



**Yarra College**  
Australia

RTO Number: 45992  
CRICOS Provider Number: 04115A



**Directing Your Steps  
Towards Success**

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## Introduction

Yarra College Australia is a Registered Training Organisation (RTO) provider based in Melbourne and is focused on providing the next generation of professionals and business leaders with the necessary skills and training required to succeed in their careers.

Our campus for theory classes is located at Level 6, 190 Queen Street, Melbourne and our practical classes will be held in our fully equipped kitchen.

## Our Values



Critical thinking



Quality in every step



Doing your best



Respect



## Our Facilities

The campus situated in the Melbourne CBD is centrally located, providing effortless accessibility to public transportation that connects to both the inner and outer suburbs.

A fully equipped brand new commercial kitchen is an ideal place to learn and develop necessary practical skills in the culinary industry.

Such a kitchen provides a range of equipment and tools that are essential for food preparation, cooking, and service in a commercial setting.



## Our Vision

Envisioning a future where excellence thrives, Yarra College aspires to be a beacon of transformative education, empowering the upcoming professionals and visionary business leaders. Through an unparalleled educational journey, we instil the essential skills and comprehensive training imperative for their triumphant journey in the realms of their careers.



## Our Mission

Our mission is to provide the next generation of professionals and business leaders with a superior quality education experience that gives them the necessary skills and training required to succeed in their careers.



# Why Melbourne?

**Multicultural Marvel:** Melbourne offers a global experience beyond classrooms.

**Academic Excellence:** Top-notch education in IT, Hospitality, and Management.

**Job Opportunities:** Thriving economy for internships and post-grad employment.

**Foodie Paradise:** Perfect your culinary skills in one of the world's food capitals.

**Innovation Hub:** Fostering innovation inspired by Melbourne's entrepreneurial spirit.



## Reasons to Study at YCA



Energetic and inspiring learning atmosphere



Exceptional student assistance services



A cost-effective and meaningful investment



Central location in Melbourne City



Highly proficient educators and cutting-edge teaching materials

(CRICOS Course Code : 112699F)

# (SIT30821) Certificate III in Commercial Cookery



## Description

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. Completion of this qualification contributes to recognition as a trade cook.

## CLIENT GROUPS

Overseas / International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for

Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Yarra College Australia (YCA).

## Entry Requirements

Qualification Package entry requirements  
There are no specific entry requirements for this qualification.

## YCA Admission Requirements

YCA has the following admission requirements:

- ▶ Applicants must be 18 years of age or older.

- ▶ An IELTS score of 6 (or equivalent English language testing score) is required for International Students entering into this program.
- ▶ Students must successfully complete a LLN test to confirm their ability to effectively undertake the course.
- ▶ Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 10 qualification is required for entry into this course.
- ▶ This program has been designed to be delivered through classroom-based and Kitchen based training delivery and students must have the ability to attend the scheduled sessions as per the timetable and allocate some self-study time.
- ▶ This program includes a work placement of 200 hours. Students must have the capacity to complete the required work placement hours in a commercial kitchen for completion of 48 Service periods.
- ▶ Students will be required to have access to a computer (or laptop) with internet connection for self-study purposes.

Note: Candidates should be able to handle and cook dairy products and non-vegetarian food items including pork and beef and may involve alcohol.

### **Required Australian Core Skills Framework (ACSF) level**

ACSF level 3 is required in reading, writing, learning, numeracy and oral communication.

### **Licensing / Regulatory Information**

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## **PATHWAY FROM THE QUALIFICATION**

### **Certificate III**

SIT30821 - Certificate III in Commercial Cookery

### **Certificate IV**

SIT40521 - Certificate IV in Kitchen Management

### **Diploma**

SIT50422 - Diploma of Hospitality Management

## **EMPLOYMENT PATHWAY**

This qualification provides a pathway to work as an Apprentice Chef, Chef's Apprentice, Cook, Pastry Cook

Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential.

### **Training Delivery**

The program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen. The commercial kitchen / hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions and supported by practical group development and individual activities within the commercial kitchen environment. The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference materials relevant to the unit of competency being delivered.

## Recognition Of Prior Learning And Credit Transfer

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures in place which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer.

This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## INTAKE AND FEE SCHEDULE

Published on website  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The course fee is subject to change.

Student Kits: Students are required to purchase a Cookery Kit. The kits are available at Pro-Chef Student Uniform : All commercial cookery students are also required to purchase a Pro-Chef Student Uniform Set. The Pro-Chef Student Uniform Set Comprises of:

- ✓ 1 x White Long Sleeve Classic Chef Jacket
- ✓ 1 x Traditional Check Drawstring Pants
- ✓ 1 x White Bib or 1/2 Waist Cotton Drill Apron
- ✓ 1 x White Flat Top Chef's Hat
- ✓ 1 x White Necktie

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course.

## Course Structure

For International Students, course duration has been calculated on 20 hours per week (64 weeks in total) of Training and Assessment which includes 56 weeks of Face-to-Face classroom and kitchen-based /WBT Training and Assessment and 8 weeks of Term Breaks/holidays. All students are expected to give few hours per unit as Self-Directed Study.

As per package rules, 25 units must be completed. These include 20 core units and 5 elective units.



## Core Units

Unit Code	Unit Name	Pre-Requisite
SITHCCC023	Use food preparation equipment	SITXFSA005
SITHCCC027	Prepare dishes using basic methods of cookery	SITXFSA005
SITHCCC028	Prepare appetisers and salads	SITXFSA005
SITHCCC029	Prepare stocks, sauces and soups	SITXFSA005
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	SITHCCC027 + SITXFSA005
SITHCCC031	Prepare vegetarian and vegan dishes	SITHCCC027 + SITXFSA005
SITHCCC035	Prepare poultry dishes	SITHCCC027 + SITXFSA005
SITHCCC036	Prepare meat dishes	SITHCCC027 + SITXFSA005
SITHCCC037	Prepare seafood dishes	SITHCCC027 + SITXFSA005
SITHCCC041	Produce cakes, pastries and breads	SITXFSA005
SITHCCC042	Prepare food to meet special dietary requirements	SITHCCC027 + SITXFSA005
SITHCCC043	Work effectively as a cook	SITHCCC027 + SITXFSA005
SITHKOP009	Clean Kitchen premises and equipment	SITXFSA005
SITHKOP010	Plan and cost recipes	Nil
SITHPAT016	Produce desserts	SITXFSA005
SITXFSA005	Use hygienic practices for food safety	Nil
SITXFSA006	Participate in safe food handling practices	Nil
SITXHRM007	Coach others in job skills	Nil
SITXINV006	Receive, store & Maintain stock	SITXFSA005
SITXWHS005	Participate in safe work practices	Nil

## Elective Units

Unit Code	Unit Name	Pre-Requisite
SITHCCC038	Produce and serve food for buffets	SITHCCC027 + SITXFSA005
SITHCCC040	Prepare and serve cheese	SITXFSA005
SITHCCC044	Prepare specialised food items	SITHCCC027 + SITXFSA005
BSBSUS211	Participate in sustainable work practices	Nil
SITXINV007	Purchase goods	Nil

## Course Commencement

Please contact YCA for the intake dates  
[info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au)

## Assessment Methods

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical application projects. Students are required to attend training and assessment activities as scheduled. Assessment is structured throughout the course.

If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Practicals / Demonstration / Observations
- Projects
- Case Study



Students are required to complete a minimum of 48 food service periods, at least 4 hours each, in a commercial kitchen Work-Based Training (WBT) to meet the course requirements.

### Resources / Materials

This program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen. The commercial kitchen / hospitality facilities are equipped with all the required equipment in accordance with the training package.

Students will be provided with access to our state-of-the-art Learning management System (E-skilled) equipped with the following resources required to complete the qualification successfully:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers with Office Suite and appropriate software
- Hospitality / Commercial Kitchen resources

### Completion

Upon successful completion of this course, students will receive a nationally recognised SIT30821 - Certificate III in Commercial Cookery. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the SIT30821 - Certificate III in Commercial Cookery.

