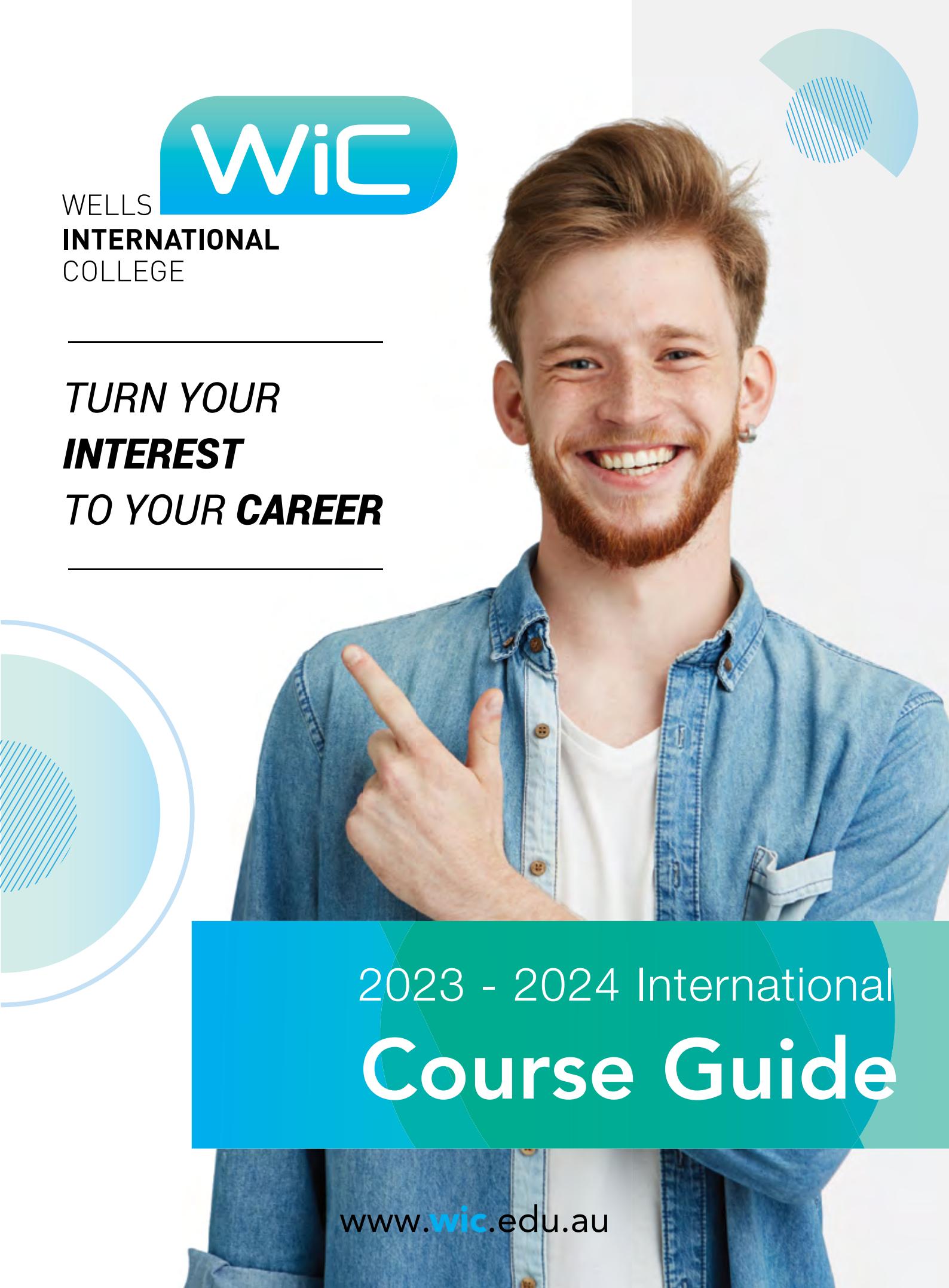


WELLS  
**INTERNATIONAL**  
COLLEGE

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**TURN YOUR  
INTEREST  
TO YOUR CAREER**

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2023 - 2024 International  
**Course Guide**

[www.wic.edu.au](http://www.wic.edu.au)

# Welcome Message

From Times Education Group

With 6 colleges, 10 campuses in 3 states, and thousands of satisfied students, Times Education is a leader in private international education in Australia.

As the founder and CEO, I am proud of the programs and educational opportunities that Times Education Group offers to its many students across our bright modern campuses in Sydney, Brisbane, and Perth. With programs in business, IT, accounting, marketing, leadership & management, aged & community care, childcare, and hospitality, our vocational programs are continuing to grow and change to meet the needs of the growing and challenging workforce.

