

SBTA



SELA

2024-25 COURSE INFORMATION

ESTABLISHED SINCE 1985 - A TRUSTED BRAND FOR OVER 39 YEARS

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*The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Adacemy,
SBTA Culinary Institute, The Sydney English Language Academy & SBTA Community Care
ABN 95 002 965 639 | RTO ID 90412 | CRICOS Provider Code 00181A*

The logo consists of the letters 'SBTA' in white on a blue square background, followed by 'SELA' in white on a red square background.

SBTASELA

WHY CHOOSE US?

ESTABLISHED SINCE 1985 – A TRUSTED BRAND FOR OVER 39 YEARS

STATE OF THE ART FACILITIES INCLUDING COMMERCIAL KITCHENS

CONVENIENT CENTRAL LOCATION CLOSE TO MANY ATTRACTIONS

LED BY INDUSTRY EXPERTS

GREAT STUDENT SUPPORT THROUGHOUT YOUR LEARNING JOURNEY

AN EXCITING AND INNOVATIVE APPROACH TO TRAINING

AFFORDABLE, FLEXIBLE PAYMENT OPTIONS

MORE START DATES, MORE TIMETABLE OPTIONS, MORE CHOICES

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ACCOUNTING

CRICOS COURSE CODE 109950D

FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

Course Overview

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and installment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements. Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Bookkeeper, Accounts Clerk, Payroll Officer or Assistant Accountant.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

This qualification requires the completion of 13 units of competency which is made up of 10 core units plus 3 elective units which have been chosen from a range of elective units.

Core units

BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts & ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and installment activity statements
FNSTPB412	Establish and maintain payroll systems

Elective units

BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC402	Design and produce complex spreadsheets

Course duration

Total of 52 weeks (includes 40 weeks of contact weeks plus 12 weeks of holiday breaks)

Pathway from the qualification

Students can progress to study FNS50222 Diploma of Accounting after successfully completing the FNS40222 Certificate IV in Accounting and Bookkeeping qualification.

Training delivery

Sydney campus

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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ACCOUNTING

CRICOS COURSE CODE 111814E



FNS50222 DIPLOMA OF ACCOUNTING

Course Overview

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Accountant, Bookkeeper, Accounts Payable Officer, Accounts Receivable Officer, Taxation Compliance Officer or Senior Financial Clerk.

Training delivery

Sydney campus

Entry Requirements

Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent).

- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set; or
- FNS40222 Certificate IV in Accounting and Bookkeeping.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must have successfully completed FNS40222 Certificate IV in Accounting and Bookkeeping
- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Course Content

This qualification requires the completion of 11 units of competency which is made up of 7 core units plus 4 elective units which have been chosen from a range of elective units.

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ACCOUNTING

CRICOS COURSE CODE 111814E

FNS50222 DIPLOMA OF ACCOUNTING CONT.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Core Units

BSBTEC402	Design and produce complex spreadsheets
FNSACC521	Provide financial and business performance information
FNSACC522	Prepare tax documentation for individuals
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information

Elective Units

FNSORG515	Prepare financial reports to meet statutory requirements
FNSFMK515	Comply with financial services regulation and industry codes of practice
FNSORG506	Prepare financial forecasts and projections
BSBLDR413	Lead effective workplace relationships

Course duration

Total of 78 weeks (includes 60 contact weeks plus 18 weeks of holiday breaks).

Pathway from the qualification

Students can progress to study FNS60222 Diploma of Accounting after successfully completing FNS50222 Diploma of Accounting qualification

Third parties

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ACCOUNTING

CRICOS COURSE CODE 111815D

FNS60222 ADVANCED DIPLOMA OF ACCOUNTING

Course Outcome

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad parameters.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Career Opportunities

Potential career opportunities for graduates of this qualification include Registered Tax Agent, Account Manager, Business Analyst, Financial Controller, Forensic Accountant, Management Accountant and Financial Accountant.

Entry Requirements

Prior to commencing this qualification an individual must have completed the following qualifications (or equivalent).

- FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements prior to admission:

- Must be 18 years of age or over
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualification;
- Hold a minimum score of upper intermediate level of English such as IELTS 5.5 or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

This qualification requires the completion of 14 units of competency which is made up of 3 core units plus 11 elective units which have been chosen from a range of elective units.

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ACCOUNTING

CRICOS COURSE CODE 111815D

FNS60222 ADVANCED DIPLOMA OF ACCOUNTING CONT.

Core units

FNSACC634	Monitor corporate governance activities
FNSINC611	Apply economic principles to work in the financial services industry
FNSINC612	Interpret and use financial statistics and tools

Elective Units

FNSACC521	Provide financial and business performance information
FNSACC522	Prepare tax documentation for individuals
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
FNSORG506	Prepare financial forecasts and projections
FNSACC523	Manage budgets and forecasts
FNSFMK515	Comply with financial services regulation and industry codes of practice
BSBTEC402	Design and produce complex spreadsheets
BSBLDR413	Lead effective workplace relationships
FNSORG515	Prepare financial reports to meet statutory requirements

Course duration

Total of 90 weeks which is made up of 64 contact weeks plus 26 weeks of holiday breaks.

Training delivery

Sydney campus

Pathway from the qualification

Students can progress to study tertiary education such as Bachelor of Business or Bachelor of Accounting after successfully completing FNS60222 Diploma of Accounting qualification.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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BUSINESS

CRICOS COURSE CODE 105001D

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Course Outcome

An introduction to business and the workplace with a focus on practical skills you can use right away. Learn to perform a range of mainly routine tasks in an office environment under direct supervision.

Career opportunities

Potential career opportunities for graduates of this qualification include roles such as junior administrative positions such as office junior, data entry operator, clerical worker, office assistant or administrative assistant.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following admissions requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 10 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course duration

52 weeks which is made up of 40 contact weeks plus 12 weeks of holiday breaks

Course Content

The qualification requires the completion of 10 units of competency which includes 5 core units plus 5 elective units chosen from a range of elective units.

