



# INNOVATION TRADITION EDUCATION

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COURSE GUIDE

# 2021

**meridian**  
vocational college  
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TRADITION  
EDUCATION

## DECLARATION

Golden Wattle Group T/A Meridian Vocational College (MVC) has used its best endeavours to ensure that the material contained in this course guide was accurate at the time of printing. The College gives no warranty and accepts no responsibility for the accuracy or completeness of information. The college reserves the right to make changes to, among other things, Course schedules, Location, Admission requirements, Fees and Staffing without notice at any time (even once you have enrolled in the course) at its absolute discretion. You should frequently check with the college's website for the most current information available.

If this information is given to you by an agency or any other third party, they are not employees of Meridian Vocational College. Please confirm with us about duration, Costs and contents of the course before enrollment.



The background of the page features a photograph of two young women in white chef uniforms and hats, smiling and looking at something off-camera. They are in a kitchen setting with a large cake visible in the foreground. A large yellow shape with a blue border is overlaid on the left side of the page, containing the text.

# WELCOME TO MERIDIAN VOCATIONAL COLLEGE (MVC)

Thank you for choosing Meridian Vocational College (MVC) as your training provider, and allowing us to play a role in your learning journey.

We pride ourselves on professional, flexible learning and providing you with the best experience possible to attain your learning goals.

We hope you are looking forward to your experience with us and making a lot of new friends along the way. We are here to help you make the most of your learning. Good luck.

I look forward to hearing of your achievements and providing support where I can. I trust you will enjoy your time with us and wish you every success.

**Daman Rana**  
Chief Executive Officer  
Meridian Vocational College





*Education is for improving the lives of others and for leaving your community and world better than you found it.*

*– Marian Wright Edelman*





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## Campus Location and Facilities

### Main Campus:

MVC is located in the heart of the city at **Level 2 West, 50 Grenfell street Adelaide**, with easy access to Rundle Mall- Shopping precinct , City cross food court, public transport and information centre about Adelaide facilities. At this campus students have access to free WiFi, air conditioned classrooms with commercial printers and scanners to complete all assessments. A common break area, modern kitchen with microwave and fridge , reception area, executive & administrative staff rooms, male & female toilets and reference books are also available on the campus for all students.

The building is centrally located in Adelaide CBD, with a modern and attractive frontage and facilities. The building is close to , Rundle Mall, Adelaide Central Market, city and State Libraries, Museum and Art gallery, major banks and offices.

Public transport is available on the door step and in the city there are free bus/tram services. The kitchen premises are also walking distance from the main building.





### Leadership Club:

The purpose build hub to deliver training in a simulated business environment with access to Audio-Video equipment, Meeting rooms, reception area and a kitchen. Located at **Ground floor, 50 Grenfell St. Adelaide SA 5000**. Business simulations provide an interactive learning experience that requires participants to apply what they have learned in a business training event in a robust, risk-free environment. Participants build relevant skills, improve conceptual knowledge, and gain a better appreciation of business strategy and the systems of business management in order to build skills and improve performance.

### Commercial Kitchen Training Facilities:

Meridian Vocational College utilises “**Say.Kitchen**” a fully equipped commercial kitchen and training Café, specifically designed to provide training and real-world hospitality experience . Located in the heart of Adelaide's west end at **78 Currie Street, Adelaide 5000**. **Say.Kitchen** is an exciting new initiative from Meridian Vocational College. Comprised of a training café, gallery and youth hub, **Say.Kitchen** opens a whole new world of possibilities for young people in South Australia. For more information visit [www.say.kitchen](http://www.say.kitchen)

At these fantastic kitchen facilities, the students have their own dedicated workstations. All equipments required for food preparation, gas stoves and ovens are available for each student along with other commercial equipment to be used. Students bring uniforms, safety shoes and knife set provided by the college. Student receives all ingredients on the day of the practical at this commercial kitchen and produce dishes according to recipes provided by the trainer. All practical assessments







## About Adelaide - South Australia

The city is consistently voted one of the world's most liveable, because there is simply so much to do and enjoy. Although a long way from Europe, Adelaide is considered to have a Mediterranean climate, which means you will enjoy four distinct seasons. Quite simply, it is a very pleasant place to live, work and study.

Adelaide people go out of their way to make sure there is a warm welcome waiting for international students when they first arrive. With so many beautiful parks and quiet suburbs, walking and cycling are easy and safe ways to get around. You will enjoy free Wi-Fi in the CBD, and with the city famous for its cafes and restaurants, why not study while enjoying this free service?

### Indicative cost of living for students in Adelaide

#### Accommodation

- Hostels and Guesthouses - \$90 to \$150 per week
- Shared Rental - \$85 to \$215 per week
- On campus - \$90 to \$280 per week
- Homestay - \$235 to \$325 per week
- Rental - \$165 to \$440 per week
- 

#### Other living expenses

- Groceries and eating out - \$80 to \$280 per week
- Gas, electricity - \$35 to \$140 per week
- Phone and Internet - \$20 to \$55 per week
- Public transport - \$15 to \$55 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week

Reference: Study in Australia ([studyinaustralia.gov.au](http://studyinaustralia.gov.au))

More detailed information:

<https://insiderguides.com.au/cost-of-living-calculator/>  
<https://www.numbeo.com/cost-of-living/in/Adelaide/>  
<https://adelaidecentralmarket.com.au/contact/>





## Pre-departure Information

The STUDY ADELAIDE (<https://studyadelaide.com/>) website provides information and links to a great deal of information before you come to Adelaide and while you are here. This includes accommodation and costs, living and working in Adelaide, events and places of interest, and information about schooling for dependent children. Transport and travelling in Australia and places to see is also available.

The site also has a contact point if you have questions about coming to Adelaide and will provide you with helpful answers.

From the Study Adelaide Website:

### **BEFORE YOU LEAVE HOME:**

The list below is by no means exhaustive, but will give you an idea of where to start look for accommodation and how to get yourself settled when you arrive:

- Take a look at "Study Adelaide" Pre-departure flyer
- Start looking for temporary and long-term accommodation by visiting our Student Housing page.
- Make a note of emergency contact numbers including those of your institution, accommodation, embassy and family members.
- Have medical, optical, dental check-ups and arrange any prescribed medication with your doctor before departing.
- Arrange your student visa by contacting the Australian High Commission or the Australian Embassy in your home country.
- Ensure your passport is valid for the intended length of your study period in Australia.
- Check customs and quarantine regulations and pack any items you wish to declare separately.
- Check the Confirmation of Enrollment and other details about the course, and orientation schedule to plan accordingly.
- Set up your Australian bank account to ensure that your funds are able to be transferred electronically. The ANZ Bank can help you do this. You can find out more about setting up your bank account on the money and banking section of our "Study Adelaide" website.
- Pack your letter of offer, academic records from previous study, identification documents, important contact numbers and a written character reference to help in securing accommodation or employment.
- Ask your university, school or college if they can meet you at the airport. It's nice to see a friendly, smiling face when you arrive.
- Tell your family and loved ones that you love them and don't forget to pack your toothbrush.
- Get connected with your friends with mobile Services providers. When you arrive to call Mum and Dad to let them know you've arrived safely, and tell your friends on social media you're in Adelaide!
- Take a look at the Adelaide City Council's list of things to do when you arrive in the city.

