



**WESTERN SYDNEY
COLLEGE**

RTO CODE: 45360 | CRICOS PROVIDER CODE: 03690M

PROSPECTUS



TABLE OF CONTENT

WELCOME	04
ABOUT US	05
WHY WSC?	06
TEACHING ARRANGEMENTS	07
LIVING IN AUSTRALIA	08
ACCOMMODATION	09
OUR COURSES	
RII60520 ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN	10
CPC30620 CERTIFICATE III IN PAINTING AND DECORATING	11
CHC52025 DIPLOMA OF COMMUNITY SERVICES	12
CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT	13
BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT	14
BSB60420 ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT	15
BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)	16
ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY	17
ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY	18
FNS40222 CERTIFICATE IV IN ACCOUNTING & BOOKKEEPING	19
FNS50222 DIPLOMA OF ACCOUNTING	20
FNS60222 ADVANCED DIPLOMA OF ACCOUNTING	21
SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT	22
SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT	23
SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT	24
ENTRY REQUIREMENTS CHECKLIST	25
DOCUMENTS CHECKLIST	25
INTAKE MONTHS	25

WELCOME MESSAGE

Thank you for choosing Western Sydney College to expand your academic aspirations.

Western Sydney College is committed to providing quality, progressive, innovative, and job-ready vocational qualifications to students who are striving for excellence.

We are dedicated to empowering students with education and training for them to gain the required skills and knowledge to maximize their full potential.

As an international student, you enhance the already diverse mix of students studying at our campus by bringing your own culture and life experiences while integrating into campus life.

Our excellent team of academics and friendly support staff are dedicated to assisting students in making their learning experiences an exceptional one. We hope that you enjoy WSC's supportive learning environment during your stay with us and we wish you every success in your future endeavours.

PEO - Western Sydney College



ABOUT US

International College of Australia Pty Ltd T/A Western Sydney College, RTO No: 45360 and CRICOS Provider Code: 03690M is a Registered Training Organisation located at 55 High Street, Parramatta, NSW 2150

WSC operates under the National Vocational Education and Training (VET) Quality Framework. This is a regulated framework administered by the Australian Skills Quality Authority (ASQA). Our registration details are located on the National Register for VET and our qualifications are recognised under the Australian Qualifications Framework.

As a registered training organisation delivering courses to international students, Western Sydney College is required to maintain the registration with the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS). Australian Skills Quality Authority (ASQA) is the regulatory body that regulates all the CRICOS registered training organisations under The Education Services for Overseas Students Act 2000 (ESOS Act 2000) and The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

We offer courses in Information Technology, Leadership and Management, Business, Cookery and Hospitality Management. These courses range from Certificate IV to Graduate Diploma Level and have been designed to offer students industry skills and expertise to meet their academic and professional goals.

STUDENT SUPPORT SERVICES

- Access to helpful & friendly student support staff
- USI creation and support
- Flexible Fee payment options
- Literacy, Language and Numeracy support services
- Additional tutorial sessions
- Mentoring from trainers
- Referral to external support services
- Additional support for learners who come from a non-English speaking background
- Disability access services
- Counselling support
- Emergency services
- Medical, legal services referral

FACILITIES

- Modern, spacious, and fully equipped classrooms
- On-campus library and computer lab
- Outdoor recreation area
- Free Wi-Fi



WHY STUDY WITH WESTERN SYDNEY COLLEGE?

- We offer and deliver high-quality student-focused courses
- Our academic team has relevant industry experience.
- We provide small classroom sizes.
- Our training materials are practical and industry-relevant.
- We offer excellent student support services.

MISSION

Western Sydney College is committed to providing a high-quality, progressive, innovative, and job-ready vocational education to students who are striving for excellence.