Our vocational classes offer students real-world experiences and simulations to prepare them to succeed in the Australian context. Students are given practical, hands-on knowledge from current industry professionals which prepare them for successful job opportunities with their internationally recognised qualifications.

The International Institute of Business & Technology provides higher education diplomas and pathways to prestigious universities and degrees in Australia.

Times Education Group provides NEAS quality endorsed English language education as Times Academy and Charleston English prepare students for their lives and further studies in Australia. With interactive preparatory English courses for children, teens, and adults, we have a class that meets the language needs for all groups of students.

Our focus across the whole group is excellence in learning and teaching. We have well-qualified professors, teachers and trainers who have relevant wisdom, knowledge, and skills that they are eager to share with their students. With a focus on student services, we aim to support and care for our students inside and outside of the classroom.

Education is the key to the future.

Let Times Education open that door for you.



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# WHY CHOOSE WELLS INTERNATIONAL COLLEGE ?

Wells International College (WiC) is a progressive Registered Training Organisation (RTO) located in Sydney and Brisbane. We enroll students from all around the world and offer first class courses and facilities. Our management team and teaching staff are committed to giving you the best possible educational experience whilst you study with WiC. We have been producing satisfied graduates since 1998 and aim to continue this tradition.



## What we offer?

- 14 Hours face-to-face & 6 Hours online per week with both theory and practical classes
- Classes are held in well equipped computer labs
- Study in a small group under direct supervision
- Learners' guide and study materials will be provided for each class
- Assessments can take form of role plays, case studies, practical demonstrations and written tests





## Student Welfare and Support

To assist you while studying at WiC, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.

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## Orientation and Enrolment

Our Orientation is usually held on the Thursday prior to the course commencement dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At the Orientation, students will get to meet our friendly staff, have a tour of the campus, receive your timetable, your student ID card and have a chance to ask any questions about your course and living in Australia. Students will be provided with their USB lanyard which contains all the information they need to know about WiC and a copy of all forms they will need whilst studying with us.

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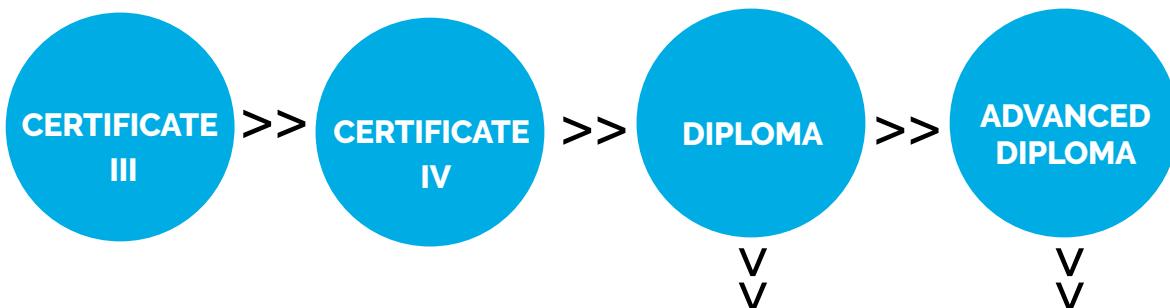
## Academic Support

Academic staff at WiC are all highly qualified and are up-to-date with the most current industry information as well as having all the required academic credentials to ensure you, as a student, are trained for success in your future career.



# FURTHER STUDIES AND PATHWAYS

By studying Vocational Education and Training courses students can use the qualification gained to enter a range of tertiary institutions like universities and other colleges of tertiary education. Credit packages and articulation arrangements will vary from institution to institution depending on the course you wish to study, you will need to apply for this separately.



**HIGHER EDUCATION**

Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study

## Articulation Partners

To find out more about your entry and credit pathways, Please contact us for more details at: [info@wic.edu.au](mailto:info@wic.edu.au)



CRICOS PROVIDER CODE  
00233E



CRICOS PROVIDER CODE  
00003G



CRICOS PROVIDER CODE  
01241G



CRICOS PROVIDER CODE  
03389E



# MANAGEMENT COURSES

BSB  
40520

CRICOS COURSE CODE: 103944F

## CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

### Pathways from the qualification:

BSB50420 Diploma of Leadership management

### Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.0 or equivalent

### Job Roles:

• Team Leader	• Coordinator
• Supervisor	• Leading Hand

### Qualification Structure

Duration: 52 Weeks

5 Core units & 7 Elective units. (Total 12 units)

#### Units Name

+BSBLDR411	Demonstrate leadership in the workplace
+BSBXCM401	Apply communication strategies in the workplace
+BSBXTW401	Lead and facilitate a team
+BSBLDR413	Lead effective workplace relationships
+BSBOPS402	Coordinate business operational plans
+BSBWH5411	Implement and monitor WHS policies, procedures and programs
+BSBPWF402	Develop personal work priorities
+BSBOPS403	Apply business risk management processes
+BSBSTR401	Promote innovation in team environments
+BSBLDR414	Lead team effectiveness
+BSBOPS404	Implement customer service strategies
+BSBLDR412	Communicate effectively as a workplace leader