Core unit

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others

Elective Units

BSBPEF201	Support personal wellbeing in the workplace
BSBOPS203	Deliver a service to customers
BSBSTR301	Contribute to continuous improvement
BSBOPS202	Engage with customers
BSBTEC201	Use business software applications

Training delivery

Sydney campus

Pathway from the course

Students can progress to study BSB3012 Certificate III in Business after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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BSB30120 CERTIFICATE III IN BUSINESS

Course Outcome

Study this course and gain practical skills to succeed in an office or administrative environment. This nationally recognised course will introduce you to skills and knowledge such as word processing, spreadsheets, presentations, customer service, diversity, conflict resolutions and work practices, work health and safety practices, innovation and continuous improvement.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Office Administrator within a large or medium organisation, administration support officer, front office receptionist, small business administrative staff or back office administrative staff with limited junior accounts responsibilities.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following admissions requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 11 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 13 units of competency which includes 6 core units plus 7 elective units chosen from a range of elective units.

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
BSBTWK301	Use inclusive work practices

Elective Units

BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets
BSBPEF301	Organise personal work priorities
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
SIRXPDK001	Advise on products and services
SIRXCEG002	Assist with customer difficulties

Course duration

78 weeks which is made up of 60 contact weeks plus 18 weeks of holiday breaks

Training delivery

Sydney campus

Pathway from the course

Students can progress to study BSB40120 Certificate IV in Business after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

Core units

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BUSINESS

CRICOS COURSE CODE 105003B

BSB40120 CERTIFICATE IV IN BUSINESS

Course Outcome

Boost your career opportunity and build on your existing business skills. Learn how to develop your teams and individuals. Use business communication skills, undertake marketing activities, learn customer service strategies and promote innovation within the workplace.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Supervisor, Team leader or Project leader.

Entry Requirements

There are no entry requirements for this qualification.

Admission requirements

Students wishing to study this qualification at SBTA must demonstrate the following admissions requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 12 units of competency which includes 6 core units plus 6 elective units chosen from a range of elective units.

Core units

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

Elective Units

BSBOPS404	Implement customer service strategies
BSBCMM411	Make presentations
BSBHRM413	Support the learning and development of teams and individuals
BSBTEC401	Design and produce complex text documents
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development

Course duration

52 weeks which is made up of 40 contact weeks plus 12 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study BSB50420 Diploma of Leadership and Management after successfully completing this qualification.

Third parties

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LEADERSHIP & MANAGEMENT

CRICOS COURSE CODE 104123B

BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT

Course Outcome

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as leading hand, Sales Team Coordinator, Team Leader, Business Development Manager, Human Resources Manager, Office Manager, Supervisor or Project Coordinator.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following admissions requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 12 units of competency which includes 6 core units plus 6 elective units chosen from a range of elective units.

Core units

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

Elective Units

BSBPEF501	Manage personal and professional development
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service

Course duration

78 weeks which is made up of 60 contact weeks plus 18 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study BSB60420 Advanced Diploma of Leadership and Management after successfully completing this qualification.

Third parties

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LEADERSHIP & MANAGEMENT

CRICOS COURSE CODE 105004A



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

Course Outcome

Study this course and gain a leadership role across a range of enterprise and industry sectors where you will be using initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes. You will be using cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others. You also will learn creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as General Manager, Area Manager, Business Analyst, Senior Executive, Business Development Manager, Department Manager or Human Resources Manager.

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.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 10 units of competency which includes 5 core and 5 electives.

Core units

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBST601	Manage innovation and continuous improvement

Elective Units

BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBPEF501	Manage personal and professional development
BSBTEC601	Review organisational digital strategy
BSBCMM511	Communicate with influence
BSBST602	Develop organisational strategies

Course duration

128 weeks which is made up of 100 contact weeks plus 28 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study tertiary education such as Bachelor of Business or Bachelor of Management after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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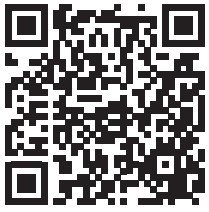
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BSB40820 CERTIFICATE IV IN MARKETING & COMMUNICATION

Course Outcome

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties. Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Direct Marketing Officer, Market Research Assistant, Marketing Coordinator, Marketing Officer and Public Relations Officer.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 12 units of competency which includes 6 core units plus 6 elective units chosen from a range of elective units.

Core units

BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBMKG433	Undertake marketing activities
BSBMKG435	Analyse consumer behaviour
BSBMKG439	Develop and apply knowledge of communications industry
BSBWRT411	Write complex documents

Elective Units

BSBMKG440	Apply marketing communication across a convergent industry
BSBOPS403	Apply business risk management processes
BSBTEC303	Create electronic presentations
BSBMKG434	Promote products and services
BSBMKG431	Assess marketing opportunities
SIRXMKT006	Develop a social media strategy

Course duration

52 weeks which is made up of 40 contact weeks plus 12 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study tertiary education such as Bachelor of Business after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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MARKETING & COMMUNICATION

CRICOS COURSE CODE 105006K



BSB50620 DIPLOMA OF MARKETING & COMMUNICATION

Course Outcome

Would you like to advance your career in the exciting world of marketing and communication? Study this qualification which can give you the skills and knowledge required to pursue senior marketing roles like digital marketing manager, brand manager or public relations coordinator leading teams and individuals.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Marketing Manager, Digital Marketing Specialist, Communication Manager, Product Manager or International Marketing Coordinator.

Entry Requirements

Entry to this qualification is limited to those who:

- Have completed BSB40820 Certificate IV in Marketing and Communication; or
 - Have completed the following units (or equivalent competencies):
 - BSBCMM411 Make presentations;
 - BSBCRT412 Articulate, present and debate ideas;
 - BSBMKG433 Undertake marketing activities;
 - BSBMKG435 Analyse consumer behaviour;
 - BSBMKG439 Develop and apply knowledge of communications industry; and
 - BSBWRT411 Write complex documents.
- Equivalent competencies are predecessors to these units, which have been mapped as equivalent; or
- have two years equivalent full-time relevant work experience.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Course duration

78 weeks which is made up of 60 contact weeks plus 18 weeks of holiday breaks

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 12 units of competency which includes 5 core units plus 7 elective units chosen from a range of elective units.

Core units

BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBMKG552	Design and develop marketing communication plans
BSBMKG555	Write persuasive copy
BSBPMG430	Undertake project work

Elective Units

BSBMKG546	Develop social media engagement plans
SIRXMKT006	Develop a social media strategy
BSBFIN501	Manage budgets and financial plans
BSBMKG543	Plan and interpret market research
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBMKG551	Create multi platform advertisements for mass media

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study BSB60520 Advanced Diploma of Marketing and Communication after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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BSB60520 ADVANCED DIPLOMA OF MARKETING & COMMUNICATION

Course Outcome

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Advertising Account Planning Manager, Marketing Manager/Consultant, Marketing Strategist, Digital/Social Media Marketing Manager, Communication Manager, Public Relations Manager or Brand Manager.

