



Course Guide



**COLLINS
INTERNATIONAL COLLEGE**

RTO Number: 45652 | CRICOS Number: 03887J

Welcome To

Collins International College

Letter from the CEO

Let me start by thanking you for taking time out to read about Collins International College. Learning is an integral part of our lives and is not only limited to educational institutes but pans across every aspect of our growing up. With so much to be discovered, we here at Collins International College inspire students to look beyond just the books. We inspire students to achieve professional excellence and create beautiful memories at the same time.

While academic pro is irreplaceable, in this day and age it's just not enough. To ensure our alumni have the competitive edge when out in the corporate world, we instil inquisitiveness so they can question everything and work towards making it better.

Keeping the students motivated runs deep with us. We understand if our students are motivated enough, innovative ideas will be part of their daily life. Inspiring them enough so they remain innovative is part of curriculum here at Collins International College.

As we open our doors, we will continue to live our values of providing educational excellence for students, setting them up for success in future.

Warm Regards,

Vivek Bhojak

Chief Executive Officer Collins International College





COLLINS INTERNATIONAL COLLEGE

RTO Number: 45652 | CRICOS Number: 03887J

General English (Beginner/Elementary to Advanced Level)

CRICOS PROGRAM CODE: 103480M

Course Description

General English is an ideal way to learn to use English effectively in an everyday environment.

Collins International College offers 4 levels of General English with all levels carefully designed to cover the macro-skills of speaking, listening, reading and writing as well as grammar and pronunciation practice.

Students find they progress in a fast and enjoyable manner. Lessons are of the highest quality which makes them both interesting and productive.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 62 Weeks
(Includes a maximum 6 weeks of holidays)

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students CIC has a requirement that all students must be over 18 years of age at the commencement of course.



Call Us Now For Details
0478 290 666
03 9191 6625

Collins International College - Career Solutions Group Pty Ltd
The Trustee for Career Solutions Trust

📍 Level 1, 158 Swanston Street, Melbourne VIC 3000, Australia

✉ support@collins.vic.edu.au 🌐 www.collins.vic.edu.au

Age Requirements

CIC requires that all students must be 18 years of age or above at the commencement of the course.

Assessment Methods

Learners will be tested on arrival so that they can be placed in a suitable class for their English proficiency level. During the duration on the enrolment;

Formal Assessment Methods

- Progress tests upon the completion of each unit,
- Mid-course assessments upon the completion of the first half of all the units to be completed within a given level, and
- Upon the completion of all the units and final test at the end of each level, students are moved to a higher level.

Informal Assessment Methods

- In-class participation
 - Homework task
 - Participation in group activities
- Students receive continuous feedback from their teachers about the progress.

Course Delivery

- Classroom-based
- Face-to-face
- Work books
- Practical activities.

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

Enrolments

Email: support@collins.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.collins.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.

Career Opportunities

This course provides students with the opportunity to master the language skills for working and living in Australia. Students get the opportunity to learn English in Melbourne at an English language school with a reputation for practical activities, applied learning and outstanding results.

Entry Requirements

- Basic computer skills
- Meet all Student Visa requirements
- Entry to the course is determined by: In order to be placed in an appropriate ELICOS Course Level, students' current language proficiency level will be assessed based on their IELTS score or its equivalent including the result of the College's Placement Test by the administration staff and if necessary through consultation with the ELICOS Course Coordinator.

Levels

Individual levels consists of following weeks:

BEGINNER / ELEMENTARY	12 WEEKS
PRE-INTERMEDIATE	10 WEEKS
INTERMEDIATE	10 WEEKS
UPPER INTERMEDIATE	10 WEEKS
ADVANCED	10 WEEKS



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COLLINS INTERNATIONAL COLLEGE

RTO Number: 45652 | CRICOS Number: 03887J

SIT40521 Certificate IV in Kitchen Management

CRICOS Course Code : 112925A

Course Description

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work as a commercial cook in various kitchen settings such as restaurants, hotels, clubs, pubs, cafes, cafeterias, and coffee shops. This course includes work-based training.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 78 Weeks (including holidays)
- 60 contact weeks
- 20 scheduled contact hours are planned every week, over 50 contact/tuition weeks and 10-week work placement (WBT).

