



STATES COLLEGE
— AUSTRALIA —
Carving Your Pathways

COURSE PROSPECTUS

2022 - 2023

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About States College Australia

About us

States College Australia is founded on the belief that life is a learning journey and the more you learn the more you prosper. States College Australia provides exceptional education with the aim of supportively providing opportunities to predominantly overseas students to achieve their career goals.

The courses provided at States College Australia are:

Commercial Cookery and Hospitality Courses

- SIT30821 Certificate III in Commercial Cookery
- SIT40521 Certificate IV in Kitchen Management
- SIT50422 Diploma of Hospitality Management

Business Courses

- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business

Students will be provided with access to classrooms and a commercial kitchen with current technologies and theories, enhanced with the commitment to exceptional service provision that is compliant with the Australian Skills Quality Authority (ASQA) and VET Quality Framework standards and guidelines.

States College Australia's location and facilities of the campus premises further enhance the student's experience. Located centrally in Melbourne, Victoria, within the Central Business District (CBD), allowing for access to retail and other businesses benefitting both students and the businesses. Further, the location is central to all public transport with free trams in the city and with immediate access to significant local attractions such as the National Gallery of Victoria, Museum, The Arts Centre, East End Theatre District, Markets, Street Art and Festivals near to the Yarra River which enrich the student experience and also provide options for increasing wellbeing, exercise, while enjoying the Victorian landscape and culture.

States College Australia's commitment to the students is underpinned by the acknowledgement of the value of enrolling committed international students that will increase the diversity of experience and knowledge in the workforce in the future. International students accessing VET sector courses and qualifications often have other industry experience and education from their countries of origin. This richness in student's previous careers, employment and cultural experiences aligns with the goals of the college of contributing to the increase and development of the richness, knowledge and skills, in the workforce and in the community.

We are delighted to welcome you to the beginning of your future at States College Australia. We look forward to supporting you during your time with us. As you begin your educational journey with

us in Melbourne, Victoria, we affirm our commitment to providing exceptional education and training. The States College Australia team will work to ensure your time with us remains happy and memorable and will provide a supportive environment. We thank you for choosing to study with us.

VISION

To be a prominent training provider leading to strong industry, community and business outcomes.

MISSION

To provide meaningful training and development opportunities to students from all walks of life and to develop a sincere, hard-working and ethical person who is ready to become a valuable member of the industry and the society at large.

VALUES

ETHICAL DECISIONS

To ensure that our business practices and policies implement highest degree of ethical requirements as far as possible.

CULTURE OF EQUALITY

To treat all the others with mutual decency. To ensure that our facilities, services and processes are always promoting equality, respect and the civic norms of the modern society.

ENCOURAGE RISKS

To encourage others to be at the forefront of change. To ensure that our culture is aligned with this value and provides a healthy ground for new ideas and risks.

SERVE WITH HONESTY

To ensure that we are honest, transparent and accountable to each other, the business owners, the community and the authorities.

LEAD THE LEADERS

To help develop others into a beacon of positive change and civil contribution. To ensure that our programs and practices deliver not just the training, but a wholesome experience that creates better human beings, not just employees and managers.

Why Study at States College Australia?

States College Australia supports students to achieve their goals to graduate with vocational and employability skills that meet the demands of the industry and the economy.

This is facilitated through the provision of flexible, exceptionally structured education that is grounded in practical application. Experienced trainers with industry experience and connections to the industry provide students with the necessary support to achieve.

States College Australia provides exceptional student support in a culturally diverse learning environment, located in Melbourne, Victoria's CBD, facilitating central access to public transport, local attractions, supermarkets, food halls and restaurants and other retail businesses nearby.

States College Australia is committed to facilitating an environment that provides the opportunity for each student's educational experience to be rich through new connections with people from different cultures and backgrounds and access to the wide variety of local attractions, festivals and culture.

Location and Facilities

Our Location

Head Office and Campus Location:

Suite 301/ 620 Bourke Street, Melbourne Victoria 3000

Commercial Kitchen Location:

47-51 Boundary Road North, Melbourne, Victoria 3051

178-180, Victoria Street, Richmond, Victoria 3121

Our Contact Details

Phone:

Email: info@states.edu.au

Website: states.edu.au

Operating Hours

The business hours for States College Australia are 9:00am to 5:00pm Monday to Friday, however, classes may be scheduled outside of the business hours and on weekends.