### Course Delivery Location

The training delivery locations are:  
Classes: Location 6,190 Queen Street, Melbourne Vic 3000  
Commercial Kitchen :18 Lens Street, Coburg North Vic 3058

### IMPORTANT INFORMATION

YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA. Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yaracollege.vic.edu.au/>



(CRICOS Course Code: 112700G)

# (SIT40521) Certificate IV in Kitchen Management



## Description

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

## CLIENT GROUPS

Overseas / International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Yarra College Australia (YCA).

## ENTRY REQUIREMENTS

### Qualification Package Entry Requirements

There are no specific entry requirements for this qualification.

### YCA Admission Requirements

YCA has the following admission requirements:

- Applicants must be 18 years of age or older.
- An IELTS score of 6 (or equivalent English language testing score) is required for international students entering into this program.
- Students must successfully complete a LLN test to confirm their ability to effectively undertake the course.

- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 10 qualification is required for entry into this course.
- This program has been designed to be delivered through classroom-based and Kitchen-based training delivery. Students must have the ability to attend the scheduled sessions as per the timetable and allocate some self-study time.
- This program includes a work placement of 200 hours. Students must have the capacity to complete the required work placement hours in a commercial kitchen for completion of 48 Service periods. Students will be required to have access to a computer (or laptop) with internet connection for self-study purposes.

Note: Candidates should be able to handle and cook dairy products and non-vegetarian food items including pork and beef and may involve alcohol.

### Required Australian Core Skills Framework (ACSF) level

ACSF level 3 is required in reading, writing, learning, numeracy and oral communication.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### PATHWAY FROM THE QUALIFICATION

Certificate

SIT40521 - Certificate IV in Kitchen Management

Diploma

SIT50422 - Diploma of Hospitality Management

Advanced Diploma

SIT60322 - Advanced Diploma of Hospitality Management

### EMPLOYMENT PATHWAY

This qualification provides a pathway to possible job roles such as:

- chef
- chef de partie

### TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen. The commercial kitchen / hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions and supported by practical group development and individual activities within the commercial kitchen environment.

The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference materials relevant to the unit of competency being delivered.

### RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery

of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## INTAKE AND FEE SCHEDULE

Published on website:  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in

relation to the updated and recent fees for the course. The Course fee is subject to change. Student Kits: Students are required to purchase a Cookery Kit. The kits are available at Pro-Chef Student Uniform: All students are also required to purchase a Pro-Chef Student Uniform Set. The Pro-Chef Student Uniform Set Comprises of:

- ✓ 1 x White Long Sleeve Classic Chef Jacket
- ✓ 1 x Traditional Check Drawstring Pants
- ✓ 1 x White Bib or 1/2 Waist Cotton Drill Apron
- ✓ 1 x White Flat Top Chef's Hat
- ✓ 1 x White Necktie

## Course Structure

For International Students, course duration has been calculated on 20 hours per week (79 weeks in total) of Training and Assessment which includes 67 weeks of Face-to-Face classroom and kitchen-based/WBT Training and Assessment and 12 weeks of Term Breaks/holidays. All students are expected to give few hours per unit as Self-Directed Study.

As per package rules, 33 units must be completed. These include 27 core units and 6 elective units.



## Core Units

Unit Code	Unit Name	Pre-Requisite
SITHCCC023	Use food preparation equipment	SITXFSA005
SITHCCC027	Prepare dishes using basic methods of cookery	SITXFSA005
SITHCCC028	Prepare appetisers and salads	SITXFSA005
SITHCCC029	Prepare stocks, sauces and soups	SITXFSA005
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	SITHCCC027 + SITXFSA005
SITHCCC031	Prepare vegetarian and vegan dishes	SITHCCC027 + SITXFSA005
SITHCCC035	Prepare poultry dishes	SITHCCC027 + SITXFSA005
SITHCCC036	Prepare meat dishes	SITHCCC027 + SITXFSA005
SITHCCC037	Prepare seafood dishes	SITHCCC027 + SITXFSA005
SITHCCC041	Produce cakes, pastries and breads	SITXFSA005
SITHCCC042	Prepare food to meet special dietary requirements	SITHCCC027 + SITXFSA005
SITHCCC043	Work effectively as a cook	SITHCCC027 + SITXFSA005
SITHKOP010	Plan and cost recipes	Nil
SITHKOP012	Develop recipes for special dietary requirements	SITHCCC027+ SITXFSA005+ SITHKOP010+SITHCCC042
SITHKOP013	Plan cooking operations	SITXFSA005
SITHKOP015	Design and cost menus	SITHKOP010
SITHPAT016	Produce desserts	SITXFSA005
SITXCOM010	Manage conflict	Nil
SITXFIN009	Manage finances within a budget	Nil
SITXFSA005	Use hygienic practices for food safety	Nil
SITXFSA006	Participate in safe food handling practices	Nil
SITXFSA008*	Develop and implement a food safety program	SITXFSA005 + SITXFSA006
SITXHRM008	Roster staff	Nil
SITXHRM009	Lead and manage people	Nil
SITXINV006	Receive, store and maintain stock	SITXFSA005
SITXMGT004	Monitor work operations (Core)	Nil
SITXWHS007	Implement and monitor work health and safety practices	Nil

## Elective Units

Unit Code	Unit Name	Pre-Requisite
SITHCCC038	Produce and serve food for buffets	SITHCCC027 + SITXFSA005
SITHCCC040	Prepare and serve cheese	SITXFSA005
SITHCCC044	Prepare specialised food items	SITHCCC027 + SITXFSA005
BSBSUS211	Participate in sustainable work practices	Nil
SITHKOP009	Clean kitchen premises and equipment	SITXFSA005
SITXINV007	Purchase goods	Nil

## Course Commencement

Please contact YCA for the intake dates at [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au).

## ASSESSMENT METHODS

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical application projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Practicals / Demonstration / Observations
- Projects
- Case Study

Students are required to complete a minimum of 48 food service periods, at least 1 hour each, in a commercial kitchen under Work-Based Training (WBT) to meet the course requirements.

## Resources / Materials

This program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen. The commercial kitchen/hospitality facilities are equipped with all the required equipment in accordance with the training package.

Students will be provided with access to our state-of-the-art Learning management System (Eskilled) equipped with the following resources required to complete the qualification successfully:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts

- Computers with Office Suite and appropriate software
- Hospitality / Commercial Kitchen resources

## Completion

Upon successful completion of this course, students will receive a nationally recognised SIT40521 - Certificate IV in Kitchen Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the SIT30821 - Certificate III in Commercial Cookery.

## Important Information

- YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yarracollege.vic.edu.au/>.

## Course Delivery Location

**The training delivery locations are:**

Classes: Location 6,190 Queen Street, Melbourne Vic 3000



Commercial Kitchen : 18 Lens Street, Coburg North Vic 3058  
Commercial Kitchen : 18 Lens Street, Coburg North Vic 3058



(CRICOS Course Code: 112701F)

# (SIT50422) Diploma of Hospitality Management



## Description

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

## CLIENT GROUPS

Overseas / International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Yarra College Australia (YCA).

## ENTRY REQUIREMENTS

### Qualification Package Entry Requirements

There are no specific entry requirements for this qualification.

### YCA Admission Requirements

- Applicants must be 18 years of age or older
- An IELTS score of 6 (or equivalent English language testing score) is required for international students entering into this program.
- Students must successfully complete a LLN test to confirm their ability to effectively undertake the course.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course.

- This program has been designed to be delivered through classroom-based and Kitchen-based training delivery. Students must have the ability to attend the scheduled sessions as per the timetable and allocate some self-study time.
- This program includes a work placement of 240 hours. Students must have the capacity to complete the required work placement hours.
- Students will be required to have access to a computer (or laptop) with internet connection for self-study purposes.

Note: Candidates should be able to handle and cook dairy products and non-vegetarian food items including pork and beef and may involve alcohol.

### Required Australian Core Skills Framework (ACSF) level

ACSF level 3 is required in reading, writing, learning, numeracy and oral communication.