BSB  
50420

## DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

**Pathways from the qualification:**

BSB60420 Advanced Diploma of Leadership management

**Entry Requirement:**

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

**Job Roles:**

- Managers
- Supervisors

### Qualification Structure

**Duration:** 52 Weeks

6 Core units & 6 Elective units. (Total 12 units)

#### Units Name

- +BSBPEF502 Develop and use emotional intelligence
- +BSBOPS502 Manage business operational plans
- +BSBLDR523 Lead and manage effective workplace relationships
- +BSBTWK502 Manage team effectiveness
- +BSBCMM511 Communicate with influence
- +BSBCRT511 Develop critical thinking in others
- +BSBTWK503 Manage meetings
- +BSBOPS505 Manage organisational customer service
- +BSBOPS504 Manage business risk
- +BSBLDR522 Manage people performance
- +BSBPEF501 Manage personal and professional development
- +BSBSUS511 Develop workplace policies and procedures for sustainability

BSB  
60420

## ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

**Pathways from the qualification:**

BSB Vocational Graduate Certificate qualifications or other higher education sector qualifications

**Entry Requirement:**

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

**Job Roles:**

- Business unit Manager
- Area Manager
- Department Manager
- Regional Manager

### Qualification Structure

**Duration:** 52 Weeks

5 Core units & 5 Elective units. (Total 10 units)

#### Units Name

- +BSBLDR601 Lead and manage organisational change
- +BSBLDR602 Provide leadership across the organisation
- +BSBOPS601 Develop and implement business plans
- +BSBSTR601 Manage innovation and continuous improvement
- +BSBCRT611 Apply critical thinking for complex problem solving
- +BSBSTR602 Develop organisational strategies
- +BSBSUS601 Lead corporate social responsibility
- +BSBSTR801 Lead innovative thinking and practice
- +BSBHRM615 Contribute to the development of diversity and inclusion strategies
- +BSBPMG633 Provide leadership for the program



ICT  
40120

CRICOS COURSE CODE: 103189C

## CERTIFICATE IV IN INFORMATION TECHNOLOGY

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

**Pathways from the qualification:**  
ICT50120 Diploma of Information Technology

**Entry Requirement:**

- Be 18 years of age or over; AND
- Have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.0 or equivalent

**Job Roles:**

• Junior Computer Technician	• Junior Systems administrator
• Junior Customer support	• Junior Systems support
• Junior Information systems operator	• Junior Technical support
• Junior PC support	• Junior User support technician

### Qualification Structure

**Duration:** 52 Weeks

7 Core units & 13 Elective units. (Total 20 units)

#### Units Name

+ BSBCRT404	Apply advanced critical thinking to work processes
+ BSBXCS404	Contribute to cyber security risk management
+ ICTICT426	Identify and evaluate emerging technologies and practices
+ ICTICT443	Work collaboratively in the ICT industry
+ ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
+ ICTPRG302	Apply introductory programming techniques
+ ICTSAS432	Identify and resolve client ICT problems
+ ICTPRG434	Automate processes
+ ICTPRG430	Apply introductory object-oriented language skills
+ ICTPRG441	Apply skills in object-oriented design
+ ICTPRG446	Prepare software development review
+ ICTICT430	Apply software development methodologies
+ ICTICT435	Create technical documentation
+ ICTICT441	Provide one-to-one instruction
+ ICTSAD402	Develop and present ICT feasibility reports
+ ICTWEB441	Produce basic client-side script
+ ICTWEB444	Create responsive website layouts
+ ICTWEB447	Build basic website using development software and ICT tools
+ ICTWEB452	Create a markup language document
+ ICTPMG411	Support small scale ICT projects

ICT  
50220

## DIPLOMA OF INFORMATION TECHNOLOGY

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

**Pathways from the qualification:**

ICT60220 Advanced Diploma of Information Technology, or a range of other ICT Advanced Diploma or Vocational Graduate Certificate qualifications or other higher education sector qualifications

**Entry Requirement:**

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

**Job Roles:**

• Web developer	• Web administrator
• Web programmer	• Web Back End Developer
• Webmaster	