Entry Requirements

Entry to this qualification is limited to those who:

- Have completed BSB50620 Diploma of Marketing and Communication; or
- Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent; or
- Have four years equivalent full-time relevant work experience.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Course duration

128 weeks which is made up of 100 contact weeks plus 28 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Course Content

The qualification requires the completion of 12 units of competency which includes 4 core units plus 8 elective units chosen from a range of elective units.

Core units

BSBMKG621	Develop organisational marketing strategy
BSBMKG622	Manage organisational marketing processes
BSBMKG623	Develop marketing plans
BSBTWK601	Develop and maintain strategic business networks

Elective Units

BSBMKG624	Manage market research
BSBMKG626	Develop advertising campaigns
BSBSTR601	Manage innovation and continuous improvement
BSBLDR601	Lead and manage organisational change
BSBTEC601	Review organisational digital strategy
BSBOPS601	Develop and implement business plans
BSBMKG625	Implement and manage international marketing programs
BSBCRT611	Apply critical thinking for complex problem solving

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Pathway from the course

Students can progress to study tertiary education such as Bachelor of Business or Bachelor of Marketing after successfully completing this qualification.

Third parties

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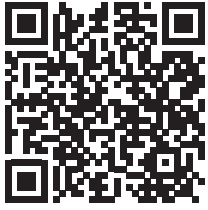
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PROJECT MANAGEMENT

CRICOS COURSE CODE 103914A



BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

Course Outcome

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer. Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Project Administrator; Contracts Officer; Quality Officer; Project Analyst

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course duration

52 weeks which is made up of 40 contact weeks plus 12 weeks of holiday breaks

Course Content

The qualification requires the completion of 9 units of competency which includes 3 core units plus 6 elective units chosen from a range of electives.

Core units

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques

Elective Units

BSBPMG425	Apply project information management and communications techniques
BSBOPS405	Organise business meetings
BSBPMG429	Apply project stakeholder engagement techniques
BSBPMG423	Apply project cost management techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study BSB508020 Diploma of Project Management after successfully completing this qualification.

Third parties

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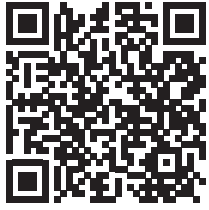
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PROJECT MANAGEMENT

CRICOS COURSE CODE 104100J

BSB50820 DIPLOMA OF PROJECT MANAGEMENT

Course Outcome

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Project or Team Leader; Project Contract Manager or Project Manager (industry specific).

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 12 units of competency which includes 8 core units plus 4 elective units chosen from a range of elective units.

Core units

BSBPMPG530	Manage project scope
BSBPMPG531	Manage project time
BSBPMPG532	Manage project quality
BSBPMPG533	Manage project cost
BSBPMPG534	Manage project human resources
BSBPMPG535	Manage project information and communication
BSBPMPG536	Manage project risk
BSBPMPG540	Manage project integration

Elective Units

BSBPMPG538	Manage project stakeholder engagement
BSBTWK502	Manage team effectiveness
BSBSTR502	Facilitate continuous improvement
BSBPEF501	Manage personal and professional development

Course duration

78 weeks which is made up of 60 contact weeks plus 18 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to study BSB60720 Advanced Diploma of Program Management after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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PROJECT MANAGEMENT

CRICOS COURSE CODE 104468K

BSB60720 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

Course Outcome

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager. Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Contracts Officer, Project Administrator, Project Manager or Program Manager.

Entry Requirements

Entry to this qualification is limited to those who:

- Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version) or
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 12 units of competency which includes 4 core and 8 electives.

Core units

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits

Elective Units

BSBPMG633	Provide leadership for the program
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBPEF502	Develop and use emotional intelligence
BSBFIN601	Manage organisational finances
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
PSPMGTO06	Develop a business case

Course duration

128 weeks which is made up of 100 contact weeks plus 28 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the course

Students can progress to tertiary education in a variety of associated disciplines after successfully completing this qualification.

Third parties

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COMMERCIAL COOKERY

CRICOS COURSE CODE 109766D

SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY

Course Outcome

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. This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Kitchen Hand, Commercial Cook, Commis Chef, Cook or Assistant Cook.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 11 or overseas equivalent school qualifications;
- Hold a minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Work placement information

Students who are completing this course MUST undertake mandatory work placement of a minimum of 48 complete service periods in an operation commercial kitchen, that covers a combination of breakfast, dinner and lunch. During these service periods, students must demonstrate the ability to prepare, cook and present items for at least two different menu styles from à la carte, set menu, buffet or cyclical.

During these service periods, students must demonstrate ability to serve food types meeting industry and organisational quality requirements such as appetisers and salads, fish and shellfish, hot and cold desserts, meat, poultry and game, stocks, sauces and soups and vegetables, fruit, eggs and farinaceous products

Course duration

Total of 90 weeks which is made up of 60 contact weeks, 10 weeks of work placement plus 20 weeks of holiday breaks.

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COMMERCIAL COOKERY

CRICOS COURSE CODE 109766D



SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY CONT.

Course Content

This qualification requires the completion of 25 units of competency which is made up of 20 core units plus 5 elective units which have been chosen from a range of elective units.

Core units

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

Elective Units

BSBSUS211	Participate in sustainable work practices
SITHCCC026	Package prepared foodstuffs
SITHCCC039	Produce pates and terrines
SITHCCC040	Prepare and serve cheese
SITXCOM007	Show social and cultural sensitivity

Training delivery location

Sydney and Brisbane campuses

Pathway from the qualification

Students can progress to study SIT40521 Certificate IV in Kitchen Management after successfully completing SIT30821 Certificate III in Commercial Cookery course.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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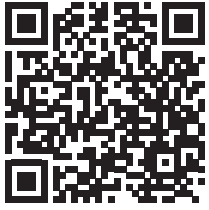
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COMMERCIAL COOKERY

CRICOS COURSE CODE 109629B



SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

Course Outcome

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Chef, Chef de Partie, Sous Chef, Breakfast Chef, Head Chef, Commis Chef or Demi Chef.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must also demonstrate the following requirements prior to admission:

- Must be 18 years of age or over
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualification;
- Hold minimum score of upper intermediate level of English such as IELTS 5.5 or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Work placement information

Students who are completing this course MUST undertake mandatory work placement of minimum of 60 complete food service periods (shifts) in hospitality and catering organisations which could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. Menu types you will be required to prepare may be classical, contemporary or ethnic and service may be formal or informal. During these service periods, students must demonstrate the ability to prepare, cook and present items for at least two different menu styles from à la carte, set menu, buffet or cyclical.