OUR OBJECTIVES

- We are committed to attracting, recruiting and retaining talented, competent, and committed people. Our leadership and continuous professional development help those people attain excellence.
- Our learning environment is safe and all students are treated equally to promote confidence and productivity.
- We agree upon shared standards of behaviour that prioritise ethical conduct and integrity.
- We strive to offer consistent, high-quality services and to maintain that quality with supportive practices and systems
- Our training and assessment are student-centered. We are committed to guiding our clients on a continued path of learning by providing them with excellent training assessments on an ongoing basis.
- Our training and assessment services are shaped by industry engagement and founded on industry standards and expectations because we know that is the most practical and valuable approach for our students.

OUR VALUES

- We are committed to excellence in learning, teaching, and promoting the acquisition of knowledge as an enjoyable experience.
- We believe the development of our students is of the utmost importance, be it academic, physical, social, emotional, moral, or spiritual.
- We respect all people and recognise their inherent worth.
- We provide a supportive learning environment in which all people on campus are treated fairly and with respect.
- We offer a learning environment conducive to optimising teaching and learning.





TEACHING ARRANGEMENTS

At Western Sydney College, all qualifications are delivered 13.5 hours face-to-face on campus and 6.5 hours online per week. Each qualification consists of different Units of Competencies (UOC) and our qualified trainers will explain UOC outlines at the beginning of the training of each UOC.

All our sessions are held in fully equipped classrooms and in a simulated work environment. Each training session is facilitated with learner resources such as PowerPoint presentation, student learner guide, and formative activities and where applicable, supported with simulated case studies, policies and procedures, software and necessary hardware, etc.

Students can bring their own laptop that must have Microsoft Office or other necessary software installed. Laptops must be fully charged and students must also bring a USB flash drive.

ASSESSMENT ARRANGEMENT

All our Units of Competencies (UOC) are assessed through a combination of assessment types. These may include practical demonstrations, role plays, writing reports, group projects, presentations, and written questionnaires, etc.

PATHWAYS TO FURTHER EDUCATION

After graduating from Western Sydney College, students have several options available to continue with their studies to pursue higher-level qualifications or another field of study.

RECOGNITION OF PRIOR LEARNING

In accordance with the requirements of the VET Quality Framework, WSC provides the opportunity for students to apply to have prior learning, skills, and knowledge recognised and counted in relation to the qualification or units of competence for which they are enrolled.



LIVING IN AUSTRALIA

Australia is one of the safest and best countries in the world to live, study, and grow. Australia is the sixth-largest nation in the world by area and the biggest island nation. Being an international student in Australia means you can rely on receiving world-class education as Australia continues to be a top study destination for international students.

Sydney is the state capital of New South Wales and the most populous city in Australia. It has emerged as a global financial, cultural, and education hub for people from all over the world. Sydney is culturally and ethnically diverse and is home to approximately 5.1 million people and is surrounded by beautiful harbours, beaches, parks, museums.

OVERSEAS STUDENT HEALTH COVER

All international students must have adequate health insurance known as Overseas Student Health Cover (OSHC) for the entire duration of their study visa to cover them and their family members during their stay in Australia. This is one of the student visa conditions. Department of Home Affairs requires an international student to purchase OSHC before they arrive in Australia.

OSHC is provided by below registered health insurers;

Health Insurer	Insurers website
ahm OSHC	www.ahmoshc.com
BUPA Australia	www.overseasstudenthealth.com
Medibank Private	www.medibank.com.au
NIB OSHC	www.nib.com.au
Allianz Global Assistance (Lysaght Peoplecare)	www.allianzassistancehealth.com.au

Medical treatment in Australia is expensive. Your insurance may cover most of the expenses of many unforeseen accidents or sicknesses. OSHC can assist international students to meet the costs of medical and hospital care if needed while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

OSHC does not pay for general treatment (ancillary or extra cover) such as dental, optical or, physiotherapy. If you or your family members would like to be covered for these treatments, you will need to buy extra covers. Please contact your OSHC provider for any additional cover.

Western Sydney College is proud to partner with BUPA as the leading health insurance provider in Australia and we are able to arrange OSHC on behalf of our students.