Facilities

Facilities, Equipment and Services

States College Australia provides students with supportive trainers, responsive to student's educational needs with the mutual aim for facilitating success, providing facilities and quality resources which include:

Classrooms

Training and assessment will be conducted through face-to-face training and assessment by experienced trainers and underpinned by exceptional educational resources, a library and support.

Computer Facility

We offer well-resourced computers for our students to train and complete their work. Students can have access to computers and internet connection at the campus (Monday to Friday) from 8:30 am to 5:00 pm. Free Wi-Fi internet connection is available for students on campus.

Student Lounge

States College Australia campus is equipped with a break area for meals and relaxing with refreshments during their break times. The student Lounge is well equipped with a microwave, toaster and refrigerator.

Course Materials

States College Australia provides course materials and resources in hard copy for ease of use and revision. States College Australia provides access to labs for practical experience to provide students with a collaborative, accessible, flexible and supportive learning environment.

E-Library

Textbooks are available for students to refer to and borrow to assist them to immerse themselves in their subject content and to inform their research work.

Courses

We offer nationally recognised qualifications in Commercial Cookery, Hospitality and Business courses. These courses are taught in a relaxed and supportive environment that focuses on industry needs and skilled graduates. We are dedicated to providing courses that offers a range of opportunities to enhance your skills and knowledge, leading you to an exceptional future.

Whether you are an experienced and seeking to formalise your skills or looking for an advancement for your career path, you can achieve your dream with States College Australia. States College Australia offers:

Commercial Cookery and Hospitality Courses

- **SIT30821 Certificate III in Commercial Cookery**
- **SIT40521 Certificate IV in Kitchen Management**
- **SIT50422 Diploma of Hospitality Management**

Business Courses

- **BSB50120 Diploma of Business**
- **BSB60120 Advanced Diploma of Business**

Commercial Cookery and Hospitality Courses

SIT30821 Certificate III in Commercial Cookery

Career Outcomes

Commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Qualification

The SIT30821 Certificate III in Commercial Cookery reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

<https://training.gov.au/Training/Details/SIT30821>

Course Length

States College Australia will deliver the 25 units of the SIT30821 Certificate III in Commercial Cookery over 67 weeks.

This includes:

- 55 weeks of full-time study
- 12 weeks of holidays and breaks

Course durations will be adjusted for both overseas and domestic students, and the Confirmation of Enrolments (“CoE”) will state “this CoE is subjected to achievement of previous qualification” and the CoE dates will change if the student receives RPL or credit transfers which will change the duration of the course. The requirement for students to attend 20 hours of face-to-face classroom time per week will be unchanged.

Delivery Mode

All training is delivered by face-to-face contact in classrooms on the States College Australia Campus for 20 hours per week over a period of 67 weeks. The course duration includes 55 weeks of full-time study and up to 12 weeks of holidays and breaks, including public holidays.

This qualification also includes 360 hours (18 weeks) of work placement.

The delivery of this course is based on the principles of adult learning; participants will be given the opportunity to develop their knowledge and practice their skills by participating in all or some of the following delivery methods: face-to-face, structured, self-paced learning and online research.

Self-study hours must be allocated towards the various tasks such as research work, assignments, projects, reading notes and preparing for assessments.

Assessments

The official Training Package of this qualification provides assessment guidelines and competency standards for all the unit assessments and competency to be conducted.

Students will be required to complete a range of assessments such as, multiple choice questions, short answer questions, case studies, case scenarios, reports, project work, portfolios and role play activities.

Course Structure

For students to acquire the SIT30821 Certificate III in Commercial Cookery qualification, students must have successfully completed 25 units, 20 of which are core units plus 5 elective units.

Unit code	Unit Title
SITHCCC023*	Use food preparation equipment
SITHCCC025*	Prepare and present sandwiches
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP009	Clean kitchen premises and equipments
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
SITXCCS014	Provide service to customers
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006*	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices

Students may apply for an exemption for units if they can successfully demonstrate competency. For further details please refer to States College Australia's Recognition of Prior Learning and Credit Transfer Policy and Procedure.