During these service periods, students must demonstrate ability to serve food types meeting industry and organisational quality requirements such as appetisers and salads, fish and shellfish, hot and cold desserts, meat, poultry and game, stocks, sauces and soups and vegetables, fruit, eggs and farinaceous products.

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COMMERCIAL COOKERY

CRICOS COURSE CODE 109629B



SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT CONT.

Course Content

This qualification requires the completion of 33 units of competency which is made up of 27 core units plus 6 elective units which have been chosen from a range of elective units.

Core units

- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITXFIN009 Manage finances within a budget
- SITXINV006 Receive store and maintain stock
- SITHCCC027 Prepare dishes using basic methods of cookery
- SITHCCC023 Use food preparation equipment
- SITHCCC029 Prepare stocks, sauces and soups
- SITHCCC028 Prepare appetisers and salads
- SITHCCC030 Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC031 Prepare vegetarian and vegan dishes
- SITHCCC041 Produce cakes, pastries and bread
- SITHPAT016 Produce desserts
- SITHCCC042 Prepare food to meet special dietary requirements
- SITHCCC035 Prepare poultry dishes
- SITHCCC036 Prepare meat dishes
- SITHCCC037 Prepare seafood dishes
- SITHKOP010 Plan and cost recipes
- SITHKOP015 Design and cost menus
- SITHKOP012 Develop recipes for special dietary requirements
- SITXCOM010 Manage conflict
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations
- SITXHRM008 Roster staff
- SITXWHS007 Implement and monitor work health and safety practices

- SITXFSA008 Develop and implement a food safety program
- SITHKOP013 Plan cooking operations
- SITHCCC043 Work effectively as a cook

Elective Units

- BSBTEC201 Use business software applications
- SITHCCC026 Package prepared foodstuffs
- SITHCCC039 Produce pates and terrines
- SITHCCC040 Prepare and serve cheese
- SITXWHS006 Identify hazards, assess and control safety risks
- SITHKOP014 Plan catering for events or functions

Course duration

Total of 90 weeks which is made up of 55 contact weeks, 15 weeks of work placement plus 20 weeks of holiday breaks.

Training delivery

Sydney and Brisbane campuses

Pathway from the qualification

Students can progress to study SIT50416 Diploma of Hospitality Management after successfully completing this qualification.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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HOSPITALITY

CRICOS COURSE CODE 112096M

COOKERY PATHWAY

SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

Course Outcome

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with specialised managerial skills and sound knowledge of industry to coordinate hospitality operations. At this role, you will operate independently, have responsibility for others and make a range of operational business decisions. Gain a role in any hospitality industry sector as a departmental or small business manager in establishments such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Food and Beverage Attendant, Front Desk Receptionist, Function Attendant or a Barista (Espresso Coffee Machine Operator).

Entry Requirements

There are no entry requirements for this qualification.

Training delivery location

Sydney, and Brisbane campuses

Pathway from the qualification

Students can progress to study SIT60422 Advanced Diploma of Hospitality Management after successfully completing this qualification

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Work Placement

Students who are completing this course MUST undertake mandatory work placement providing hospitality service to customers for a minimum of 36 complete service periods in a range of different departments such as accommodation services, food and beverage, gaming operations and housekeeping in various hospitality industry settings including bars, hotels, cafes, restaurants, clubs, pubs and motels.

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HOSPITALITY

CRICOS COURSE CODE 112096M

COOKERY PATHWAY

SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT CONT.

Course Content

This qualification requires the completion of 15 units of competency which is made up 6 core units plus 9 elective units which have been chosen from a range of elective units.

Core units

BSBTWK501	Lead diversity and inclusion
BSBOPS502	Manage business operational plan
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices
SITXMGT002	Establish and conduct business relationships
SITXFIN004	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXCCS007	Enhance customer service experiences
SITXCCS005	Develop and manage quality customer service practices

Elective Units

SITXFSA101	Use hygienic practices for food safety
SITHCCC020	Work effectively as a cook
SITHCCCOI	Use food preparation equipment

SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC00B	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCCOI2	Prepare poultry dishes
SITHCCCOI3	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITXFSA002	Participate in safe food handling practices
SITHKOP004	Develop menus for special dietary requirements
SITXGLC00I	Research and comply with

Course duration

104 weeks which is made up of 75 contact weeks, 5 weeks of work placement plus 24 weeks of holiday breaks

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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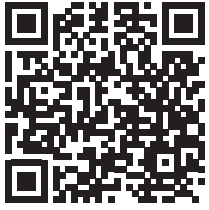
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HOSPITALITY

CRICOS COURSE CODE 112099H

COOKERY PATHWAY

SIT60422 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

Course Outcome

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. At this role, you would operate with significant autonomy and are responsible for making strategic business management decisions. Gain a role in any hospitality industry sector including restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as but not limited to Adventure Tourism Guide, Booking Agent, Customer Services Agent, Inbound Tour Coordinator, Museum Attendant, Reservation Sales Agent or Visitor Information Officer.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

The qualification requires the completion of 33 units which includes 16 core plus 17 electives.

Core units

BSBTWKS01	Lead diversity and inclusion
BSBFIN601	Manage organisational finances
BSBOPS502	Manage business operational plan
BSBOPS601	Develop and implement business plans
SITXCCS00B	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN00S	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system

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HOSPITALITY

CRICOS COURSE CODE 112099H

COOKERY PATHWAY

SIT60422 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

Elective Units

SITXWHS003	Implement and monitor work health and safety practices
SITXFSAI01	Use hygienic practices for food safety
SITHCCC020	Work effectively as a cook
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITXFSA002	Participate in safe food handling practices
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITHKOP002	Plan and cost basic menus
SITHCCC019	Produce cakes, pastries and bread
SITXCCS007	Enhance customer service experiences

Course duration

156 weeks which is made up of 100 contact weeks, 20 weeks of work placement plus 36 weeks of holiday breaks

Training delivery

Sydney and Brisbane campuses

Pathway from the qualification

Students can progress to tertiary studies such as Bachelor of Hotel Management or Bachelor of Hospitality once they successfully complete this qualification.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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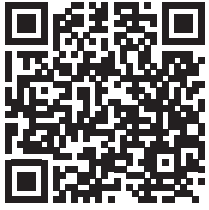
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TESTIMONIALS FROM OUR COOKERY STUDENTS

"I have been working in the hospitality industry for many years and I have never been as happy as studying commercial cookery at SBTA. The teachers are awesome and the student environment is fantastic. Thank you for sharing your knowledge with us."

