DOMESTIC (FEE-FOR-SERVICE)

PROSPECTUS 2020

Greenhill Education Group Pty Ltd t/a

RGIT australia
INTERNATIONAL COLLEGE

RTO No. 22088 CRICOS: 03002G

Contents

Welcome to RGIT Australia

" Welcome to RGIT Australia, one of Australia's leading vocational education and training colleges.

At RGIT Australia, our students are our priority, and we take pride in their achievements. Our fundamental objective is to provide students with an environment that enables them to reach their full potential.

Our mentor-trainers provide quality training and relevant industry insight, equipping students with the necessary skills for them to embark on their career. Graduates will have the opportunity to enter either the relevant workforce arena or pursue further studies at university to achieve their career goals.

We fully understand the challenges students may experience while studying away from their home country. Our dedicated and professional staff support students' academic needs fully, and are committed to looking after students' personal welfare and wellbeing. Students can speak with any of our staff members for assistance. Our purpose-built training facilities and our dedicated training and administration teams speak for themselves.

Welcome to RGIT Australia, where an authentic Australian educational experience awaits.

Chandra Yonzon
Chief Executive Officer (CEO), Founder and Director

Course Overview

RGIT Australia offers the following accredited and nationally recognised qualifications:*

National Code	Qualifications	Duration (Incl. Holidays)	Tuition Fees†	Campus
BUSINESS AND MANAGEMENT				
BSB30115	Certificate III in Business	52 Weeks	$15,000	M & H
BSB40215	Certificate IV in Business	27 Weeks	$15,000	M & H
BSB50215	Diploma of Business	52 Weeks	$15,000	M & H
BSB51918	Diploma of Leadership and Management	52 Weeks	$15,000	M & H
BSB60215	Advanced Diploma of Business	78 Weeks	$22,500	M & H
BSB80515	Graduate Certificate in Management (Learning)	26 Weeks	$7,500	M & H
BSB80615	Graduate Diploma of Management (Learning)	78 Weeks	$16,500	M & H
NURSING, CHILDCARE AND COMMUNITY SERVICES				
CHC30113	Certificate III in Early Childhood Education and Care	52 Weeks	$15,000	M & H
CHC33015	Certificate III in Individual Support	52 weeks	$15,000	M & H
CHC50113	Diploma of Early Childhood Education and Care	78 Weeks	$22,500	M & H
CHC52015	Diploma of Community Services	72 Weeks	$22,500	M & H
HLT54115	Diploma of Nursing	80 Weeks	$37,500	M
INFORMATION TECHNOLOGY				
ICT50718	Diploma of Software Development	63 Weeks	$18,500	M & H
ICT50418	Diploma of Information Technology Networking	63 Weeks	$18,500	M & H
ICT60115	Advanced Diploma of Information Technology	76 Weeks	$22,500	M & H
HOSPITALITY				
SIT31016	Certificate III in Patisserie	52 Weeks	$22,500	M & H
SIT40716	Certificate IV in Patisserie	72 Weeks	$22,500	M & H
SIT30816	Certificate III in Commercial Cookery	52 Weeks	$15,000	M & H
SIT40516	Certificate IV in Commercial Cookery	72 Weeks	$22,500	M & H
SIT30616	Certificate III in Hospitality	52 Weeks	$15,000	M & H
SIT40416	Certificate IV in Hospitality	50 Weeks	$22,500	M & H
SIT50416	Diploma of Hospitality Management	102 Weeks	$28,000	M & H
SIT60316	Advanced Diploma of Hospitality Management	131 Weeks	$37,500	M & H

*Course information is subject to change. Download an electronic version of RGIT Australia's Domestic Student Prospectus at **www.rgit.edu.au/DomesticFeeforServiceProspectus**. Students can find further information at National Training Register at **www.training. gov.au** or speak with an RGIT Australia staff member for details. RGIT Australia handles all superseded qualifications as per our Course Transition Policy and Procedure available at **www.rgit.edu.au/CourseTransitionPolicyandProcedure**.

†Course tuition fees are quoted in Australian dollars (AUD), are valid for 2020 and are subject to change.

VET Entry Requirements

Age Requirements

All students must be at least 18 years of age or above at the time of the course commencement to study at RGIT Australia.

Pre-Training Review

All students are required to undertake a pre-training review which aims to identify their training needs through questions on previous education or training, relevance of the courses to learner, and relevant experience.

Language, Literacy and Numeracy test (LLN)

Students undertaking RGIT Australia VET courses must possess sound language, literacy and numeracy (LLN) skills to successfully complete the course. All students are required to undertake a language, literacy and numeracy (LLN) test mapped at ACSF level 3 conducted by RGIT Australia.

Academic Requirements

Students must meet a minimum academic requirement to get admission to RGIT Australia courses. The table below summarises the academic entry requirements. Refer to information on individual courses for course-specific requirements.

Level of Study - Academic Requirements
Certificate III - Satisfactory completion of the equivalent of Australian Year 11 or higher
Certificate IV - Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher
Diploma - Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma - Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher
Graduate Certificate of Management (Learning) - Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work
Graduate Diploma of Management (Learning) (78 weeks) - Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work

Recognition of Prior Learning or Credit Transfer

Course related work, prior study and/or life experience relevant to this course may entitle you to subject credits or recognition.

Community Services

Requirements prior to the start of Work-Based Training (WBT) components for Community Services include:

1. A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate
2. A satisfactory and valid Working with Children Check

Early Childhood Education and Care

Requirements prior to the start of Work-Based Training (WBT) components for Early Childhood Education and Care include a satisfactory and valid Working with Children Check

Entry Requirements for Diploma of Nursing

Students who are seeking to enrol into HLT54115 Diploma of Nursing must:

1. be at least 18 years or above at the time of enrolment.
2. Australian citizens/permanent residents.
3. Hold a VCE Year 12 Certificate, Senior VCAL Certificate or other post- secondary school certificate at Certificate III Level or higher; or

   Have completed Certificate III or IV qualification preferably in the Health/ Community Care services
4. Meet the English language requirement (as mentioned below).
5. Undertake ACER Language, Literary and Numeracy test with at least working level 4/ exit level 3.
6. If an ACER test is successfully, attend an interview with the Nursing Course Coordinator

English Language Requirements:

From 1 July 2018 all students that would be required by the NMBA to provide a formal English language skills test when applying for registration, must provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program as below:

1. Has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English either in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12.

   Please note: At the time of applying for NMBA registration as a program graduate: the applicant will have completed an NMBA approved Enrolled Nurse program and will therefore have a qualification that has been taught and assessed solely in English.

   OR

   At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed 6 years (full time equivalent) of studies taught and assessed in English – that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone) and evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

   OR

   Has formal English language test score

results showing:

- the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking)

Please note: Only accepting test results:

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
   - a minimum overall score of 7 is achieved in each sitting, and
   - you achieve a minimum score of 7 in each of the communicative skills across the two sittings, and
   - no score in any of the communicative skills is below 6.5

OR

- the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking.

Please note:

Only accepting test results:

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
   - as tested in all four components in each sitting, and
   - achieved a minimum score of B in each component across the two sittings, and
   - no score in any component of the test is below C

OR

- PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

Please note:

Only accepting test results

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
   - a minimum overall score of 65 is achieved in each sitting, and
   - you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
   - no score in any of the communicative skills is below 58

OR

- the TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:
  - 24 for listening,

  - 24 for reading,
  - 27 for writing, and
  - 23 for speaking.

Please note: Only accepting test results:

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
   - a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
   - no score in any of the sections is below:
     - 20 for listening
     - 19 for reading
     - 24 for writing, and
     - 20 for speaking

OR

Other English language tests approved by the NMBA as published on the Board's website with the required minimum scores

Other Requirements

1. Computer skills (ability to conduct research online and undertake some online studies to meet unit requirements).
2. Fitness Requirements for Professional Experience Placement (PEP)

Requirements prior to start of Professional Experience Placement (PEP)

1. A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate (AFP) issued 3 months prior to PEP.
2. A satisfactory and valid Working with Children Check.
3. Immunisation records (recommended to have immunisation records from home country for international students).
4. Hold a current first aid certificate.

Registration requirements as a Nursing student

Under National Law all students enrolled in the Diploma of Nursing course must be registered as students with the Australian Health Practitioner Registration Agency (AHPRA) and Nursing and Midwifery Board of Australia (NMBA). Students must be registered prior to the commencement of the course and will remain registered for the duration of the course or until no longer enrolled in the course. It is the responsibility of RGIT Australia to ensure all students enrolled in the Diploma of Nursing course are registered with AHPRA/NMBA.

Studying at RGIT Australia

Course Delivery

A number of approaches to course delivery are used by RGIT Australia. Course delivery approaches may include teacher-led classroom delivery, workshops, practicals, seminars, tutorials and supervised study. During class time students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and participating in role playing situations.

Course Assessment

A number of approaches to course assessment are used by RGIT Australia staff. Assessment approaches may include observation of performance in class, practical demonstrations, workshops, undertaking case studies, projects, assignments, presentations, role plays, written tests or exams and work-based assessments.

Students who have obtained Not Yet Competent (NYC) in a unit may re-do failed assessments without a need to see a Reassessment Officer, if they have attended at least 70 percent of scheduled classes for that unit and they complete the unit within the term in which it was offered.

However, if a student:

i. has attended less than 70 percent of scheduled classes for a unit and failed an assessment in that unit,
OR
ii. has NYC units carried over from earlier terms,
OR
iii. has failed a practical cooking class,

the student will need to pay a reassessment administration fee to cover the costs of employing a Reassessment Officer and/or purchasing cooking material.

See RGIT Australia's Assessment Policy and Procedure for further details at **www.rgit.edu. au/AssessmentPolicyandProcedure**.

Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the Institute. All works submitted must be an accurate reflection of the student's level of competence. To view the Plagiarism and Cheating Policy and Procedure, please visit www.rgit.edu.au/ PlagiarismandCheatingPolicyandProcedure.

Unique Student Identifier (USI)

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to RGIT Australia during the enrolment process. If students do not provide USI, RGIT Australia will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI visit **www. usi.gov.au**. Student Administration staff can assist you to obtain your USI on request.

Credit Transfer

Students who have completed equivalent units from their course at other institutions can be given credit on presentation of a verified transcript, Award or Statement of Attainment. An application for credit transfer must be lodged in writing. RGIT Australia's Credit Transfer Application form is available at **www.rgit.edu.au/downloads/important-forms**.

Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for RPL. An essential requirement of RPL is proof of competency. This may involve providing copies of your resume and/or work performance appraisals, job position descriptions and any certificates of inhouse or formal training. Students may be asked for contact details of people who can vouch for your skill level such as supervisors from current or previous workplaces, clients, or personal character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions. An application for RPL must be lodged in writing by completing RGIT Australia's RPL Application Form available at **www.rgit.edu. au/downloads/important-forms**.

Qualification Recognition

Qualifications offered by RGIT Australia are based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and VET Quality Framework (VQF) and are nationally recognised.

Materials and Equipment

RGIT Australia supplies each student with one complete set of learning materials including workbooks, assessment records and textbooks as applicable. Material fees may be applicable. Recommended learning resources are also communicated to students by trainers. Students must obtain these resources at their own expense.

Qualifications Issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment for completed competencies.

Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g. licensing, professional registration etc.) may apply to some occupations and locations.

How to Apply

At RGIT Australia we want to ensure that the course in which students enrol is the most appropriate course for them. We will discuss with applicants their ambitions and future plans. We will review any work experience which applicants may have, and any study which they may have completed. We will take into account applicants' existing skills and competencies during the application process. Based on this information we will recommend the most appropriate course for them.

To apply for a course, applicants must complete Expression of Interest Form (Domestic) available at **www.rgit.edu.au/ downloads/important-forms**.

Melbourne: Scan and return the application form along with certified copies of supporting documents by email to **marketing@rgit. edu.au**, post it to RGIT Australia GPO Box 5466, Melbourne, VIC, 3001, or bring it to RGIT Australia, Main Campus, Student Administration Level 2, 28-32 Elizabeth Street, Melbourne.

Hobart: Scan and return the application form along with certified copies of supporting

Studying at RGIT Australia

documents by email to **adminhobart@rgit. edu.au**, post or bring documents to RGIT Australia, Hobart Campus, Level 3, 162 Macquarie Street, Hobart, 7000.

Change of Address

Students are required to advise the Institute of their residential address, email and telephone number and of any subsequent changes to those details. This is important to ensure students receive correspondence of a formal nature, such as notices regarding the course or attendance and academic performance. It is the student's responsibility and in their own interests to ensure that their contact and address details are always up-to-date.

Student Code of Behaviour

Students maintain, and must uphold, the right to be treated fairly, with respect and courtesy, without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status. Students should maintain, and uphold, an environment that is free from all forms of intimidation, which supports their learning without interference from others, which is safe, clean, orderly and co-operative and which respects and protects personal and Institute property from damage or misuse.

Payment of Fees

The course fees include tuition, tutorials and lectures, campus facilities and a student identification card.

Fees for Full-fee (Fee-for-Service) students are payable as per the Fee Schedule available from the RGIT website. RGIT Australia does not accept a pre-payment of course fees in excess of $1500, unless it has a fee protection measure in place, such as membership with an approved Tuition Assurance Scheme.

A payment schedule will be provided to the student at the time of enrolment.

Pathways to Higher Education

RGIT Australia graduates may seek credits to relevant degree programs in Australian universities. RGIT Australia has no special arrangements with any Australian university and there is no guaranteed entry into university programs. As a general rule students with high marks will have the best chance of being accepted by a university.

Fee Refund

Fee Refund in Case of Student Withdrawal

Student must withdraw in writing and apply for a refund with RGIT Australia by completing a Withdrawal and Refund Application Form at **www.rgit.edu.au/downloads/ important-forms**. Where written notice of withdrawal is received by RGIT Australia before the start date of the course or term, RGIT Australia will refund the fees as per the tables below, less any administration fees, in accordance with the Fees Payment and Refund Policy (Domestic Fee-for-Service Students) available at **www.rgit.edu.au/ FeesPaymentandRefundPolicyDomesticFeeforServiceStudents**.

Table: Course Withdrawal

Written notice of withdrawal received	Refund of fees paid (term withdrawing) *	Refund of fees paid (future terms) *	Refund of material fees
28 days or more before the course/term start date	80%	80%	100%
15 to 27 days before the course/term start date	70%	80%	100%
Within 14 days before the course/term start date, as well as from the day course/term started	No refund	80%	100%

*Less administration fees

Provider Default on Delivery of Qualification

In the unlikely event that the Institute is unable to start or deliver the course (known as Institute default), the student can choose to accept either:

a. a refund of course fees, which will be issued to the student within 14 days; or

b. be placed in an alternative course with the Institute or another provider. If the student chooses this option, they must sign a new writtenagreement to indicate they have accepted the placement.

For more information, see the Fees Payment and Refund Policy (Domestic Fee-for-Service Students) and Tuition Assurance Policy, available at **www.rgit.edu.au/policies**.

Special Circumstances

Where a student withdraws from the course because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid will be refunded.

Complaints / Appeals

RGIT has a complaints and appeals process through which students may lodge a complaint with RGIT either formally or informally. Students dissatisfied with any RGIT decision made and which affects the student may formally appeal the decision by contacting Student Services and placing their complaint in writing.

In the event that the student is still dissatisfied with the outcome, the student may appeal the decision externally with no or minimal cost to the student. For more information on the complaints and appeals process, please contact Student Services or refer to our Complaints and Appeals Policy and Procedure available on our website at www.rgit.edu.au/ ComplaintsandAppealsPolicyandProcedure.

Work-Based Training

Some courses require a work-based training (WBT) component. Please refer to individual course descriptions for details.

WBT practical placement refers to any structured workplace learning that is part of a written agreement between RGIT Australia as the training organisation and a host employer for vocational or further education courses or programs. It is designed to include work observation, work experience and other forms of workplace learning. WBT is an essential component of many vocational and further education programs.

WBT practical placement is designed to give students a chance to perform tasks relating to their course in an appropriate industry setting and ensure that the skills they are learning are transferable and can be demonstrated within a real industry work environment.

Work placement involves assessment in the workplace by RGIT Australia assessors and will also include supervisor reports.

Where it is to be Completed

RGIT Australia is responsible for ensuring the workplace complies with course requirements.

RGIT Australia will only find one host work place per student. In the event the student is not able to complete their placement with the host arranged by RGIT Australia, or prefers to find their own, the student will be liable to find their own, and RGIT Australia will conduct checks to ensure its suitability. In extreme circumstances, i.e. medical condition or other matters, a second placement can be organised by RGIT Australia for the student's benefit.

Real Industry Workplace

The workplace must be approved by RGIT Australia's Work-Based Training Coordinator.

Benefits to Learners

For learners, WBT is an opportunity to:

- learn in a workplace that reflects current industry needs and standards
- interact with experienced workers who will pass on valuable skills and knowledge
- gain a sense of what working with their qualification will be like
- have an opportunity to practise and demonstrate their hands-on skills and underpin knowledge in a structured way
- gain recognition for their skills and knowledge by demonstrating and recording of evidence
- ask questions and learn about the industry and workers
- demonstrate their attributes for future employment possibilities.

WBT Information Sessions

Information session on WBT is conducted at the time of orientation and a detailed induction session is conducted before the commencement of work placement.

During the session, students will receive information on:

- Their responsibilities and requirements
- The role of the Work-Based Training Coordinator
- Students' special needs (if applicable)
- Workplace Health & Safety (WHS) issues
- Equal opportunity issues
- Relevant policies related to the workplace
- Roles of the host employer and workplace supervisor
- Safety in the workplace
- Availability of a suitable induction program for students

Host Employers

RGIT Australia sources host employers through a variety of means:

- Existing employers of RGIT Australia's student(s) and when RGIT Australia has screened to ensure that the employer and site are suitable for WBT.
- Students may find suitable practical work placement opportunities themselves and should liaise with the course coordinator or WBT Coordinator to ensure that the host employer is provided with the appropriate information and agreement and that the site meets WBT requirements.
- RGIT Australia industry network partners, including employees of RGIT Australia such as trainers. Initial contact with the host employers is usually made by the WBT Coordinator who can ensure that the site meets the WBT criteria, and provide the information necessary for the host employer(s).
- Approach industry and target new opportunities. Initial contact with the host employers is usually made by the WBT Coordinator who can explain the benefits, responsibilities and requirements of participating in the program.

RGIT Australia staff, students and Host Employers involved in the WBT program are required to follow a clear set of guidelines and procedures.

Pre-Placement Checks Requirements for Nursing, Early Childhood Education and Care and Community Services Courses

In order to complete the requirements of this course, students are required to fulfil certain pre-placement check requirements. For example, police checks, working with children check, uniforms, etc. Students are required to produce evidence of pre-placement check requirements or are able to demonstrate their willingness to obtain them before enrolment. Contact WBT Coordinator for more information.

For more details about RGIT Australia's WBT requirements see Work-Based Training Policy and Procedure at **www.rgit.edu.au/ WorkBasedTrainingPolicyandProcedure**.

Melbourne Campus Facilities

Campus Locations

RGIT Australia has two campuses located in Melbourne's Central Business District (CBD). Main Campus is located at 28-32 Elizabeth Street, and Victoria House campus is located at 43-45 Elizabeth Street.