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

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Credit Transfer

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Mode of Delivery

Face-to-Face: Classroom and kitchen-based commercial cookery environment, including work-based training;

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning. For further information refer to www.collins.vic.edu.au

Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Employment Pathway for Students

Example of possible job roles include;

- Chef
- Chef de Partie
- Cook

Enrolments

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Entry Requirements

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International English Language Testing System (IELTS) - Academic	6 or above
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	64 or above
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	50-56 equivalent

Units of Competency

Students entering this qualification will need to complete ALL the thirty-three (33) units below – 27 Core plus 6 Electives. Credits for students with a previous completion of SIT30816, SIT30821 or other relevant certificate level qualifications will be determined on a case-to-case basis as part of CIC's pre-enrolment review.

Unit Code	Unit Description	Essential
SITXFSA005	Use hygienic practices for food safety	Core
SITXINV006	Receive, store and maintain stock	Core
SITXFSA006	Participate in safe food handling practices	Core
SITHCCC023	Use food preparation equipment	Core
SITHCCC029	Prepare stocks, sauces and soups	Core
SITHCCC028	Prepare appetisers and salads	Core
SITHCCC027	Prepare dishes using basic methods of cookery	Core
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	Core
SITHCCC031	Prepare vegetarian and vegan dishes	Core
SITHCCC035	Prepare poultry dishes	Core
SITHCCC036	Prepare meat dishes	Core
SITHCCC037	Prepare seafood dishes	Core
SITHCCC041	Produce cakes, pastries and Breads	Core
SITHPAT016	Produce desserts	Core
SITHCCC042	Prepare food to meet special dietary requirements	Core
SITHKOP010	Plan and cost recipes	Core
SITHCCC043	Work effectively as a cook	Core
SITXCOM010	Manage conflict	Core
SITXHRM009	Lead and manage people	Core
SITXFIN009	Manage finances within a budget	Core
SITXMG004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXHRM008	Roster staff	Core
SITHKOP013*	Plan cooking operations	Core
SITHKOP015*	Design and cost menus	Core
SITXFSA008*	Develop and implement a food safety program	Core
SITHKOP012	Develop recipes for special dietary requirements	Core
SITXWHS005	Participate in safe work practices	Elective
SITHCCC026	Package prepared foodstuffs	Elective
SITHCCC025	Prepare and present sandwiches	Elective
SITHCCC040	Prepare and serve cheese	Elective
SITHCCC038	Produce and serve food for buffets	Elective
SITHPAT014	Produce yeast-based bakery products	Elective

** These units have a pre-requisite – SITXFSA005 Use hygienic practices for food safety. SITXFSA005 must accordingly be scheduled prior to starting any new term or student group.



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COLLINS INTERNATIONAL COLLEGE

RTO Number: 45652 | CRICOS Number: 03887J

SIT50422

Diploma of Hospitality Management

CRICOS Course Code : 112926M

Course Description

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills 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 sector of the hospitality industry as a departmental, operational, or small business manager.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 78 Weeks (including holidays)
- 60 contact weeks
- 20 scheduled contact hours are planned every week, over 60 contact weeks.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

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Mode of Delivery

Face-to-Face: Classroom and kitchen-based commercial cookery environment, including work-based training;

Recognition of Prior Learning (RPL)

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Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Employment Pathway for Students

Example of possible job roles include;

- Restaurant Manager
- Banquet or function manager
- Kitchen manager
- Motel/hotel manager

Enrolments

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Entry Requirements

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Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	64 or above
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	50-56 equivalent

Units of Competency

To attain SIT50422 Diploma of Hospitality Management, 28 units must be achieved:
11 core units; and
17 elective units

Unit Code	Unit Description	Essential
SITXCOM010	Manage conflict	Core
SITXHRM009	Lead and manage people	Core
SITXFIN009	Manage finances within a budget	Core
SITXMG004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXHRM008	Roster staff	Core
SITXFSA008**	Develop and implement a food safety program	Elective
SITHKOP013*	Plan cooking operations	Elective
SITXFSA005	Use hygienic practices for food safety	Elective
SITHCCC027*	Prepare dishes using basic methods of cookery	Elective
SITHCCC030*	Prepare vegetable, fruit, egg and farinaceous dishes	Elective
SITHCCC031*	Prepare vegetarian and vegan dishes	Elective
SITHCCC035*	Prepare poultry dishes	Elective
SITHCCC036*	Prepare meat dishes	Elective
SITHCCC037*	Prepare seafood dishes	Elective
SITHCCC041*	Produce cakes, pastries and Breads	Elective
SITHPAT016*	Produce desserts	Elective
SITHCCC038*	Produce and serve food for buffets	Elective
SITHCCC042*	Prepare food to meet special dietary requirements	Elective
SITXFSA006	Participate in safe food handling practices	Elective
SITXCCS015	Enhance customer service experience	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXMG005	Establish and conduct business relationships	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXHRM012	Monitor staff performance	Elective
SITXHRM010	Recruit, select and induct staff	Elective
BSBTWK501	Lead diversity and inclusion	Elective