# Service Commitment :

We are committed to providing quality training and assessment services to all our learners

## Mission

Meridian Vocational College's aim is to contribute to the vocational education sector in Australia by offering quality qualifications that exceed industry expectations. The focus is on delivering skills and knowledge to suit the student's needs through engagement, practical opportunity, recognition and support for students and staff.

## Vision

- Provide training and assessment services that meet industry needs and trends;
- Deliver high quality, compliant, innovative and engaging training;
- Maintain a person-centred approach;
- Foster relationships with our students, supporting them through their career;
- Provide flexible learning opportunities;
- Provide a supportive, friendly and open learning environment;
- Ensure all training is delivered by qualified trainer and assessors
- Ensure all training is continually monitored and improved;
- Maintain a healthy and effective learning environment for students;

## Our aim

Produce competent and confident professionals that benefit the community and industry

## Regulatory Responsibilities

As a Registered Training Organisation, MVC complies with the Standards for Registered Training Organisations (SRTOs) 2015. Training Services provided to clients follow policies and processes developed to meet the VET Quality Framework and SRTOs 2015, where applicable ESOS Act and National code 2018.

### ESOS Act

Australia provides rigorous protection for international students through the Education Services for Overseas Students Act 2000 as amended (ESOS Act) and related legislation, which protects and enhances Australia's reputation for quality education, provides tuition protection and supports the integrity of the student visa program. For More information please visit

<https://www.legislation.gov.au/Details/C2018C00210>.

### National Code of Practice for Providers of Education and Training to Overseas Students

(the National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. The standards set out requirements and procedures to ensure providers of education and training courses to international students can clearly understand and comply with their obligations under the National Code. For More information please visit

<https://www.legislation.gov.au/Details/F2017L01182>

**MVC is responsible for the quality of the training and assessment in compliance with the regulatory Standards, and for the issuance of the AQF [Australian Qualifications Framework] certification documentation.**

All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive a testamur, and a record of results on award of the qualification from MVC. A graduation statement will also be issued as its usage is adopted across the education and training. Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a record of results from MVC.







# Training Programs at MVC

MVC delivers a range of ‘tailored’ programs, which are customised for students & industry. Our holistic approach ensures learners needs are met. Our programs have been developed using SRT0 2015 guidelines and approved by Australian Skills Quality Authority

CODE	COURSE	CRICOS	DURATION
SIT30816	Certificate III in Commercial Cookery	093703K	52 Weeks
SIT31016	Certificate III In Patisserie	095806J	58 Weeks
SIT40516	Certificate IV in Commercial Cookery	093704J	30 Weeks
SIT40716	Certificate IV In Patisserie	095807G	35 Weeks
SIT50416	Diploma of Hospitality Management	093705G	30 Weeks
BSB50420	Diploma of Leadership and Management	104305G	52 Weeks
SIT60316	Advance Diploma of Hospitality Management	095340E	55 Weeks
BSB61015	Advance Diploma of Leadership and Management	095342C	52 Weeks
BSB80320	Graduate Diploma of Strategic Leadership	104494H	52 Weeks

## QUALIFICATION PATHWAYS

AQF LEVEL	COURSE OUTCOME	POSSIBLE CAREER OUTCOME
Graduate Diploma	Graduates at this level will have broad and coherent knowledge and skills for professional work and/or further learning	Manager, Advisor, Business owner, Director
Advanced diploma	Graduates at this level will have broad knowledge and skills for paraprofessional/ highly skilled work and/or further learning	Manager, Advisor, Director, Supervisor
Diploma	Graduates at this level will have specialised knowledge and skills for skilled/ paraprofessional work and/or further learning	Assistant manager, Supervisor, Team leader Coordinator, Business owner
Certificate IV	Graduates at this level will have theoretical & practical knowledge and skills for specialised and/or skilled work and/or further learning	Officer, Team leader, Coordinator
Certificate III	Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning	Attendant, Agent, Clerk, Chef, Technician
Certificate II	Graduates at this level will have basic factual, technical and procedural knowledge of a defined area of work and learning.	

# SIT30816 -CERTIFICATE III IN COMMERCIAL COOKERY

CRICOS 093703K

## Estimated Duration

This program is scheduled for 52 weeks including 4 weeks of Term Break. Students will attend the college 2.5 days/week (20 hours/week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

This qualification reflects the role of commercial cook who uses 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 & procedures to guide work activities.

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

## JOB ROLES

Possible job titles include: Cook

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter SIT30816 Certificate III in Commercial Cookery with limited or no vocational experience and without a lower level qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving SIT30816 Certificate III in Commercial Cookery, individuals could progress to

- SIT40516 Certificate IV in Commercial Cookery
- SIT40616 Certificate IV in Catering Operations
- SIT40716 Certificate IV in Patisserie

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

\* Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age.
- Have Australian Core Skills Framework (ACSF) working Level 3 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and Students must have completed an equivalent of year 12.
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 3 - based on pre enrollment LLN assessment

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

25 units must be completed: • **21 core units** • **4 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
SITXWHS001	Participate in safe work practices	Core Unit
BSBWOR203	Work effectively with others	Core Unit
BSBSUS201	Participate in environmentally sustainable work practices	Core Unit
BSBCMM201	Communicate in the workplace	Listed Elective
SITXHRM001	Coach others in job skills	Core Unit
SITHIND002	Source and use information on the hospitality industry	Listed Elective
SITXFSA001	Use hygienic practices for food safety	Core Unit
SITXFSA002	Participate in safe food handling practices	Core Unit
SITXINV002	Maintain the quality of perishable items	Core Unit
SITHKOP001	Clean kitchen premises and equipment	Core Unit
SITHCCC001	Use food preparation equipment	Core Unit
SITHCCC018	Prepare food to meet special dietary requirements	Core Unit
SITHCCC003	Prepare and present sandwiches	Listed Elective
SITHCCC005	Prepare dishes using basic methods of cookery	Core Unit
SITXINV001	Receive and store stock	Listed Elective
SITHPAT006	Produce desserts	Core Unit
SITHCCC006	Prepare appetisers and salads	Core Unit
SITHCCC007	Prepare stocks, sauces and soups	Core Unit
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	Core Unit
SITHCCC012	Prepare poultry dishes	Core Unit
SITHCCC013	Prepare seafood dishes	Core Unit
SITHCCC014	Prepare meat dishes	Core Unit
SITHCCC019	Produce cakes, pastries and breads	Core Unit
SITHKOP002	Plan and cost basic menus	Core Unit
SITHCCC020	Work effectively as a cook *(Work Placement)	Core Unit

\*\* Proposed electives may change with updated industry consultation.  
\*\*Please reconfirm the same at the time of enrolment



## DELIVERY MODE

This program has been designed to be delivered as **face-to-face** as workshops with practical kitchen sessions. Some assessment activities will be completed in the workshop and kitchen.