**Qualification Structure**

**Duration:** 52 Weeks

6 Core units & 14 Elective units. (Total 20 units)

**Units Name**

- + BSBCRT512 Originate and develop concepts
- + BSBXCS402 Promote workplace cyber security awareness and best practices
- + ICTSAS527 Manage client problems
- + BSBXTW401 Lead and facilitate a team
- + ICTICT532 Apply IP, ethics and privacy policies in ICT environments
- + ICTICT517 Match ICT needs with the strategic direction of the organisation
- + ICTPMG505 Manage ICT projects
- + ICTICT523 Gather data to identify business requirements
- + ICTSAS502 Establish and maintain client user liaison
- + ICTSAS526 Review and update disaster recovery and contingency plans
- + ICTDBS506 Design databases
- + ICTICT530 Design user experience solutions
- + ICTWEB525 Implement quality assurance process for websites
- + ICTWEB517 Create web-based programs
- + ICTPRG533 Debug and monitor applications
- + ICTWEB522 Develop website information architecture
- + ICTWEB514 Create dynamic web pages
- + ICTPRG553 Create and develop REST APIs
- + ICTDBS507 Integrate databases with websites
- + ICTPRG554 Manage data persistence using noSQL data stores

ICT  
60220

## ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

**Pathways from the qualification:**

ICT Vocational Graduate Certificate qualifications or other higher education sector qualifications

**Entry Requirement:**

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

**Job Roles:**

• Business analyst	• Quality assurance, IT projects
• Business process analyst	• Requirements analyst
• Business systems analyst	• Solution analyst
• Project manager	

**Qualification Structure**

**Duration:** 52 Weeks

6 Core units & 10 Elective units. (Total 16 units)

**Units Name**

- + ICTICT608 Interact with clients on a business level
- + ICTICT618 Manage IP, ethics and privacy in ICT environments
- + ICTSAD609 Plan and monitor business analysis activities in an ICT environment
- + BSBCRT611 Apply critical thinking for complex problem solving
- + BSBTWK502 Manage team effectiveness
- + BSBXCS402 Promote workplace cyber security awareness and best practices
- + ICTICT611 Develop ICT strategic business plans
- + ICTSAD608 Perform ICT-focused enterprise analysis
- + ICTSAD610 Analyse stakeholder requirements
- + ICTSAD605 Elicit ICT requirements
- + ICTSAD508 Develop technical requirements for business solutions
- + ICTSAD611 Manage assessment and validation of ICT solutions
- + ICTSAD604 Manage and communicate ICT solutions
- + ICTPMG617 Plan and direct complex ICT projects
- + ICTPMG613 Manage ICT project planning
- + ICTPMG612 Manage ICT project initiation

# COMMERCIAL COOKERY AND HOSPITALITY





SIT  
30616

CRICOS COURSE CODE: 093158G  
**CERTIFICATE III  
IN HOSPITALITY**

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

**Potential career:**

Espresso coffee machine operator / Food and beverage attendant / Function host and attendant / Guest service agent and housekeeper / Restaurant host, bar attendant and waiter

**Skills you will be developing:**

- Communicating with others and promoting participative workplace practice
- Developing solutions to new and emerging issues
- Contributing to the development of other team members
- Working under supervision and completing assigned tasks
- Applying risk management processes to hospitality operations
- Encouraging creative and innovative workplace solutions
- Developing personal hospitality skill and participating in team work activities
- Developing practical hospitality skills to ensure high standards of customer service
- Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

**Qualification Structure** **Duration:** 40 Weeks

7 Core units & 8 Elective units. (Total 15 units)

**See units details on page 14**



SIT  
40416

CRICOS COURSE CODE: 093170A  
**CERTIFICATE IV IN  
HOSPITALITY**

This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. 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 supervisor in hospitality organisations.

**Potential career:**

Concierge / Front office supervisor or team leader / Housekeeper / Duty manager or Shift manager

**Skills you will be developing:**

- Communicating effectively with operational staff & negotiating acceptable solutions to problems and complaints.
- Developing Initiative and enterprise skills to improve operational and service efficiency in the hospitality sector
- Planning and organising tasks to deliver a positive service outcome for hospitality customers
- Improving problem-solving skills as well as using discretion & judgement to implement predetermined policies and procedures
- Having knowledge & understanding of legal compliance issues and providing advice to team members
- Motivating and leading teams