Rodriguez Cruz Juan Mario - Colombia

"The Sydney Business and Travel Academy is not just a school for me but SBTA is my home. The staff is very friendly and helpful. They do look after their students very well as they started to guide students to their placement in early stages. The lectures support and provide new trends of cookery skills that is very helpful for my career. The environment is also one of the reason I have chosen this school. The facilities are great and there are many computers provided. The students can update study via E-Learning. Moreover, the school is in the center of the city, it is very convenient for transportation. I also have a lot of wonderful friends in class, we learn about their culture and their traditional foods. I am very grateful to study here surrounded by amazing people."

Tanwarin Thananchaithiti - Thailand

FOR FULL COURSE GUIDE AND LATEST COURSE FEES CONTACT MARKETING@SBTA.COM.AU

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SIT30622 CERTIFICATE III IN HOSPITALITY

Course Outcome

Certificate III in Hospitality is a nationally recognised qualification. This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Food and Beverage Attendant, Front Desk Receptionist, Function Attendant or a Barista (Espresso Coffee Machine Operator).

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Work Placement

Students who are completing this course MUST undertake work placement of minimum of thirty-six (36) complete service periods (shifts) in a hospitality establishment such as accommodation services, food and beverage, gaming operations and housekeeping, in various hospitality industry settings, including bars, hotels, cafes, restaurants, clubs, pubs and motels. Work placement ensures that you have the job ready skills to achieve competency in this course.

Course Content

This qualification requires the completion of 15 units of competency which is made up 6 core units plus 9 elective units which have been chosen from a range of elective units.

Core units

SITHIND006	Source and use information on the hospitality industry
SITHIND008	Work effectively in hospitality service
SITXCCS01 4	Provide service to customers
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices

Elective Units

SIXTIND005	Use hygienic practice for hospitality service
SITXFSA005U	Use hygienic practices for food safety
SITHFAB025	Prepare and serve espresso coffee
SITHFAB038	Plan and monitor espresso coffee service
SITHFAB036	Provide advice on food
CPPCLO3100	Maintain cleaning storage areas
SIITXCCS1 0	Provide visitor information
SITXCCS01 2	Provide lost and found services
SIRXCEG008	Manage disrespectful, aggressive or abusive customers

Course duration

78 weeks which is made up of 50 contact weeks, 10 weeks of work placement plus 18 weeks of holiday breaks

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Training delivery location

Sydney, Brisbane and Gold Coast campuses

Pathway from the qualification

Students can progress to study SIT50422 Diploma of Hospitality Management after successfully completing this qualification.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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HOSPITALITY

CRICOS COURSE CODE 112096M



SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

Course Outcome

Diploma of Hospitality Management is a nationally recognised qualification. The qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Operations Manager, Café Owner, Restaurant or Cafe Manager.

Course duration

104 weeks which is made up of 70 contact weeks, 10 weeks of work placement plus 24 weeks of holiday breaks

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Work Placement

Students who are completing this course MUST undertake mandatory work placement providing hospitality service to customers for a minimum of 36 complete service periods in a range of different departments such as accommodation services, food and beverage, gaming operations and housekeeping in various hospitality industry settings including bars, hotels, cafes, restaurants, clubs, pubs and motels.

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HOSPITALITY

CRICOS COURSE CODE 112096M



SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT CONT.

Course Content

This qualification requires the completion of 28 units of competency which is made up 11 core units plus 17 elective units which have been chosen from a range of elective units.

Core units

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budget
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

SITHIND005	Use hygienic practices for hospitality service
SITHIND008	Work effectively in hospitality service
SITHFAB025	Prepare and serve espresso coffee
SITHFAB038	Plan and monitor espresso coffee service
CPPCLO3100	Maintain cleaning storage areas
SITXCCS010	Provide visitor information
SITXCCS012	Provide lost and found service
SITHFAB036	Provide advice on food

SITHIND006	Source and use information on the hospitality industry
SITXINV007	Purchase goods
SIRXOSM002	Maintain ethical and professional standards when using social media & other online platforms
SITXCCS013	Provide club reception services
SITWHS005	Participate in safe work practices
SITXFSA005	Use hygienic practices for food safety
SITXCCS014	Provide service to customers
SITXHRM012	Monitor staff performance
SIRXOSM007	Manage risk to organisational reputation in an online setting

Training Delivery Location

Sydney, Brisbane and Gold Coast campuses

Pathway from the qualification

Students can progress to study SIT60322 Advanced Diploma of Hospitality Management after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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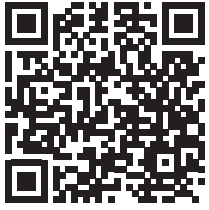
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HOSPITALITY

CRICOS COURSE CODE 112099H

SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

Course Outcome

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, cafes, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Area Manager, Operations Manager, Café Owner, Executive Housekeeper, Club Secretary or Manager.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Entry Requirements

There are no entry requirements for this qualification.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Work Placement

Students who are completing this course MUST undertake work placement of minimum of thirty-six (36) complete service periods (shifts) in a hospitality establishment such as accommodation services, food and beverage, gaming operations and housekeeping, in various hospitality industry settings, including bars, hotels, cafes, restaurants, clubs, pubs and motels. Work placement ensures that you have the job ready skills to achieve competency in this course.

Course duration

156 weeks which is made up of 120 contact weeks, 10 weeks of work placement plus 36 weeks of holiday breaks

Sydney Campus
Level 2, 401 Sussex St
Sydney NSW 2000

187 Thomas St,
Sydney, NSW 2000

Brisbane Campus
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HOSPITALITY

CRICOS COURSE CODE 112099H



SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT CONT.

Course Content

This qualification requires the completion of 33 units of competency which is made up 14 core units plus 19 elective units which have been chosen from a range of elective units.