* These units have a pre-requisite unit – SITXFSA005 Only

** These units have a pre-requisite of 2 x units – SITXFSA005 and SITXFSA006

Note: Pre-requisites must be scheduled and completed prior to undertaking these units.



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COLLINS INTERNATIONAL COLLEGE

RTO Number: 45652 | CRICOS Number: 03887J

SIT60322

Advanced Diploma of Hospitality Management

CRICOS Course Code : 112927K

Course Description

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

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 104 Weeks of Course duration consisting of:
- 80 Weeks of scheduled study/tuition (8 terms of 10 weeks each)
- 24 Weeks of scheduled breaks/holidays (including pre-training and completion activities)

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

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Credit Transfer

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Mode of Delivery

Face-to-Face: Classroom and kitchen-based commercial cookery environment, including work-based training;

Recognition of Prior Learning (RPL)

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Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Employment Pathway for Students

Example of possible job roles include;

- Area manager or operations manager
- Café owner or manager
- Food and beverage manager
- Motel owner or manager

Enrolments

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Entry Requirements

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Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	64 or above
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	50-56 equivalent

Units of Competency

To attain SIT60322 Advanced Diploma of Hospitality Management 33 units must be achieved:
14 core units; and
19 elective units

Unit Code	Unit Description	Essential
SITXCCS016	Develop and manage quality customer service practices	Core
SITXFIN009	Manage finances within a budget	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXHRM009	Lead and manage people	Core
SITXHRM010	Recruit, select and induct staff	Core
SITXHRM012	Monitor staff performance	Core
SITXMGTO04	Monitor work operations	Core
SITXMGTO05	Establish and conduct business relationships	Core
SITXFSA005	Use hygienic practices for food safety	Elective
SITXFSA006	Participate in safe food handling practices	Elective
SITXWHS007	Implement and monitor work health and safety practices	Elective
SITHKOP013*	Plan cooking operations	Elective
SITXCOM010	Manage conflict	Elective
SITXHRM008	Roster staff	Elective
SITXCCS015	Enhance customer service experience	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
SITXFIN011	Manage physical assets	Core
SITXMPR014	Develop and implement marketing strategies	Core
SITXWHS008	Establish and maintain a work health and safety system	Core
SITXFIN010	Prepare and monitor budgets	Core
BSBCMM411	Make presentations	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS504	Manage business risk	Elective
BSBTEC301	Design and produce business documents	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
SITXEBS002	Develop, implement and monitor the use of social media in a business	Elective
BSBMKG431	Assess marketing opportunities	Elective
BSBSTRE601	Manage innovation and continuous improvement	Elective
BSBWRT411	Write complex documents	Elective
SITHIND006	Source and use information on the hospitality industry	Elective

* * These units have a pre-requisite. Pre-requisites must be scheduled and completed prior to undertaking these units.



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ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (Telecommunication Network Engineering)

CRICOS Course Code : 112928J

Course Description

This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and telecommunications technology (ICT) infrastructure and network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems.

The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, Telecommunication, including voice, wireless, network infrastructure and sustainability. Relevant electives have been selected to provide specialisation in Network Security.

This course may provide a pathway to vendor certifications (e.g., Microsoft, CISCO etc.).

Fees

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Duration

104 Weeks
(Includes a maximum 12 weeks of holidays)



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Credit Transfer

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Mode of Delivery

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom/lab mode. Supported by a computer lab and equipment for practicals and practice.

Recognition of Prior Learning (RPL)

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Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

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Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Entry Requirements

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Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	50-56 equivalent

Employment Pathway for Students

This course is aimed at students wishing to enhance their career in the Information Technology field, especially network security, or to pursue higher studies. CIC's clients for this qualification will be international students completing this qualification with a view to pursue career opportunities within the IT networking field and/or as a specialist qualification.