**Qualification Structure**

**Duration:** 53 Weeks

9 Core units & 12 Elective units. (Total 21 units)

**Units Name**

- + SITXHRM003 Lead and manage people
- + SITXMGT001 Monitor work operations
- + SITXWHS002 Identify hazards, assess and control safety risks
- + SITXHRM001 Coach others in job skills
- + SITHIND002 Source and use information on the hospitality industry
- + SITTTS002 Access and interpret product information
- + SITXFSA001 Use hygienic practices for food safety
- + SITHFAB002 Provide responsible service of alcohol
- + SITHGAM001 Provide responsible gambling services
- + SITHFAB007 Serve food and beverage
- + SITXCCS006 Provide service to customers
- + SITXFIN004 Prepare and monitor Budgets
- + SITHIND001 Use hygienic practices for hospitality service
- + SITXFIN003 Manage finances within a budget
- + SITXWHS003 Implement and monitor work, health and safety practices
- + SITHIND004 Work effectively in hospitality service
- + SITXCCS002 Provide visitor information
- + BSBDIV501 Manage diversity in the workplace
- + BSBMGT517 Manage operational plan
- + SITXCOM005 Manage conflict
- + SITXCCS007 Enhance the customer service experience

SIT  
50422

CRICOS COURSE CODE: 110366K

## DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

### Potential career:

Espresso coffee machine operator / Food and beverage attendant / Function host and attendant / Guest service agent and housekeeper / Restaurant host, bar attendant and waiter

### Skills you will be developing:

- Communicating with others and promoting participative workplace practice
- Developing solutions to new and emerging issues
- Contributing to the development of other team members
- Working under supervision and completing assigned tasks
- Applying risk management processes to hospitality operations
- Encouraging creative and innovative workplace solutions
- Developing personal hospitality skill and participating in team work activities
- Developing practical hospitality skills to ensure high standards of customer service
- Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

SIT  
60322

CRICOS COURSE CODE: 110367J

## ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. 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 supervisor in hospitality organisations.

### Potential career:

Concierge / Front office supervisor or team leader / Housekeeper / Duty manager or Shift manager

### Skills you will be developing:

- Communicating effectively with operational staff & negotiating acceptable solutions to problems and complaints.
- Developing Initiative and enterprise skills to improve operational and service efficiency in the hospitality sector
- Planning and organising tasks to deliver a positive service outcome for hospitality customers
- Improving problem-solving skills as well as using discretion & judgement to implement predetermined policies and procedures
- Having knowledge & understanding of legal compliance issues and providing advice to team members
- Motivating and leading teams

### Qualification Structure

Duration: 105 Weeks

.....  
16 Core units & 17 Elective units. (Total 33 units)

See units details on page 14

### Qualification Structure

Duration: 80 Weeks

.....  
13 Core units & 15 Elective units. (Total 28 units)

See units details on page 14

# Hospitality Courses Qualification Structure

		YEAR 1
	Certificate III in Hospitality	<p><b>TERM 01</b></p> <ul style="list-style-type: none"><li>+ SITHFAB016 Provide advice on food</li><li>+ SITXCOM002 Show social and cultural sensitivity</li><li>+ BSBWOR203 Work effectively with others</li><li>+ SITXHRM001 Coach others in job skills</li><li>+ SITHIND002 Source and use information on the hospitality industry</li><li>+ SITTSLS002 Access and interpret product information</li><li>+ SITXFSA001 Use hygienic practices for food safety</li></ul>
	Certificate III & Certificate IV in Hospitality	<p><b>TERM 02</b></p> <ul style="list-style-type: none"><li>+ SITHFAB002 Provide responsible service of alcohol</li><li>+ SITHGAM001 Provide responsible gambling services</li><li>+ SITHFAB007 Serve food and beverage</li><li>+ SITXCCS006 Provide service to customers</li><li>+ SITXFIN001 Process financial transactions</li><li>+ SITHIND001 Use hygienic practices for hospitality service</li><li>+ SITXWHS001 Participate in safe work practices</li></ul>
	Diploma of Hospitality Management	<p><b>TERM 03</b></p> <ul style="list-style-type: none"><li>+ SITHIND004 Work effectively in hospitality service and workplace#</li></ul> <p><b>TERM 04</b></p> <ul style="list-style-type: none"><li>+ SITXCCS002 Provide visitor information</li><li>+ BSBDIV501 Manage diversity in the workplace</li><li>+ BSBMGT517 Manage operational plan</li><li>+ SITXCOM005 Manage conflict</li><li>+ SITXCCS007 Enhance the customer service experience</li></ul>
	Advanced Diploma of Hospitality Management	<p><b>YEAR 2</b></p> <p><b>TERM 01</b></p> <ul style="list-style-type: none"><li>+ SITXFIN003 Manage finances within a budget</li><li>+ SITXHRM003 Lead and manage people</li><li>+ SITXMGMT001 Monitor work operations</li><li>+ SITXWHS002 Identify hazards, assess and control safety risks</li><li>+ SITXWHS003 Implement and monitor work health and safety practices</li><li>+ SITXFIN004 Prepare and monitor Budgets</li></ul> <p><b>TERM 02</b></p> <ul style="list-style-type: none"><li>+ SITXHRM002 Roster staff</li><li>+ SITXCCS008 Develop and Manage quality customer service practices</li><li>+ SITXGLC001 Research and comply with regulatory requirements</li><li>+ SITXMGMT002 Establish and conduct business relationships</li></ul> <p><b>TERM 03</b></p> <ul style="list-style-type: none"><li>+ BSBFIM601 Manage finances</li><li>+ SITXWHS004 Establish and maintain a work health and safety system</li><li>+ SITXFIN005 Manage physical assets</li><li>+ SITXHRM004 Recruit, select and induct staff</li></ul> <p><b>TERM 04</b></p> <ul style="list-style-type: none"><li>+ BSBMGT617 Develop and implement a business plan</li><li>+ SITXHRM006 Monitor staff performance</li><li>+ SITXMPR007 Develop and implement marketing strategies</li></ul>