Core units

SITXGLC002	Identify and manage legal risks and comply with law
SITXFIN009	Manage finances within a budget
SITXFIN001	Prepare and monitor budgets
SITXCCS015	Enhance the customer service experience
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXHRM009	Lead and manage people
SITXHRM012	Monitor staff performance
SITXMGT005	Establish and conduct business relationships
SITXMGT004	Monitor work operations
SITXWHS008	Establish and maintain a work health and safety system
SITXHRM010	Recruit, select and induct staff
SITXMPR041	Develop and implement marketing strategies
BSBFIN601	Manage organisational finances
SITXFIN01	Manage physical assets
BSBOPS601	Develop and implement business plans

Elective Units

SITHIND006	Source and use information on the hospitality industry [elective]
SITXWHS005	Participate in safe work practices
SITHIND005	Use hygienic practice for hospitality service
SITXFSA005	Use hygienic practices for food safety
SITXCCS014	Provide service to customers

SITXCCS010	Provide visitor information
SITHFAB025	Prepare and serve espresso coffee
SITHFAB038	Plan and monitor espresso coffee service
CPPCLO3100	Maintain cleaning storage areas
SITXCCS012	Provide lost and found service
SITHFAB036	Provide advice on food
SIRXOSM002	Maintain ethical and professional standards when using social media and other online platforms
SITXCCS013	Provide club reception services
SIRXOSM007	Manage risk to organisational reputation in an online setting
SITXHRM008	Roster staff
SITXINV007	Purchase goods
SITHIND008	Work effectively in hospitality service

Training Delivery Location

Sydney, Brisbane and Gold Coast campuses

Pathway from the qualification

Students can progress to study tertiary education such as Bachelor of Hospitality Management after successfully completing this qualification.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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SIT30122 CERTIFICATE III IN TOURISM

Course Outcome

This qualification reflects the role of individuals who use a range of well-developed tourism service, sales or operational skills and sound knowledge of industry operations to coordinate tourism services. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in many tourism industry sectors and for a diversity of employers including tour operators, inbound tour operators, visitor information centres, holiday parks and resorts, attractions, cultural and heritage sites, and any small tourism business. This qualification allows for multi-skilling and for specialisation in office-based roles involving the planning and coordination of tourism services, in roles in the field where products are delivered or in performing operational activities such as housekeeping, grounds maintenance and providing customer service.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as but not limited to Adventure Tourism Guide, Booking Agent, Customer Services Agent, Inbound Tour Coordinator, Museum Attendant, Reservation Sales Agent or Visitor Information Officer.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 11 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

This qualification requires the completion of 15 units of competency which is made up 4 core units plus 11 elective units which have been chosen from a range of elective units.

Core units

SITTIND003	Source and use information on the tourism and travel industry
SITXCCS014	Provide service to customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS005	Participate in safe work practices

Elective Units

SITTTVL003	Provide advice on Australian destinations
SITTTVL001	Access and interpret product information
SITTTVL005	Prepare customer quotations
SITTTVL006	Book tourism products and process documentation
SITTTVL004	Sell tourism products or services
SITXCCS010	Provide visitor information
SITXCCS012	Provide lost and found services
SITTTVL007	Use a computerised reservations or operations system
BSBCMM211	Communicate in the workplace
SITTTVL011	Provide specialist advice on cruises
SIRXCEG008	Manage disrespectful, aggressive or abusive customers

Course duration

Total of 78 weeks which is made up of 60 contact weeks plus 18 weeks of holiday breaks.

Training delivery

Sydney campus

Pathway from the qualification

Students can progress to study SIT50122 Diploma of Travel and Tourism Management after successfully completing SIT30122 Certificate III in Tourism course.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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TRAVEL & TOURISM

CRICOS COURSE CODE 112098J

SIT50122 DIPLOMA OF TRAVEL & TOURISM MANAGEMENT

Course Outcome

This qualification reflects the role of highly skilled senior operators who use a broad range of tourism or travel skills combined with managerial skills and sound knowledge of industry operations to coordinate travel or tourism operations. They operate independently, have responsibility for others, and make a range of operational business decisions. This qualification provides a pathway to work in many travel and tourism industry sectors as a departmental or small business manager. The diversity of employers includes travel agencies, tour wholesalers, tour operators, inbound tour operators, holiday parks and resorts, tourist attractions, visitor information centres, and other tourism businesses.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as but not limited to Adventure Tourism Guide, Booking Agent, Customer Services Agent, Inbound Tour Coordinator, Museum Attendant, Reservation Sales Agent or Visitor Information Officer.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course duration

104 weeks which is made up of 80 contact weeks plus 24 weeks of holiday breaks

Training delivery

Sydney Campus

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Pathway from the qualification

Students can progress to study SIT60122 Advanced Diploma of Travel and Tourism Management course after successfully completing SIT50122 Diploma of Travel and Tourism Management course.

Course Content

This qualification requires the completion of 23 units of competency which is made up 13 core units plus 10 elective units which have been chosen from a range of elective units.

Core units

BSBTWK501	Lead diversity and inclusion
SIRXOSM007	Manage risk to organisational reputation in an online setting
SITTIND003	Source and use information on the tourism and travel industry
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN008	Interpret financial information
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXHRM009	Lead and manage people
SITXMGTO04	Monitor work operations
SITXMGTO05	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

Elective Units

SITTTVL002	Provide advice on international destinations
SITTTVL003	Provide advice on Australian destinations
SITTTVL001	Access and interpret product information
SITTTVL005	Prepare customer quotations
SITTTVL006	Book tourism products and process documentation
SITXCCS010	Provide visitor information
SITTTVL004	Sell tourism products or services
SITTTVL011	Provide specialist advice on cruises
SITTTVL008	Source airfares and issue tickets for domestic flights
SITTTVL007	Use a computerised reservations or operations system

Third parties

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SIT60122 ADVANCED DIPLOMA OF TRAVEL & TOURISM MANAGEMENT

Course Outcome

This qualification reflects the role of senior managers with advanced operational skills who use a broad range of travel or tourism skills, combined with specialised managerial skills and substantial knowledge of industry operations, to coordinate travel or tourism operations. They operate with significant autonomy and are responsible for making strategic business management and operational decisions. This qualification provides a pathway to work in many travel and tourism industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, and other tourism businesses.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as but not limited to Account Manager, Business Development Manager, Director of Groups and Incentives, Director of Marketing, Director of Product Development Operations Manager, Director of Sales and General Manager.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Course Content

This qualification requires the completion of 27 units of competency which is made up 17 core units plus 10 elective units which have been chosen from a range of elective units.