**In addition, students will be required to participate in an industry placement (48 service periods), organised by MVC**

In a highly supportive environment, the Trainer will teach students, theory and practical sessions in a classroom environment.

**Activities includes:** • Group discussions • Case studies / scenarios • Workplace examples • Role plays • Practical kitchen assessments / restaurant activities

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**  
Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

**Practicals / Workshops at:**  
Say.kitchen,  
78 Currie Street,  
Adelaide 5000

**Leadership Club at -**  
Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# SIT31016 - CERTIFICATE III IN PATISSERIE

CRICOS 095806J

## Estimated Duration

This program is scheduled for 58 weeks including 6 weeks of Term Break.

Students will attend the college 2.5 days per week (20 hours a week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

This qualification reflects the role of pastry chefs who use a wide range of well-developed patisserie skills and sound knowledge of kitchen operations to produce patisserie products. 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 various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés and coffee shops.

## JOB ROLES

Possible job titles include:

- Pastry chef
- Pâtissier

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter SIT31016 Certificate III in Patisserie with limited or no vocational experience and without a lower level qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving SIT31016 Certificate III in Patisserie, individuals could progress to

- SIT40716 - Certificate IV in Patisserie

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and
- Have Australian Core Skills Framework (ACSF) working Level 3 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 3 - based on pre enrollment LLN assessment
- Students must have completed an equivalent of year 12

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

22 units must be completed: • **17 core units** • **5 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
SITXWHS001	Participate in safe work practices	Core Unit
BSBWOR203	Work effectively with others	Core Unit
BSBSUS201	Participate in environmentally sustainable work practices	Core Unit
BSBCMM201	Communicate in the workplace	Listed Elective
SITXHRM001	Coach others in job skills	Core Unit
SITHIND002	Source and use information on the hospitality industry	Listed Elective
SITXFSA001	Use hygienic practices for food safety	Core Unit
SITXFSA002	Participate in safe food handling practices	Core Unit
SITXINV002	Maintain the quality of perishable items	Core Unit
SITHKOP001	Clean kitchen premises and equipment	Core Unit
SITHCCC001	Use food preparation equipment	Core Unit
SITHCCC018	Prepare food to meet special dietary requirements	Listed Elective
SITHCCC003	Prepare and present sandwiches	Listed Elective
SITHCCC005	Prepare dishes using basic methods of cookery	Core Unit
SITXINV001	Receive and store stock	Listed Elective
SITHPAT006	Produce desserts	Core Unit
SITHPAT001	Produce cakes	Core Unit
SITHPAT002	Produce gateaux, torten and cakes	Core Unit
SITHPAT003	Produce pastries	Core Unit
SITHPAT004	Produce yeast-based bakery products	Core Unit
SITHPAT005	Produce petits fours	Core Unit
SITHCCC011	Use cookery skills effectively * (Work Placement)	Core Unit

\*\* Proposed electives may change with updated industry consultation.

\*\*Please reconfirm the same at the time of enrolment

## DELIVERY MODE

This program has been designed to be delivered as **face-to-face** as workshops with practical kitchen sessions. Some assessment activities will be completed in the workshop and kitchen.

**In addition, students will be required to participate in an industry placement (12 service periods), organised by MVC**

In a highly supportive environment, the Trainer will teach students, theory and practical sessions in a classroom environment.

**Activities includes:** • Group discussions • Case studies / scenarios • Workplace examples • Role plays • Practical kitchen assessments / restaurant activities

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**

Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

**Practicals / Workshops at:**

Say.kitchen,  
78 Currie Street,  
Adelaide 5000

**Leadership Club at -**

Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# SIT40516 - CERTIFICATE IV IN COMMERCIAL COOKERY

CRICOS 093704J

## Estimated Duration

This program is scheduled for 30 weeks including 2 weeks of Term Break. (After Credit Transfer from SIT30816 - Certificate III in Commercial Cookery)

Students will attend the college 2.5 days per week (20 hours a week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

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

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

## JOB ROLES

Possible job titles include:

- Chef
- Chef de partie

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter SIT40516 Certificate IV in Commercial Cookery with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications (SIT30816 - Certificate III in Commercial Cookery) , and/or gain industry experience prior to entering the qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving SIT40516 Certificate IV in Commercial Cookery, individuals could progress to

- SIT50416 - Diploma of Hospitality Management.

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment
- Students must have completed an equivalent of year 12

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

33 units must be completed: • **26 core units** • **7 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
BSBDIV501	Manage diversity in the workplace	Core Unit
BSBSUS401	Implement and monitor environmentally sustainable work practices	Core Unit
SITXHRM002	Roster staff	Listed Elective
SITXCOM005	Manage conflict	Core Unit
SITXHRM003	Lead and manage people	Core Unit
SITXFIN003	Manage finances within a budget	Core Unit
SITXMGTO01	Monitor work operations	Core Unit
SITXWHS003	Implement and monitor work health and safety practices	Core Unit
SITHKOP005	Coordinate cooking operations *(Work Placement)	Core Unit
SITXFIN002	Interpret financial information	Listed Elective
SITHKOP004	Develop menus for special dietary requirements	Core Unit
BSBSUS201	Participate in environmentally sustainable work practices-Credit Transfer	Listed Elective
SITXWHS001	Participate in safe work practices -Credit Transfer	Listed Elective
SITXINV001	Receive and store stock -Credit Transfer	Listed Elective
SITHIND002	Source and use information on the hospitality industry -Credit Transfer	Listed Elective
SITHCCC003	Prepare and present sandwiches -Credit Transfer	Listed Elective
SITXFSA001	Use hygienic practices for food safety -Credit Transfer	Core Unit
SITXFSA002	Participate in safe food handling practices -Credit Transfer	Core Unit
SITXINV002	Maintain the quality of perishable items -Credit Transfer	Core Unit
SITXHRM001	Coach others in job skills -Credit Transfer	Core Unit
SITHCCC001	Use food preparation equipment -Credit Transfer	Core Unit
SITHCCC018	Prepare food to meet special dietary requirements -Credit Transfer	Core Unit
SITHCCC005	Prepare dishes using basic methods of cookery -Credit Transfer	Core Unit
SITHPAT006	Produce desserts -Credit Transfer	Core Unit
SITHCCC006	Prepare appetisers and salads -Credit Transfer	Core Unit
SITHCCC007	Prepare stocks, sauces and soups -Credit Transfer	Core Unit
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes -Credit Transfer	Core Unit
SITHCCC012	Prepare poultry dishes -Credit Transfer	Core Unit
SITHCCC013	Prepare seafood dishes -Credit Transfer	Core Unit
SITHCCC014	Prepare meat dishes -Credit Transfer	Core Unit
SITHCCC019	Produce cakes, pastries and breads -Credit Transfer	Core Unit
SITHKOP002	Plan and cost basic menus -Credit Transfer	Core Unit
SITHCCC020	Work effectively as a cook * (Work Placement) -Credit Transfer	Core Unit



\*\* Credit Transfer from SIT30813 - Certificate III in Commercial Cookery  
 \*\* Proposed electives may change with updated industry consultation.  
 \*\*Please reconfirm the same at the time of enrolment

## DELIVERY MODE

This program has been designed to be delivered as **face-to-face** as workshops with practical kitchen sessions. Some assessment activities will be completed in the workshop and kitchen.