For more information please visit, <https://www.bupa.com.au/health-insurance/oshc>

<https://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>

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

ACCOMMODATION

International students are required to arrange temporary accommodation for their initial period in Australia until permanent accommodation can be established. Temporary accommodation can be a hotel, hostel or a share accommodations. Students can find temporary accommodation through:

- <https://www.gumtree.com.au/>
- <https://www.airbnb.com.au>
- <https://www.bedssi.com/>

International students will be able to rent apartments or flats and the costs vary depending on the conditions and the location. For rental properties please visit;

- <https://www.domain.com.au/>
- <https://www.realestate.com.au/>

If you know someone in Australia, this is a great way to settle into life here. Your friends or family can provide advice, support, and encouragement during your initial days in Australia.

For more information regarding accommodation, please contact admissions@wsc.nsw.edu.au

LIVING EXPENSES

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student Visa. This includes funds to cover tuition fees, living, and travel expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

Student visa holders and their family members must have access to the following funds to meet the living costs requirements:

For students or guardians	AUD\$29,710 / year
For partners coming with you	AUD\$10,394 / year
For a child coming with you	AUD\$4,449 / year

For more information please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>





RII60520 ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

CRICOS Course Code: 114409E
 Duration: 104 weeks (80 weeks study & 24 weeks holidays)
 Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities.

TARGET GROUP

- Individuals seeking to pursue higher education qualifications.
- Individuals seeking to pursue a career in Civil Construction design.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Diploma or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Civil Engineering Draftsperson, Civil Engineering Technician, Road Design Draftsperson, Site Manager, Estimator, Contract Administrator.

FUTURE PATHWAY

Students who complete this course may wish to continue their education into a range of higher level qualifications.

UNITS OF COMPETENCY

CORE UNITS	
BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system
ELECTIVE UNITS	
BSBPMG530	Manage project scope
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
MEM30031	Operate computer-aided design (CAD) system to produce basic drawing elements
RIILAT402E	Provide leadership in the supervision of diverse work teams
RIICWD512E	Prepare detailed design of motorways and interchanges
RIICWD526E	Prepare detailed traffic analysis



CPC30620 CERTIFICATE III IN PAINTING AND DECORATING

CRICOS Course Code: 119988G

Duration: 104 weeks (72 weeks study & 32 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification provides a trade outcome in painting and decorating for residential and commercial construction work.

TARGET GROUP

- Individuals seeking to pursue a career as a Painter and Decorator
- Individuals seeking to enhance their current skills

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed an AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification..
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Community Care Manager, Coordinator of Volunteer Work, Team Leader, Community Service Worker, Community Development Worker

FUTURE PATHWAY

Students who complete this course may wish to continue their education into Certificate IV or Diploma..

UNITS OF COMPETENCY

CORE UNITS	
CPCCCM2008*	Erect and dismantle restricted height scaffolding
CPCCCM2012*	Work safely at heights
CPCCCM3001	Operate elevated work platforms up to 11 metres
CPCCCM3005	Calculate costs of construction work
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001*	Read and interpret plans and specifications
CPCCPB3026*	Erect and maintain trestle and plank systems
CPCCPD2011*	Handle and store painting and decorating materials
CPCCPD2012*	Use painting and decorating tools and equipment
CPCCPD2013*	Remove and replace doors and door and window components
CPCCPD3021*	Prepare existing coated surface for painting
CPCCPD3022*	Apply paint by brush and roller
CPCCPD3023*	Apply texture coat paint finishes by brush, roller and spray
CPCCPD3024*	Apply paint by spray
CPCCPD3025*	Match specific paint colours
CPCCPD3026*	Apply stains and clear timber finishes
CPCCPD3027*	Remove and apply wallpaper
CPCCPD3028*	Apply decorative paint finishes
CPCCPD3030*	Apply protective paint coating systems
CPCCPD3031*	Work safely with lead-painted surfaces in the painting industry
CPCCPD3035*	Prepare uncoated surfaces for painting
CPCCPD3036*	Work safely to encapsulate non-friable asbestos in the painting industry
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
ELECTIVE UNITS	
BSBESB301	Investigate business opportunities
CPCCPD3029	Remove graffiti and apply anti-graffiti coatings
CPCCPD3032	Apply advanced wall coverings



