair and timely manner.

- Where possible the complaint will be dealt with immediately by the Compliance Officer, Student Support Officer or teacher.
- Students and / or CBC staff may be accompanied and assisted by a support person at any relevant meeting.
- The formal complaints assessment process will commence within 10 working days of CBC's receipt of a written complaint or appeal and supporting information.
- CBC will take all reasonable steps to finalise the process within 21 days from commencement or as soon as practicable. A written response, advising of the outcome will be provided.
- The complainant will be provided with a written statement of the outcome of each stage of the complaint/appeal, including details of the reasons of the outcome.
- If a student chooses to access CBC's complaints and appeals processes, CBC must maintain the student's enrolment while the complaints and appeals process is ongoing.
- CBC will respond to any complaint or appeal an overseas student makes regarding their dealings with the college, the college's agents or any related party the college has an arrangement with to deliver a course or related services.
- CBC must advise students that are unsuccessful with the college's internal complaints or appeals handling and process, within 10 working days of the decision being made, of the student's right to access an external complaints and appeals process at minimal or no cost to resolve the dispute. The College must advise the student the contact details of the appropriate complaints and external appeals body.
- If the internal or external complaint handling or appeal process results in a decision that supports the student, CBC must immediately implement any decision and/or corrective and preventative action and advise the student of the outcome.
- If the student is not satisfied with the result or conduct of CBC's internal complaints handling and appeals process, CBC will assist the student to access independent mediation at minimal or no cost to resolve the dispute.
- Nothing in the College's Complaints/Disputes Resolution policy negates the rights of any overseas student to pursue other legal remedies.
- If a student is not satisfied with the result or conduct of our internal complaints and appeals process, the college must advise the student of his or her right to access the external appeals process at minimal or no cost.
- Students can contact the Overseas Student Ombudsman directly.
- The college is not required to continue to offer learning opportunities throughout the complaints or appeals process. The college can decide whether it will continue to offer learning opportunities throughout any appeals process. The college may decide to exclude a student from attending classes but continue to provide work to complete outside of the classroom environment. The college acknowledges that to deny students learning opportunities

throughout the appeals process may disadvantage the student should the appeals process find in their favour.

- Any substantiated complaint will be acted upon. All complaints and appeals will be recorded in detail including the outcome of each stage.
- A complaint can be forwarded directly to the Administration desk/Front desk to be passed to the Compliance Manager to allocate the staff to investigate.
- CBC will not report a student for unsatisfactory progress or attendance until the student has been allowed to access our internal and ONE external complaints and appeals process Refer Overseas Student Visa Requirements - Monitoring Course Progress and Attendance policy and procedure.
- CBC will await the outcome of this process (and if, in favour of the provider) before reporting the student through PRISMS.
- For appeals on the college's decision to defer, suspend or cancel a student's enrolment, the college only needs to wait until the internal complaints/appeals process is completed (if in favour of the college) to notify DET/DHA via PRISMS.

ACADEMIC COMPLAINTS / APPEALS

- Complaints/appeals against academic decisions will be accepted up to fourteen (14) days from the date an assessment result was received.
- Assessment will be reviewed having due regard to submissions made by the participant.
- An independent facilitator/trainer will be assigned to assess the complaint.

OVERSEAS STUDENTS OMBUDSMAN

The Ombudsman provides an external complaint and appeals process for overseas students of private education providers.

If you wish to lodge an external appeal or complain about a decision made by the college, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.
Email: ombudsman@ombudsman.gov.au

COMMONWEALTH RTO AND CRICOS REGULATOR

If the student is concerned about the actions of the provider they may approach the Australian Skills Quality Authority (ASQA), the Registration Authority for CRICOS RTOs. The Australian Skills Quality Authority (ASQA) has the power to suspend or cancel the provider's registration or a course if a breach of the requirements of registration provision is proved. To lodge a complaint with ASQA visit <http://www.asqa.gov.au/complaints/making-a-complaint.html>

COMMONWEALTH ESOS REGULATOR

DET through the ESOS online enquiry form or through the ESOS helpline 1300 615 262.

The student may send through a complaint at any point, including after he or she has exhausted the provider's internal appeals process and the external appeals process. DET will only intervene where CBC's appeals process was not conducted correctly or if CBC did not make the appeals process available to the student. DET will only look at whether the appeals process met the requirements of the National Code. The DET role is not to judge whether the outcome was right or wrong.



POLICIES AND PROCEDURES





STUDENT SUPPORT SERVICES

Choice Business College recognizes the importance of the welfare of the students. We understand the need and responsibility associated with supporting international students in adjusting to study and life in Australia, while achieving their goals and attaining the learning outcomes of their course as a prime responsibility.

A wide range of student support services are provided to assist and support successful achievement of their learning outcomes. The services include but are not limited to:

- Pre-enrolment materials;
- Orientation information and orientation programs;
- Study support and study skills programs;
- Language, Literacy and Numeracy (LLN) programs or referrals to these programs;
- Equipment, resources and/or programs to increase access for learners with disabilities;
- Mediation services or referrals to these services;
- Flexible scheduling and delivery of training and assessment;
- Counselling services or referrals to these services;
- Academic pathways and further study information;
- Information technology (IT) support;
- Learning materials in alternative formats, for example, in large print for students with special needs;
- Dedicated administrative support staff ensure that students have access to all the required services, counselling and referrals.

Contact

Sydney City Campus

Level 7, Suite 701, 541 Kent Street,
SYDNEY, NSW 2000

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Timings

Campus: Mon - Fri | 8:30 AM - 5:30 PM

Kitchen: Mon - Sun | 7:00 AM - 11:00 PM

 (02) 9630 6999

 Info.syd@cbc.edu.au

Sydney Parramatta Campus

Level 5, Suite 2, 460 Church St,
PARRAMATTA, NSW 2150

Sydney Kitchen

Suite 7/7A, 418A Elizabeth Street,
SURRY HILLS, NSW 2010

Timings

Campus: Mon - Fri | 8:30 AM - 5:30 PM

Kitchen: Mon - Sun | 7:00 AM - 11:00 PM

 (02) 9630 6999

 Info@cbc.edu.au

Melbourne Campus

Level 6, 341 Queen Street,
MELBOURNE, VIC 3000

Melbourne Kitchen

11-17 Jeffcott Street,
WEST MELBOURNE, VIC 3003

Timings

Campus: Mon - Fri | 8:30 AM - 5:30 PM

Kitchen: Mon - Sun | 7:00 AM - 11:00 PM

 (03) 9670 0656

 Info.mel@cbc.edu.au

Gold Coast Campus

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

Gold Coast Kitchen

G104/G105 Australia Fair,
SOUTHPORT, QLD 4215

Timings

Campus: Mon - Fri | 8:30 AM - 5:30 PM

Kitchen: Mon - Fri | 8:30 AM - 5:30 PM

 (07) 5532 3212

 Info.gc@cbc.edu.au