**In addition, students will be required to participate in an industry placement (12 service periods), organised by MVC**

In a highly supportive environment, the Trainer will teach students, theory and practical sessions in a classroom environment.

**Activities includes:** • Group discussions • Case studies / scenarios • Workplace examples • Role plays • Practical kitchen assessments / restaurant activities.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**

Level 2 West ,  
 50 Grenfell street,  
 Adelaide 5000

**Practicals / Workshops at:**

Say.kitchen,  
 78 Currie Street,  
 Adelaide 5000

**Leadership Club at -**

Simulated Business Environment  
 Ground Floor, 50 Grenfell Street ,  
 Adelaide 5000



# SIT40716 - CERTIFICATE IV IN PATISSERIE

CRICOS 095807G

## Estimated Duration

This program is scheduled for 35 weeks including 2 weeks of Term Break. (After Credit Transfer)

Students will attend the college 2.5 days per week (20 hours a week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

This qualification reflects the role of pastry chefs 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 various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops.

## JOB ROLES

Possible job titles include:

- chef de partie
- chef pâtissier.

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter SIT40716 Certificate IV in Patisserie with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications (SIT31016 - Certificate III in Patisserie) , and/or gain industry experience prior to entering the qualification.

## PATHWAYS FROM THE QUALIFICATION

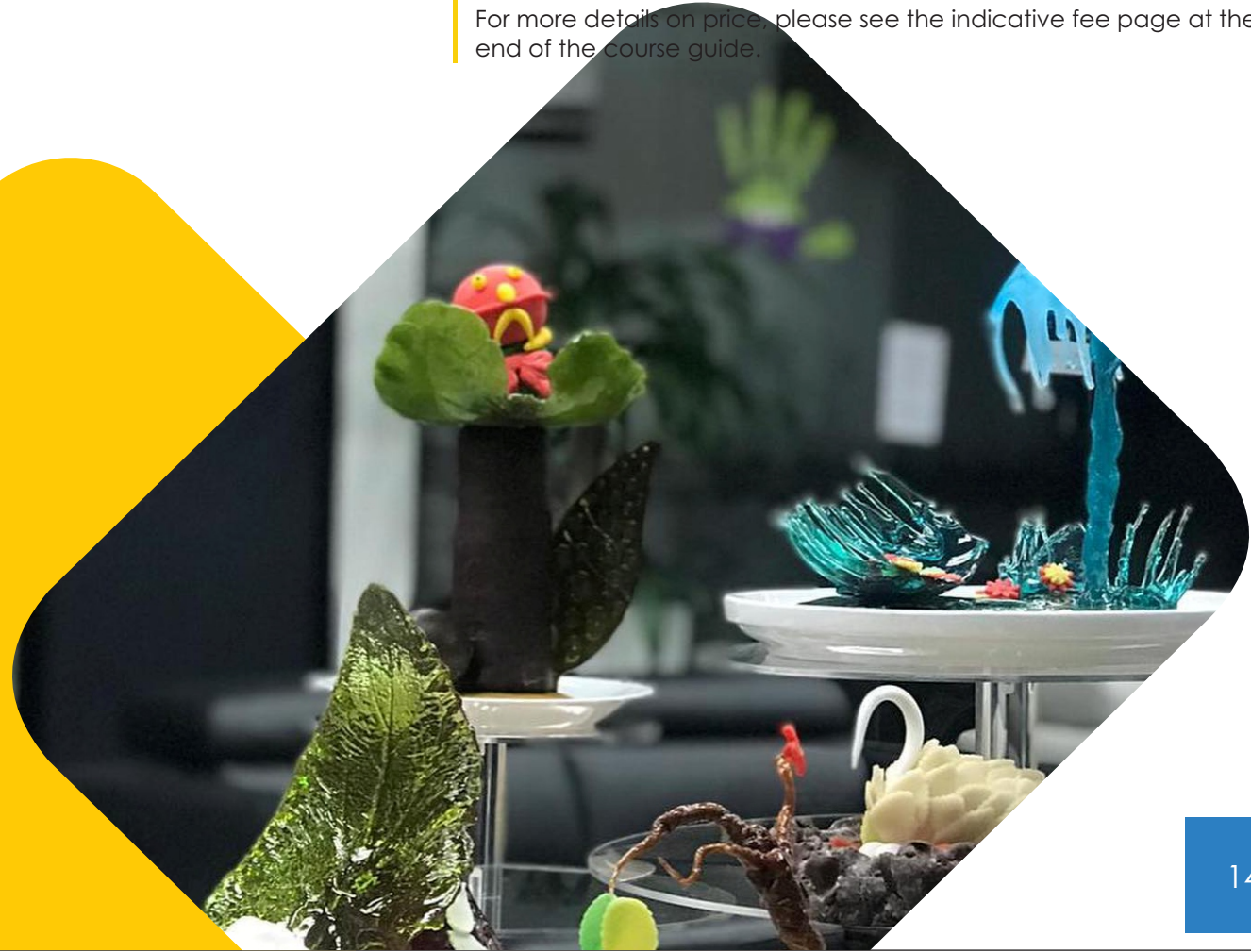
After achieving SIT40716 Certificate IV in Patisserie individuals could progress to

- SIT50416 - Diploma of Hospitality Management.

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment
- Students must have completed an equivalent of year 12

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

32 units must be completed: • **26 core units** • **6 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
BSBDIV501	Manage diversity in the workplace	Core Unit
BSBSUS401	Implement and monitor environmentally sustainable work practices	Core Unit
SITXHRM002	Roster staff	Listed Elective
SITXCOM005	Manage conflict	Core Unit
SITXHRM003	Lead and manage people	Core Unit
SITXFIN003	Manage finances within a budget	Core Unit
SITXMGTO01	Monitor work operations	Core Unit
SITXWHS003	Implement and monitor work health and safety practices	Core Unit
SITHKOP005	Coordinate cooking operations *(Work Placement)	Core Unit
SITHPAT007	Prepare and model marzipan	Core Unit
SITHPAT008	Produce chocolate confectionery	Core Unit
SITHPAT009	Model sugar-based decorations	Core Unit
SITHPAT010	Design and produce sweet buffet showpieces	Core Unit
SITXWHS001	Participate in safe work practices	Listed Elective
BSBSUS201	Participate in environmentally sustainable work practices	Listed Elective
SITHIND002	Source and use information on the hospitality industry	Listed Elective
SITXINV001	Receive and store stock	Listed Elective
SITHCCC003	Prepare and present sandwiches	Listed Elective
SITXFSA001	Use hygienic practices for food safety	-Credit Transfer Core Unit
SITXHRM001	Coach others in job skills	-Credit Transfer Core Unit
SITXFSA002	Participate in safe food handling practices	-Credit Transfer Core Unit
SITXINV002	Maintain the quality of perishable items	-Credit Transfer Core Unit
SITHCCC001	Use food preparation equipment	-Credit Transfer Core Unit
SITHCCC018	Prepare food to meet special dietary requirements	-Credit Transfer Core Unit
SITHCCC005	Prepare dishes using basic methods of cookery	-Credit Transfer Core Unit
SITHPAT006	Produce desserts	-Credit Transfer Core Unit
SITHPAT001	Produce cakes	-Credit Transfer Core Unit
SITHPAT002	Produce gateaux, torten and cakes	-Credit Transfer Core Unit
SITHPAT003	Produce pastries	-Credit Transfer Core Unit
SITHPAT004	Produce yeast-based bakery products	-Credit Transfer Core Unit
SITHPAT005	Produce petits fours	-Credit Transfer Core Unit
SITHCCC011	Use cookery skills effectively *(Work Placement)	-Credit Transfer Core Unit