CHC52025 DIPLOMA OF COMMUNITY SERVICES

CRICOS Course Code: 118777D

Duration: 104 weeks (80 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

TARGET GROUP

- Individuals seeking to pursue a career in a Community Services Industry
- Individuals seeking to enhance their current skills
- Individuals seeking to pursue a higher education qualification

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed an AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification..
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Community Care Manager, Coordinator of Volunteer Work, Team Leader, Community Service Worker, Community Development Worker

FUTURE PATHWAY

Students who complete this course may wish to continue their education into the CHC62015 Advanced Diploma of Community Sector Management or higher education qualifications in community services management.

UNITS OF COMPETENCY

CORE UNITS

CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM017	Facilitate and review case management
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety

ELECTIVE UNITS

CHCPOL003	Research and apply evidence to practice
BSBPEF401	Manage personal health and wellbeing
CHCCSL007	Support counselling clients in decision-making processes
CHCDIV003	Manage and promote diversity
CHCMGT003	Lead the work team
CHCPRP001	Develop and maintain networks and collaborative partnerships
BSBTWK503	Manage meetings
BSBPEF502	Develop and use emotional intelligence



CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT

CRICOS Course Code: 119989F

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours
online per week.

COURSE DESCRIPTION

This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management.

TARGET GROUP

- Individuals seeking to pursue a career in a Community Services Industry
- Individuals seeking to enhance their current skills
- Individuals seeking to pursue a higher education qualification

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed an AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification..
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Centre Manager in Community Services Sector, Community Development Worker, Neighbourhood Centre Manager, Project Manager (Community Services), Program Coordinator

FUTURE PATHWAY

Students who complete this course may wish to continue their education into the higher education qualifications in community services management.

UNITS OF COMPETENCY

CORE UNITS

CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT001	Develop, implement and review quality framework
CHCMGT003	Lead the work team
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBRISK501	Manage risk

ELECTIVE UNITS

CHCCOM003	Develop workplace communication strategies
BSBHRM512	Develop and manage performance-management processes
CHCPOL003	Research and apply evidence to practice
CHCCCS007	Develop and implement service programs
BSBSUS501	Develop workplace policy and procedures for sustainability



BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 104371H

Duration: 78 weeks (54 weeks of study and 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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 workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

TARGET GROUP

- Individuals seeking to pursue higher education qualifications.
- Individuals seeking to pursue a career as a Manager or Supervisor.
- Individuals holding other business qualifications or business experience seeking to gain additional business management and leadership skills.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed an AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements

CAREER OUTCOMES

Human Resource Manager, Sales Team Manager, Business Manager.

FUTURE PATHWAY

Students who complete this course may pursue BSB60420-Advanced Diploma of Leadership and Management or higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS	
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness
ELECTIVE UNITS	
BSBOPS504	Manage business risk
BSBPEF501	Manage personal and professional development
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK503	Manage meetings
BSBWH521	Ensure a safe workplace for a work area
BSBOPS501	Manage business resources



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 106161B

Duration: 65 Weeks (45 Weeks study & 20 Weeks Holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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.

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career as a Manager or Supervisor
- Individuals holding other business qualifications or business experience seeking to gain additional business management and leadership skills.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

General Manager, Area Manager, Regional Manager, Department Manager.