Training Kitchen

The purpose-built training kitchen, which is fully equipped to commercial kitchen standards, is located on Level 1 of the campus at 28-32 Elizabeth Street, Melbourne. A second state-of-the-art training kitchen facility is made available depending upon student numbers, and students will be informed of its location prior to study commencement.

Classrooms

RGIT Australia's modern, air-conditioned facilities are well-equipped for effective learning.

Student Administration and Support Services

Student Administration and Student Support Services located at Main Campus Level 2 serves as students' first point of contact for any queries.

Nursing Lab

RGIT Australia focuses on theoretical as well as practical training in our simulated Nursing Lab, located at our Victoria House campus in the heart of Melbourne's CBD. Our training facilities are designed to offer practical training in a realistic setting to make students confident in their knowledge and work-ready.

Simulated Childcare Room

RGIT Australia's simulated childcare environment consists of everything the modern day care childcare facility would have. Students will demonstrate their theoretical and practical knowledge as they learn in the simulated childcare room.

Student Cafe

A vegetarian cafe is located on Level 1 of Main Campus, where students can relax and meet with others.

Student Library & Resource Centre

Our librarian can direct students to useful online resources relevant to their course and regularly updates library materials. The library is equipped with daily newspapers, textbooks, magazines, periodicals, self-paced learning CDs, free Wi-Fi internet access, DVDs and offers printing and photocopying facilities for students. Student notice boards outside the library offer information on rooms available to rent/share and other general information related to campus life.

Computer Rooms

RGIT Australia has two computer labs. One is a general computer room for use by all students and the other is a dedicated facility for students undertaking Information Technology (IT) studies at RGIT Australia.

Hobart Campus Facilities

Campus Location

Our Hobart Campus at Level 3, 162 Macquarie Street, Hobart, TAS 7000, is located in the centre of Hobart's CBD, close to the shopping precinct of City Mall, the main retail strip and many cafes. It is easy walking distance to the Post Office and State Library and city apartments for student accommodation are also nearby.

Training Kitchen

A training kitchen is located on-campus at 162 Macquarie Street, Hobart.

Classrooms

Our air-conditioned classrooms are modern with natural light and captivating views of Mount Wellington and Hobart surrounds.

Lunchroom

A lunchroom is provided for students which has comfortable seating, a kitchenette, microwave, fridge, television and coffee-making facilities.

Computer Access

Our computer room is available for use by all students and has free Wi-Fi.

Student Rights as a Consumer

As a consumer, a student has the right to receive factual and accurate information about the courses offered by RGIT Australia before making an enrolment decision. To ensure this, RGIT Australia has stringent policies and procedures in place.

It is very important that students read RGIT Australia's Domestic (Fee-for-Service) Prospectus and visit RGIT Australia's website at **www.rgit.edu.au** before applying at RGIT Australia to ensure that the course meets their requirements and that they fully understand student fees and obligations.

The Fees Payment and Refund Policy and the Complaints and Appeals Policy and Procedure (available at **www.rgit.edu.au/policies**) do not affect the rights of the student to take action under Australian Consumer Law if it applies.

Media Consent

The Expression of Interest Form (Domestic) gives students the opportunity to decline permission for RGIT Australia to use any representation of students for promotional purposes.

From time to time, RGIT Australia staff may request to take photographs/videos or verbal/written interviews/testimonials of students at RGIT Australia or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by RGIT Australia in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral or third party

advertisements and/or publications. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

Students have a right to refuse use of their image or work for such creations, and may also reverse their decision to decline Media Consent by signing a Media Consent Form at the time of any such request.

Student Support Services

RGIT Australia staff are available to provide advice and assistance with matters such as studying, assessment, accommodation and English language problems and a counsellor is also available for personal difficulties.

Orientation

Orientation is conducted prior to the commencement of all courses. The objective is to fully inform new students of all aspects of life at the Institute. It is a good opportunity to ask questions, meet fellow students and RGIT Australia staff.

Student Counselling

Stress, financial difficulties, health, family, relationship issues and social issues can all affect your ability to settle into study. Our student counsellors offer a confidential support service and external referral where necessary. Students requiring special or intensive assistance must contact Student Administration who will refer them to one of our counsellors or to external support services if required.

● Helpful Contacts Melbourne

- **Fire, Ambulance, Police (Life-Threatening Emergencies): Call 000**
- **Hospitals and Medical Issues:**

  The Alfred: (03) 9076 2000
  Austin Hospital: (03) 9496 5000
  Royal Children's Hospital: (03) 9345 5522
  Royal Women's Hospital: (03) 8345 2000
  Royal Melbourne Hospital: (03) 9342 7000
  St Vincent's Hospital: (03) 9411 7111

  Refer to Yellow Pages at **www.yellowpages.com.au** for services near you.
- **The National Translating and Interpreting Service: 131 450**
- **Life Line 24 hour Counselling Services: 131 114**
- **Solicitors/Lawyers:**
  Resolution Institute: Freecall 1800 651 650; **www.iama.org.au**
  Victoria Legal Aid: **www.legalaid.vic.gov.au**
- **Study in Australia: www.studyinaustralia.gov.au**
- **Youth Central: www.youthcentral.vic.gov.au**

Places of Worship

- Australian Churches: **www.australianchurches.net**
- Living in Melbourne (Mosques): **www.living-in-melbourne.com/muslims-mosques-in-melbourne.html**
- Hindu Council of Australia: **www.hinducouncil.com.au**
- Jewish Australia: **www.jewishaustralia.com/prayer.htm**

Other Support Services

The following support services are free. They are able to provide you with referrals to help you deal with the issue you are facing.

- Lifeline: 13 11 14 (24 hour counselling service)
- Mensline Australia: 1300 78 99 78
- Griefline (Telephone Counselling Service): 1300 845 745 (12 noon - 3:00am, 7 Days a Week)
- Crisis Help: 1800 627 727
- Direct Line (Drug and Alcohol Use): 1800 888 236
- Crisis Contact Service (Homelessness Help Services): 1800 627 727
- Safe Steps: Family Violence Response Centre: 1800 015 188
- Gambling Help Online: 1800 858 858

Helpful Contacts Hobart

- **Fire, Ambulance, Police** (Life-Threatening Emergencies)**: Ring 000**
- Tasmania Police (Missing Persons)**: 131 444**
- **Service Tasmania (**Tasmanian Government Services and information)**: 1300 13 55 13, +61 3 6169 9017 (Overseas), visit www.services.tas.gov.au**
- **TASWater (Water and Sewer Emergencies):** 136992, visit www.taswater.com.au
- **Tas Gas (Gas Emergency):** 1802 438 427, visit www.tasgas.com.au
- **Aurora Energy: (Power Outage)** 13 2004, (Gas Emergency) 1802111, visit **www.auroraenergy.com.au**
- **Accommodation: www.au.easyroommate.com www.realstate.com.au www.domain.com.au www.gumtree.com.au**
- **Medical Services:**
  - **National Health Services Directory (NHSD) by Healthdirect Australia:** 1300 135 513, 1800 022 222

    www.myhospitals.gov.au

    www.dhhs.tas.gov.au

    www.healthdirect.gov.au
  - **Royal Hobart Hospital:** 6166 8308
  - **Hobart Private Hospital: 6214 3000**
  - **Calvary Lenah Valley Hospital - Calvary Health Care:** 6278 5333
  - **St Helen's Private Hospital :** 62216444
  - **Argyle Medical General Practice:** 6238 8222, 1800 022 222 (After Hours)
  - **North Hobart Medical Centre (Health Direct):** 62310318
  - **City Doctors & Travel Clinic:** 6231 3003
  - **Collins Street General Practice:** 6223 3355
  - **Davey Street Medical Centre:** 6223 6223
  - **Wellness Medical:** 62311555

Our Courses

Business and Management

Certificate III in Business

NATIONALLY RECOGNISED TRAINING

National Code: BSB30115
Duration: 52 weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $15,000
Material Fee: $0

Course Description

Certificate III in Business will provide students with a wide range of competencies using business discretion, judgment and relevant theoretical knowledge. Students will develop skills to provide technical advice and support to a team.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Clerk (Accounts/Accounts Receivable/General), Customer Service Adviser, Office Assistant, Receptionist.

Course Structure

Students will need to complete 1 core unit and 11 elective units of competency to attain the qualification.

Core Units

- BSBWHS302 - Apply knowledge of WHS legislation in the workplace

Elective Units*

- BSBDIV301 - Work effectively with diversity
- BSBINN301 - Promote innovation in a team environment
- BSBINM301 - Organise workplace information
- BSBRES411 - Analyse and present research information
- BSBITU313 - Design and produce digital text documents
- BSBWRT301 - Write simple documents

- BSBITU314 - Design and produce spreadsheets
- BSBFIA301 - Maintain financial records
- BSBPRO301 - Recommend products and services
- BSBITU306 - Design and produce business documents
- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate IV in Business

NATIONALLY RECOGNISED TRAINING

National Code: BSB40215
Duration: 27 weeks (Incl. Holidays)
Holiday: 7 weeks
Entry Requirements : Refer to page 5
Delivery Mode : Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $15,000
Material Fee: $0

Course Description

Certificate IV in Business reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. Students will learn to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. The course will encourage students to gain an understanding of the appropriate business work practices required to competently undertake their roles and responsibilities in the business workplace. Students may provide leadership and guidance to others with some limited responsibility for the output of others.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Administrator, Executive Personal Assistant, Office Administrator, Project Officer, Sales Account Assistant, Sales Agent, Small Business Manager (Franchise/Retail) and Team Leader.

Course Structure

Students will need to complete 1 core and 9 elective units of competency to attain the qualification.