# As part of the students Hospitality qualification at Wells International College they are required to undertake work placement to demonstrate that they have acquired the skills and knowledge in these qualifications and can apply practical skills in an actual workplace. Therefore, students are required to complete a minimum of 36 complete service periods (shifts) on the job prior to graduating from their qualification.

SIT  
30821

CRICOS COURSE CODE: 109799K  
**CERTIFICATE III  
IN COMMERCIAL  
COOKERY**

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

Completion of this qualification contributes to recognition as a trade cook.

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

**Entry requirements:**

There are no pre-requisite requirements for this course. However, Year 12 High School or equivalent qualification with suitable English language skills.

**Pathways from the qualification:**

After achieving this qualification candidates may choose to progress into Certificate IV in Commercial Cookery or Diploma of Hospitality

**Potential career:**

Cook/ Commercial Cook/ Banquet Cook/ Café Cook/ Bistro Cook/ Kitchen hand/ Salad Hand/ Assistant Cook

**Skills you will be developing:**

- Build a broad range of skills including with specialised food preparation, menu planning and management skills and knowledge of industry to coordinate planning and the safe delivery of operations.
- Learn to operate with autonomy and are responsible for making business decisions
- Learn knowledge and skills required to work as a skilled operator using a broad range of cookery skills combined with sound knowledge of industry operations.
- Learn to operate with limited guidance from others and use discretion to solve non-routine problems
- Have some supervisory responsibilities and need to plan, monitor and evaluate the work of team members.
- procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

**Qualification Structure**      **Duration:** 52 Weeks

20 Core units & 5 Elective units. (Total 25 units)

**See units details on page 16**

SIT  
40521

CRICOS COURSE CODE: 109642E  
**CERTIFICATE IV IN  
KITCHEN  
MANAGEMENT**

This qualification reflects the role of chefs and 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.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

**Entry requirements:**

There are no pre-requisite requirements for this course. However, Year 12 High School or equivalent qualification with suitable English language skills.

**Pathways from the qualification:**

After achieving this qualification candidates may choose to progress into Diploma of Hospitality and Advanced Diploma of Hospitality

**Potential career:**

Chef/ Chef de partie/ Sous Chef/ Commis Chef/ Demi Chef

**Skills you will be developing:**

- Build a broad range of skills including with specialised food preparation, menu planning and management skills and knowledge of industry to coordinate planning and the safe delivery of operations
- Learn to operate with autonomy and are responsible for making business decisions
- Learn knowledge and skills required to work as a skilled operator using a broad range of cookery skills combined with sound knowledge of industry operations.
- Take a leadership role and learn to operate with limited guidance from others and use discretion to solve non-routine problems
- Have some supervisory responsibilities and need to plan, monitor and evaluate the work of team members.
- Gain understanding of kitchen management, be part of a Team management, understanding finance management as well as work health and safety practices

**Qualification Structure**      **Duration:** 80 Weeks

27 Core units & 6 Elective units. (Total 33 units)

**See units details on page 16**

**YEAR 1****TERM 01**

- + SITXFSA005 Use hygienic practices for food safety
- + SITXWHS005 Participate in safe work practices
- + SITHKOP009 Clean kitchen premises and equipment
- + SITHCCC030 Prepare vegetables, fruit, eggs and farinaceous dishes
- + SITHCCC023 Use food preparation equipment
- + SITHCCC027 Prepare dishes using basic methods of cookery
- + SITHCCC031 Prepare vegetarian and vegan dishes