Core units

BSBOPS504	Manage business risk
BSBOPS601	Develop and implement business plans
BSBTWK501	Lead diversity and inclusion
BSBWRT411	Write complex documents

SITTIND003

Source and use information on the tourism and travel industry

SITTPPD017

Develop tourism products

SITXCCS015

Enhance customer service experiences

SITXCCS016

Develop and manage quality customer service practices

SITXFIN008

Interpret financial information

SITXFIN009

Manage finances within a budget

SITXFIN010

Prepare and monitor budgets

SITXGLC002

Identify and manage legal risks and comply with law

SITXHRM009

Lead and manage people

SITXMGT004

Monitor work operations

SITXMGT005

Establish and conduct business relationships

SITXMPR014

Develop and implement marketing strategies

SITXWHS008

Establish and maintain a work health and safety system

Elective Units

SITTTVL002

Provide advice on international destinations

SITTTVL003

Provide advice on Australian destinations

SITXCCS010

Provide visitor information

SITTTVL004

Sell tourism products or services

SITTTVL011

Provide specialist advice on cruises

SITTTVL008

Source airfares and issue tickets for domestic flights

SITTTVL007

Use a computerised reservations or operations system

SITTTVL001

Access and interpret product information

SITTTVL005

Prepare customer quotations

SITTTVL006

Book tourism products and process documentation

Course duration

Total of 156 weeks which is made up of 120 contact weeks plus 36 weeks of holiday breaks.

Training delivery

Sydney campus

Pathway from the qualification

Students can progress to study tertiary education such as Bachelor of Tourism Management or Bachelor of Business after successfully completing SIT60122 Advanced Diploma of Travel and Tourism Management course.

Third parties

SBTA has agreements with third parties who provide student recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA.

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INDIVIDUAL SUPPORT

CRICOS COURSE CODE 1139066

CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT

Course outcome

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centered support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centered support.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Residential Care Worker, Care Worker, Community House Worker or Personal Care Assistant.

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 11 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Work placement

To achieve this qualification, the student must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Additional Requirements

National Police Clearance; Working with Children check and relevant immunisation check is required prior to undertaking workplace training.

Course Content

The qualification requires the successful completion of 13 units of competency which is made up of 7 core units plus 6 elective units chosen from a range of elective units.

Core units

CHCCCS031	Provide individualised support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

Elective Units

CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach
CHCAGE007	Recognise and report risk of falls
CHCCCS017	Provide loss and grief support
CHCCS033	Identify and report abuse

Course duration

78 weeks which is made up of 48 contact weeks and 12 weeks of work placement plus 18 weeks of holiday breaks

Training delivery

Sydney, Brisbane and Gold Coast campuses

Pathway from the qualification

Students can progress to study CHC43015 Certificate IV in Ageing Support after successfully completing this course.

Third parties

SBTA has agreements with third party organisations who provide recruitment services only. All other services such as student enrolment, training and assessment, issuing of AQF certification and any other support services are provided by SBTA

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INDIVIDUAL SUPPORT

CRICOS COURSE CODE 108559H

CHC43015 CERTIFICATE IV IN AGEING SUPPORT

Course outcome

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

Career Opportunities

Potential career opportunities for graduates of this qualification include roles such as Aged Care Team Leader, Home Care Support Worker, Community Care Worker, Aged Care Worker, Home Care Planner or Direct Care Worker

Entry Requirements

There are no entry requirements for this qualification.

SBTA's Admission Requirements

Students wishing to study this qualification at SBTA must demonstrate the following requirements:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Hold minimum score of upper intermediate level of English such as: IELTS 5.5, or equivalent or an English proficiency of upper intermediate level or above from any NEAS accredited ELICOS provider.

Work placement

Work placement is where you will develop practical skills in an actual aged care facility under the supervision of workplace supervisor. To achieve this qualification, you are required to complete 120 hours of placement.

Study Mode

International students

20 scheduled course contact hours per week

Domestic students

Full-time OR part-time, on campus, online, blended, employment-based

Additional Requirements

National Police Clearance; Working with Children check and relevant immunisation check is required prior to undertaking workplace training.

Course duration

52 weeks which is made up of 40 contact weeks plus 12 weeks of holiday breaks

Training delivery

Sydney, Brisbane and Gold Coast campuses

Pathway from the qualification

Students can progress to study Diploma of Nursing after successfully completing this course.

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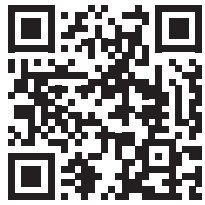
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INDIVIDUAL SUPPORT

CRICOS COURSE CODE 108559H



CHC43015 CERTIFICATE IV IN AGEING SUPPORT CONT.

Course Content

The qualification requires the successful completion of 18 units of competency which is made up of 15 core units plus 3 elective units chosen from a range of elective units.

Core units

CHCAGE001	Facilitate the empowerment of older people management techniques
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCDIV001	Work with diverse people
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCADV001	Facilitate the interests and rights of clients
CHCAGE003	Coordinate services for older people
CHCAGE010	Implement interventions with older people at risk
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS025	Support relationships with carers and families
CHCPAL001	Deliver care services using a palliative approach
CHCLEG003	Manage legal and ethical compliance
CHCPRP001	Develop and maintain networks and collaborative partnerships

Elective Units

CHCCCS017	Provide loss and grief support
CHCDIS008	Facilitate community participation and social inclusion
CHCMGT006	Coordinate client directed services

Third parties

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ENGLISH

CRICOS COURSE CODE 058597J

GENERAL ENGLISH

Course Summary

Improve your English for everyday life, travel, work and study. This is a highly effective program designed to develop all skill areas with particular emphasis on speaking and listening. The program also includes a range of elective subjects allowing you to focus on your individual needs. Ideal for students seeking a quality stand-alone course or wishing to improve their English before entry to SBTA's vocational courses.

Core subjects

Speaking, listening, vocabulary, pronunciation, grammar, reading, writing.

Elective subjects

Beginner to pre-intermediate level students can choose from subjects such as Communication, Remedial Grammar and English through Song. For intermediate to advanced level students SELA offers IELTS Preparation, Academic English, Media Studies and more.