Core Units

- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units*

- BSBCMM401 - Make a presentation
- BSBRSK401 - Identify risk and apply risk management processes
- BSBMKG413 - Promote products and services
- BSBMGT402 - Implement operational plan
- BSBCUS401 - Co-ordinate implementation of customer service strategies
- BSBMKG414 - Undertake marketing activities
- BSBADM405 - Organise meetings
- BSBLED401 - Develop teams and individuals
- BSBMGT401 - Show leadership in the workplace

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Leadership and Management

NATIONALLY RECOGNISED TRAINING

National Code: BSB51918
Duration: 52 Weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $15,000
Material Fee: $0

Course Description

Diploma of Leadership and Management will provide students with the knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. Students will develop skills in displaying initiative and judgement in planning, organising, implementing and monitoring your own workload and the workload of others. Students will learn communication skills to support individuals and teams to meet organisational or enterprise requirements.

Career Opportunities

Possible job roles relevant to this qualification include: Business Manager, Human Resources Manager, Sales Team Manager.

Course Structure

Students will need to complete 4 core units and 8 elective units of competency to attain the qualification.

Core Units

- BSBLDR511 - Develop and use emotional intelligence
- BSBMGT517 - Manage operational plan
- BSBLDR502 - Lead and manage effective workplace relationships
- BSBWOR502 - Lead and manage team effectiveness

Elective Units*

- BSBWOR501 - Manage personal work priorities and professional development
- BSBWHS521 - Ensure a safe workplace for a work area
- BSBRSK501 - Manage risk
- BSBADM506 - Manage business document design and development
- BSBMGT516 - Facilitate continuous improvement
- BSBCUS501 - Manage quality

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customer service
- BSBHRM506 - Manage recruitment, selection and induction processes
- BSBDIV501 - Manage diversity in the workplace

*Elective units for this qualification are current at the time of publication and are subject to change.

Diploma of Business

NATIONALLY RECOGNISED TRAINING

National Code: BSB50215
Duration: 52 weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $15,000
Material Fee: $0

Course Description

Diploma of Business will provide students with the knowledge, understanding of theories, methods and practical skills using case studies, discussions and assessments in various business related work environments.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Administration Manager, Executive Officer, Export Manager.

Course Structure

Students will need to complete 8 elective units of competency to attain the qualification.

Elective Units*

- BSBADM506 - Manage business document design and development
- BSBSUS501 - Develop workplace policy and procedures for sustainability
- BSBHRM506 - Manage recruitment, selection and induction Process
- BSBDIV501 - Manage diversity in the workplace
- BSBRSK501 - Manage risk
- BSBMGT517 - Manage operational plan
- BSBWOR501 - Manage personal work priorities and professional development
- BSBHRM513 - Manage workforce planning

*Elective units for this qualification are current at the time of publication and are subject to change.

Advanced Diploma of Business

NATIONALLY RECOGNISED TRAINING

National Code: BSB60215
Duration: 78 Weeks (Incl. Holidays)
Holiday: 18 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $22,500
Material Fee: $0

Course Description

Advanced Diploma of Business will provide students with the advanced skill set to thrive in a business setting. It delivers management skills and practical techniques that empower students with analytical and problem solving skills as well as project management across various industries.

Career Opportunities

Possible job roles relevant to this qualification include: Executive Manager or Director, Human Resources Manager (Strategy), Senior Executive.

Course Structure

Students will need to complete 8 elective units of competency to attain the qualification.

Elective Units*

- BSBINN601 - Lead and Manage organisational change
- BSBMGT617 - Develop and implement a business plan
- BSBFIM601 - Manage finances
- BSBMKG609 - Develop a marketing plan
- BSBHRM602 - Manage human resources strategic planning
- BSBMGT605 - Provide leadership across the organisation
- BSBINM601 - Manage knowledge and information
- BSBSUS501 - Develop workplace policy and procedures for sustainability

*Elective units for this qualification are current at the time of publication and are subject to change.

Graduate Certificate in Management (Learning)

NATIONALLY RECOGNISED TRAINING

National Code: BSB80515
CRICOS Course Code: 0101835
Duration: 26 Weeks (Incl. Holidays)
Holiday: 6 Weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: AU $7,500
Material Fee: AU $0

Course Description

Graduate Certificate in Management (Learning) qualification reflects the roles of individuals who apply substantial specialised skills and knowledge in the field of learning and capability development. In these roles they make significant high-level independent judgements in major planning, design, operational and management functions within highly varied or specialised contexts.

The qualification may also relate to professionals or mangers in registered training organisations (RTOs) seeking to advance organisational learning and capability.

Career Opportunities

Successful graduates of this course are well placed to pursue executive learning management positions in an array of industries and sectors, particularly within an education institute or the education and training department of a corporate enterprise or multinational.

Course Structure

Students will need to complete 2 core units and 2 elective units of competency to attain the qualification.

Core Units
- BSBLDR801 - Lead personal and strategic transformation
- BSBLED802 - Lead learning strategy implementation

Elective Units*
- BSBLED807 - Establish a career development session
- BSBINN501 - Establish systems that support innovation

*Elective units for this qualification are current at the time of publication and are subject to change.

Graduate Diploma of Management (Learning)

NATIONALLY RECOGNISED TRAINING

National Code: BSB80615
CRICOS Course Code: 0101833
Duration: 78 Weeks (Incl. Holidays)
Holiday: 18 Weeks
Entry Requirements : Refer to page 5
Delivery Mode : Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: AU $16,500
Material Fee: AU $0

Course Description

Graduate Diploma of Management (Learning) 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 com plex 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.

Career Opportunities

Possible job titles relevant to this qualification include learning and development consultant, manager/head of department, organisational learning and leadership manager, training manager, workforce capability development leader, workforce planner, educational professional, manager providing research or information related to career development.

Course Structure

Students will need to complete 2 core units and 6 elective units of competency to attain the qualification.

Core Units
- BSBINN801 - Lead innovative thinking and practice
- BSBRES801 - Initiate and lead applied research

Elective Units*
- BSBLED808 - Conduct a career development session
- FNSACC609 - Evaluate Financial Risk
- PSPMGT012 - Facilitate knowledge management
- BSBLDR803 - Develop and cultivate collaborative partnerships and relationships
- BSBLED805 - Plan and implement a mentoring program
- BSBLED806 - Plan and implement a coaching strategy

*Elective units for this qualification are current at the time of publication and are subject to change.

Health, Childcare and Community Services

Certificate III in Early Childhood Education and Care

NATIONALLY RECOGNISED TRAINING

National Code: CHC30113
Course Duration: 52 Weeks (Incl. Holidays)
Holiday: 12 Weeks
Entry Requirements : Refer to page 5
Delivery Mode : Face-to-Face
Work-based Training: 120 hours in a regulated education and care service (Refer to page 9 for details)
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $15,000
Material Fee: $0

Course Description

If students feel that they would love to assist in the education and learning development of babies, toddlers and children, then this program is for them. Qualifying as an early childhood professional, students will support the implementation of an approved learning framework, and support children's wellbeing, learning and development.

Career Opportunities

Possible job roles include: Early Childhood Educator, Outside School Hours Care Assistant, Playgroup Supervisor, Recreation Assistant, Family Day Care Worker and Nanny.

Delivery Mode

Mode of delivery available for this course is face-to-face learning along with a work placement.

Course Structure

Students will need to complete 15 core units and 3 elective units of competency to attain the qualification.

Core Units

- CHCLEG001 - Work legally and ethically
- CHCECE009 - Use an approved learning framework to guide practice
- CHCECE001 - Develop cultural competence
- CHCDIV002 - Promote Aboriginal and/ or Torres Strait Islander cultural safety
- HLTAID004 - Provide an emergency first aid response in an education and care setting
- CHCECE002 - Ensure the health and safety of children
- CHCPRT001 - Identify and respond to children and young people at risk
- HLTWHS001 - Participate in workplace health and safety
- CHCECE003 - Provide care for children
- CHCECE004 - Promote and provide healthy food and drinks
- CHCECE005 - Provide care for babies and toddlers
- CHCECE011 - Provide experiences to support children's play and learning
- CHCECE010 - Support the holistic development of children in early childhood
- CHCECE013 - Use information about children to inform practice
- CHCECE007 - Develop positive and respectful relationships with children

Elective Units*

- BSBWOR301 - Organise personal work priorities and development
- CHCPRT003 - Work collaboratively to maintain an environment safe for children and young people
- CHCECE006 - Support behaviour of children and young people

*Elective units for this qualification are current at the time of publication and are subject to change.

Diploma of Early Childhood Education and Care

NATIONALLY RECOGNISED TRAINING

National Code: CHC50113
Course Duration: 78 Weeks (Incl. Holidays)
Holiday: 18 Weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Work-based Training: 240 hours in a regulated education and care service (Refer to page 9 for details)
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $22,500
Material Fee: $0

Course Description

Diploma of Early Childhood Education and Care is ideal for early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so, students will work to implement an approved learning framework within the requirements

of the Education and Care Services National Regulations and the National Quality Standard.

Career Opportunities

Possible job roles include roles in Long Day Care, Kindergarten and Family Day Care. Roles may include Childhood Education Manager, Outside school hours coordinator

Delivery Mode

Mode of delivery available for this course is face-to-face based learning along with a work placement.

Course Structure

Students will need to complete 23 core units and 5 elective units of competency to attain the qualification.