### Licensing / Regulatory Information

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## PATHWAY FROM THE QUALIFICATION

Diploma

SIT50422 - Diploma of Hospitality Management

Advanced Diploma

SIT60322 - Advanced Diploma of Hospitality Management

### Employment Pathway

This qualification provides a pathway to possible job roles such as:

- Hotel Manager
- Restaurant Manager

### TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen.

The commercial kitchen/hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions and supported by practical group development and individual activities within the commercial kitchen environment.

The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference materials relevant to the unit of competency being delivered.

### RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer.



This is supported through the RPL guidelines for this qualification which focus specifically on all units. Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## INTAKE AND FEE SCHEDULE

Published on website:  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The Course fee is subject to change.

**Student Kits:** Students are required to purchase a Cookery Kit. The kits are available at Pro-Chef Student Uniform: All students are also required to purchase a Pro-Chef Student Uniform Set. The Pro-Chef Student Uniform Set Comprises of:

- ✓ 1 x White Long Sleeve Classic Chef Jacket
- ✓ 1 x Traditional Check Drawstring Pants
- ✓ 1 x White Bib or 1/2 Waist Cotton Drill Apron
- ✓ 1 x White Flat Top Chef's Hat
- ✓ 1 x White Necktie

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (82 weeks in total) of Training and Assessment which includes 68 weeks of Face-to-Face classroom and kitchen-based/WBT Training and Assessment and 14 weeks of Term Breaks/holidays. All students are expected to give few hours per unit as Self-Directed Study.

As per package rules, 28 units must be completed. These include 11 core units and 17 elective units.



## Core Units

Unit Code	Unit Name	Pre-Requisite
SITXCCS015	Enhance customer service experiences	All unit's pre-requisites are nil.
SITXCCS016	Develop and manage quality customer service practices	
SITXCOM010	Manage conflict	
SITXFIN009	Manage finances within a budget	
SITXFIN010	Prepare and monitor budgets	
SITXGLC002	Identify and manage legal risks and comply with law	
SITXHRM008	Roster staff	
SITXHRM009	Lead and manage people	
SITXMGT004	Monitor work operations	
SITXMGT005	Establish and conduct business relationships	
SITXWHS007	Implement and monitor work health and safety practices	

## Elective Units

Unit Code	Unit Name	Pre-Requisite
SITXFSA005	Use hygienic practices for food safety	Nil
SITHCCC043	Work effectively as a cook	SITHCCC027 + SITXFSA005
SITHCCC027	Prepare dishes using basic methods of cookery	SITXFSA005
SITHCCC028	Prepare appetisers and salads	SITXFSA005
SITHCCC029	Prepare stocks, sauces and soups	SITXFSA005
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	SITHCCC027 + SITXFSA005
SITHCCC031	Prepare vegetarian and vegan dishes	SITHCCC027 + SITXFSA005
SITHCCC035	Prepare poultry dishes	SITHCCC027 + SITXFSA005
SITHCCC036	Prepare meat dishes	SITHCCC027 + SITXFSA005
SITHCCC037	Prepare seafood dishes	SITHCCC027 + SITXFSA005
SITHCCC041	Produce cakes, pastries and breads	SITXFSA005
SITHCCC042	Prepare food to meet special dietary requirements	SITHCCC027 + SITXFSA005
SITHCCC023	Use food preparation equipment	SITXFSA005
SITXFSA006	Participate in safe food handling practices	Nil
SITXINV007	Purchase goods	Nil
SITHCCC040	Prepare and serve cheese	SITXFSA005
SITHPAT016	Produce desserts	SITXFSA005

### COURSE COMMENCEMENT

Please contact YCA for the intake dates at [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au)

### ASSESSMENT METHODS

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical

application projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and

procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- ✓ Knowledge Questions
- ✓ Practicals / Demonstration / Observations
- ✓ Projects
- ✓ Case Study

Students are required to complete a minimum of 48 food service periods, at least 4 hours each, in a commercial kitchen under Work-Based Training (WBT) to meet the course requirements.

### RESOURCES / MATERIALS

This program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen.

The commercial kitchen/hospitality facilities are equipped with all the required equipment in accordance with the training package. Students will be provided with access to our state-of-the-art Learning management System (E-skilled) equipped with the following resources required to complete the qualification successfully:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts

- Computers with Office Suite and appropriate software
- Hospitality / Commercial Kitchen resources

### COMPLETION

Upon successful completion of this course, students will receive a nationally recognised SIT50422- Diploma of Hospitality Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the SIT30821 - Certificate III in Commercial Cookery.

### COURSE DELIVERY LOCATION

The training delivery locations are:

- Classes: Location 6,190 Queen Street, Melbourne Vic 3000
- Commercial Kitchen :18 Lens Street, Coburg North Vic 3058

### IMPORTANT INFORMATION

YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.

Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yaracollege.vic.edu.au/>.



(CRICOS Course Code: 114978E)

## (SIT60322) Advanced Diploma of Hospitality Management



### Description

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions. This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage, and gaming.

### ENTRY REQUIREMENTS

#### Qualification Package Entry Requirements

There are no specific entry requirements for this course.

#### YCA Admission Requirements

YCA has the following admission requirements:

- Entry into the course at YCA requires IELTS band score of 6 or equivalent in line with Department of Home Affairs regulations.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course.

- All students must be of the age 18 years or over at the time of the scheduled course commencement.
- All learners will be required to demonstrate their LLN (Language, Literacy, and Numeracy) level on enrolling into this course.

Note: Candidates should be able to handle and cook dairy products and non-vegetarian food items including pork and may involve alcohol.

Students are also required to complete a minimum of 48 food service periods, at least 4 hours each, in a commercial kitchen / hospitality management simulated environment to meet the requirements of SIT60322 - Advanced Diploma of Hospitality Management.

### Required Australian Core Skills Framework (ACSF) Level

ACSF level 4 is required in reading, writing, learning, numeracy and oral communication.

### Client Groups

Overseas / International students will be:

- Holding valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Yarra College Australia (YCA).

### Licensing / Regulatory Information

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## PATHWAY FROM THE QUALIFICATION

### Training Pathway

After successfully completing and achieving SIT60322 - Advanced Diploma of Hospitality Management, individuals could progress to the higher level relevant AQF VET or Higher education qualification/s.

### Employment Pathway

This qualification enables the student to seek employment in the following job roles:

- Area manager or operations manager
- Hospitality Group Manager in Gaming, Cookery & Catering
- Holiday Park Manager
- Restaurant Manager
- Venue Event Manager
- Travel Product Manager
- Tour Operation Manager

Learners who complete a course are reminded at the time of completion, of further opportunities, unless a learning barrier has been identified that would hinder their progression to a higher qualification level

Source:

<https://www.myskills.gov.au/courses/details?Code=SIT60322>

### Training Delivery

The program for international students takes place in a classroom environment with access to a commercial kitchen / hospitality management simulated environment. Practical learning and assessment take place in a commercial setting via a commercial kitchen / hospitality management environment. The commercial Cooking/Hospitality facilities are equipped with all the required equipment. Each unit is

delivered in a combination of face-to-face theory and demonstration sessions in the classroom and supported by practical group development and individual activities within the commercial kitchen / hospitality management environment. The commercial Cooking/Hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions in the classroom and supported by practical group development and individual activities within the commercial kitchen / hospitality management environment.

The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference material relevant to the unit of competency being delivered.

## Recognition Of Prior Learning And Credit Transfer

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures and can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required

within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly. Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## Course Fee

- Published on website [www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)  
*Note:* Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The Course fee is subject to change.
- Pro-Chef Student Uniform: All commercial cookery students are also required to purchase a Pro-Chef Student Uniform Set.