**TERM 02**

- + SITHCCC029 Prepare stocks, sauces and soups
- + SITHASC023 Prepare Asian sauces, dips and accompaniments (CIII Student ONLY)
- + SITHCCC036 Prepare meat dishes
- + SITXINV006 Receive, store and maintain stock
- + SITXCCC035 Prepare poultry dishes
- + SITXFSA006 Participate in safe food handling practices
- + SITHCCC037 Prepare seafood dishes
- + SITHCCC028 Prepare appetisers and salads
- + SITHCCC043 Work effectively as a cook (Work placement) (P) 1 shifts per week @ 5 hour per shift

**TERM 03**

- + SITHCCC040 Prepare and serve cheese
- + SITHCCC038 Produce and serve food for buffets
- + SITHCCC042 Prepare food to meet special dietary requirements
- + SITHCCC041 Produce cakes, pastries and breads
- + SITHPAT016 Produce desserts
- + SITHCCC043 Work effectively as a cook (Workplacement) 2 shifts per week @ 4 hour per shifts

**TERM 04**

- + SITHKOP010 Plan and cost basic recipes
- + SITHKOP006 Plan catering events or functions
- + SITXHRM007 Coach others in job skills
- + SITXCCS014 Provide service to customers (CIII Student ONLY)
- + SITHCCC043 Work effectively as a cook (Workplacement) (P) + Theory part 60h 2 shifts per week @ 4 hour per shifts

**YEAR 2****TERM 05**

- + SITXCOM010 Manage conflict
- + SITXHRM009 Lead and manage people
- + SITXHRM008 Roster Staff
- + SITXFIN009 Manage finances within a budget
- + SITHKOP015 Design and cost menus
- + SITHKOP013 Plan cooking operations (Work placement) (P) (theory 25h 2 shifts per week @ 5 hours

**TERM 06**

- + SITHKOP012 Develop recipes for special dietary requirements
- + SITXFSA008 Develop and implement a food safety program
- + SITXWHS007 Implement and monitor work health and safety practices
- + SITXMGT004 Monitor work operations
- + SITHKOP013 Plan cooking operations (Workplacement) (P) 2 shifts per week @ 5 hours

# GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)



BSB  
80120

CRICOS COURSE CODE: 106193E

## GRADUATE DIPLOMA OF **MANAGEMENT (LEARNING)**

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

### **Pathways from the qualification:**

After achieving the BSB80120 Graduate Diploma of Management (Learning), candidates may undertake other higher education sector qualifications.

### **Entry Requirement:**

- Be 18 years or older;
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent;
- Completion of a Diploma, or above qualification in a related field of study.

### **Job Roles:**

- RTO Manager
- RTO Director

### **Qualification Structure: Duration:** 52 Weeks

.....  
3 Core units & 5 Elective units. (Total 8 units)

#### **Units Name**

+ BSBHRM613	Contribute to the development of learning and development strategies
+ BSBLDR811	Lead strategic transformation
+ TAELED803	Implement improved learning practice
+ BSBFIN801	Lead financial strategy development
+ BSBHRM611	Contribute to organisational performance development
+ BSBINS603	Initiate and lead applied research
+ BSBLDR812	Develop and cultivate collaborative partnerships and relationships
+ BSBSTR802	Lead strategic planning processes for an organisation



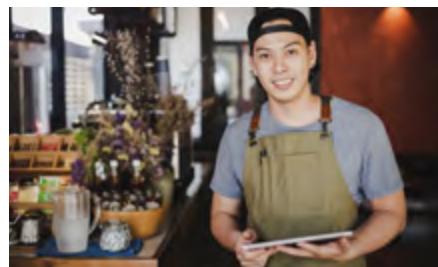
# living in AUSTRALIA

## Costs at a glance

You will need approximately AUD \$20,000 to cover the whole year of study in Sydney and Brisbane (excluding tuition fees). Rents are fairly high in Sydney and Brisbane but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail lead to the CBD.

You should have at least AUD \$2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

-  Food: \$80-200/week
-  Entertainment: \$80-150/week
-  Transport : \$30-50/week
-  Rent: \$170-420/week
-  Mobile phone: \$20-80/Month



## Find work while you study

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses.

Working offers you the right to minimum wage as well as superannuation.

For more information, visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

## Overseas Student Health Cover



The Australian government requires that all international students have Overseas Student Health Cover (OSHC).

OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia; however, it can become quite costly. Having OSHC can assist in mitigating these costs.

BUPA is a popular insurance company with international students.