Core Units

- CHCLEG001 - Work legally and ethically
- CHCECE009 - Use an approved learning framework to guide practice
- CHCECE001 - Develop cultural competence
- CHCDIV002 - Promote Aboriginal and/ or Torres Strait Islander cultural safety
- HLTAID004 - Provide an emergency first aid response in an education and care setting
- CHCECE002 - Ensure the health and

safety of children
- CHCPRT001 - Identify and respond to children and young people at risk
- CHCECE005 - Provide care for babies and toddler
- CHCECE003 - Provide care for children
- CHCECE004 - Promote and provide healthy food and drinks
- HLTWHS003 - Maintain work health and safety
- CHCECE016 - Establish and maintain a safe and healthy environment for children
- CHCECE007 - Develop positive and respectful relationships with children
- CHCECE019 - Facilitate compliance in an education and care services
- CHCECE025 - Embed sustainable practices in service operations
- CHCECE017 - Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 - Nurture creativity in children
- CHCECE020 - Establish and implement plans for developing cooperative behaviour
- CHCECE022 - Promote children's agency
- CHCECE021 - Implement strategies for the inclusion of all children
- CHCECE023 - Analyse information to inform learning
- CHCECE026 - Work in partnership with families to provide appropriate education and care for children
- CHCECE024 - Design and implement the curriculum to foster children's learning and development

Elective Units*

- CHCPOL002 - Develop and implement policy
- CHCPOL003 - Research and Apply Evidence to Practice
- CHCMGT003 - Lead the work team
- BSBMGT605 - Provide leadership across the organisation
- CHCPRP003 - Reflect on and improve own professional practice

*Elective units for this qualification are current at the time of publication and are subject to change.

Diploma of Nursing

NATIONALLY RECOGNISED TRAINING

National Code: HLT54115
Course Duration: 80 Weeks (Incl. Holidays)
Holiday: 10 weeks
Entry Requirements: Refer to page 6
Delivery Mode: Classroom-based and simulation learning along with Professional Experience Placement (PEP)
Intake Dates: Feb, Apr, July, Oct
Professional Experience Placement (PEP): Minimum of 480 hours of PEP or work placement is supervised by clinical teacher
Tuition Fee: $28,000
Material Fee: $1,500

Course Description

Diploma of Nursing aims to prepare competent, knowledgeable, professional graduates who are able to apply for registration as an enrolled Nurse with Australian Health Practitioners Registration Agency: Nursing and Midwifery Board Australia (NMBA). Additionally, the course has a specific aim and commitment to preparing graduates who are competent for beginning level Diploma of Nursing graduate practice.

Career Opportunities

It reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units. Further information on registration is available at Nursing and Midwifery Board of Australia's website at **www. nursingmidwiferyboard.gov.au**.

Course Structure

Students will need to complete 20 core units and 5 elective units of competency to attain the qualification.

Core Units

- CHCDIV001 - Work with diverse people
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRP003 - Reflect on and improve own professional practice
- HLTAAP002 - Confirm physical health status
- HLTAAP003 - Analyse and respond to client health information
- HLTENN001 - Practice nursing within Australian health care system
- HLTENN002 - Apply communication skills in nursing practice
- HLTENN003 - Perform clinical assessment and contribute to planning nursing care
- HLTENN004 - Implement, monitor and evaluate nursing care plans
- HLTENN005 - Contribute to nursing care of a person with complex needs
- HLTENN006 - Apply principles of wound management in the clinical environment
- HLTENN007 - Administer and monitor medicines and intravenous therapy
- HLTENN008 - Apply legal and ethical parameters to nursing practice
- HLTENN009 - Implement and monitor care for a person with mental health conditions
- HLTENN011 - Implement and monitor care for a person with acute health problems
- HLTENN012 - Implement and monitor care for a person with chronic health problems
- HLTENN013 - Implement and monitor care for the older person
- HLTENN015 - Apply nursing practice in the primary health care setting
- HLTINF001 - Comply with infection prevention and control policies and procedures
- HLTWHS002 - Follow safe work practices for direct client care

Elective Units*

- CHCAGE005 - Provide support to people living with dementia
- CHCPOL003 - Research and apply evidence to practice
- HLTAID003 - Provide first aid
- HLTENN010 - Apply a palliative approach in nursing practice
- HLTINF003 - Implement and monitor infection prevention and control policies and procedures

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate III in Individual Support

NATIONALLY RECOGNISED TRAINING

National Code: CHC33015
Course Duration: 52 Weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Classroom-based learning along with a work placement
Intake Dates: Feb, Apr, July, Oct
Work-based Training: at least 120 hours in a residential facility (Refer to page 9 for details)
Tuition Fee: $15,000
Material Fee: $0

Course Description

Make a difference to someone's life! Support workers apply their special skills in the community and/or residential settings. They provide assistance to people who may require support due to ageing, disability or some other reason. This special work is both engaging and rewarding. Get qualified for a broad range of careers in the community services.

Career Opportunities

Career Opportunities may include Nursing Support and Personal Care Worker. Employment settings might include Aged Care, Hospice, Nursing and Community Services.

Course Structure

Students will need to complete 7 core units and 6 elective units of competency to attain the qualification.

Core Units

- HLTAAP001 - Recognise healthy body systems
- CHCLEG001 - Work legally and ethically
- CHCCOM005 - Communicate and work in health or community services
- CHCDIV001 - Work with diverse people
- CHCCCS023 - Support independence and well being
- CHCCCS015 - Provide individualised support
- HLTWHS002 - Follow safe work practices for direct client care

Elective Units*

- CHCHCS001 - Provide home and community support services

- CHCADV001 - Facilitate the interests and rights of clients
- CHCCCS011 - Meet personal support needs
- CHCAGE005 - Provide support to people living with dementia
- CHCCCS025 - Support relationships with carers and families
- CHCAGE001 - Facilitate the empowerment of older people

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Community Services

NATIONALLY RECOGNISED TRAINING

National Code: CHC52015
Course Duration: 72 Weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Classroom-based learning along with a work placement
Intake Dates: Feb, Apr, July, Oct
Work-based Training: Minimum 100 hours in a Community setting environment (Refer to page 9 for details)
Tuition Fee: $22,500
Material Fee: $0

Course Description

Make a difference to someone's life! Diploma of Community Services is perfect for those who wish to work in the roles of community services, case management and social housing workers involved in the managing, coordinating or delivering of person-centered services to individuals, groups and communities. Get qualified for a broad range of careers in the community services.

Career Opportunities

Career Opportunities may include Case coordinator, Case worker or manager, Community services worker, Family support worker, Group facilitator or coordinator, Pastoral care counsellor, Program coordinator or manager and Senior youth officer.

Course Structure

Students will need to complete 8 core units and 8 elective units of competency to attain the qualification.
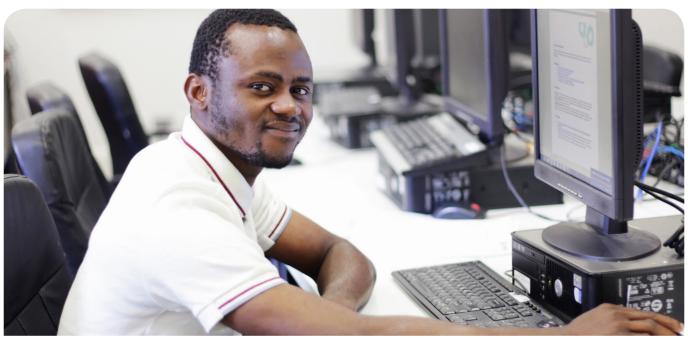
Core Units

- CHCCCS007 - Develop and implement service programs
- CHCCOM003 - Develop workplace communication strategies
- CHCDEV002 - Analyse impacts of sociological factors on clients in community work and services
- CHCDIV003 - Manage and promote diversity
- CHCLEG003 - Manage legal and ethical compliance
- CHCMGT005 - Facilitate workplace debriefing and support processes
- CHCPRP003 - Reflect on and improve own professional practice
- HLTWHS004 - Manage work health and safety

Elective Units*

- CHCCSM005 - Develop, facilitate and review all aspects of case management
- CHCCCS019 - Recognise and respond to crisis situations
- CHCCSL001 - Establish and confirm the counselling relationship
- CHCADV002 - Provide advocacy and representation services
- CHCMHS001 - Work with people with mental health issues
- CHCPRT001 - Identify and respond to children and young people at risk
- CHCAOD009 - Develop and review individual alcohol and other drugs treatment plans
- CHCCCS004 - Assess co-existing needs

*Elective units for this qualification are current at the time of publication and are subject to change.

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Information Technology

Diploma of Information Technology Networking

NATIONALLY RECOGNISED TRAINING

National Code: ICT50418
Course Duration: 63 weeks (Incl. Holidays)
Holiday: 13 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $18,500
Material Fee: $0

Course Description

Diploma of Information Technology Networking provides the skills and knowledge for an individual to be competent in high-level networking and System Administration. Areas of study include networking, system administration, system analysis and design and project management.

Career Opportunities

Possible job roles include Network Administrator, IT Administrator, IT Operations Administrator, Network Services Administrator, Network Support Coordinator, Network Operations Analyst, Network Security Coordinator, Network E-Business Coordinator.

Course Structure

Students will need to complete 5 core units and 11 elective units of competency to attain the qualification.

Core Units
- ICTICT418 - Contribute to copyright, ethics and privacy in an ICT environment
- ICTICT511 - Match IT needs with the strategic direction of the enterprise
- ICTNWK529 - Install and manage complex ICT networks
- ICTSUS501 - Implement server virtualisation for a sustainable ICT system
- ICTTEN611 - Produce an ICT network architecture design

Elective Units*
- ICTNWK503 - Install and maintain valid authentication processes
- ICTNWK506 - Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network
- ICTNWK507 - Install, operate and troubleshoot medium enterprise routers
- ICTNWK508 - Install, operate and troubleshoot medium enterprise switches
- ICTICT509 - Gather data to identify business requirements
- ICTNWK505 - Design, build and test a network server
- ICTTEN514 - Install, configure and test a server
- ICTNWK513 - Manage system security
- ICTNWK525 - Configure an enterprise virtual computing environment
- ICTNWK535 - Install an enterprise virtual computing environment
- ICTNWK527 - Manage an enterprise virtual computing environment

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Software Development

NATIONALLY RECOGNISED TRAINING

National Code: ICT50718
Course Duration: 63 weeks (Incl. Holidays)
Holiday: 13 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: $18,500
Material Fee: $0

Course Description

Diploma of Software Development provides the skills and knowledge for students to be competent in programming and software development. It covers all necessary aspects including programming, graphical user interfaces, object oriented programming, database programming, database design and systems analysis.