FUTURE PATHWAY

Students who complete this course may pursue higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
ELECTIVE UNITS	
BSBPMG633	Provide leadership for the program
BSBSTR602	Develop organisational strategies
BSBXCM501	Lead communication in the workplace
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others



BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS Course Code: 106162A

Duration: 104 weeks (72 weeks study & 32 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career as a Training Manager, Human Resource Manager, or Education Administrator
- Individuals holding other business qualifications or business experience seeking to gain additional management skills in education or the human resource industry.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed AQF Level 5 (Diploma) or higher.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

RTO Manager, Career Development Manager (Education Sector), RTO Education Advisor.

FUTURE PATHWAY

Students who complete this course may pursue higher education qualifications in business or management.

UNITS OF COMPETENCY

CORE UNITS	
BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
ELECTIVE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBINS603	Initiate and lead applied research
BSBST801	Lead innovative thinking and practice



ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 106159G

Duration: 78 weeks (54 weeks of study and 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in specialist fields, working independently, as part of a team or leading deliverables with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career in Information Technology.
- Individuals holding other business qualifications or business experience seeking to gain additional IT Skills.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Certificate IV qualification or other relevant qualifications.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Network support coordinator, Network operations analyst, Network security coordinator or Network e-business coordinator, Network administrator, IT administrator, IT Operations administrator

FUTURE PATHWAY

Students who complete this course may pursue a range of higher qualifications at advanced diploma level, but not limited to, ICT60220-Advanced Diploma of Information Technology

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT512	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy policies in ICT environments
ICTSAS527	Manage client problems
ELECTIVE UNITS	
ICTSAS502	Establish and maintain client user liaison
ICTSAD509	Produce ICT feasibility reports
ICTSAS526	Review and update disaster recovery and contingency plans
ICTNWK540	Design, build and test network servers
ICTNWK546	Manage network security
ICTSAS530	Use network tools
ICTICT518	Research and review hardware technology options for organisations
ICTNWK562	Configure an internet gateway
ICTNWK537	Implement secure encryption technologies
ICTICT443	Work collaboratively in the ICT industry
ICTDBS505	Monitor and improve knowledge management systems
ICTICT523	Gather data to identify business requirements
ICTICT526	Verify client business requirements
ICTSAS529	Prioritise ICT change requests



ICT60220

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 106160C

Duration: 78 weeks (54 weeks Study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

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).

TARGET GROUP

- Individuals seeking to pursue higher education qualification
- Individuals seeking to pursue a career in Information Technology.
- Individuals holding other business qualifications or business experience seeking to gain additional IT skills.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Diploma qualification or relevant qualifications.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

e-security specialist, ICT Security Specialist, IT security administrator, IT Security Analyst, IT Security Specialist, Systems/Network Administrator, Network security analyst, Network Security Specialist, Network Security Administrator, Senior Network Administrator, Systems Security Analyst.

FUTURE PATHWAY

Students who complete this course may pursue a higher level of qualifications in Information Technology and communications sector and business and management.

UNITS OF COMPETENCY

CORE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Lead and manage team effectiveness
BSBXCS402	Promote workplace cybersecurity awareness and best practices
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
ELECTIVE UNITS	
ICTICT522	Evaluate vendor products and equipment
ICTNWK556	Identify and resolve network problems
ICTICT617	Lead the evaluation and implementation of current industry-specific technologies
ICTNWK615	Design and configure desktop virtualisation
ICTSAD508	Develop technical requirements for business solutions
ICTNWK537	Implement secure encryption technologies
ICTNWK540	Design, build and test network servers
ICTICT523	Gather data to identify business requirements
ICTICT526	Verify client business requirements
ICTSAS530	Use network tools



FNS40222

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 110013B

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contracts, bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing routine and non-routine.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent; have completed AQF Certificate III qualification or above.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Accounts Assistant, payroll clerk, payroll payable or receivable clerk, bookkeeper or financial clerks

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS50222 Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS	
FNSACC421	Prepare financial reports
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
FNSACC414	Prepare financial statements for non-reporting entities
BSBTEC302	Design and produce spreadsheets
FNSACC412	Prepare operational budgets
ELECTIVE UNITS	
BSBTEC402	Design and produce complex spreadsheets
BSBWHS211	Contribute to the health and safety of self and others
BSBTEC301	Design and produce business documents



FNS50222 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 111699C

Duration: 65 Weeks [45 weeks study & 20 weeks holidays]

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organizations in a range of industries.