Entry Requirements

There is no pre-requisite training required to enrol in this program: students may enter SIT30821 Certificate III in Commercial Cookery with limited or no vocational experience and without a lower-level qualification.

Students must meet the following requirements to be eligible for a position at States College Australia:

Academic Requirements

To enter this qualification, applicants must have successfully completed year 12 or equivalent.

English Requirements

States College Australia accepts the following English language tests – International English Language Testing System (IELTS), TOEFL, iBT, Pearson Test of English (PTE) Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

IELTS	Overall score 5.5
TOEFL (paper based)	527
TOEFL (internet based)	46
PTE	42

Age Requirements

All students must be 18 years old or above.

Language, Literacy and Numeracy (LLN) Test and PTR

Students undertaking this course must possess sound numeracy skills since they will be required to do calculations for some of the units. Through the LLN Test and interview, students will demonstrate that they have the necessary skills to successfully complete the course. Therefore, all students are required to undertake States College Australia's LLN test before enrolment to assess their LLN skills. If learners do not meet the English and LLN requirements, learners will be asked to take further Language, literacy, and numeracy training e.g., English Language Intensive Course for Overseas Learners (ELICOS) programs at extra cost to the student (with other providers as States College Australia does not offer ELICOS courses).

Students might also be required to take a Pre-Training Review Test (PTR Test), which is essentially a self-assessment through which you can tell us a bit about your skills and your personal and professional background.

Computer Literacy Requirements

All learners enrolling into States College Australia programs must have basic computer skills. Learners who do not possess basic computing skills will be provided with basic digital support.

Overseas Students

According to the ESOS Act (2000), Overseas Students can pay the full fee of the qualification of the course they are taking upfront if they wanted to but it is not a requirement to pay more than 50 per cent upfront. Flexible payment plans are implemented to cater to individual financial needs.

Domestic Full-Fee Paying Students

For domestic students, States College Australia only accepts payment less than AUD\$1,500 from each student prior to commencement of qualification. After the commencement of the qualifications, States College Australia may require students to pay additional fees in advanced at any given time. Additional fees are attributed to tuition and other services for students, which does not exceed AUD \$1500.

Further Studies

After achieving SIT30821 Certificate III in Commercial Cookery, individuals can choose to progress to SIT40521 Certificate IV in Kitchen Management.

SIT40521 Certificate IV in Kitchen Management

Career Outcomes

Chef, chef de partie.

Qualification

The SIT40521 Certificate IV in Kitchen Management qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

<https://training.gov.au/Training/Details/SIT40521>

Course Length

States College Australia will deliver the 33 units of the SIT40521 Certificate IV in Kitchen Management over 94 weeks.

This includes:

- 77 weeks of full-time study
- 16 weeks of holidays and breaks

Course durations will be adjusted for both overseas and domestic students, and the Confirmation of Enrolments (“CoE”) will state “this CoE is subjected to achievement of previous qualification” and the CoE dates will change if the student receives RPL or credit transfers which will change the duration of the course. The requirement for students to attend 20 hours of face-to-face classroom time per week will be unchanged.

Delivery Mode

All training is delivered by face-to-face contact in classrooms on the States College Australia Campus for 20 hours per week over a period of 93 weeks. The course duration includes 77 weeks of full-time study and up to 16 weeks of holidays and breaks, including public holidays.

This qualification also includes 360 hours (18 weeks) of work placement.

The delivery of this course is based on the principles of adult learning; participants will be given the opportunity to develop their knowledge and practice their skills by participating in all or some of the following delivery methods: face-to-face, structured, self-paced learning and online research.

Self-study hours must be allocated towards the various tasks such as research work, assignments, projects, reading notes and preparing for assessments.

Assessments

The official Training Package of this qualification provides assessment guidelines and competency standards for all the unit assessments and competency to be conducted.

Students will be required to complete a range of assessments such as, multiple choice questions, short answer questions, case studies, case scenarios, reports, project work, portfolios and role play activities.

Course Structure

For students to acquire the SIT40521 Certificate IV in Kitchen Management qualification, students must have successfully completed 33 units, 27 of which are core units plus 6 elective units.