\*\* Credit Transfer from SIT31016 - Certificate III in Patisserie

\*\* Proposed electives may change with updated industry consultation.

\*\* Please reconfirm the same at the time of enrolment

## DELIVERY MODE

This program is delivered **face to face** in a class room and restaurant environment, offering hospitality and simulated restaurant activities. Students will be required to complete hospitality project activities during class in a simulated work based environment. In addition, students will spend homework time researching and formalising projects using a computer. Some assessment activities will be completed in the workshop and simulated restaurant environment..

**In addition, students will be required to participate in an industry placement (12 service periods), organised by MVC**

In a highly supportive environment, the Trainer will teach students theory and practical activities in a classroom environment, providing real life examples about the work place.

**Activities include:** group discussions; case studies / scenarios; role plays; computer based activities; research; presentations; project/activities; practical application of skills.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**

Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

**Practicals / Workshops at:**

Say,kitchen,  
78 Currie Street,  
Adelaide 5000

**Leadership Club at -**

Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# SIT50416 - DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS 093705G

## Estimated Duration

This program is scheduled for 30 weeks including 2 weeks of Term Break. (after completion of Certificate III & Certificate IV in Commercial Cookery / Hospitality / Patisserie).

Students will attend classes 2.5 days per week (20 hours a week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

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

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

## JOB ROLES

### Possible job titles include:

banquet or function manager, bar manager, cafe manager, chef de cuisine, chef patissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef, unit manager catering operations.

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter SIT50416 Diploma of Hospitality Management with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications (Certificate III and Certificate IV in Commercial Cookery / Hospitality / Patisserie), and/or gain industry experience prior to entering the qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving SIT50416 Diploma of Hospitality Management individuals could progress to

- SIT60316 - Advanced Diploma of Hospitality Management.

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and Students must have completed an equivalent of year 12.
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment.

### International students

- Students must be minimum 18 years of age and Students must have completed an equivalent of year 12.
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment.

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

28 units must be completed: • **13 core units** • **15 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
BSBMGT517	Manage operational plan	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXMGTO02	Establish and conduct business relationships	Core
SITXCCS007	Enhance customer service experiences	Core
BSBDIV501	Manage diversity in the workplace	-Credit Transfer Core
SITXWHS003	Implement and monitor work health and safety practices	-Credit Transfer Core
SITXHRM002	Roster staff	-Credit Transfer Core
SITXCOM005	Manage conflict	-Credit Transfer Core
SITXHRM003	Lead and manage people	-Credit Transfer Core
SITXFIN003	Manage finances within a budget	-Credit Transfer Core
SITXMGTO01	Monitor work operations	-Credit Transfer Core
SITHKOP002	Plan and cost basic menus	-Credit Transfer Listed Electives
SITHKOP005	Coordinate cooking operations	-Credit Transfer Listed Electives
SITXFSA001	Use hygienic practices for food safety	-Credit Transfer Listed Electives
SITXFSA002	Participate in safe food handling practices	-Credit Transfer Listed Electives
SITXINV002	Maintain the quality of perishable items	-Credit Transfer Listed Electives
SITXHRM001	Coach others in job skills	-Credit Transfer Listed Electives
SITHCCC001	Use food preparation equipment	-Credit Transfer Listed Electives
SITHCCC005	Prepare dishes using basic methods of cookery	-Credit Transfer Listed Electives
SITHCCC006	Prepare appetisers and salads	-Credit Transfer Listed Electives
SITHCCC007	Prepare stocks, sauces and soups	-Credit Transfer Listed Electives
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	-Credit Transfer Listed Electives
SITHCCC012	Prepare poultry dishes	-Credit Transfer Listed Electives
SITHCCC013	Prepare seafood dishes	-Credit Transfer Listed Electives
SITHCCC014	Prepare meat dishes	-Credit Transfer Listed Electives
SITHCCC020	Work effectively as a cook *(Work Placement)	-Credit Transfer Listed Electives

\*\* Credit Transfer from Certificate III and Certificate IV in hospitality

\*\* Proposed electives may change with updated industry consultation.

\*\* Please reconfirm the same at the time of enrolment

## DELIVERY MODE

This program is delivered **face to face** in a class room and restaurant environment, offering hospitality and simulated restaurant activities. Students will be required to complete hospitality project activities during class in a simulated work based environment. In addition, students will spend homework time researching and formalising projects using a computer. Some assessment activities will be completed in the workshop and simulated restaurant environment. In a highly supportive environment, the Trainer will teach students theory and practical activities in a classroom environment, providing real life examples about the work place.

**Activities include:** group discussions; case studies / scenarios; role plays; computer based activities; research; presentations; project/activities; practical application of skills.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**  
Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

**Practicals / Workshops at:**  
Say.kitchen,  
78 Currie Street,  
Adelaide 5000

**Leadership Club at -**  
Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# BSB50420 - DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS 104305G

## Estimated Duration

This program is scheduled for 52 weeks including 4 weeks of Term Break. Students will be attending classes 2.5 days per week (20 hours a week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

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

This qualification provides a pathway to work in any business sector as a departmental or small business manager.

## JOB ROLES

Possible job titles include:

Office Manager, Legal Practice Manager, Information Services Manager, Operations Manager, Business Development Manager, Warehouse Manager, Corporate Services Manager, Manager, Senior Manager (Public Sector), Public Sector Manager, Production Manager, Transport Manager, Business Manager, Distribution Centre Manager.

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter BSB50420 Diploma of Leadership & Management with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications (Certificate IV in Leadership and Management) and/or gain industry experience prior to entering the qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving BSB50420 Diploma of Leadership & Management individuals could progress to

- BSB60420 - Advanced Diploma of Leadership & Management.