The Pro-Chef Student Uniform Set Comprises of:

- ✓ 1 x White Long Sleeve Classic Chef Jacket
- ✓ 1 x Traditional Check Drawstring Pants
- ✓ 1 x White Bib or 1/2 Waist Cotton Drill Apron
- ✓ 1 x White Flat Top Chef's Hat
- ✓ 1 x White Necktie

## Course Structure

For International Students, Students will participate in a total of 2800 hours of training, learning and assessment activities. This is broken up into 1600 hours of classroom and kitchen based practical training. In addition, students will be required to complete 10 hours of self-study each week which may involve reading their learner guides, class materials, discussing their work with their trainer/assessor and/or other students and completing assessment tasks that are not done in class / kitchen such as projects. As per packaging rules, 33 units must be completed. These include 14 core units and 19 elective units.

## Core Units

### Unit Code

BSBFIN601  
 BSBOPS601  
 SITXCCS016  
 SITXFIN009  
 SITXFIN010  
 SITXFIN011  
 SITXGLC002  
 SITXHRM009  
 SITXHRM010  
 SITXHRM012  
 SITXMGT004  
 SITXMGT005  
 SITXMPR014  
 SITXWHS008

### Unit Name

Manage organisational finances  
 Develop and implement business plans  
 Develop and manage quality customer service practices  
 Manage finances within a budget  
 Prepare and monitor budgets  
 Manage physical assets  
 Identify and manage legal risks and comply with law  
 Lead and manage people  
 Recruit, select and induct staff  
 Monitor staff performance  
 Monitor work operations  
 Establish and conduct business relationships  
 Develop and implement marketing strategies  
 Establish and maintain a work health and safety system

## Elective Units

### Unit Code

SITXFSA005  
 SITHCCC043  
 SITHCCC027  
 SITHCCC028  
 SITHCCC029  
 SITHCCC030  
 SITHCCC031  
 SITHCCC035  
 SITHCCC036  
 SITHCCC037  
 SITHCCC041  
 SITHCCC042  
 SITHCCC040  
 SITXFSA008  
 SITHCCC023  
 SITXFSA006  
 SITHPAT016  
 SITXHRM008  
 SITXCOM010

### Unit Name

Use hygienic practices for food safety  
 Work effectively as a cook  
 Prepare dishes using basic methods of cookery  
 Prepare appetisers and salads  
 Prepare stocks, sauces and soups  
 Prepare vegetable, fruit, eggs and farinaceous dishes  
 Prepare vegetarian and vegan dishes  
 Prepare poultry dishes  
 Prepare meat dishes  
 Prepare seafood dishes  
 Produce cakes, pastries and breads  
 Prepare food to meet special dietary requirements  
 Prepare and serve cheese  
 Develop and implement a food safety program  
 Use food preparation equipment  
 Participate in safe food handling practices  
 Produce desserts  
 Roster staff  
 Manage conflict

## Course Commencement

Please contact YCA for the intake dates at [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au)

## Assessment Methods

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical application projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures.

Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions.
- Skills Tests (Simulated Business Environments)
- Skills Test (Practical Activities in Commercial kitchen)

Students are required to complete a minimum of 48 food service periods, at least 4 hour each, in a commercial kitchen under simulated Work-Based Training (WBT) to meet the course requirements.

## Resources / Materials

The commercial kitchen / hospitality facilities are equipped with all the required equipment in accordance with the training package(<https://training.gov.au/Training/Details/SIT60322>). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Unit's Notes.
- Student Workbooks and Resources.
- PowerPoint Slides and Handouts.
- Laptops / Desktops / Computing Devices with appropriate software.
- Access to internet.
- Training Facility.
- Commercial Kitchen resources.

## Completion

Upon successful completion of this course, student will receive a nationally recognised SIT60322 - Advanced Diploma of Hospitality Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the SIT60322 - Advanced Diploma of Hospitality Management.

## Course Delivery Location

The training delivery location are:

- Classes: Level 6, 190 Queen Street, Melbourne, VIC 3000, Australia.
- Commercial Kitchen :18 Lens Street, Coburg North, VIC 3058, Australia.

## Important Information

- YCA has got the systems in place to make sure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yarracollege.vic.edu.au/>





(CRICOS Course Code: 112702E)

# (BSB50420) Diploma of Leadership and Management



## Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## CLIENT GROUPS

Overseas/International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section in the Student Handbook or contact Yarra College Australia (YCA).

## ENTRY REQUIREMENTS

### Qualification Package Entry Requirements

There are no specific entry requirements for this qualification.

## YCA Admission Requirements

- Applicants must be 18 years of age or older
- An IELTS score of 6 (or equivalent English language testing score) is required for International Students entering this program
- Students must successfully complete a LLN test to confirm their ability to effectively undertake the course
- This program has been designed to be delivered through classroom-based delivery and students must have the ability to attend the scheduled sessions as per the timetable and allocate some self-study time.
- Students will be required to have access to a computer (or laptop) with internet connection for self-study purposes.

### Required Australian Core Skills Framework (ACSF) level

Typical ACSF LLN level would be Level 3

### Licensing / Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact the unit.

### PATHWAY FROM THE QUALIFICATION

After completing this Qualification students may wish to continue training in this industry by undertaking training in BSB60420 Advanced Diploma of Leadership and Management.

This qualification provides a pathway to possible job roles involving a management or leadership position such as Business Services Manager, Business Development Manager, Organisational Development Advisor.

### TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to the Internet.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

Yarra College Australia (YCA) has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

### INTAKE AND FEE SCHEDULE

Published on website  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The course fee is subject to change.

## COURSE STRUCTURE

For International Students, this qualification is expected to be completed in 1 year.

This will include 40 weeks of training and assessment spread over four (4) study periods of 10 weeks each and a total 12 weeks of study break periods interspersed between study periods.

As per package rules, 12 units must be completed. These include 6 core units and 6 elective units.

### Core Units

Unit Code	Unit Name
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

### Elective Units

Unit Code	Unit Name
BSBLDR522	Manage people performance
BSBOPS501	Manage business resources
BSBPEF501	Manage personal and professional development
BSBSTR502	Facilitate continuous improvement
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area

## COURSE COMMENCEMENT

Please contact YCA for the intake dates.

## ASSESSMENT METHODS

A range of assessment methods employed by Yarra College Australia ensures that assessments are fair, valid, reliable and reasonable while ensuring that Yarra College Australia meets the requirements of the relevant Training Package and the rules of evidence. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment.

Based on the assessment methods for each unit of competency, assessment styles incorporated by Yarra College Australia include a range of assessment tasks such as knowledge questions; research tasks; assessor observations; and projects, which may include case studies,

round tables and project portfolios; role-plays; undertaken at prescribed assessment schedules. Tasks will require in-class work to evidence aspects of skills and knowledge as well as ensure a consistent approach to the unit of competency through continuous engagement and feedback.

Knowledge questions are designed to help the student demonstrate the knowledge that they have acquired during the unit

Research tasks are used in two ways. The first is to assess the student's ability to conduct and analyse research/gather information and is in response to performance criteria or performance evidence. The second is to assess the student's knowledge and is generally in response to knowledge evidence.

Assessor observations are used where the unit of competency requires that the student must

be observed demonstrating the skills and knowledge that they have acquired during their course. These observations will be in person.

Projects are provided to help students demonstrate the knowledge and skills that they have developed during their course. Supporting templates and resources, including project portfolios, are provided to the student and marking guidance is provided to the assessor.

Round table discussions will be used for students to discuss their own real experiences and apply them in the context of the case study. Even though students may be participating in a project based on a case study business, they have a wealth of knowledge, experience and skills that they have each gathered throughout their lives that can be reflected on and applied in discussion with their peers and fellow students. These can then be discussed and applied to the project they are working on, making it more industry realistic.

## RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package (<https://training.gov.au/Training/Details/BSB50420> ). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers
- Microsoft Office Suite

## COMPLETION

Upon successful completion of this course, student will receive a nationally recognised BSB50420 – Diploma of Leadership and Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB50420 – Diploma of Leadership and Management

## COURSE DELIVERY LOCATION

The training delivery location is LEVEL 6,190 Queen Street, Melbourne Vic 3000



## IMPORTANT INFORMATION

YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.

Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yacollege.vic.edu.au/>.



(CRICOS Course Code: 113820B)

## (BSB60420) Advance Diploma of Leadership and Management



### Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### CLIENT GROUPS

Overseas / International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section in the Student Handbook or contact Yarra College Australia (YCA).

