

STUDENT GUIDE





Letter from the CEO

Thank you for taking the time to learn more about Australian Institute of Digital Technology (AIDT). Education is a lifelong journey that extends far beyond the classroom. At AIDT, we encourage our students to explore knowledge in all its forms to look beyond textbooks and embrace learning as an enriching experience that shapes both their personal and professional growth.

While academic achievement remains essential, we believe that true success in today's world requires more. To ensure our graduates stand out in a competitive global environment, we foster curiosity and critical thinking, empowering them to question, innovate, and create meaningful change.

Motivation and creativity are at the heart of our learning culture. We understand that inspired students are innovative students, and that innovation flourishes where curiosity is encouraged. This philosophy is deeply embedded in our curriculum and teaching approach.

As we welcome students through our doors, we reaffirm our commitment to delivering educational excellence and preparing our learners for a successful and fulfilling future.

Warm regards,

Wing Yi Ng

Chief Executive Officer

Australian Institute of Digital Technology (AIDT)

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CHC30125 Certificate III in Early Childhood Education and Care

CRICOS course code: 119668A

Course Description:

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures.

Fee:

Tuition fee A\$12,000, Enrolment fee A\$200, Material Fee A\$1,750

Duration:

52 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment, as well as in the workplace.

Assessment methods include written work, project, logbook / third party report and observations. The college will organise 160 hours of compulsory work placement.

Completing this qualification may lead to careers such as;

- Early childhood educator
- Playgroup supervisor
- Family day care worker
- Nanny
- Childhood Education Assistant

Further Study Pathways:

After completing this qualification, individuals may undertake the CHC50121 Diploma of Early Childhood Education and Care.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 11 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

Before commencing work placement, learners are required to provide:

- A Federal Police Check (name check), no more than 6 months.
- A Working with Children Check.
- Evidence of up-to-date vaccination as required

Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 17 units listed below to successfully complete CHC30121 Certificate III in Early Childhood Education and Care qualification.

Unit Code	Unit Name	Core / Elective
HLTWS001	Participate in workplace health and safety	CORE
HLTAID012	Provide First Aid in an education and care setting	CORE
CHCPRT001	Identify and respond to children and young people at risk	CORE
CHCECE034	Use an approved learning framework to guide practice	CORE
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	CORE
CHCECE030	Support inclusion and diversity	CORE
CHCECE031	Support children's health, safety and wellbeing	CORE
CHCECE033	Develop positive and respectful relationships with children	CORE
CHCECE056	Work effectively in children's education and care	CORE
CHCECE037	Support children to connect with the natural environment	CORE
CHCECE036	Provide experiences to support children's play and learning	CORE
CHCECE038	Observe children to inform practice	CORE
CHCECE032	Nurture babies and toddlers	CORE
CHCECE055	Meet legal and ethical obligations in children's education and care	CORE
CHCECE035	Support the holistic learning and development of children	CORE
CHCDIV001	Work with diverse people	ELECTIVE
CHCPRP003	Comply with family day care administration requirements	ELECTIVE





CHC50125 Diploma of Early Childhood Education and Care

CRICOS course code: 119147D

Course Description:

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

Fee:

Tuition fee A\$14,000 , Enrolment fee A\$200, Material Fee A\$1,750

Duration:

52 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment, as well as in the workplace.

Assessment methods include written work, project, logbook /third party report and observations. The college will organise 280 hours of compulsory work placement.

Completing this qualification may lead to careers such as;

- Child care centre manager
- Lead educator in day care centre
- Preschool or kindergarten room leader

Further Study Pathways:

After completing this qualification, individuals may undertake studies at a higher level of education.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

AND

Entry to this qualification is open to individuals who hold:

CHC30125 Certificate III in

Early Childhood Education and Care

OR

CHC30113 Certificate III in

Early Childhood Education and Care.

Alternatively, individuals may hold:

An Australian diploma in

Early Childhood Education and Care

OR

An Australian diploma or certificate III in Children's Services.

AND

Demonstrate at least 12 months of cumulative employment (full-time equivalent) within the last 5 years in a regulated education and care service in Australia, supported by verifiable evidence.

OR

Hold the CHC500147 Entry into Diploma of Early Childhood Education and Care.

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

Before commencing work placement, learners are required to provide:

- A Federal Police Check (name check), no more than 6 months.
- A Working with Children Check.
- Evidence of up-to-date vaccination as required

Have a reasonable level of fitness to cope with standing, lifting, bending, twisting and reaching

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 15 units listed below to successfully complete CHC50125 Diploma of Early Childhood Education and Care qualification.

Unit Code	Unit Name	Core / Elective
CHCECE044	Facilitate compliance in a children's education and care service	CORE
CHCPRP003	Reflect on and improve own professional practice	CORE
CHCECE049	Embed environmental responsibility in service operations	CORE
CHCECE050	Work in partnership with children's families	CORE
CHCECE041	Maintain a safe and healthy environment for children	CORE
BSBTWK502	Manage team effectiveness	CORE
CHCECE045	Foster positive and respectful interactions and behaviour in children	CORE
CHCECE046	Implement strategies for the inclusion of all children	CORE
CHCECE043	Nurture creativity in children	CORE
CHCECE042	Foster holistic early childhood learning, development and wellbeing	CORE
CHCECE047	Analyse information to inform children's learning	CORE
CHCECE048	Plan and implement children's education and care curriculum	CORE
CHCPOL003	Research and apply evidence to practice	ELECTIVE
CHCDIV003	Manage and promote diversity	ELECTIVE
CHCECE031	Support children's health, safety and wellbeing	ELECTIVE





CHC33021 Certificate III in Individual Support

CRICOS course code: 116085D

Course Description:

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

Fee:

Tuition fee A\$12,000, Enrolment fee A\$200, Material Fee A\$1,750

Duration:

52 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment, as well as in the workplace.