Unit code	Unit Title
SITHCCC023*	Use food preparation equipment
SITHCCC025*	Prepare and present sandwiches
SITHCCC026*	Package prepared foodstuffs
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces, and soups
SITHCCC030*	Prepare vegetable, fruit, egg, and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXCCS014	Provide service to customers
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster Staff
SITXHRM009	Lead and manage people
SITXINV006*	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS006	Identify hazards, assess and control safety risks
SITXWHS007	Implement and monitor work health and safety practices

Students may apply for an exemption for units if they can successfully demonstrate competency. For further details please refer to States College Australia's Recognition of Prior Learning and Credit Transfer Policy and Procedure.

Entry Requirements

The pre-requisite training required to enrol in this program:

SIT30821 Certificate III in Commercial Cookery qualification.

Students must meet the following requirements to be eligible for a position at States College Australia:

Academic Requirements

To enter this qualification, applicants must have successfully completed year 12 or equivalent.

English Requirements

States College Australia accepts the following English language tests – International English Language Testing System (IELTS), TOEFL iBT, Pearson Test of English (PTE) Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

IELTS	Overall score 5.5
TOEFL (paper based)	527
TOEFL (internet based)	46
PTE	42

Age Requirements

All students must be 18 years old or above.

Language, Literacy and Numeracy (LLN) Test and PTR

Students undertaking this course must possess sound numeracy skills since they will be required to do calculations for some of the units. Through the LLN Test and interview, students will demonstrate that they have the necessary skills to successfully complete the course. Therefore, all students are required to undertake States College Australia's LLN test before enrolment to assess their LLN skills. If learners do not meet the English and LLN requirements, learners will be asked to take further Language, literacy, and numeracy training e.g., English Language Intensive Course for Overseas Learners (ELICOS) programs at extra cost to the student (with other providers as States College Australia does not offer ELICOS courses).

Students might also be required to take a Pre-Training Review Test (PTR Test), which is essentially a self-assessment through which you can tell us a bit about your skills and your personal and professional background.

Computer Literacy Requirements

All learners enrolling into States College Australia programs must have basic computer skills. Learners who do not possess basic computing skills will be provided with basic digital support.

Overseas Students

According to the ESOS Act (2000), Overseas Students can pay the full fee of the qualification of the course they are taking upfront if they wanted to but it is not a requirement to pay more than 50 per cent upfront. Flexible payment plans are implemented to cater to individual financial needs.

Domestic Full-Fee Paying Students

For domestic students, States College Australia only accepts payment less than AUD\$1,500 from each student prior to commencement of qualification. After the commencement of the qualifications, States College Australia may require students to pay additional fees in advanced at any given time. Additional fees are attributed to tuition and other services for students, which does not exceed AUD \$1500.

Further Studies

After achieving SIT40521 Certificate IV in Kitchen Management, individuals can choose to progress to SIT50422 Diploma of Hospitality Management.

SIT50422 Diploma of Hospitality Management

Career Outcomes

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

Qualification

The SIT50422 Diploma of Hospitality Management qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

<https://training.gov.au/Training/Details/SIT50422>

Course Length

States College Australia will deliver the 28 units of the SIT50422 Diploma of Hospitality Management over 108 weeks. This includes:

- 88 weeks of full-time study
- 20 weeks of holidays and breaks

Course durations will be adjusted for both overseas and domestic students, and the Confirmation of Enrolments (“CoE”) will state “this CoE is subjected to achievement of previous qualification” and the CoE dates will change if the student receives RPL or credit transfers which will change the duration of the course. The requirement for students to attend 20 hours of face-to-face classroom time per week will be unchanged.

Delivery Mode

All training is delivered by face-to-face contact in classrooms on the States College Australia Campus for 20 hours per week over a period of 108 weeks. The course duration includes 88 weeks of full-time study and up to 20 weeks of holidays and breaks, including public holidays.

This qualification also includes 288 hours of work placement.

The delivery of this course is based on the principles of adult learning; participants will be given the opportunity to develop their knowledge and practice their skills by participating in all or some of the following delivery methods: face-to-face, structured, self-paced learning and online research.

Self-study hours must be allocated towards the various tasks such as research work, assignments, projects, reading notes and preparing for assessments.

Assessments

The official Training Package of this qualification provides assessment guidelines and competency standards for all the unit assessments and competency to be conducted.

Students will be required to complete a range of assessments such as, multiple choice questions, short answer questions, case studies, case scenarios, reports, project work, portfolios and role play activities.