### ENTRY REQUIREMENTS

#### Qualification Package Entry Requirements

Entry to this qualification is limited to those who:

- 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.

## YCA Admission Requirements

YCA has the following admission requirements:

- ▶ Minimum IELTS score of 6 or equivalent\*  
For equivalency of various English Language proficiency testing and other forms of equivalency please refer to the student handbook OR, minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia.
- ▶ Students must be a minimum age of 18 years or above at the time of course commencement.
- ▶ All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.
- ▶ All students will be required to complete an LLN assessment prior to the commencement of the course. Yarra College Australia uses the LLN robot platform for the assessment. All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner's ACSF spiky profile to the profile of this course.
- ▶ For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

## Required Australian Core Skills Framework (ACSF) level

Typical ACSF LLN level would be Level 3 – Level 4

## Licensing / Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact the unit.

### PATHWAY FROM THE QUALIFICATION

#### TRAINING PATHWAY

Further training pathways from this qualification include, but are not limited to enrolling in a university degree such as a Bachelor of Business or a Bachelor of Business Management.

#### EMPLOYMENT PATHWAY

Employment may include, but is not limited to, professional managers, community and personal service workers. Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential career pathways within that industry.

#### TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to Internet.

#### RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

Yarra College Australia (YCA) has Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## INTAKE AND FEE SCHEDULE

Published on website  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The Course fee is subject to change.

## COURSE STRUCTURE

For International Students, this qualification is expected to be completed in 1 year.

This will include 44 weeks of training and assessment spread over four (4) study periods of 11 weeks each and a total 8 weeks of study break periods interspersed between study periods.

As per package rules, 10 units must be completed. These include 5 core units and 5 elective units.

### Core Units

#### Unit Code

BSBCRT611  
 BSBLDR601  
 BSBLDR602  
 BSBOPS601  
 BSBSTR601

#### Unit Name

Apply critical thinking for complex problem solving  
 Lead and manage organisational change  
 Provide leadership across the organisation  
 Develop and implement business plans  
 Manage innovation and continuous improvement

All unit's pre-requisites are nil.

### Elective Units

#### Unit Code

BSBPMG633  
 BSBSTR602  
 BSBUS601  
 BSBHRM613  
 BSBXCM501

#### Unit Name

Provide leadership for the program  
 Develop organisational strategies  
 Lead corporate social responsibility  
 Contribute to the development of learning and development strategies  
 Lead communication in the workplace

All unit's pre-requisites are nil.

## COURSE COMMENCEMENT

Please contact YCA for the intake dates.

## ASSESSMENT METHODS

A range of assessment methods employed by Yarra College Australia ensures that assessments are fair, valid, reliable and reasonable while ensuring that Yarra College Australia meets the requirements of the relevant Training Package and the rules of evidence. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment.

Based on the assessment methods for each unit of competency, assessment styles incorporated by Yarra College Australia include a range of assessment tasks such as knowledge questions; research tasks; assessor observations; and projects, which may include case studies, round tables and project portfolios; role-plays; undertaken at prescribed assessment schedules. Tasks will require in-class work to evidence aspects of skills and knowledge as well as ensure a consistent approach to the unit of competency through continuous engagement and feedback.

Knowledge questions are designed to help the student demonstrate the knowledge which they have acquired during the unit.

Research tasks are used in two ways. The first is to assess the student's ability to conduct and analyse research/gather information and is in response to performance criteria or performance evidence. The second is to assess the student's knowledge and is generally in response to knowledge evidence.

Assessor observations are used where the unit of competency requires that the student must be observed demonstrating the skills and knowledge that they have acquired during their course. These observations will be in person.

Projects are provided to help students demonstrate the knowledge and skills that they have developed during their course.

Supporting templates and resources, including project portfolios, are provided to the student and marking guidance is provided to the assessor.

Round table discussions will be used for students to discuss their own real experiences and apply them in the context of the case study. Even though students may be participating in a project based on a case study business, they have a wealth of knowledge, experience and skills that they have each gathered throughout their lives that can be reflected on and applied in discussion with their peers and fellow students. These can then be discussed and applied to the project they are working on, making it more industry-realistic.

## RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package (<https://training.gov.au/Training/Details/BSB50420> ). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers
- Microsoft Office Suite

## COMPLETION

Upon successful completion of this course, student will receive a nationally recognised BSB60420 - Advanced Diploma of Leadership and Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB60420 - Advanced Diploma of Leadership and Management.



## COURSE DELIVERY LOCATION

The training delivery location is LEVEL 6,190 Queen Street, Melbourne Vic 3000



## IMPORTANT INFORMATION

YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.

Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yacollege.vic.edu.au/>.



(CRICOS Course Code: 113821A)

## (BSB80120) Graduate Diploma of Management (Learning)



### Description

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

### CLIENT GROUPS

Overseas / International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section in the Student Handbook or contact Yarra College Australia (YCA).

### ENTRY REQUIREMENTS

#### Qualification Package Entry Requirements

There are no specific entry requirements for this qualification.

#### YCA Admission Requirements

There are no specific entry requirements as per the qualification details or training package. International students entering this course at Yarra College Australia must meet the following entry requirements:

## Age Requirements

Students must be a minimum age of 18 years or above at the time of course commencement.

## Academic Requirements

Students must have completed the equivalent of an Australian Diploma or higher OR have completed 12 or equivalent (minimum) with two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

## English Language Requirements

To enter this qualification, applicants must also meet English Language Requirements - IELTS (Academic) overall score of 6.0 or TOEFL IBT 60 or PTE Academic 50 or equivalent. English language competence can also be demonstrated through documented evidence of any of the following:

- ▶ Minimum five (5) years of study in English in Australia, Canada, New Zealand, Britain, America, South America or Ireland.
- ▶ Completed in Australia in English a substantial component (at least 50%) of a qualification at AQF level 4 or higher.
- ▶ Completed in Australia in English Year 12 of secondary school.
- ▶ Completed a recognised ELICOS program and achieved an English Proficiency level of upper intermediate or equivalent.

Applicants without the documented evidence to demonstrate the required English language competence may undertake the Language Literacy and Numeracy (LLN) test online to achieve a result of ACSF level 3 to meet Yarra College Australia's English Language entry requirement.

## Pre-training Review

All international learners will undertake a pre-training review to determine suitability for the course and student's needs. The aim of the review is to identify their training needs through questions on previous education or training, relevance of the course to the applicant, and relevant experience. This pre-training review also aims to identify any support needs and possible RPL or credit transfer opportunities.

## Hardware/Software requirements

Yarra College Australia provides learners with Office 365 accounts (free of charge) with access to online Outlook, Word, PowerPoint, Excel, OneDrive etc. to facilitate training and communication. Yarra College Australia will provide access to computers/laptops for students to use on campus. However, for students to work on assessments, tasks and self-study, all learners are expected to have access to a laptop or computer with Windows/macOS operating system at their own cost.

Note: Some assessment tasks are completed using a computer and the internet, and it is essential for the student to possess basic computer skills.

## Language, Literacy and Numeracy (LLN) Assessment

All students will be required to complete an LLN assessment prior to the commencement of the course. – it is a diagnostic process to identify if the prospective student requires LLN support during the study.

Note: Students who have completed the LLN test during the enrolment process in order to meet Yarra College Australia's English language entry requirement, will not be required to do the LLN test again

## Required Australian Core Skills Framework (ACSF) level

ACSF level 3 is required in reading, writing, learning, numeracy and oral communication.

## Licensing / Regulatory Information

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## PATHWAY FROM THE QUALIFICATION

### Training Pathway

This qualification may provide a pathway to further studies in Master of Accounting, Master of Business (HRM), Master of Business (Marketing), Master of Economics, Master of Finance etc.

## Employment Pathway

Students who satisfactorily complete the BSB80120 Graduate Diploma of Management (Learning) will have developed the knowledge and skills to find employment in a range of industries where there is a need for learning and development specialists.