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment
- Students must have completed an equivalent of year 12

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

12 units must be completed: • 6 core units • 6 elective units

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
BSBCMM511	Communicate with influence	Core Unit
BSBCRT511	Develop critical thinking in others	Core Unit
BSBLDR523	Lead and manage effective workplace relationships	Core Unit
BSBOPS502	Manage business operational plans	Core Unit
BSBPEF502	Develop and use emotional intelligence	Core Unit
BSBTWK502	Manage team effectiveness	Core Unit
BSBSUS511	Develop workplace policies & procedures for sustainability	Listed Elective
BSBSTR502	Facilitate continuous improvement	Listed Elective
BSBWHS521	Ensure a safe workplace for a work area	Listed Elective
BSBTEC404	Use digital technologies to collaborate in a work environment	Listed Elective
BSBOPS501	Manage business resources	Listed Elective
BSBFIN501	Manage budgets and financial plans	Listed Elective

\*\* Proposed electives may change with updated industry consultation.  
\*\* Please reconfirm the same at the time of enrolment

## DELIVERY MODE

This program is delivered **face to face** in a class room and business environment, offering business services and simulated activities. Students will be required to complete Leadership management project activities during class in a simulated work based environment. In addition, students will spend homework time researching and formalising projects using a computer. Some assessment activities will be completed in the workshop and simulated business environment. In a highly supportive environment, the Trainer will teach students theory and practical activities in a classroom environment, providing real life examples about the work place.

**Activities include:** group discussions; case studies / scenarios; role plays; computer based activities; research; presentations; project/activities; practical application of skills.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment.

For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**  
Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

**Practicals / Workshops at:**  
Say.kitchen,  
78 Currie Street,  
Adelaide 5000

**Leadership Club at -**  
Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# SIT60316 - ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS 095340E

## Estimated Duration

This program is scheduled for 30 weeks including 2 weeks of Term Break. (after completion of Certificate III, Certificate IV (in Commercial Cookery / Hospitality / Patisserie) )and Diploma of Hospitality Management. Students will attend classes 2.5 days per week (20 hours a week full time study).

All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

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

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling or for specialisation in accommodation services, cookery, food and beverage and gaming.

## JOB ROLES

**Possible job titles include:**

- Area manager or operations manager
- Café owner or manager
- Club secretary or manager
- Executive chef
- Executive housekeeper
- Executive sous chef
- Food and beverage manager
- Head chef
- Motel owner or manager

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter SIT60316 Advanced Diploma of Hospitality Management with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications (Cert III ,Cert IV and Diploma of Hospitality Management) , and/or gain industry experience prior to entering the qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving SIT60316 Diploma of Hospitality Management individuals could progress to

- ICHM Bachelor's of business (Hospitality Management)

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment
- Students must have completed an equivalent of year 12

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

33 units must be completed: • **16 core units** • **17 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
BSBMGT617	Develop and implement a business plan	Core
BSBFIM601	Manage finances	Core
SITXFIN005	Manage physical assets	Core
SITXHRM004	Recruit, select and induct staff	Core
SITXHRM006	Monitor staff performance	Core
SITXMPR007	Develop and implement marketing strategies	Core
SITXWHS004	Establish and maintain a work health and safety system	Core
BSBMGT517	Manage operational plan	Core
SITXFIN004	Prepare and monitor budgets	Core
SITXCCS008	Develop and manage quality customer service practices	Core
SITXGLC001	Research and comply with regulatory requirements	Core
SITXMGTO02	Establish and conduct business relationships	Core
SITXCCS007	Enhance customer service experiences	Listed Electives
BSBDIV501	Manage diversity in the workplace	Core
SITXWHS003	Implement and monitor work health and safety practices	Listed Electives
SITXHRM002	Roster staff	Listed Electives
SITXCOM005	Manage conflict	Listed Electives
SITXHRM003	Lead and manage people	Core
SITXFIN003	Manage finances within a budget	Core
SITXMGTO01	Monitor work operations	Core
SITHKOP002	Plan and cost basic menus	Listed Electives
SITHKOP005	Coordinate cooking operations	Listed Electives
SITXFSA001	Use hygienic practices for food safety	Listed Electives
SITXFSA002	Participate in safe food handling practices	Listed Electives
SITHCCC001	Use food preparation equipment	Listed Electives
SITHCCC005	Prepare dishes using basic methods of cookery	Listed Electives
SITHCCC006	Prepare appetisers and salads	Listed Electives
SITHCCC007	Prepare stocks, sauces and soups	Listed Electives
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	Listed Electives
SITHCCC012	Prepare poultry dishes	Listed Electives
SITHCCC013	Prepare seafood dishes	Listed Electives
SITHCCC014	Prepare meat dishes	Listed Electives
SITHCCC020	Work effectively as a cook * (work Placement)	Listed Electives

\*\* Credit Transfer from Cert III, Cert IV and Diploma of hospitality Management  
 \*\* Proposed electives may change with updated industry consultation.

## DELIVERY MODE

This program is delivered **face to face** in a class room and restaurant environment, offering hospitality and simulated restaurant activities. Students will be required to complete hospitality project activities during class in a simulated work based environment. In addition, students will spend homework time researching and formalising projects using a computer. Some assessment activities will be completed in the workshop and simulated restaurant environment. In a highly supportive environment, the Trainer will teach students theory and practical activities in a classroom environment, providing real life examples about the work place.

**Activities include:** group discussions; case studies / scenarios; role plays; computer based activities; research; presentations; project/activities; practical application of skills.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

### Theory Classes will be conducted at:

Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

### Practicals / Workshops at:

Say.kitchen,  
78 Currie Street,  
Adelaide 5000

### Leadership Club at -

Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# BSB61015 - ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS 095342C

## Estimated Duration

This program is scheduled for 52 weeks including 4 weeks of Term Break. Students will attend classes 2.5 days per week (20 hours a week full time study). All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

This qualification provides knowledge to individuals for use of 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.

## JOB ROLES

Possible job titles include:

- Senior Administrator,
- Senior Executive and Manager.

## PATHWAYS INTO THE QUALIFICATION

Individuals may enter BSB61015 Advanced Diploma of Leadership and Management with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications (BSB51918 - Diploma of Leadership & Management) , and/or gain industry experience prior to entering the qualification.

## PATHWAYS FROM THE QUALIFICATION

After achieving BSB60420 - Advanced Diploma of Leadership and Management individuals could progress to

- BSB80320 Graduate Diploma of Strategic Leadership
- Or higher education qualifications in management

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

### Domestic students:

- Students must be minimum 18 years of age and Students must have completed an equivalent of year 12
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

### International students

- Students must be minimum 18 years of age and Students must have completed an equivalent of year 12
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment.

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

12 units must be completed:

- **4 core units • 8 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Type
BSBCRT501	Originate and Develop Concepts	Listen Elective
BSBMGT616	Develop and Implement Strategic Plans	Listen Elective
BSBMKG607	Manage market research	Listed Elective
BSBMKG608	Develop organisational marketing objectives	Listed Elective
BSBMKG609	Develop a Marketing Plan	Listed Elective
BSBMGT608	Manage Innovation and Continuous Improvement	Listed Elective
BSBRSK501	Manage Risk	Listed Elective
BSBHRM602	Manage human resource strategic planning	Listed Elective
BSBMGT617	Develop and implement a business plan	Core Unit
BSBMGT605	Provide leadership across the organisation	Core Unit
BSBINN601	Lead and manage organisational change	Core Unit
BSBFIM601	Manage Finances	Core Unit

\*\* Proposed electives may change with updated industry consultation.  
\*\* Please reconfirm the same at the time of enrolment



## DELIVERY MODE

This program is delivered **face to face** in a class room and restaurant environment, offering management and research and simulated operation activities. Students will be required to complete hospitality project activities during class in a simulated work based environment. In addition, students will spend homework time researching and formalising projects using a computer. Some assessment activities will be completed in the workshop and simulated business environment. In a highly supportive environment, the Trainer will teach students theory and practical activities in a classroom environment, providing real life examples about the work place.