Course duration

You may enrol for any duration from 2 to 60 weeks depending on the level of English you wish to achieve. Most students take an average of ten weeks to progress from one level to the next.

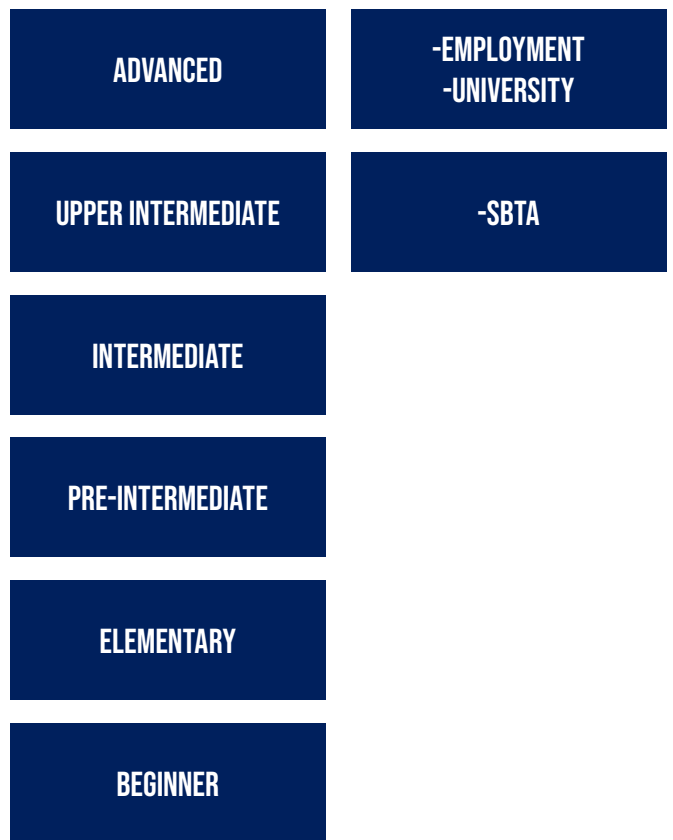
Further studies

You can commence a vocational course at SBTA after achieving an upper intermediate level of English or achieving an IELTS score of 5.5 and meeting relevant academic entry requirements

Minimum entry requirements

To study General English and SELA students must be aged 18 years or over.

Levels and pathways



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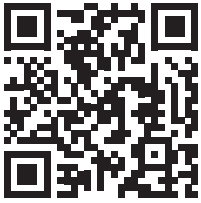


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ENGLISH

CRICOS COURSE CODE 062588J



IELTS PREPARATION

IELTS is one of the most widely recognised entry qualifications for migration, academic and employment opportunities.

If you want to continue living or studying in Australia, you may need to do an IELTS test. At SELA we give you the skills and ability to get the best possible result for the IELTS test, within a fun and stimulating learning environment.

IELTS is an internationally recognised qualification which tests the skills of Speaking, Listening, Reading and Writing.

At SELA we will help you to develop all of these skills but we will also ensure that you improve your use of English grammar so that you will have a solid foundation upon which you can build on the above skills.

Our experienced teachers, the user-friendly textbook (included in the course fee), and our small classes, will help you to succeed by teaching you essential IELTS test-taking skills.

Overall band scores for IELTS range from 1.0 (non-user) to 9.0 (expert user). If you are planning to study at University, you will probably need a score between 6.0 and 7.5 to be eligible to apply.

Why study with us?

- Experienced teachers providing ongoing feedback and guidance
- Exam preparation
- Weekly test practice
- Improve test-taking strategies
- Small class sizes
- Build confidence before undertaking the IELTS test

Course duration and class times

Classes: Monday to Thursday
Timetable: 8.45 am - 2.30 pm
Course duration: 2 - 15 weeks
Intakes: Every Monday

Minimum entry requirements

Students must be aged 18 years or over and have and intermediate to advanced level of English.



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The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Adacemy,
SBTA Culinary Institute, The Sydney English Language Academy & SBTA Community Care
ABN 95 002 965 639 | RTO ID 90412 | CRICOS Provider Code 00181A



CAMBRIDGE EXAM PREPARATION

Cambridge English exams are recognised, not only as an entry qualification by governments and academic institutions, but also by companies and organisations across the globe.

At SELA we offer courses at three levels of Cambridge Exam Preparation:

- Cambridge Certificate in Preliminary Exam Preparation (CRICOS Course Code 112228D)
- Cambridge First Certificate in English Exam Preparation (CRICOS Course Code 060042D)
- Cambridge Certificate in Advanced English Exam Preparation (CRICOS Course Code 060043C)

SELA courses have a set start and end date. They are closed-courses, which means you and your classmates will work together for about 3 months towards the common goal of achieving the best possible result on the final Cambridge exam. In our comprehensive courses, you will work on improving your speaking, listening, reading and writing skills as well as your use of English grammar.

Weekly exam practice and homework will help to prepare you for the rigours of the exam. We will give you a textbook and supplementary materials which will be communicative, fun and constructive, with a constant focus on the Cambridge FCE and CAE exams.

We will do mock exams at different stages throughout the course in order to get as close as possible to replicating the official Cambridge exam. This preparation and practice, as well as guidance from our specialised teachers will take most of the stress out of doing the actual exam.

We are confident that doing the Cambridge course at SELA will help to ensure you are well on your way to achieving a better and brighter future, whatever your goals may be.

Why study with us?

- Experienced teachers providing unique exam-taking strategies and study-skills
- Weekly exam practice
- Mock exams throughout the course
- Fun and constructive sessions
- Small class sizes
- Build confidence before undertaking the Cambridge exam

Course duration and class times

Classes: Monday to Thursday
 AM Shift: 8.45 am – 2.30 pm
 EV Shift: 4.20 pm – 9.40 pm
 Course duration: 2 – 12 weeks



Sydney Campus
 Level 2, 401 Sussex St
 Sydney NSW 2000

187 Thomas St,
 Sydney, NSW 2000

Brisbane Campus
 Levels 11 & 12
 333 Adelaide St
 Brisbane, QLD 4000

Gold Coast Campus
 3059 Surfers Paradise Blvd,
 Surfers Paradise QLD 4217

Cookery Campus
 81a Foveaux St
 Surry Hills, NSW 2000

29/115 Wickham St
 Fortitude Valley, Fortitude
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