Career Opportunities

This course is designed for employment as Analyst Programmer Support, Assistant Programming Developer, Assistant Software Applications Programmer, Assistant Software Developer, Database Support Programmer, Web Support Programmer.

Course Structure

Students will need to complete 10 core units and 6 elective units of competency to attain the qualification.

Core Units

- ICTICT418 - Contribute to copyright, ethics and privacy in an ICT environment
- ICTPRG418 - Apply intermediate programming skills in another language
- ICTPRG501 - Apply advanced object-oriented language skills
- ICTPRG502 - Manage a project using software management tools
- ICTPRG503 - Debug and monitor applications
- ICTPRG504 - Deploy an application to a production environment
- ICTPRG520 - Validate an application design against specifications
- ICTPRG523 - Apply advanced programming skills in another language
- ICTPRG527 - Apply intermediate object-oriented language skills
- ICTPRG529 - Apply testing techniques for software development

Elective Units*

- ICTPRG509 - Build using rapid application development
- ICTPRG505 - Build advanced user interface
- ICTICT509 - Gather data to identify business requirements
- ICTWEB 501 - Build a dynamic website
- ICTWEB502 - Create dynamic web pages
- ICTDBS504 - Integrate database with a website

*Elective units for this qualification are current at the time of publication and are subject to change.

Advanced Diploma of Information Technology

NATIONALLY RECOGNISED TRAINING

National Code: ICT60115
Course Duration: 76 weeks (Incl. Holidays)
Holiday: 16 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-face
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: AU $22,500
Material Fee: AU $0

Course Description

Advanced Diploma of Information Technology provides intermediate to advance skills and knowledge for an individual to be competent to plan, design, implement, manage and monitor an enterprise information and communications technology (ICT) system as an independent ICT specialist or as part of a project team responsible for advanced ICT systems with a strong business oriented emphasis. This qualification has a strong core ICT base including developing a knowledge management strategy, building a data warehouse, implement a knowledge management strategy, direct complex ICT projects, interact with clients on a business level and manage innovation with continuous improvement.

Career Opportunities

Possible job roles include Analyst Programmer, Programming Developer, Applications Programmer, Software Developer, Database Administrator and Web Designer.

Course Structure

Students will need to complete 5 core units and 11 elective units of competency to attain the qualification.

Core Units

- BSBWOR502 - Lead and manage team effectiveness
- ICTICT608 - Interact with clients on a business level
- ICTICT610 - Manage copyright, ethics and privacy in an ICT environment
- ICTPMG609 - Plan and direct complex ICT projects
- ICTSUS601 - Integrate sustainability in ICT planning and design projects

Elective Units*

- BSBMGT605 - Provide leadership across the organisation
- ICTDBS501 - Monitor and improve knowledge management system
- ICTICT604 - Identify and implement business innovation
- BSBINN601 - Lead and manage organisational change
- ICTICT605 - Implement a knowledge management strategy
- ICTDBS601 - Build a data warehouse
- ICTDBS602 - Develop a knowledge management strategy
- BSBHRM602 - Manage human resources strategic planning
- BSBMGT617 - Develop and implement a business plan
- ICTPMG606 - Manage ICT project quality
- BSBMGT608 - Manage innovation and continuous improvement

*Elective units for this qualification are current at the time of publication and are subject to change.

Hospitality

Certificate III in Patisserie

NATIONALLY RECOGNISED TRAINING

National Code: SIT31016
Course Duration: 52 Weeks (Incl. Holidays)
Holiday: 12 Weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-Based Training (WBT):
   Duration: 160 hours consisting minimum of 24 complete service periods/shifts with combination of breakfast, lunch, dinner and special function
   Location: The training must be completed in an industry commercial kitchen with realistic ratios of kitchen staff to customers (Refer to page 9 for details)
Tuition Fee: $22,500
Material Fee: $0

Course Description

Certificate III in Patisserie provides students with the knowledge of patisserie skills necessary to become pastry chefs in a catering or restaurant type setting. Students will learn how to use discretion and judgement and have a sound knowledge of the hospitality industry. They will also learn how to work independently and under supervision, and how to provide operational advice and support to team members.

Career Opportunities

Possible job roles include Confectioner, Dessert Chef, Pastry Cook and Patisserie Chef.

Course Structure

Students will need to complete 17 core units and 5 elective units of competency to attain the qualification.

Core Units

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- SITHCCC001 - Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHKOP001 - Clean kitchen premises and equipment
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXINV002 - Maintain the quality of perishable items
- SITXWHS001 - Participate in safe work practices

Elective Units*

- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHFAB005 - Prepare and Serve Espresso coffee
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP005 - Coordinate cooking operations
- SITXCCS007 - Enhance customer service experiences

*Elective units for this qualification are current at the time of publication and are subject to change.

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Certificate IV in Patisserie

NATIONALLY RECOGNISED TRAINING

National Code: SIT40716
Course Duration: 72 Weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Delivery Mode: Face-to-face
Work-Based Training (WBT):
   Duration: 160 hours consisting minimum of 24 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function
   Location: The training must be completed in an industry commercial kitchen with realistic ratios of kitchen staff to customers (Refer to page 9 for details)
Tuition Fee: $22,500
Material Fee: $0

Course Description

The Certificate IV in Patisserie reflects the role of pastry chefs who have a supervisory or team leading role in the kitchen. Students will learn how to operate independently or with limited guidance from others and use discretion to solve non-routine problems.

Career Opportunities

Possible job roles include: Chef De Partie and Chef Patissier.

Course Structure

Students will need to complete 26 core units and 6 elective units of competency to attain the qualification.

Core Units

- BSBDIV501 - Manage diversity in the workplace
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITHCCC001 - Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHKOP005 - Coordinate cooking operations
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce Pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- SITHPAT007 - Prepare and model marzipan
- SITHPAT008 - Produce chocolate confectionery
- SITHPAT009 - Model sugar-based decorations
- SITHPAT010 - Design and produce sweet buffet showpieces

- SITXCOM005 - Manage conflict
- SITXFIN003 - Manage finances within a budget
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXHRM003 - Lead and manage people
- SITXINV002 - Maintain the quality of perishable items
- SITXMGT001 - Monitor work operations
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*

- SITXWHS001 - Participate in safe work practices
- BSBWOR203 - Work effectively with others
- SITHFAB005 - Prepare and Serve Espresso coffee
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP001 - Clean kitchen premises and equipment
- SITXCCS007 - Enhance customer service experiences

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate III in Commercial Cookery

NATIONALLY RECOGNISED TRAINING

National Code: SIT30816
Course Duration: 52 Weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-Based Training (WBT):
   Duration: 280 hours consisting minimum of 60 complete service periods/shifts with combination of breakfast, lunch, dinner and special function
   Location: The training must be completed in a real industry commercial kitchen with realistic ratios of kitchen staff to customers (Refer to page 9 for details)
Tuition Fee: $15,000
Material Fee: $0

Course Description

Certificate III in Commercial Cookery provides students with the knowledge of food preparation, presentation and other skills necessary to become a proficient, qualified Commercial Cook. The course includes planning, preparing, presenting and serving food in a commercial kitchen environment.

A wide range of cooking techniques, methods and practical skills are delivered in this course. The course includes current industry knowledge and skills, maintaining high standards of hygiene and safety in food preparation and the kitchen environment.

This course is designed to give an individual competence and confidence in planning, preparing and presenting food in a catering or restaurant type environment. With the successful completion of this course students will have the necessary skills to enter the workforce in the role as a professional cook.

Career Opportunities

This course is designed for employment as a chef/cook in hotels, restaurants, resorts, catering companies and/or to continue higher studies in commercial cookery at Certificate IV or Diploma levels.

Course Structure

Students will need to complete 21 core units and 4 elective units of competency to attain the qualification.

Core Units
- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- SITHCCC001- Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC012 - Prepare poultry dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHCCC019 - Produce Cakes, pastries and breads
- SITHCCC020 - Work effectively as a cook
- SITHKOP001 - Clean kitchen premises and equipment
- SITHKOP002 - Plan and cost basic menus
- SITHPAT006 - Produce desserts
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXINV002 - Maintain the quality of perishable items
- SITXWHS001 - Participate in safe work practices

Elective Units*
- SITHIND002 - Source and use information on the hospitality industry
- SITXFSA004 - Develop and implement a food safety program
- SITXCCS007 - Enhance customer service experiences
- SITHKOP005 - Coordinate cooking operations

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate IV in Commercial Cookery

NATIONALLY RECOGNISED
TRAINING

National Code: SIT40516
Course Duration: 72 weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-based Training (WBT):
   Duration: 280 hours consisting minimum of 60 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function
   Location: The training must be completed in a real industry commercial kitchen with realistic ratios of kitchen staff to customers (Refer to page 9 for details)
Tuition Fee: $22,500
Material Fee: $0

Course Description

Certificate IV in Commercial Cookery aims to provide training and skill development in kitchen operations and effective management and equips the student for the role of a qualified cook.

Students will learn a broad range of culinary skills designed for working successfully in the commercial kitchens of restaurants, hotels, motels, clubs, cafes, coffee shops and catering operations. The areas covered in this course develop an understanding of the various business streams within the Hospitality industry, working in a team, communication and interpersonal skills, marketing and selling skills, business operational skills, menu and wage costing.

Career Opportunities

This course is designed for employment as a chef/cook in hotels, restaurants, resorts, catering companies and/or to continue higher studies in commercial cookery.

Course Structure

Students will need to complete 26 core units and 7 elective units of competency to attain the qualification.