**Activities include:** group discussions; case studies / scenarios; role plays; computer based activities; research; presentations; project/activities; practical application of skills.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

### Theory Classes will be conducted at:

Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

### Practicals / Workshops at:

Say.kitchen,  
78 Currie Street,  
Adelaide 5000

### Leadership Club at -

Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000



# BSB80320 - GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP

CRICOS 104494H

## Estimated Duration

This program is scheduled for 52 weeks including 4 weeks of Term Break. Students will attend classes 2.5 days per week (20 hours a week full time study). All participants will attend an orientation workshop prior to commencement to discuss the course, delivery, RPL, assessment, support systems and pathways.

## DESCRIPTION

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles. Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

This qualification reflects the role of individuals who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

## JOB ROLES

Possible job titles include:

- Director • General Manager • Senior Administrator • Senior Executive

## PATHWAYS INTO THE QUALIFICATION

Entry to this qualification is limited to those who have relevant qualification and experience at significant level of leadership. Please check entry requirement section for more details.

## PATHWAYS FROM THE QUALIFICATION

After achieving BSB80215 Graduate Diploma of Strategic Leadership individuals could progress to:

- Masters of Business Administration at University of South Australia
- Or higher education qualifications in management

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

Enrollment to this course does not guarantee a job or successful Education assessment.

For more details on price, please see the indicative fee page at the end of the course guide.





## ENTRY REQUIREMENTS

**Entry to this qualification is limited to those who:**

Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

or

Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

or

Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

**Additional entry requirement for program are :**

**Domestic students:**

- Students must be minimum 18 years of age and have completed an equivalent of year 12
- Have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

**International students**

- Students must be minimum 18 years of age and have completed an equivalent of year 12
- IELTS band 5.5 or equivalent or have Australian Core Skills Framework (ACSF) working Level 4 - based on pre enrollment LLN assessment

## ADDITIONAL REQUIREMENTS

The student must have access to a reliable computer equipment and internet access to successfully complete the assessment tasks and online research.

## PACKAGING RULES

8 units must be completed:

- **2 core units • 6 elective units**

The MVC Industry Advisory Panel has selected the Elective units that are most appropriate to meet industry requirements. The selection of electives has been made in consideration with the complexity of skills appropriate to the AQF level of this qualification.

Unit Code	Unit Name	Unit Name
BSBLDR811	Lead strategic transformation	Core Unit
BSBSTR802	Lead strategic planning processes for an organisation	Listed Elective
BSBHRM615	Contribute to the development of diversity and inclusion strategies	Listed Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Listed Elective
BSBLDR813	Lead and influence ethical practice	Listed Elective
BSBPMG814	Lead the portfolio	Listed Elective
BSBSTR801	Lead innovative thinking and practice	Core Unit
BSBSTR803	Establish business continuity management strategies	Listed Elective

\*\* Proposed electives may change with updated industry consultation.  
\*\* Please reconfirm the same at the time of enrolment

## DELIVERY MODE

This program is delivered **face to face** in a class room and business operation environment, offering management, research and simulated operation activities. Students will be required to complete comprehensive project activities. In addition, students will spend homework time researching and formalising projects using a computer. Some assessment activities will be completed in the workshop and simulated Business environment. In a highly supportive environment, the Trainer will teach students theory and practical activities in a classroom environment, providing real life examples about the work place.

**Activities include:** group discussions; case studies / scenarios; role plays; computer based activities; research; presentations; project/activities; practical application of skills.

**RPL and Credit Transfer** is also offered to all students as part of the process. Please discuss your RPL and Credit Transfer needs before enrollment. For each unit, students are provided with training manuals, which include all materials used in the training sessions, required assessment materials and additional reading and reference materials.

## DELIVERY LOCATION

**Theory Classes will be conducted at:**

Level 2 West ,  
50 Grenfell street,  
Adelaide 5000

**Practicals / Workshops at:**

Say.kitchen,  
78 Currie Street,  
Adelaide 5000

**Leadership Club at -**

Simulated Business Environment  
Ground Floor, 50 Grenfell Street ,  
Adelaide 5000





# INNOVATION TRADITION EDUCATION

## COURSE DELIVERY

MVC ensures the following resources are in place:

- Trainer and assessors with appropriate qualifications, and experience;
- Course materials appropriate to the methods of delivery and assessment requirements;
- All necessary copyright authorisations;
- Appropriate equipment and facilities.

Training and assessment methods used by MVC meet specific quality requirements and are chosen to best suit the unit of competency, while giving consideration to the learning style of the student. The provision of training often includes a blended approach with a combination of on and off-the-job methods. A number of delivery methods will be used throughout the training to help you achieve the necessary skills. Learning is a partnership that involves participation from all involved.

## FLEXIBLE DELIVERY

Flexible delivery focuses on learning rather than teaching and to provide the best possible learning experience for the student. This means that the student has greater control over what, when and how they learn. MVC offers various forms of delivery to accommodate the varying needs of students. Modes of delivery available for most courses include classroom (face-to-face) environment, workplace-based, correspondence, on-line, Recognition of Prior Learning (RPL) or a combination of these.



## CREDIT TRANSFER (CT) AND RECOGNITION OF PRIOR LEARNING (RPL)

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, includes academic credit and recognition of prior learning.'

Students that already have a Statement of Attainment for a Unit of Competency may apply for Course Credit. Course credit may reduce the length of a student's course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request Recognition of Prior Learning (RPL). RPL may reduce the length of a student's course.

MVC requires students to complete the Application for Recognition of course credit/RPL form for assessment by the relevant trainer/assessor. Evidence is required to substantiate previous knowledge/qualifications. MVC may require students to complete an assessment to demonstrate competency.

If MVC grants the student course credit/RPL which leads to a shortening of the student's course before the student visa is granted, the CoE will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, any change of course duration will be reported to DHA via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

For further information about Course Credit please ask for a full copy of our Course Credit Policy.

## SPECIAL NEEDS

Students intending to enrol for training with the MVC are requested to advise us if they have any physical or other impairment (e.g. English language, literacy or numeracy difficulties, dyslexia, etc) which may adversely affect their ability to successfully undertake training and assessment, prior to enrolment.

Students with disabilities or impairments are encouraged to discuss with the CEO any 'special needs' and/or 'reasonable adjustments' to the study environment which they consider are necessary or would assist them in the performance of their studies.