Possible job titles relevant to this qualification include:

- RTO Manager,
- Career Development Manager (Education Sector),
- RTO Education Advisor
- L&D Manager

## TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to a simulated environment where required.

The participants in each program group will be provided with detailed learning resources to support the learning activities. These resources will include learning, assessment and other reference material relevant to the unit of competency being delivered.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal

enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed. Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## INTAKE AND FEE SCHEDULE

Published on website  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The course fee is subject to change.

## COURSE STRUCTURE

This qualification is expected to be completed in 52 weeks. This will include 40 weeks of face-to-face training and assessment spread over 4 terms of 10 weeks each and 12 weeks (in total) of term breaks. All students are expected to give few hours per unit as self-directed study.

As per package rules, 5 units must be completed. These include 3 core units and 5 elective units.

## Core Units

### Unit Code

BSBLDR811  
BSBHRM613  
TAELED803

### Unit Name

Lead strategic transformation  
Contribute to the development of learning and development strategies  
Implement improved learning practice

All unit's pre-requisites are nil.

## Elective Units

### Unit Code

BSBHRM611  
BSBINS603  
BSBSTR801  
BSBSTR802  
BSBLDR812

### Unit Name

Contribute to organisational performance development  
Initiate and lead applied research  
Lead innovative thinking and practice  
Lead strategic planning processes for an organisation  
Develop and cultivate collaborative partnerships and relationships

All unit's pre-requisites are nil.

## COURSE COMMENCEMENT

Please contact YCA for the intake dates.

## ASSESSMENT METHODS

A range of assessment methods employed by Yarra College Australia ensures that assessments are fair, valid, reliable and reasonable while ensuring that Yarra College Australia meets the requirements of the relevant Training Package and the rules of evidence. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment.

Based on the assessment methods for each unit of competency, assessment styles incorporated by Yarra College Australia include a range of assessment tasks such as knowledge questions; research tasks; assessor observations; and projects, which may include case studies, round tables and project portfolios; role-plays; undertaken at prescribed assessment schedules. Tasks will require in-class work to evidence aspects of skills and knowledge as well as ensure a consistent approach to the unit of competency through continuous engagement and feedback.

- Knowledge questions are designed to help the student demonstrate the knowledge which they have acquired during the unit

- Research tasks are used in two ways. The first is to assess the student's ability to conduct and analyse research/gather information and is in response to performance criteria or performance evidence. The second is to assess the student's knowledge and is generally in response to knowledge evidence.
- Assessor observations are used where the unit of competency requires that the student must be observed demonstrating the skills and knowledge that they have acquired during their course. These observations will be in person.
- Projects are provided to help students demonstrate the knowledge and skills that they have developed during their course. Supporting templates and resources, including project portfolios, are provided to the student and marking guidance is provided to the assessor.
- Round table discussions will be used for students to discuss their own real experiences and apply them in the context of the case study. Even though students may be participating in a project based on a case study business, they have a wealth of knowledge, experience and skills that they have each gathered throughout their lives that can be reflected on and applied in

discussion with their peers and fellow students. These can then be discussed and applied to the project they are working on, making it more industry-realistic.

- Assessments are developed based on principles of assessment and rules of evidence and address all of the unit's performance criteria, performance and knowledge evidence. The assessment mapping table is provided in a separate document to the trainers/assessor.

## RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package (<https://training.gov.au/Training/Details/BSB80120> ). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- ✓ Units' Notes
- ✓ Student Workbooks and Resources
- ✓ PowerPoint Slides and Handouts
- ✓ Computers
- ✓ Microsoft Office Suite

## COMPLETION

Upon successful completion of this course, students will receive a nationally recognised BSB80120 - Graduate Diploma of Management (Learning). Students who do

not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB80120 - Graduate Diploma of Management (Learning).

## COURSE DELIVERY LOCATION

The training delivery location IS Level 6, 190 Queen St, MELBOURNE VIC 3000, Australia



## IMPORTANT INFORMATION

- YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yacollege.vic.edu.au/>.



(CRICOS Course Code : 114952D)

## (ICT60220) Advanced Diploma of Information Technology

(Telecommunications Network Engineering)



### Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

### SKILLS REQUIRED FOR THESE ROLES

#### Advanced Data Management Information:

Creating, designing and monitoring complex systems that store data, and optimising

organisational knowledge management.

#### Cyber Security:

Protecting sensitive data and information through security architecture, and developing disaster recovery and contingency plans

#### Full Stack Web Development:

Building advanced user interfaces, developing representational state transfer application program interfaces (REST APIs) and designing user experience solutions further

#### Further Programming:

Applying advanced ICT languages to maintain security and manage data

#### IT Strategy and Organisational Development:

Managing and communicating strategic ICT business solutions

## Systems Development and Analysis

Modelling and testing data objects, data processes and preferred ICT system solutions

## Telecommunications Network Engineering:

Managing logistics, organisational specifications, regulations and legislative requirements across network projects.

### CLIENT GROUPS

Overseas / International students will be:

- Holding valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Yarra College Australia (YCA).

### ENTRY REQUIREMENTS

#### Qualification Package Entry Requirements

There are no specific entry requirements for this course.

#### YCA Admission Requirements

YCA has the following admission requirements:

- Entry into the course at YCA requires IELTS band score of 6 or equivalent in line with Department of Home Affairs regulations.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course.
- All students must be of the age 18 years or over at the time of the scheduled course commencement.
- Typical ACSF LLN level would be Level 4 – Level 5.

- All learners will be required to demonstrate their LLN (Language, Literacy, and Numeracy) level on enrolling into this course.

#### Required Australian Core Skills Framework (ACSF) Level

ACSF level 4 is required in reading, writing, learning, numeracy and oral communication.

#### Licensing / Regulatory Information

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### PATHWAY FROM THE QUALIFICATION

#### Training Pathway

After successfully completing and achieving ICT60220 - Advanced Diploma of Information Technology, individuals could progress to the further studies like a bachelor's program in information technology.

#### Employment Pathway

This qualification enables the student to seek employment in the following job roles:

- Knowledge Manager
- eLearning Manager
- Enterprise Application Integration
- Consultant
- Enterprise Architecture Manager
- Software Manager

Learners who complete a course are reminded at the time of completion, of further opportunities, unless a learning barrier has been identified that would hinder their progression to a higher qualification level.

Source:

<https://www.myskills.gov.au/courses/details?Code=ICT60220>

#### Training Delivery

The program for international students takes place in a classroom environment. Yarra College Australia uses a range of techniques during face-to-face delivery including trainer



presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students will complete tasks to appropriate workplace standards.

The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference material relevant to the unit of competency being delivered.

### **Recognition Of Prior Learning and Credit Transfer**

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures and can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study.

Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

### **Course Fee**

Published on website :

[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The Course fee is subject to change.

### **Course Structure**

For International Students, Students will participate in a total of 2400 hours of training, learning and assessment activities. This is volume of delivery includes 1600 hours of training i.e., classroom training (886 hours) & supervised assessment (714 hours) In addition, students will be required to complete 10 hours of self-study each week which may involve reading their learner guides, class materials, discussing their work with their trainer/assessor and/or other students and completing assessment tasks that are not done in class such as projects.

As per packaging rules, 16 units must be completed. These include 06 core units and 10 elective units.

### **Course Commencement**

Please contact YCA for the intake dates at : [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au)

## Core Units

### Unit Code

BSBCRT611  
BSBTWK502  
BSBXCS402  
ICTICT608  
ICTICT618  
ICTSAD609

### Unit Name

Apply critical thinking for complex problem solving  
Manage team effectiveness  
Promote workplace cyber security awareness and best practices  
Interact with clients on a business level  
Manage IP, ethics and privacy in ICT environments  
Plan and monitor business analysis activities in an ICT environment

## Elective Units

### Unit Code

ICTNPL413  
ICTNWK612  
ICTPMG613  
ICTTEN615  
ICTTEN622  
ICTNWK561  
ICTTEN826  
ICTTEN827  
ICTNWK546  
ICTNWK560

### Unit Name

Evaluate networking regulations and legislation for the telecommunications industry  
Plan and manage troubleshooting advanced integrated IP networks  
Manage ICT project planning  
Manage network traffic  
Produce ICT network architecture designs  
Design enterprise wireless local area networks  
Evaluate and apply digital signal processing to communication systems  
Produce engineering solutions  
Manage network security  
Determine best-fit topologies for wide area networks

## Assessment Methods

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical application projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures.

Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Project Work

## Resources / Materials

The Class room facilities are equipped with all the required equipment in accordance with

the training package (<https://training.gov.au/Training/Details/ICT60220>). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Unit's Notes
- Access to internet
- Student Workbooks and Resources
- Training Facility
- PowerPoint Slides and Handouts
- Laptops / Desktops / Computing Devices with appropriate software

## Completion

Upon successful completion of this course, student will receive a nationally recognised ICT60220 - Advanced Diploma of Information Technology. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the ICT60220 - Advanced Diploma of Information Technology.

### Course Delivery Location

- The training delivery location :  
Classes: Level 6, 190 Queen Street,  
Melbourne, VIC 3000, Australia

### Important Information

- YCA has got the systems in place to make sure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yarracollege.vic.edu.au/>



(CRICOS Course Code : 114979D)

## General English: Elementary to Upper Intermediate

Four Levels – Elementary, Pre Intermediate, Intermediate, Upper Intermediate (10–40 Weeks)



### Description

The standard course length is 40 weeks of General English. Each week there are 20 face-to-face contact hours. This 40-week period is made up of four levels that each correspond to 10 weeks of course work. For every 10 weeks that a student is enrolled in the course, they are able to apply for 2 weeks of

study break (maximum 8). There is also a 2 weeks mandatory holiday period over the Christmas/New Year period. As a result, there is a maximum of 10 weeks of study break over the course of the fully 40 week course if the enrolment includes the Christmas/New Year period.

## ABOUT THE COURSE

CEFR Level	Equivalent IELTS Exit	General English Level	Description of Proficiency
A1	4.0	Elementary	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
A2	4.5	Pre-Intermediate	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B1	5.0	Intermediate	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
B2	5.5	Upper-Intermediate	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

## Course Duration

This course is offered full time over 50 Weeks including holidays on a full-time basis. Student may choose to exit the course at the end of elementary, pre intermediate, intermediate or upper intermediate level.

## Course Fees

Published on : [www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)  
Note: Student will be provided with option of easy monthly instalments.

## Entry Requirements

Students come to Yarra College from different proficiencies across the four macro skills and, as a result, all students need to take a placement test prior to the commencement of classes. All students take a speaking and writing test which is marked by the Director of Studies or the Assistant Director of Studies according to a criterion-referenced scale. These tests and scales form the basis of the Placement Tests. Because the courses can accommodate students with only a very low grasp of English, Yarra College is able to accept students into the Elementary course even if they are at a very low level.

## Target Learner Group

Students enter at different levels depending on their proficiency across the four macro skills when they enrol. They are not native speakers of English but have a desire to learn the language. Students come from a range of ages, but all are older than 18. Students include but not limited to:

- Student visa holders that want to improve their English for further study in Australia

- Tourist visa holders that want to improve their travel experience
- Working Holiday visa holders that want to study English but also do part time work. Often these students study English first to get their language skills up to working level.

## Modes and Methods Of Delivery

All classes are conducted for a minimum of 20 hours of face-to-face classes per week. Any homework or online/distance learning is in addition to the core 20 hours face-to-face in class.

## Attendance

Teachers keep attendance records. All attendance, test scores, and speaking and writing grades are recorded on the class roll. Administration staff enter this information into the Student Management System. Any student who is approaching the 80% threshold will be emailed and provided with a printed letter of warning

Please refer to the Progress, Attendance and Academic Counselling Policy.

## Pathways

After attending the course, individuals could progress to access further study pathways including higher education \*  
(\*Subject to provider's assessment & entry requirements)

## Location

LEVEL 6, 190 Queen Street, Melbourne 3000



(CRICOS Course Code : 114980M)

## English for Academic Purposes

Two levels - EAP Foundation & EAP Advanced



### Purpose

The English for Academic Purposes (EAP) course prepares students for further study in an academic setting while also improving their underlying proficiency in English. After completing the course, students may seek to continue their study in foundation studies

programs, universities or other tertiary education institutions. The course integrates the four macro skills of Reading, Writing, Speaking and Listening, as well as Grammar, Vocabulary, and Academic Skills.

CEFR Level	Equivalent IELTS Exit	EAP Level	Description of Proficiency
B1	5.5	EAP Foundation	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C1	6.0	EAP Advanced	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing a controlled use of organisational patterns, connectors and cohesive devices.

## Objectives

The Course Objectives in the English for Academic Purposes course are to enable students :

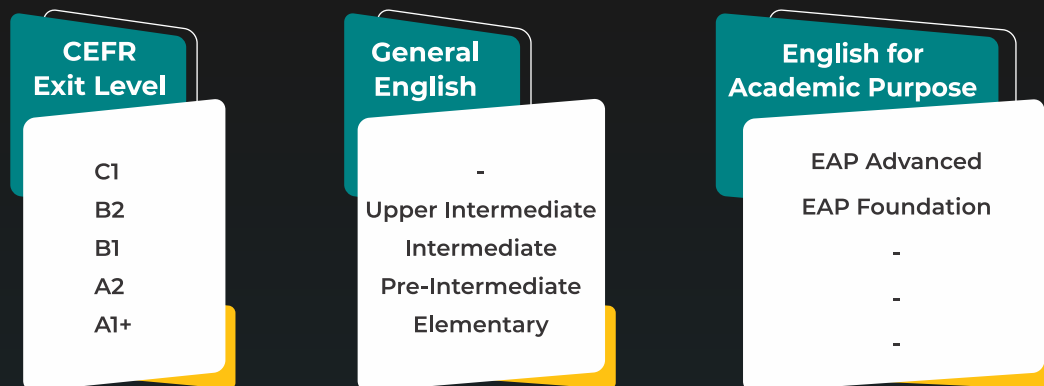
1. To develop the academic skills necessary to participate effectively in university at a diploma level or higher-level course in an English-speaking country.
2. To improve their overall English proficiency in terms of the four macro skills.
3. To develop core knowledge of the academic vocabulary and grammar commonly used in Academic contexts.
4. To develop awareness of sociocultural knowledge relating to communication in English as used with native speakers and with other non-native speakers where English is used as a lingua franca to prepare students for higher education contexts with local and international students.
5. To develop academic study skills that will maximise efficiency of study in class and externally.
6. To develop independent learning skills for ongoing improvement in language

proficiency, even once students enter vocational or higher education.

## Entry Requirements

- Before commencing classes in the EAP course, students need to have either completed Upper Intermediate in the General English course or be able to otherwise prove a B1 proficiency in English. If students have not completed Upper Intermediate, they can present a recognised test score to gain direct entry to a course. If they have a B1 level equivalent in a well-recognised English test, including IELTS, PTE Academic, TOEFL, or Cambridge, they will also be able to enter the course.
- Students can enter in either Week 1 or Week 6 of the cycle. Monday or the first teaching day of the week in any week of the year, except for the two weeks over Christmas/New Year. The minimum enrolment period is five weeks.
- Students need to have completed General English Upper Intermediate to enter into the English for Academic Purposes (EAP). See table below.





## Course Duration

- The standard course length is **20 weeks** of English for Academic Purposes. Each week there are 20 face-to-face contact hours, with additional homework given for each day of class. The college is closed for two weeks over the Christmas/New Year Period.
- Students enter the course either in Week 1 or Week 6 of the course on a fixed intake basis.
- The minimum enrolment period is five weeks with the expectation that the majority of students will complete 10 weeks. The 20-week period is made up of two levels that each correspond to 10 weeks of course work.
- Yarra College accepts students from a range of age groups. All students are older than 18 at their study commencement date. The content and delivery of the classes is not targeted to any specific age group, but rather covers vocabulary and topics in English which are accessible to people of all ages. None of the course content is designed to alienate any age group. The course is constructed in a fully inclusive manner.