Core Units

- SITXFSA001 - Use hygienic practices for food safety
- BSBDIV501 - Manage diversity in the workplace
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITHCCC001 - Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC012 - Prepare poultry dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHCCC019 - Produce Cakes, pastries and breads
- SITHCCC020 - Work effectively as a cook
- SITHKOP002 - Plan and cost basic menus
- SITHKOP004 - Develop menus for special dietary requirements
- SITHKOP005 - Coordinate cooking operations
- SITHPAT006 - Produce desserts
- SITXCOM005 - Manage conflict
- SITXFIN003 - Manage finances within a budget
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXHRM003 - Lead and manage people
- SITXINV002 - Maintain the quality of perishable items
- SITXMGT001 - Monitor work operations
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*

- BSBSUS201 - Participate in environmentally sustainable work practices
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP001 - Clean kitchen premises and equipment
- BSBWOR203 - Work effectively with others
- SITXCCS007 - Enhance customer service experiences
- SITXFSA004 - Develop and implement a food safety program
- SITXWHS001 - Participate in safe work practices

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate III in Hospitality

NATIONALLY RECOGNISED TRAINING

National Code: SIT30616
Course Duration: 52 weeks (Incl. Holidays)
Holiday: 12 weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-Based Training (WBT):
   Duration: 200 hours consisting minimum of 36 complete service periods/shifts
   Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (Refer to page 9 for details)
Tuition Fee: $15,000
Material Fee: $0

Course Description

Certificate III in Hospitality provides the skills and knowledge needed for an individual to work in many commercial hospitality settings such as restaurants, hotels, motels, clubs, cafes, coffee shops and catering operations. Students will be trained to have responsibility for others and to provide technical advice and support a team.

Career Opportunities

This course is designed for employment as kitchen assistants and supervisors, bar attendants, waiters, wine waiters, front of house assistants, assisting and supervising in restaurants and catering operations.

Course Structure

Students will need to complete 7 core units and 8 elective units of competency to attain the qualification.
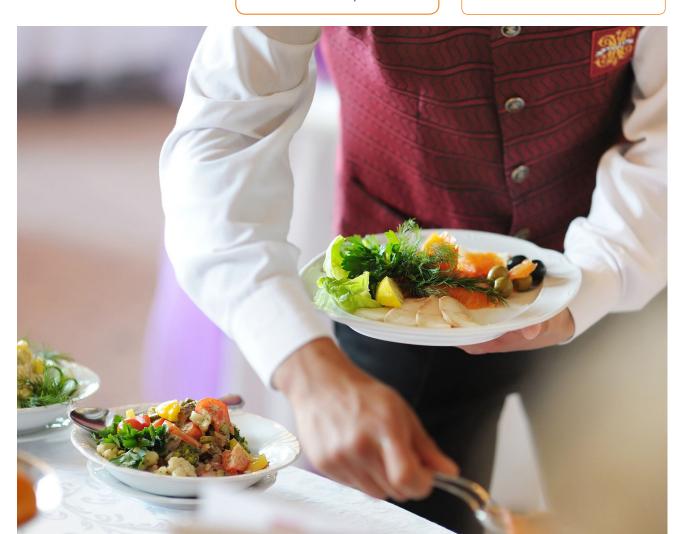
Core Units

- SITHIND004 - Work effectively in hospitality service
- BSBWOR203 - Work effectively with others
- SITXWHS001 - Participate in safe work

Practices
- SITXCCS006 - Provide Services to customers
- SITHIND002 - Source and use information on the hospitality industry
- SITXCOM002 - Show Social and Cultural Sensitivity
- SITXHRM001 - Coach others in Job Skills

Elective Units*
- SITXFSA001 - Use Hygenic Practices for food safety
- SITHFAB005 - Prepare and Serve Espresso coffee
- SITXFIN002 - Interpret financial information
- SITHFAB016 - Provide advice on food
- SITHFAB002 - Provide Responsible Service of Alcohol
- SITHFAB001 - Clean and tidy bar areas
- SITHFAB003 - Operate a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate IV in Hospitality

NATIONALLY RECOGNISED TRAINING

National Code: SIT40416
Course Duration: 50 weeks (Incl. Holidays)
Holiday: 10 weeks
Entry Requirements: Refer to Page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-Based Training (WBT):
   Duration: 200 hours consisting minimum of 36 complete service periods/shifts
   Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (Refer to page 9 for details)
Tuition Fee: $22,500
Material Fee: $0

Course Description

Certificate IV in Hospitality builds on the Certificate III skills and knowledge to move into areas of skilled operations, team leading or supervision in various hospitality settings such as restaurants, hotels, motels, clubs, cafes, coffees shops and catering operations.

Please note: Students who wish to study Certificate IV in Hospitality at RGIT Australia must first successfully complete Certificate III in Hospitality.

Career Opportunities

This course is designed to provide employment in areas such as kitchen supervisor, front desk or reception supervision, food and beverage supervisor, supervision of catering operations and hospitality business operations.

Course Structure

Students will need to complete 9 core units and 12 elective units of competency to attain the qualification.

Core Units
- SITXHRM001 - Coach others in Job Skills
- SITHIND004 - Work effectively in hospitality service
- BSBDIV501- Manage diversity in the workplace
- SITXCCS007 - Enhance customer service experiences
- SITXCOM005 - Manage Conflict
- SITXFIN003 - Manage Finances within a budget
- SITXHRM003 - Lead and Manage People
- SITXMGT001 - Monitor Work Operations
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*
- SITXFSA001 - Use Hygienic Practices for food safety
- SITHFAB002 - Provide Responsible Service of Alcohol
- BSBWOR203 - Work effectively with others
- SITHFAB001 - Clean and tidy bar areas
- SITHFAB003 - Operate a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages
- SITHFAB005 - Prepare and Serve Espresso coffee
- SITHFAB016 - Provide advice on food
- SITHIND002 - Source and use information on the hospitality industry
- SITXCCS006 - Provide Services to customers
- SITXFIN002 - Interpret financial information
- SITXWHS001- Participate in safe work Practices

*Elective units for this qualification are current at the time of publication and are subject to change.

Diploma of Hospitality Management

NATIONALLY RECOGNISED TRAINING

National Code: SIT50416
Course Duration: 102 weeks (Incl. Holidays)
Holiday: 22 weeks
Entry Requirements: Refer to Page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-Based Training (WBT):
  Duration: 200 hours consisting minimum of 48 complete service periods/shifts
  Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (Refer to page 9 for details)
Tuition Fee: $28,000
Material Fee: $0

Course Description

Diploma of Hospitality Management will provide the individual with a flexible career pathway in the role of Manager in a range of hospitality areas. The Diploma of Hospitality provides skills and knowledge for supervisory and entry level management skills in the hospitality industry. Through the study of marketing, financial management, human resource management, workplace diversity, legal knowledge for a hospitality business, rostering staff and quality hospitality service, graduates will be qualified to seek employment in many areas of the industry.

Career Opportunities

The course is designed to provide employment opportunities in a variety of supervisory or management positions including Bar Manager, Reception Manager, Kitchen Manager, Food and Beverage Manager, or outlet managers in food and beverage establishments and departments.

Course Structure

Students will need to complete 13 core units and 15 elective units of competency to attain the qualification.

Core Units
- SITXHRM003- Lead and Manage People
- BSBDIV501- Manage diversity in the workplace
- BSBMGT517 - Manage Operational Plan
- SITXCCS007 - Enhance customer service experiences
- SITXCCS008 - Develop and manage quality customer service practices
- SITXCOM005 - Manage Conflict
- SITXFIN003 - Manage Finances within a budget
- SITXFIN004 - Prepare and Monitor Budgets
- SITXGLC001 - Research and comply with regulatory requirements
- SITXHRM002 - Roster staff
- SITXMGT001 - Monitor Work Operations
- SITXMGT002 - Establish and conduct business relationships
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units* (Commercial Cookery Specialization)
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHIND002 - Source and use information on the hospitality industry
- SITXFSA004 - Develop and implement a food safety program
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC012 - Prepare poultry dishes
- SITHCCC019 - Produce Cakes, pastries and breads
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHCCC020 - Work effectively as a cook
- SITHKOP004 - Develop menus for special dietary requirements

*Elective units for this qualification are current at the time of publication and are subject to change.

Elective Units* (Hospitality Specialization)

- SITXFSA001 - Use Hygenic Practices for food safety
- SITXWHS001 - Participate in safe work Practices
- SITXCCS006 - Provide Services to customers
- SITHIND002 - Source and use information on the hospitality industry
- SITXCOM002 - Show Social and Cultural Sensitivity
- SITXHRM001 - Coach others in Job Skills
- SITHFAB005 - Prepare and Serve Espresso coffee
- BSBWOR203 - Work effectively with others
- SITXFIN002 - Interpret financial information
- SITHFAB016 - Provide advice on food
- SITHFAB002 - Provide Responsible Service of Alcohol
- SITHFAB001 - Clean and tidy bar areas
- SITHFAB003 - Operate a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages
- SITHIND004 - Work effectively in hospitality service

*Elective units for this qualification are current at the time of publication and are subject to change.

Elective Units* (Patisserie Specialization)

- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP005 - Coordinate cooking operations
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce Pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- SITHPAT010 - Design and produce sweet buffet showpieces
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices

*Elective units for this qualification are current at the time of publication and are subject to change.

Advanced Diploma of Hospitality Management

NATIONALLY RECOGNISED TRAINING

National Code: SIT60316
Course Duration: 131 weeks (Incl. Holidays)
Holiday: 31 weeks
Entry Requirements: Refer to Page 5
Delivery Mode: Face-to-Face
Intake Dates: Feb, Apr, July, Oct
Work-Based Training (WBT):
 Duration: 200 hours consisting minimum of 48 complete service periods/shifts
 Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (Refer to page 9 for details)

Tuition Fee: $37,500
Material Fee: $0

Course Description

Advanced Diploma of Hospitality Management will build on the skills and knowledge of the Diploma program and reflects the role of a senior manager in a range of hospitality areas. Graduates of this program will benefit from a higher level of training and knowledge in the operations and management of a hospitality enterprise.