The CEO, in collaboration with the student, will assess the potential for the client to successfully complete the training which may include flexible delivery options to optimise the ease and benefit of the student's learning. The learning support services and intervention strategies offered will be dependent on the student's needs. For example:

- One-on-one tutorial support
- Guidance in assignment and essay writing
- Assistance with time management
- Assistance with using the computer and internet
- Additional or modified resources
- Referral to tutors
- Training designed to meet a diverse background of students

All trainers have participated in staff development activities to ensure they can support LLN requirements.

## TRAINER AND ASSESSORS

All Trainers and Assessors are qualified in training and assessment and the vocational area which they are delivering. They have practical experience and maintain their currency in industry.



## Application process

The first step is to apply for the course you want.  
There are two ways to apply:

### Direct application to MVC

To apply direct, download the application form from our website. If you are applying for study of more than 1 course (package course), you will need to submit only 1 application.

### Through an Approved Education Agent

A detailed list of approved education agents is available on our website or you can contact us for more information.

You will need to prepare supporting documentation to send with your application. The documents vary depending on the qualification you're studying for. The most important documents include:

- Certificates that verify your previous study, including qualifications you already have.
- Evidence of your English language proficiency.
- Certificates or documents which verify previous study or work experience if you are seeking course credits. These must be translated into English.
- Your Financials evidence documents to support your stay and study in Australia

### Receiving your Letter of Offer

If your application is successful, you will receive a 'Letter of Offer'. To confirm your offer you must respond to this letter by signing and sending an acceptance of offer back to us. This can usually be done by mail or, in some cases, by scanning and emailing the letter. The Letter of Offer is a contract between you and the institution. It sets out the course you will be enrolled in, enrolment conditions, the fees you need to pay, and the refund payable if you don't complete your course with that provider. This contract is very important – if you don't start your course, or finish your course, this written agreement will be used to determine if you will receive a refund.

#### Tip:

- Read the Letter of Offer carefully before you accept it.
- Make sure that you understand all your rights, including the refund arrangements.
- Do not accept the Letter of Offer if you are not happy with any of its terms.
- Keep a copy of the Letter of Offer. You will need this copy so that you are aware of your rights and if you have to make a claim against the institution.

### Confirmation of Enrolment

After you have accepted your Offer and paid your deposit you will receive an 'Electronic Confirmation of Enrolment' (eCoE) by email. This will outline your course start date, total course fees and how long your course will run for.

### Visa application

If you are applying for your Student Visa through the Department of Home Affairs online lodgement facility, you will need the details of your electronic Confirmation of Enrolment to lodge your visa application. If you are lodging a paper visa application you must provide the electronic Confirmation of Enrolment prior to the visa being granted.

You should make sure that you meet requirements for a student visa before you accept an offer and pay any tuition fees.



## Overseas Student Health Cover

If you are a student from overseas on a temporary student visa it is a condition of your visa to maintain adequate health insurance for the duration of your stay in Australia. This means you need to purchase Overseas Student Health Cover (OSHC) and keep your policy up to date whilst you are in Australia and holding a student visa.

OSHC assists international students to meet the costs of medical and hospital care they may need while in Australia. OSHC also includes ambulance cover and limited pharmaceuticals.

Some exceptions may apply if you are a student from Sweden, Norway, or Belgium. If this applies to you, you may have special arrangements under your own national schemes - check with the Department of Home Affairs to find out if special arrangements apply to you and if you are exempt from the requirement to purchase OSHC.

As holding OSHC is a visa requirement, take care to maintain your cover at all times. If you do fall behind in payments or renewing your cover, you will be able to continue your cover but you may not be able to claim for services you received while you were in arrears.

If your visa status or Medicare eligibility changes at any time, inform your insurer as soon as possible to find out whether your level of cover is still suitable. When your student visa expires, then you are no longer eligible to hold OSHC. You can then swap over to a residents' cover or to an Overseas Visitors Health Cover plan.

## Where Can I purchase OSHC ?

OSHC is offered by certain insurers under a Deed of Agreement with the Department of Health to provide adequate health insurance to students at a reasonable cost. Only a small number of registered health insurers offer OSHC.

Health Insurer	Insurer website
<b>ahm OSHC</b>	<a href="http://www.ahmoshc.com">www.ahmoshc.com</a>
<b>Allianz Care Australia (Peoplecare)</b>	<a href="http://www.allianzcare.com.au/en/student-visa-oshc.html">www.allianzcare.com.au/en/student-visa-oshc.html</a>
<b>BUPA Australia</b>	<a href="http://www.bupa.com.au/health-insurance/oshc">www.bupa.com.au/health-insurance/oshc</a>
<b>CBHS International Health</b>	<a href="http://www.cbhsinternationalhealth.com.au/overseas-students-oshc">www.cbhsinternationalhealth.com.au/overseas-students-oshc</a>
<b>Medibank Private</b>	<a href="http://www.medibank.com.au">www.medibank.com.au</a>
<b>NIB OSHC</b>	<a href="http://www.nib.com.au">www.nib.com.au</a>





Indicative fee schedule 2021*						
Course	CRICOS Code	Duration (Weeks)	Tuition fee	Admin fee	Materials fee	TOTAL FEE
<b>Commercial Cookery</b>						
SIT30816 Certificate III in Commercial Cookery	093703K	52	\$11,000	\$250	\$2,500	\$13,750
SIT40516 Certificate IV in Commercial Cookery (Credit Transfer)	093704J	30	\$4,650	\$250	\$2,000	\$6,900
SIT50416 Diploma of Hospitality Management (Credit Transfer)	093705G	30	\$4,650	\$250	\$2,000	\$6,900
<b>Patisserie</b>						
SIT31016 Certificate III in Patisserie	095806J	58	\$12,000	\$250	\$2,500	\$14,750
SIT40716 Certificate IV in Patisserie (Credit Transfer)	095807G	35	\$5,500	\$250	\$2,500	\$8,250
SIT50416 Diploma of Hospitality Management (Credit Transfer)	093705G	30	\$4,650	\$250	\$2,000	\$6,900
SIT60316 Advanced Diploma of Hospitality Management (Credit Transfer)	095340E	30	\$6,900	\$250	\$2,000	\$9,150
SIT60316 Advanced Diploma of Hospitality Management	095340E	55	\$13,500	\$250	\$2,500	\$16,250
<b>Leadership and management</b>						
BSB50420 Diploma of Leadership and Management	104305G	52	\$7,600	\$250	\$2,000	\$9,850
BSB61015 Advanced Diploma of Leadership and Management	095342C	52	\$7,600	\$250	\$2,000	\$9,850
BSB80320 Graduate Diploma of Strategic Leadership	104494H	52	\$9,000	\$250	\$2,000	\$11,250
*Prices subject to change, additional fees and charges apply according to fee policy						

**\*Prices subject to change, additional fees and charges apply according to fee policy**



INNOVATION

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**meridian**  
vocational college  
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**Golden Wattle Group Pty Ltd**  
**T/A Meridian Vocational College**  
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Adelaide 5000, South Australia  
ACN 611 267 166 | ABN 19 611 267 166



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