Course Structure

For students to acquire the SIT50422 Diploma of Hospitality Management qualification, students must have successfully completed 28 units, 11 of which are core units plus 17 elective units.

Unit code	Unit Title
SITHCCC023*	Use food preparation equipment
SITHCCC025*	Prepare and present sandwiches
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster Staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

Students may apply for an exemption for units if they can successfully demonstrate competency. For further details please refer to States College Australia's Recognition of Prior Learning and Credit Transfer Policy and Procedure.

Entry Requirements

There is no pre-requisite training required to enrol in this program: students may enter SIT50422 Diploma of Hospitality Management with limited or no vocational experience and without a lower-level qualification.

Students must meet the following requirements to be eligible for a position at States College Australia:

Academic Requirements

To enter this qualification, applicants must have successfully completed year 12 or equivalent.

English Requirements

States College Australia accepts the following English language tests – International English Language Testing System (IELTS), TOEFL, iBT, Pearson Test of English (PTE) Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

IELTS	Overall score 5.5
TOEFL (paper based)	527
TOEFL (internet based)	46
PTE	42

Age Requirements

All students must be 18 years old or above.

Language, Literacy and Numeracy (LLN) Test and PTR

Students undertaking this course must possess sound numeracy skills since they will be required to do calculations for some of the units. Through the LLN Test and interview, students will demonstrate that they have the necessary skills to successfully complete the course. Therefore, all students are required to undertake States College Australia's LLN test before enrolment to assess their LLN skills. If learners do not meet the English and LLN requirements, learners will be asked to take further Language, literacy, and numeracy training e.g., English Language Intensive Course for Overseas Learners (ELICOS) programs at extra cost to the student (with other providers as States College Australia does not offer ELICOS courses).

Students might also be required to take a Pre-Training Review Test (PTR Test), which is essentially a self-assessment through which you can tell us a bit about your skills and your personal and professional background.

Computer Literacy Requirements

All learners enrolling into States College Australia programs must have basic computer skills. Learners who do not possess basic computing skills will be provided with basic digital support.

Overseas Students

According to the ESOS Act (2000), Overseas Students can pay the full fee of the qualification of the course they are taking upfront if they wanted to but it is not a requirement to pay more than 50 per cent upfront. Flexible payment plans are implemented to cater to individual financial needs.

Domestic Full-Fee Paying Students

For domestic students, States College Australia only accepts payment less than AUD\$1,500 from each student prior to commencement of qualification. After the commencement of the qualifications, States College Australia may require students to pay additional fees in advanced at any given time. Additional fees are attributed to tuition and other services for students, which does not exceed AUD \$1500.

Further Studies

After achieving SIT50422 Diploma of Hospitality Management, individuals can choose to progress to SIT60316 Advanced Diploma of Hospitality Management.

Business Courses

BSB50120 Diploma of Business

Career Outcomes

Business Manager, Chief Data Officer, Contact Centre Manager, Procurement Manager, Records Manager, Monitoring and Evaluation Manager, Project Contracts Manager, Compliance Officer, Human Resources Manager, Occupational Health and Safety Manager, Organisational Development Advisor.

Qualification

The Diploma of Business qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.

<https://training.gov.au/Training/Details/BSB50120>

Course Length

States College Australia will deliver the 12 units of the BSB50120 Diploma of Business over 60 weeks.

This includes:

- 54 weeks of full-time study
- 6 weeks of holidays and breaks

Course durations will be adjusted for both overseas and domestic students, and the Confirmation of Enrolments (“CoE”) will state “this CoE is subjected to achievement of previous qualification” and the CoE dates will change if the student receives RPL or credit transfers which will change the duration of the course. The requirement for students to attend 20 hours of face-to-face classroom time per week will be unchanged.

Delivery Mode

All training is delivered by face-to-face contact in classrooms on the States College Australia Campus for 20 hours per week over a period of 60 weeks. The course duration includes 54 weeks of full-time study and up to six weeks of holidays and breaks, including public holidays.

The delivery of this course is based on the principles of adult learning; participants will be given the opportunity to develop their knowledge and practice their skills by participating in all or some of the following delivery methods: face-to-face, structured, self-paced learning and online research.