Individuals with this qualification are able to perform senior management roles in a large hospitality enterprise or pursue owner/manager roles in a hospitality enterprise.

Career Opportunities

This course is designed to equip the graduate for employment opportunities in a variety of supervisory or management positions including bar manager, catering manager or owner, reception manager, food and beverage manager, cafe owner or manager, motel owner or manager, area manager or operations manager in large hospitality organisations.

Course Structure

Students will need to complete 16 core units and 17 elective units of competency to attain the qualification.

Core Units

- BSBDIV501 - Manage diversity in the workplace
- BSBFIM601- Manage finances
- BSBMGT517 - Manage operational plan
- BSBMGT617 - Develop and implement a business plan
- SITXCCS008 - Develop and manage quality customer service practices
- SITXFIN003 - Manage finances within a budget
- SITXFIN004 - Prepare and monitor budgets
- SITXFIN005 - Manage physical assets
- SITXGLC001 - Research and comply with regulatory requirements
- SITXHRM003 - Lead and manage people
- SITXHRM004 - Recruit, select and induct staff
- SITXHRM006 - Monitor staff

performance

- SITXMGT001 - Monitor work operations
- SITXMGT002 - Establish and conduct business relationships
- SITXMPR007 - Develop and implement marketing strategies
- SITXWHS004 - Establish and maintain a work health and safety system

Elective Units* (Commercial Cookery Specialization)

- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXWHS001 - Participate in safe work practices
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITXHRM001 - Coach others in job skills
- BSBWOR203 - Work effectively with others
- SITHIND002 - Source and use information on the hospitality industry
- SITXFSA004 - Develop and implement a food safety program
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC006 - Prepare appetisers and salads
- SITHKOP002 - Plan and cost basic menus
- SITHPAT006 - Produce desserts
- SITHCCC019 - Produce Cakes, pastries and breads

- SITHCCC020 - Work effectively as a cook
- SITXCOM005 - Manage conflict
- BSBSUS401 - Implement and monitor environmentally sustainable work practices

Elective Units* (Hospitality Specialization)

- SITXFSA001 - Use Hygienic Practices for food safety
- SITXCCS006 - Provide Services to customers
- SITHIND002 - Source and use information on the hospitality industry
- SITXCOM002 - Show Social and Cultural Sensitivity
- SITXHRM001 - Coach others in Job Skills
- SITHFAB005 - Prepare and Serve Espresso coffee
- BSBWOR203 - Work effectively with others
- SITXFIN002 - Interpret financial information
- SITHFAB016 - Provide advice on food
- SITHFAB002 - Provide Responsible Service of Alcohol
- SITHFAB003 - Operate a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages
- SITHIND004 - Work effectively in hospitality service
- SITXCOM005 - Manage Conflict
- SITXWHS003 - Implement and monitor work health and safety practices
- SITXCCS007 - Enhance customer service experiences
- SITXHRM002 - Roster staff

Elective Units* (Patisserie Specialization)

- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHKOP005 - Coordinate cooking operations
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce Pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- SITHPAT010 - Design and produce sweet buffet showpieces
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXWHS001 - Participate in safe work practices

*Elective units for this qualification are current at the time of publication and are subject to change.

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Notes:

Notes:

EXPRESSION OF INTEREST FORM (DOMESTIC)

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

Agent Code/Stamp

RGIT australia
INTERNATIONAL COLLEGE

Campus Location: ☐ Melbourne ☐ Hobart

A PERSONAL DETAILS

Given name(s): _____
(as stated in your birth certificate/medicare card/passport)

Family name: _____

Date of birth* (dd/mm/yyyy): _____

Country of birth: _____

Gender: ☐ Male ☐ Female

First language: _____

Language(s) spoken at home: _____

Telephone: ( ) _____

Mobile: _____ Fax: ( ) _____

Email: _____

Residential Address

Street address: _____

Suburb: _____

State: _____ Postcode: _____ Country: Australia

Telephone: ( ) _____

Mobile: _____ Fax: ( ) _____

Email: _____

Mailing Address (if different)

Street address: _____

Suburb: _____ State: _____ Postcode: _____

Do you have any disabilities or medical conditions? ☐ Yes ☐ No

If 'Yes', please specify: _____

_____

Will it impact your ability to study? ☐ Yes ☐ No

Do you have a Unique Student Identifier (USI) Number? ☐ Yes, please specify ☐☐☐☐☐☐☐☐☐☐

☐ No

☐ If 'No', I will create myself (please visit www.usi.gov.au), or

☐ I authorise RGIT Australia to create on my behalf
(USI Consent Form to be provided at the time of Enrolment)

Do you have a Victorian Student Number (VSN)?

Enter your VSN Number (provided to you by most recent Victorian School/TAFE attended): ☐☐☐☐☐☐☐☐☐

☐ No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since 2011

☐ Yes – I have attended a Victorian School since 2009

Most recent school attended: _____

And/or ☐ Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011 (List up to 3 training organisations)

1. _____
2. _____
3. _____

B COURSE OF STUDY

Please list the course(s) you are applying to study at RGIT Australia.

Course Code	Name of the Course	Course Duration	Commencement Date (e.g. Oct 2019)

C REASON FOR CHOOSING THIS COURSE(S) (please tick one)

☐ To get a job
☐ To develop my existing business
☐ To start my own business

☐ To try for a different career
☐ To get a better job or promotion
☐ It was a requirement of my job

☐ I wanted extra skills for my job
☐ To get into another course of study
☐ For personal interest or self-development

☐ Other reasons

Where did you hear about us? ☐ Website ☐ Agents/ Seminars ☐ Advertisements ☐ Friends ☐ Other: _____

If an agent/consultant referred you – my referring agent/consultant is: _____

D ENGLISH LANGUAGE PROFICIENCY

Please tick (✓) which of the following applies to you. Attach relevant evidences/ documentation to support your selections.

☐ English is my first language.

☐ English was the language of instruction in my secondary/tertiary studies.

☐ I have completed a recognised English language test - Name of the test (eg: IELTS, TOEFL): _____ Test score: _____

☐ Other (please specify): _____

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the Student Prospectus and are also available on RGIT Australia's website; https://www.rgit.edu.au/courses. From 1 July 2018, students applying for the HLT54115 Diploma of Nursing will be required by the Nursing and Midwifery Board of Australia (NMBA), when applying for their registration, to provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program. For more details about the NMBA's requirements, you may visit www.nursingmidwiferyboard.gov.au.

E EDUCATION HISTORY

Please provide details and documentation of your past education including the highest qualification reached or completed.

Year Completed	Name of School/Institution	State/Country	Name of Qualification	Course Duration

F EMPLOYMENT HISTORY

Please provide details and documents of your relevant employment. Attach a separate page if necessary.

Date Employed (e.g. Mar 17 – Feb 18)	Name and Country of Employer (e.g. Oakhill Education Group Australia Pty Ltd, Australia)	Position	Duties

G MEDIA CONSENT

From time to time, RGIT Australia staff may request to take photographs/videos or verbal/written interviews/testimonials of students at RGIT or at places where the student is involved in an activity. These creations may be used in a classroom or on-the-job work activities or could be published by RGIT in print, digital or broadcast media such as documents, student magazine, website, social media video channels, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request students provide any of the above of the students' own creation for the same purposes.

☐ I do consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.

☐ I do not consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.

H STUDENT DECLARATION

I confirm that I have read and understood RGIT Australia's current Student Prospectus or information provided on RGIT Australia's website (www.rgit.edu.au), which includes details and information about the course entry requirements, English entry requirements, Language, Literacy and Numeracy (LLN) requirements, and other important information about the course(s) I am applying for. I also understand the Fees Payment and Refund Policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered.

I confirm that I am fully aware of the Fees Payment and Refund Policy,

conditions of enrolment and privacy statement as set out in RGIT Australia's Privacy Policy and Procedure, available at www.rgit.edu.au/policies, which I agree to abide by as a student at RGIT Australia.

I understand that I am not required to pay more than the initial tuition fee amount as stated on the letter of offer before the start of the course.

I declare that all information provided in this expression of interest is complete and correct. I understand that failure to provide correct information or documentation in relation to this expression of interest may result in the cancellation of my enrolment.

_____
Signature of Student*

_____
Signature of Parent or Legal Guardian*

_____
Date (dd/mm/yyyy)

*Note: This expression of interest and declaration must be signed by a parent or legal guardian if the student is under 18 years of age at the time of expression of interest.

Please return this completed Expression of Interest Form to:

Street address: **28-32 Elizabeth Street, Melbourne VIC 3000, Australia**
Postal address: **GPO Box 5466, Melbourne VIC 3001**
Phone: **03 8639 9000** | Fax: **03 8639 9001**
Email: **admissions@rgit.edu.au** | Web: **www.rgit.edu.au**

Office Use only

Student File No.: _____

Expression of interest assessed by: _____

www.rgit.edu.au

Greenhill Education Group
Pty Ltd. t/a

RGIT
australia
INTERNATIONAL COLLEGE

Melbourne Campuses:
28-32 Elizabeth Street, Melbourne VIC 3000, Australia
Phone: (03) 8639 9000 | Fax: (03) 8639 9001
Email: admin@rgit.edu.au
www.rgit.edu.au

43-45 Elizabeth Street, Melbourne VIC 3000, Australia
Phone: (03) 9662 8022 | Fax: (03) 8639 9001

Hobart Campus:
162 Macquarie Street, Hobart TAS, 7000, Australia
Phone: (03) 6217 9000
Email: adminhobart@rgit.edu.au
www.rgithobart.edu.au

Postal Address:
GPO Box 5466, Melbourne, VIC 3001, Australia

ver 3.5 - 5/20