

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.

## Orientation and Enrolment

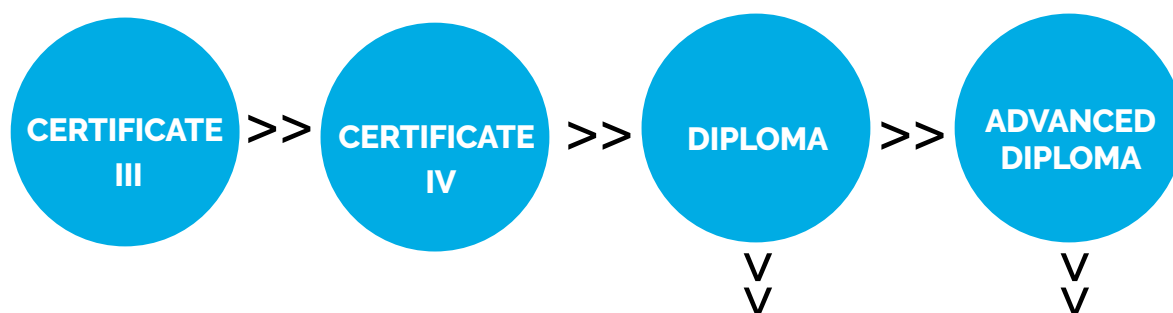
Our Orientation is usually held on the Thursday prior to the course commencement dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At the Orientation, students will get to meet our friendly staff, have a tour of the campus, receive your timetable, your student 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.

## 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

CRICOS COURSE CODE: 103944F

BSB  
40520

## 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
- Supervisor
- Coordinator
- 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
- +BSBWHS411 Implement and monitor WHS policies, procedures and programs
- +BSBPEF402 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

# MANAGEMENT COURSES





CRICOS COURSE CODE: 104138F

## 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



CRICOS COURSE CODE: 105171H

## 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





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 Customer support
- Junior Information systems operator
- Junior PC support
- Junior Systems administrator
- Junior Systems support
- Junior Technical support
- Junior User support technician

### Qualification Structure

**Duration:** 52 Weeks

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

Units Name	
+ BSBORT404	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



CRICOS COURSE CODE: 105172G

## 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	
+ BSBBCRT512	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



CRICOS COURSE CODE: 105173F

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

### 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
+ BSBBCRT611	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





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**



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
- + SITTTSL002 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



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

### Qualification Structure

Duration: 80 Weeks

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

See units details on page 14



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

# Hospitality Courses Qualification Structure

Certificate III in Hospitality	Certificate III & Certificate IV in Hospitality	Diploma of Hospitality Management	Advanced Diploma of Hospitality Management	YEAR 1	
				TERM 01	
				+ SITHFAB016	Provide advice on food
				+ SITXCOM002	Show social and cultural sensitivity
				+ BSBWOR203	Work effectively with others
				+ SITXHRM001	Coach others in job skills
				+ SITHIND002	Source and use information on the hospitality industry
				+ SITTTSL002	Access and interpret product information
				+ SITXFSA001	Use hygienic practices for food safety
				TERM 02	
+ SITHFAB002	Provide responsible service of alcohol				
+ SITHGAM001	Provide responsible gambling services				
+ SITHFAB007	Serve food and beverage				
+ SITXCCS006	Provide service to customers				
+ SITXFIN001	Process financial transactions				
+ SITHIND001	Use hygienic practices for hospitality service				
+ SITXWHS001	Participate in safe work practices				
TERM 03					
+ SITHIND004	Work effectively in hospitality service and workplacement#				
TERM 04					
+ SITXCCS002	Provide visitor information				
+ BSBDIV501	Manage diversity in the workplace				
+ BSBMGT517	Manage operational plan				
+ SITXCOM005	Manage conflict				
+ SITXCCS007	Enhance the customer service experience				
YEAR 2					
TERM 01					
+ SITXFIN003	Manage finances within a budget				
+ SITXHRM003	Lead and manage people				
+ SITXMGT001	Monitor work operations				
+ SITXWHS002	Identify hazards, assess and control safety risks				
+ SITXWHS003	Implement and monitor work health and safety practices				
+ SITXFIN004	Prepare and monitor Budgets				
TERM 02					
+ SITXHRM002	Roster staff				
+ SITXCCS008	Develop and Manage quality customer service practices				
+ SITXGLC001	Research and comply with regulatory requirements				
+ SITXMGT002	Establish and conduct business relationships				
TERM 03					
+ BSBFIM601	Manage finances				
+ SITXWHS004	Establish and maintain a work health and safety system				
+ SITXFIN005	Manage physical assets				
+ SITXHRM004	Recruit, select and induct staff				
TERM 04					
+ BSBMGT617	Develop and implement a business plan				
+ SITXHRM006	Monitor staff performance				
+ SITXMPR007	Develop and implement marketing strategies				

# 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.





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 be 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**



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 be 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
- + SITXMGTO04 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.fair-work.gov.au](http://www.fair-work.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](mailto:info@wic.edu.au)

## Brisbane Campus

 L5, 316 Adelaide St, Brisbane QLD 4000  
 +61 7 3051 0094  
 [admission\\_brisbane@wic.edu.au](mailto:admission_brisbane@wic.edu.au)

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@澳大利亚时代教育集团

 **YouTube**



@TimesEducation

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