Individuals in these roles apply solutions to a range of often complex problems and analyze and evaluate information from a variety of sources. They apply initiative to plan, coordinate, and evaluate their work and provide guidance to others within defined guidelines.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications, and have completed FNS40615 Certificate IV in Accounting or equivalent OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements..

CAREER OUTCOMES

Assistant Accounts, BAS Agent, Payroll Payable or Receivable Officer, Bookkeeper, Senior Financial Clerks.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS60222 Advanced Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE UNITS	
BSBTEC402	Design and produce complex spreadsheets
FNSACC521	Provide financial and business performance information
FNSACC522	Prepare tax documentation for individuals
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
ELECTIVE UNITS	
FNSACC321	Process financial transactions and extract interim reports
FNSORG506	Prepare financial forecasts and projections
FNSACC505	Establish and maintain accounting information systems
FNSACC418	Work effectively in the accounting and bookkeeping industry

FNS60222 ADVANCED DIPLOMA OF ACCOUNTING

CRICOS Course Code: 111700D

Duration: 78 weeks (54 weeks study & 24 weeks holidays)

Study Mode: 13.5 hours face-to-face on campus and 6.5 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers, and business analysts; and to employees performing a range of accounts management tasks for organizations in a range of industries.

At this level, individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgment in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating, and evaluating the work of others within broad but generally well-defined parameters.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector as an Accountant, Finance, and Accounting Manager.

ENTRY REQUIREMENTS

- Must be 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications and have completed FNS50215 Diploma of Accounting or FNS50217 Diploma of Accounting.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Assistant Accountant, Finance and Accounts Manager or Office Manager, Senior Financial Officers, Account Payable and Receivable Manager.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including Bachelor of Accounting or a range of other qualifications.

UNITS OF COMPETENCY

CORE UNITS	
FNSACC634	Monitor corporate governance activities
FNSINC611	Apply economic principles to work in the financial services industry
FNSINC612	Interpret and use financial statistics and tools
ELECTIVE UNITS	
FNSACC521	Provide financial and business performance information
FNSACC522	Prepare tax documentation for individuals
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
FNSORG506	Prepare financial forecasts and projections
FNSACC601	Prepare and administer tax documentation for legal entities
FNSACC603	Implement tax plans and evaluate tax obligations
FNSFMK515	Comply with financial services regulation and industry codes of practice
FNSINC513	Identify and apply complex ethical decision making to workplace situations
FNSINC514	Apply ethical frameworks and principles to make and act upon decisions

SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS Course Code: 109556C

Duration: 78 weeks (60 weeks study & 18 weeks holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

This qualification reflects the role of commercial 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.

TARGET GROUP

- Individuals seeking to pursue a career in the Hospitality Industry.
- Individuals seeking to enhance their current skills.
- Individuals seeking to pursue a higher education qualification.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent or have completed AQF Certificate III or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements..

CAREER OUTCOMES

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.

FUTURE PATHWAY

Students who complete this course may pursue SIT50422 Diploma of Hospitality Management or higher education.

UNITS OF COMPETENCY

CORE UNITS	
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC036*	Prepare meat dishes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGTO04	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices
SITHKOP015*	Design and cost menus
SITHCCC031*	Prepare vegetarian and vegan dishes
ELECTIVE UNITS	
SITXWHS006	Identify hazards, assess and control safety risks
SITHCCC040*	Prepare and serve cheese
SITXCCS015	Enhance customer service experiences
SITHCCC026*	Package prepared foodstuffs
SITHCCC038*	Produce and serve food for buffets
BSBTWK501	Lead diversity and inclusion



SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 111702B

Duration: 78 weeks (60 weeks of study & 18 weeks of holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of the industry to coordinate hospitality operations. They operate independently, have responsibility for others, and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager.