Self-study hours must be allocated towards the various tasks such as research work, assignments, projects, reading notes and preparing for assessments.

Assessments

The official Training Package of this qualification provides assessment guidelines and competency standards for all the unit assessments and competency to be conducted.

Students will be required to complete a range of assessments such as, multiple choice questions, short answer questions, case studies, case scenarios, reports, project work, portfolios and role play activities.

Course Structure

For students to acquire the BSB50120 Diploma of Business qualification, students must have successfully completed 12 units.

Unit Code	Unit Title
BSBXCM501	Lead communication in the workplace
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBPEF502	Develop and use emotional intelligence

Students may apply for an exemption for units if they can successfully demonstrate competency. For further details please refer to States College Australia's Recognition of Prior Learning and Credit Transfer Policy and Procedure.

Entry Requirements

There is no pre-requisite training required to enrol in this program: students may enter BSB50120 Diploma of Business with limited or no vocational experience and without a lower-level qualification.

Students must meet the following requirements to be eligible for a position at States College Australia:

Academic Requirements

To enter this qualification, applicants must have successfully completed year 12 or equivalent.

English Requirements

States College Australia accepts the following English language tests – International English Language Testing System (IELTS), TOEFL, iBT, Pearson Test of English (PTE) Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

IELTS	Overall score 5.5
TOEFL (paper based)	527
TOEFL (internet based)	46
PTE	42

Age Requirements

All students must be 18 years old or above.

Language, Literacy and Numeracy (LLN) Test and PTR

Students undertaking this course must possess sound numeracy skills since they will be required to do calculations for some of the units. Through the LLN Test and interview, students will demonstrate that they have the necessary skills to successfully complete the course. Therefore, all students are required to undertake States College Australia's LLN test before enrolment to assess their LLN skills. If learners do not meet the English and LLN requirements, learners will be asked to take further Language, literacy, and numeracy training e.g., English Language Intensive Course for Overseas Learners (ELICOS) programs at extra cost to the student (with other providers as States College Australia does not offer ELICOS courses).

Students might also be required to take a Pre-Training Review Test (PTR Test), which is essentially a self-assessment through which you can tell us a bit about your skills and your personal and professional background.

Computer Literacy Requirements

All learners enrolling into States College Australia programs must have basic computer skills. Learners who do not possess basic computing skills will be provided with basic digital support.

Overseas Students

According to the ESOS Act (2000), Overseas Students can pay the full fee of the qualification of the course they are taking upfront if they wanted to but it is not a requirement to pay more than 50 per cent upfront. Flexible payment plans are implemented to cater to individual financial needs.

Domestic Full-Fee Paying Students

For domestic students, States College Australia only accepts payment less than AUD\$1,500 from each student prior to commencement of qualification. After the commencement of the qualifications, States College Australia may require students to pay additional fees in advanced at any given time. Additional fees are attributed to tuition and other services for students, which does not exceed AUD \$1500.

Further Studies

After achieving BSB50120 Diploma of Business, individuals can choose to progress to BSB60120 Advanced Diploma of Business.

BSB60120 Advanced Diploma of Business

Career Outcomes

Business Development Manager, Business Services Manager, Compliance Officer, Human Resources Manager, Organisational Development Advisor, Managing Director, Senior Human Resources Generalist, Senior Manager.

Qualification

The Advanced Diploma of Business qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

<https://training.gov.au/Training/Details/BSB60120>

Course Length

States College Australia will deliver the 10 units of the BSB60120 Advanced Diploma of Business over 80 weeks.

This includes:

- 73 weeks of full-time study
- 7 weeks of holidays and breaks

Course durations will be adjusted for both overseas and domestic students, and the Confirmation of Enrolments (“CoE”) will state “this CoE is subjected to achievement of previous qualification” and the CoE dates will change if the student receives RPL or credit transfers which will change the duration of the course. The requirement for students to attend 20 hours of face-to-face classroom time per week will be unchanged.

Delivery Mode

All training is delivered by face-to-face contact in classrooms on the States College Australia Campus for 20 hours per week over a period of 80 weeks. The course duration includes 73 weeks of full-time study and up to seven weeks of holidays and breaks, including public holidays.