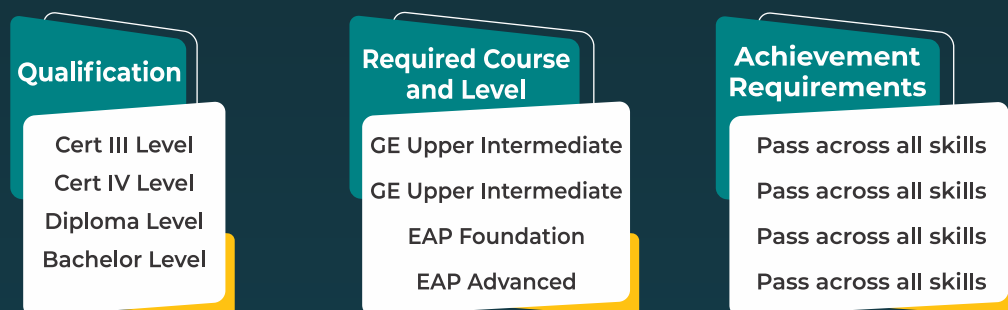
## Target Learner Group

- Students will predominantly have the goal of living and studying in an English-speaking country for an extended period of time. As a result, they have the desire to gain the skills necessary to carry out a variety of English-medium academic tasks, including lectures, tutorials, research and essay writing.

## Articulation with Other Courses

At Yarra College, students are able to articulate from the General English Program into the English for Academic Purposes as per the table directly above.

Primarily, the General English course prepares students to enter the English for Academic Purposes. Students who take EAP do so with the intention of articulating to a pathway provider (either VET or Higher Education).



## Modes and Methods of Delivery

- All classes are conducted for a minimum of 20 hours of face-to-face teaching per week. Any homework or online/distance learning is in addition to the core 20 hours face-to-face in class.
- The ratio between teachers and students does not exceed 1:18 at any time. Teachers conduct classes in modern classrooms with textbooks, tables, chairs, whiteboards and, when possible, a projector. Teachers have a computer to play recordings for listening activities. However, students do not typically use computers in class.
- Teachers use a variety of feedback and correction methods to ensure that students are fully engaged and participating in classes. These modes of feedback include but are not limited to: verbal correction of errors, comments on writing, scores given on assessments.
- Teachers keep a written record of the attendance of students, which is entered into the Student Management System by administrative staff. They also give letter grades for overall speaking performance in class and for weekly writing. Scores from formative and summative assessments are recorded by the Thursday teacher and given to Yarra College's administration to enter into the Student Management System.
- In Week 5 and Week 10 of the course the summative assessments require significant time on computers to develop the PowerPoint presentation and to draft/complete the essay. For students that do not have a laptop, the college will provide either a desktop computer in the computer lab or a laptop that can be used in the classroom.

## Student Autonomy

- Students are encouraged to reflect on language learning strategies throughout the class including: study techniques, study plans, and participation at events outside of their course that facilitate use of English,

such as language exchanges and preparation for assessments.

- To assist students in recognising their strengths and weaknesses in English, they receive regular feedback from their teachers, with reference to both the formative and summative assessments.
- Students have access to self-paced resources such as graded readers, extra grammar resources such as gap-fill exercises from grammar books, and access to online modules from the Clarity English suite that covers reading, listening, grammar and vocabulary. These are available in the student library/computer lab.
- Students who wish to discuss their learning goals and set up study plans to maximise their improvement can arrange a meeting with the Director of Studies through the Reception at any time during their enrolment.

## Attendance

- Teachers keep attendance records. All attendance, test scores, and speaking and writing grades are recorded on the class roll. Administration staff enter this information into the Student Management System.
- Students are expected to maintain at-least 80% of attendance.

Please refer to the Progress, Attendance and Academic Counselling Policy.

## Assessment

### Offshore Placement Testing

Students who apply to Yarra College from overseas are only able to enter into the General English course. They aren't able to enter directly into the EAP course.

### Procedure for Placement of Students in the Course

Please refer to the Yarra College's Placement Testing Policy and the Change of Level and Course Policy.

## Monitoring Learner Progress through Assessment

- Student progress is monitored through summative and formative assessment tasks which are linked directly to the learning outcomes. These assessment tasks take the form of test scores, writing and feedback from the teachers.

## Summative Assessment

There are two forms of summative assessment:

### Oral Presentation (Week 5)

- Students are provided a range of research that they are expected to use to inform their presentation and substantiate points they make.
- Students are given a specific topic which relates to one of the four previous units of the course so they will already have a high level of familiarity with the area and have already developed views and a level of knowledge of the area. Presentations are done individually.
- Analysis of the research material, development of the slides, adjusting based on feedback from the teacher, practice and preparation as well as the presentations themselves are all done during class time.

	Length of Presentation	Question/Discussion time
EAP Foundation	8-10 minutes	3-5 minutes
EAP Advanced	10-12 minutes	3-5 minutes

## Researched Essay (Week 10)

- Students are provided a range of research that they are expected to use to inform their essay and substantiate points they make.
- Students are given a specific topic which relates to one of the four previous units of the course so they will already have a high level of familiarity with the area and have already developed views and a level of knowledge of the area.

- The specific topic and provided research articles will change from cycle to cycle.
- The final essay is marked according to EAP Essay Marking criteria, including grammar, vocabulary, structure and content. See the Summative Writing Marking Criteria for details.

	Minimum word count	Minimum no. references
EAP Foundation	1,500	4
EAP Advanced	2,000	6

## Formative Assessment

Students complete three types of formative assessment.

- Writing Portfolio (letter grade and feedback given weekly)
- Formative Listening (numerical score out of 10 given weekly)
- Formative Reading (numerical score out of 10 given weekly)
- Tutorial Speaking (letter grade given weekly)

*Please see the Progress, Attendance and Academic Counselling Policy.*





## FURTHER INFORMATION

Before enrolment, each student should ensure s/he meets the following requirements:

- Enrolment Application Form can be downloaded from the website <https://yacollege.vic.edu.au/> or request to be emailed can be forwarded to [admissions@yacollege.vic.edu.au](mailto:admissions@yacollege.vic.edu.au)
- Read and understand the complete information available at YCA's website [yacollege.vic.edu.au](https://yacollege.vic.edu.au) or email your request to [info@yacollege.vic.edu.au](mailto:info@yacollege.vic.edu.au).
- Read and understand all policies and procedures available at YCA's website or email your request to [info@yacollege.vic.edu.au](mailto:info@yacollege.vic.edu.au).
- Provide YCA with their Unique Student Identifier (USI) number. For more information, see <https://www.usi.gov.au/students/create-your-usi>
- You can post or visit us at our head office in Level 6, 190 Queen Street, Melbourne, 3000, Victoria, or call us at +61390175256.
- You will also find further information about fees and refunds and the enrolment process applied by YCA on the website <https://yacollege.vic.edu.au/> and the [Student Handbook](#).
- For further details or queries, YCA can be contacted via email at [info@yacollege.vic.edu.au](mailto:info@yacollege.vic.edu.au) or [admissions@yacollege.vic.edu.au](mailto:admissions@yacollege.vic.edu.au) or phone: +61390175256.



## TERMS AND CONDITIONS

YCA will strive to maintain highly competitive, fair and reasonable fee structures.

- ▶ YCA adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- ▶ YCA provides details of course fees in all course information.
- ▶ YCA will ensure these fees are applied and communicated to clients prior to enrolment.
- ▶ Flexible payment arrangements/ options will accommodate individual circumstances.
- ▶ Fees must be paid in full before certification will be issued.
- ▶ Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

In accordance with the Standards for RTOs 2015, YCA adopts the following to protect fees paid in advance:

# NOTES

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**Yarra College**  
Australia

**Contact us: +61 466106256**

- ✉ [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au)
- 🌐 [www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)
- 📍 Campus: Level 6, 190 Queen Street, Melbourne, 3000
- 📍 Training Kitchen: 18 Lens Street, Coburg, 3058



SCAN TO CONNECT  
WITH US