Unit Code	Unit Description	Essential
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBTWK502	Manage team effectiveness	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
ICTICT608	Interact with clients on a business level	Core
ICTICT618	Manage IP, ethics and privacy in ICT environments	Core
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	Core
ICTTEN616	Rectify client services following network outages and faults	Elective
ICTTEN622	Product ICT Network Architecture Design	Elective
ICTNWK546	Manage network security	Elective
ICTNWK619	Plan, configure and test advanced server-based security	Elective
ICTNWK621	Configure network devices for a secure network infrastructure	Elective
ICTNWK622	Configure and manage intrusion prevention system on network sensors	Elective
ICTTEN615	Manage Network Traffic	Elective
ICTTEN824	Manage network testing strategies	Elective
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks 120	Elective
BSBST601	Manage innovation and continuous improvement	Elective

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Certificate IV Leadership and Management

CRICOS PROGRAM CODE: 104019B

Course Description

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 provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 28 Weeks
(Includes a maximum 2 weeks of holidays)

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

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Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Employment Pathway for Students

Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- Frontline Sales Manager
- Freight Administrative Supervisor
- Team Leader
- Production Supervisor
- Leading Hand
- Distribution Centre Supervisor
- Supervisor
- Warehouse Team Leader
- Sales Team Manager
- Line Manager
- Coordinator (Business Operations)

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Units of Competency

Unit Code	Unit Description	Essential
BSBLDR411	Demonstrate leadership in the workplace	CORE
BSBLDR413	Lead effective workplace relationships	CORE
BSBOPS402	Coordinate business operational plans	CORE
BSBXCM401	Apply communication strategies in the workplace	CORE
BSBXTW401	Lead and facilitate a team	CORE
BSBOPS404	Implement customer service strategies	ELECTIVE
BSBLDR414	Lead team effectiveness	ELECTIVE
BSBCMM412	Lead difficult conversations	ELECTIVE
BSBSTR401	Promote innovation in team environment	ELECTIVE
BSBLDR521	Lead the development of diverse workforces	ELECTIVE
BSBSTR502	Facilitate continuous improvement	ELECTIVE
BSBPEF502	Develop and use emotional intelligence	ELECTIVE

For further details of these units visit www.training.gov.au



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03 9191 6625

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The Trustee for Career Solutions Trust

Level 1, 158 Swanston Street, Melbourne VIC 3000, Australia

support@collins.vic.edu.au www.collins.vic.edu.au





COLLINS INTERNATIONAL COLLEGE

RTO Number: 45652 | CRICOS Number: 03887J

BSB50420 Diploma of Leadership & Management

CRICOS PROGRAM CODE: 104427H

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 own 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.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 56 Weeks
(Includes a maximum 2 weeks of holidays)

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students CIC has a requirement that all students must be over 18 years of age at the commencement of course.



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Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Mode of Delivery

Face-to-Face: Classroom and kitchen-based commercial cookery environment, including work-based training;

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning. For further information refer to www.collins.vic.edu.au

Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Employment Pathway for Students

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Office Manager
- Business Development Manager
- Production Manager
- Corporate Services Manager
- Transport Manager
- Warehouse Manager

Enrolments

Email: support@collins.vic.edu.au or via one of our Education Agents

Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.collins.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.

Entry Requirements

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Home Affairs.

The Collins International College accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE COLLINS INTERNATIONAL COLLEGE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	6 or above
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	64 or above
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	50-56 equivalent

Units of Competency

Unit Code	Unit Description	Essential
BSBOPS502	Manage business operational plans	Core
BSBCMM511	Communicate with influence	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBCRT511	Develop critical thinking in others	Core
BSBCMM412	Lead difficult conversations	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBTWK503	Manage meetings	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBOPS505	Manage organisational customer service	Elective

For further details of these units visit www.training.gov.au



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COLLINS INTERNATIONAL COLLEGE

RTO Number: 45652 | CRICOS Number: 03887J

BSB60420 Advanced Diploma of Leadership & Management

CRICOS PROGRAM CODE: 112120E

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.

Fees

(Regarding fees structure, please contact our admission teams)

Duration

- 96 Weeks
(Includes a maximum 12 weeks of holidays)

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students CIC has a requirement that all students must be over 18 years of age at the commencement of course.