The delivery of this course is based on the principles of adult learning; participants will be given the opportunity to develop their knowledge and practice their skills by participating in all or some of the following delivery methods: face-to-face, structured, self-paced learning and online research.

Self-study hours must be allocated towards the various tasks such as research work, assignments, projects, reading notes and preparing for assessments.

Assessments

The official Training Package of this qualification provides assessment guidelines and competency standards for all the unit assessments and competency to be conducted.

Students will be required to complete a range of assessments such as, multiple choice questions, short answer questions, case studies, case scenarios, reports, project work, portfolios and role play activities.

Course Structure

For students to acquire this qualification, students must have successfully completed 10 units.

Unit code	Unit Title
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBLDR601	Lead and manage organisational change
BSBWHS521	Ensure a safe workplace for a work area
BSBSTR601	Manage innovation and continuous improvement
BSBCMM511	Communicate with influence
BSBHRM613	Contribute to the development of learning and development strategies

Students may apply for an exemption for units if they can successfully demonstrate competency. For further details please refer to States College Australia's Recognition of Prior Learning and Credit Transfer Policy and Procedure.

Entry Requirements

The BSB60120 Advanced Diploma of Business has the pre-requisite that any learner should have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Students must meet the following requirements to be eligible for a position at States College Australia:

Academic Requirements

To enter this qualification, applicants must have successfully completed year 12 or equivalent.

English Requirements

States College Australia accepts the following English language tests – International English Language Testing System (IELTS), TOEFL, iBT, Pearson Test of English (PTE) Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

IELTS	Overall score 5.5
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Students might also be required to take a Pre-Training Review Test (PTR Test), which is essentially a self-assessment through which you can tell us a bit about your skills and your personal and professional background.

Computer Literacy Requirements

All learners enrolling into States College Australia programs must have basic computer skills. Learners who do not possess basic computing skills will be provided with basic digital support.

Overseas Students

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Domestic Full-Fee Paying Students

For domestic students, States College Australia only accepts payment less than AUD\$1,500 from each student prior to commencement of qualification. After the commencement of the qualifications, States College Australia may require students to pay additional fees in advanced at any given time. Additional fees are attributed to tuition and other services for students, which does not exceed AUD \$1500.

Further Studies

After achieving BSB60120 Advanced Diploma of Business, individuals can choose to progress to:

- BSB60320 Advanced Diploma of Human Resource Management
- BSB60720 Advanced Diploma of Program Management
- BSB80120 Graduate Diploma of Management (Learning)
- BSB80220 Graduate Diploma of Portfolio Management
- BSB80320 Graduate Diploma of Strategic Leadership

Enrolment Process

Step 1- Application for Enrolment

- Complete the enrolment and attach documents below for application:
- IELTS/ PTE/ TOEFL test report demonstrating English proficiency
- Any prior completion or incompleteness of any qualification(s)
- Details of previous relevant work experience, recognition of prior learning application or credit transfers application
- There will be AUD\$250 non-refundable application fee at the time of application. This can be paid using
 - Direct bank transfer
 - Credit card (Visa and Mastercard, with a surcharge of 2.5%)
 - Bank draft/ bank cheque (in AUD only)
- Please contact us for States College Australia bank details.

Step 2 –LLN and PTR Test conducted

Step 3- Letter of Offer

- Should your application be successful, States College Australia will send you or your education agent a Letter of Offer.
- This letter will contain pertinent information such as:
 - The course that you have successfully entered
 - The course's commencement dates
 - The course's fees payable due dates
 - Terms and conditions of the offer

Step 4 – Acceptance of Offer

If you have decided to accept the offer, you must arrange payment of the course fees to States College Australia before the due dates.

Step 5 Confirmation of Enrolment

Once fees are paid, States College Australia will provide you with formal notice regarding your acceptance to the course. Confirmation of Enrolment (CoE) will be given to you or your education agent, who will then provide it to you. A valid CoE is required to apply for a student visa.

Step 6- Student Visa Application

Once the CoE has been received, you can apply for student visa at your Australian Embassy or High Commission. Please ensure that sufficient time is allocated when applying for student visa as application process time may vary in your country of origin.

Step 7- Travel Arrangements

Once you have obtained your student visa, you can then organise travel arrangements to Australia. Please ensure to notify States College Australia about your arrangements throughout the process, especially if you need any assistance.