# Sydney

Sydney dazzles day or night, with great theatre, wonderful museums and delicious delights. The Sydney Opera House is the jewel on sparkling Sydney Harbour. In the heart of this vibrant city are many hidden gems too, such as Forgotten Songs, an artwork canopy of 120 birdcages in Angel Place.

-  Average temperature: 8.8°C – 25.8°C
-  Population: 4.627 million
-  236 days of sunshine a year
-  One of the world's most liveable cities
-  Cultural diversity
-  State capital of New South Wales



# Brisbane

A sophisticated modern economy, cultural diversity, and world-class industry capabilities support Brisbane's growing reputation as a global investment destination.

From the natural pleasures of parklands to the urban appeal of art galleries - it's right here.

-  Average temperature: 15°C – 26°C
-  Population: 2.27 million
-  283 days of sunshine a year
-  One of the world's most liveable cities
-  Cultural diversity
-  State capital of Queensland



## Fees and Charges

Enrolment / Application fee* (not refundable)	AUD \$200
Confirmation of Enrolment (CoE)	AUD \$50
Material Fee (per term)	
<i>IT/Leadership and Management</i>	AUD \$50
<i>Hospitality Courses</i>	AUD\$75
<i>Commercial Cookery Courses</i>	AUD \$200
<i>Graduate Diploma of Management (Learning)</i>	AUD \$50
Deferment/ Suspension/ Cancellation Fee	AUD \$350
Priority Processing fee	AUD \$50
Change of Course Fee/	AUD \$200
Course Location Fee ( Course variation fee )	

For full fee and charges please refer to [Student fees & charges](#) on the website, [www.wic.edu.au](http://www.wic.edu.au)

## Intake Dates

2023 Intakes	2024 Intakes	2025 Intakes
<input type="radio"/> 09 January	<input type="radio"/> 8 January	<input type="radio"/> 06 January
<input type="radio"/> 03 April	<input type="radio"/> 01 April	<input type="radio"/> 31 March
<input type="radio"/> 03 July	<input type="radio"/> 01 July	<input type="radio"/> 30 June
<input type="radio"/> 25 September	<input type="radio"/> 23 September	<input type="radio"/> 22 September

Choose when you want to study. WIC has 4 intake dates all year round. **Don't wait and start whenever you like!**

For holidays please refer to the [Academic Calendar](#).

## Study Timetable

At WIC, we provided a flexible timetable for students to enjoy their student life to the maximum. Our students can choose the study timetable that suits their lifestyle and be able to enjoy life outside the classroom. We try to cater to all students need and hope they can enjoy their time in Sydney and Brisbane, Australia.

	MON	TUE	WED	THU	FRI	SAT
SHIFT 1	8:45 16:15	8:45 16:15				
SHIFT 2			8:45 16:15	8:45 16:15		
SHIFT 3					8:45 16:15	8:45 16:15
SHIFT 4	16:45 21:45	16:45 21:45	16:45 21:45			
SHIFT 5				16:45 21:45	16:45 21:45	16:45 21:45

## HOW TO APPLY

### 1 Choose the course

Check out our course outline for English and academic entry requirements.

### 2 Complete the enrolment form

Read the terms & conditions and the pre-enrolment information available from our website then complete the enrolment form online or request a paper enrolment form.

### 3 Provide relevant documents

Attached all relevant documents.  
For example...

- Certified copies of your passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant).

### 4 Submit your application

Return your application form and the necessary documents to:  
Sydney: LG, 101 Sussex St. Sydney NSW 2000  
Brisbane: L5, 316 Adelaide St. Brisbane QLD 4000  
OR email to: [info@wic.edu.au](mailto:info@wic.edu.au)

### 5 Receiving an offer letter

If your application is successful you will receive a letter of offer in a nominated course along with a student agreement. When we receive your signed student agreement and fees, we will send you a confirmation of Enrolment Form (CoE). This form is used to apply for your student visa and you are ready go!

# WELLS INTERNATIONAL COLLEGE

ABN: 19 080 559 600 | CRICOS PROVIDER CODE: 01856K | RTO: 90501

## Sydney Campus

-  LG, 101 Sussex St, Sydney NSW 2000
-  +61 2 9238 4388
-  info@wic.edu.au

## Brisbane Campus

-  L5, 316 Adelaide St, Brisbane QLD 4000
-  +61 7 3051 0094
-  admission\_brisbane@wic.edu.au

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WeChat



YouTube



@澳大利亚时代教育集团

@TimesEducation

**DISCLAIMER:** The information in this brochure is correct as of April 2023. Changes in circumstances after this date may alter the accuracy of the information. Wells International College reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting us. April 2023 Version 1