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Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Mode of Delivery

Face-to-Face: Classroom and kitchen-based commercial cookery environment, including work-based training;

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning. For further information refer to www.collins.vic.edu.au

Assessment Method

- Demonstrations
- Written Questions Answers
- Case Studies
- Projects
- Workplace Training

Employment Pathway for Students

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Customer Service Manager
- Business Manager
- Business Analyst

Enrolments

Email: support@collins.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.collins.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.

Entry Requirements

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Home Affairs.

The Collins International College accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

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International English Language Testing System (IELTS) - Academic	6 or above
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	64 or above
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	50-56 equivalent

Units of Competency

Unit Code	Unit Description	Essential
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBLDR601	Lead and manage organisational change	Core
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBSTR801	Lead innovative thinking and practice	Elective
BSBXCMM501	Lead communication in the workplace	Elective
BSBCMM511	Communicate with influence	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBSTR602	Develop organisational strategies	Elective

For further details of these units visit www.training.gov.au



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FEES

Payment of Tuition Fees:

- a) Student are required to pay as per CIC Course Structure prior to receiving a conformation of enrolment.

After the commencement, students will be charged:

- a) The semester fees

Please refer CIC Tuition fees payment, Fee Refund Policy and Procedure for further information on www.collins.vic.edu.au

As of 1/01/2024	Tuition Fees	Non-Tuition Fees	Total
General English	18,600.00	1,000.00	19,600.00
Certificate IV in Kitchen and Management	16,000.00	1,250.00	17,250.00
Diploma of Hospitality Management	18,500.00	1,250.00	19,750.00
Advance diploma of Hospitality Management	24,500.00	1,250.00	25,750.00
Advanced Diploma of Information Technology (Tele-communication)	22,000.00	1,250.00	23,250.00
Certificate IV in Leadership Management	5,200.00	1,250.00	6,450.00
Diploma of Leadership Management	10,200.00	1,250.00	11,450.00
Advanced Diploma of Leadership Management	13,000.00	2,000.00	15,000.00

Fees and Refund Arrangements:

Fee-schedule:

Course fee	Refer to course information section
Registration Fee	\$500 (Non-Refundable)
Administration fee	Refer to course information section
Material fee	Refer to course information section
Recognition of Prior Learning fee	\$ 600 per Unit
Re-assessment Unit	After First 2 free attempts, \$ 300/ each unit
Credit Transfer fee	No charges
Bank Transfer fee	What the bank charges for the transfer
Accommodation Services	Out sourced – contact Institute for details
Airport pick up Services fee	\$100
Re-issue of test	\$25 Each
Replacement Student ID	\$ 10
Late Payment of Tuition Fees	\$ 75/Month
OSHC (Overseas Student Health Cover)	Out sourced-contact Institute for details Depends upon visa duration and health cover provider charges. Overseas Student Health cover provider charges. OSHC fees depends upon types of cover requires. Check out http://oshc.bupa.com.au/ for more information

Payment Method:

The Fees can be paid by following methods:

- a) Cash payment at the CIC office.
- b) Electronic Fund Transfer.



ADMISSION REQUIREMENTS

Can you please refer to CIC Admission Policy, www.collins.vic.edu.au along with that please find the detail admission requirement in course details guide, it is different for different courses

ADMISSION PROCESS

All international and domestic students applying to study at CIC must complete the student application form and submit it to the administration office for assessment. Applicants who wish to apply through one of CIC's authorized education agents can find relevant contact information on CIC's website. www.collins.vic.edu.au

For a completed application, the applicants must attach certified copies of transcripts of all relevant previous studies and the evidence of meeting English language equivalence requirements. If documents are in other language apart from English, then a certified English translation of each document must be submitted together with certified copies of original documents.

Upon successful assessments, CIC will issues offer letter of admission, together with instruction for applicant accepting the offer. Administration office will advise students if their application is unsuccessful.

For more details like

- ESOS
- Living in Australia
- Tuition fees
- Work Rights

please refer to CIC's website www.collins.vic.edu.au



CIC CONTACT DETAILS

Melbourne CBD Campus: Level 1,158 Swanston Street,
Melbourne VIC 3000,
Australia.

Email Id: support@collins.vic.edu.au

Contact Number: +61 478 290 666, 03 9191 6625

Website: www.collins.vic.edu.au

Office Hours – Monday to Friday (9.00 AM – 5.30 PM)

Send all applications and supporting documentation to the above address.



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