TARGET GROUP

- Individuals seeking to pursue career in the Hospitality Industry.
- Individuals seeking to enhance their current skills.
- Individuals seeking to pursue a higher education qualification.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent; have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Banquet or function manager, bar manager, café manager, chef de cuisine, chef pâtissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef, unit manager catering operations.

FUTURE PATHWAY

Students who complete this course may pursue SIT60316- Advanced Diploma of Hospitality Management or higher education qualifications in Hospitality Management or Business Management.

UNITS OF COMPETENCY

CORE UNITS	
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGTO04	Monitor work operations
SITXMGTO05	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices
ELECTIVE UNITS	
SITXFSA005	Use hygienic practices for food safety
SITHCCC043	Work effectively as a cook
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHCCC042	Prepare food to meet special dietary requirements
SITHPAT016	Produce desserts
BSBINS401	Analyse and present research information
BSBTWK503	Manage meetings
BSBCMM411	Make presentations
BSBSUS511	Develop workplace policies and procedures for sustainability



SIT60322

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 111703A

Duration: 104 weeks (80 weeks study & 24 weeks holidays)

Study Mode: The delivery mode of this qualification is 6.5 hours Online and 13.5 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

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

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or have completed AQF Diploma or relevant qualification.
- An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- For Packaged courses, student must (successfully) complete the lower qualification to progress to the higher qualification.
- International Students must meet the Student Visa (SC500) requirements.

CAREER OUTCOMES

Area manager or operations manager, Café owner or manager, Club secretary or manager, Executive chef, Executive housekeeper, Executive sous chef, Food and beverage manager, Head chef, Motel owner or manager, Rooms division manager.

UNITS OF COMPETENCY

CORE UNITS	
SITXFIN010	Prepare and monitor budgets
SITXFIN009	Manage finances within a budget
BSBFIN601	Manage organisational finances
SITXHRM010	Recruit, select and induct staff
SITXHRM009	Lead and manage people

SITXHRM012	Monitor staff performance
BSBOPS601	Develop and implement business plans
SITXFIN011	Manage physical assets
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system
SITXCCS016	Develop and manage quality customer service practices
SITXGLC002	Identify and manage legal risks and comply with law
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
ELECTIVES UNITS	
SITXFSA005	Use hygienic practices for food safety
SITHCCC043	Work effectively as a cook
SITHCCC023	Use food preparation equipment
SITHCCC028	Prepare appetisers and salads
SITXFSA006	Participate in safe food handling practices
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC038	Produce and serve food for buffets
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC041	Produce cakes, pastries and breads
SITHCCC042	Prepare food to meet special dietary requirements
BSBINS401	Analyse and present research information
BSBTWK503	Manage meetings
BSBCMM411	Make presentations
BSBTEC301	Design and produce business documents
BSBTEC402	Design and produce complex spreadsheets
BSBSUS511	Develop workplace policies and procedures for sustainability



ENTRY REQUIREMENTS CHECKLIST

- ☐ Must be at least 18 years of age or older at course commencement.
- ☐ Year 12 or equivalent or other relevant qualification; or can demonstrate suitable work or life experience.*
- ☐ An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of Advanced level from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed Western Sydney College's English Placement Test.
- ☐ International Students must meet the Student Visa (SC500) requirements.

*Note: Each course may have different entry requirements. For full details, please read individual course entry requirements on our website and/ or contact our admissions team at admissions@wsc.nsw.edu.au

DOCUMENTS CHECKLIST

- ☐ Application Form
- ☐ Genuine Temporary Assessment Form
- ☐ Certified copy of Passport
- ☐ Certified copy of previous academic transcripts
- ☐ Certified English Language Proficiency Report
- ☐ Visa Grant Notification Letter (International Students)

INTAKE MONTHS

January	February
April	May
July	August
October	November



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