Assessment methods include written work, project, logbook / third party report and observations. The college will organise 120 hours of compulsory work placement.

Completing this qualification may lead to careers such as;

- Home Care Assistant
- Personal Care Assistant
- Community Care Worker
- Community House Worker

Further Study Pathways:

After completing this qualification, individuals may undertake the CHC43015 Certificate IV in Ageing Support.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 11 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

Before commencing work placement, learners are required to provide:

- A Federal Police Check (name check), no more than 6 months
- An NDIS Worker Screening Check when required
- Evidence of up-to-date vaccination as required
- Applicants must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 15 units listed below to successfully complete CHC33021 Certificate III in Individual Support qualification

Unit Code	Unit Name	Core / Elective
CHCCOM005	Communicate and work in health or community services	CORE
CHCDIV001	Work with diverse people	CORE
HLTWHS002	Follow safe work practices for direct client care	CORE
CHCLEG001	Work legally and ethically	CORE
HLTINF006	Apply basic principles and practices of infection prevention and control	CORE
CHCCCS041	Recognise healthy body systems	CORE
CHCCCS031	Provide individualised support	CORE
CHCCCS040	Support independence and wellbeing	CORE
CHCCCS038	Facilitate the empowerment of people receiving support	CORE
CHCAGE013	Work effectively in aged care	ELECTIVE
CHCAGE011	Provide support to people living with dementia	ELECTIVE
CHCAGE012	Provide food services	ELECTIVE
CHCCCS017	Provide loss and grief support	ELECTIVE
CHCPAL003	Deliver care services using a palliative approach	ELECTIVE
HLTAID011	Provide First Aid	ELECTIVE





CHC43015 Certificate IV in Ageing Support

CRICOS course code: 116086C

Course Description:

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.

Fee:

Tuition fee A\$12,000, Enrolment fee A\$200, Material Fee A\$1,750

Duration:

52 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment, as well as in the workplace.

Assessment methods include written work, project, logbook / third party report and observations. The college will organise 120 hours of compulsory work placement.

Completing this qualification may lead to careers such as;

- Personal Care Worker
- Community Support Worker
- Residential Care Worker
- Home Care Worker
- Support Worker

Further Study Pathways:

After completing this qualification, individuals may undertake the CHC52021 Diploma of Community Services.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

- Before commencing work placement, learners are required to provide:
- A Federal Police Check (name check), no more than 6 months.
- An NDIS Worker Screening Check when required
- Evidence of up-to-date vaccination as required
- Applicants must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time.

Additional requirements for enrolment in 26 weeks course duration:

Completion of CHC33021 Certificate III in Individual Support from Australian Institute of Digital Technology (AIDT) or equivalent.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 18 units listed below to successfully complete CHC43015 Certificate IV in Ageing Support qualification.

Unit Code	Unit Name	Core / Elective
CHCAGE001	Facilitate the empowerment of older people	CORE
CHCAGE005	Provide support to people living with dementia	CORE
CHCAGE004	Implement interventions with older people at risk	CORE
CHCCCS011	Meet personal support needs	CORE
CHCCCS025	Support relationships with carers and families	CORE
CHCLEG003	Manage legal and ethical compliance	CORE
HLTAAP001	Recognise healthy body systems	CORE
CHCCCS006	Facilitate individual service planning and delivery	CORE
CHCPRP001	Develop and maintain networks and collaborative partnerships	CORE
CHCADV001	Facilitate the interests and rights of clients	CORE
CHCAGE003	Coordinate services for older people	CORE
CHCCCS023	Support independence and wellbeing	CORE
CHCDIV001	Work with diverse people	CORE
CHCPAL001	Deliver care services using a palliative approach	CORE
HLTWHS002	Follow safe work practices for direct client care	CORE
CHCAGE012	Provide food services	ELECTIVE
CHCCCS017	Provide loss and grief support	ELECTIVE
CHCAGE013	Work effectively in aged care	ELECTIVE





CPC30220 Certificate III in Carpentry

CRICOS course code: 119150J

Course Description:

This is a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

Fee:

Tuition fee A\$17,500 Enrolment fee A\$200, Material Fee A\$1,800

Duration:

60 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment. Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Carpenter – Commercial
- Carpenter – Formwork
- Carpenter – Residential

Further Study Pathways:

After completing this qualification, individuals may undertake the CPC40120 Certificate IV in Building and Construction (Building)

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

- Students must have a sense of balance and the ability to cope with the physical demands of the training and assessment that involves working at heights, heavy lifting, manual labour, operation of tools (both manual and power tools), etc.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 34 units listed below to successfully complete CPC30220 Certificate III in Carpentry qualification.

Unit Code	Unit Name	Core / Elective
CPCCCA2002	Use carpentry tools and equipment	CORE
CPCCCA2011	Handle carpentry materials	CORE
CPCCCA3001	Carry out general demolition of minor building structures	CORE
CPCCCA3002	Carry out setting out	CORE
CPCCCA3003	Install flooring systems	CORE
CPCCCA3004	Construct and erect wall frames	CORE
CPCCCA3005	Construct ceiling frames	CORE
CPCCCA3006	Erect roof trusses	CORE
CPCCCA3007	Construct pitched roofs	CORE
CPCCCA3008	Construct eaves	CORE
CPCCCA3010	Install windows and doors	CORE
CPCCCA3016	Construct, assemble and install timber external stairs	CORE
CPCCCA3017	Install exterior cladding	CORE
CPCCCA3024	Install lining, panelling and moulding	CORE
CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work	CORE
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground	CORE
CPCCCM2006	Apply basic levelling procedures	CORE
CPCCCM2008	Erect and dismantle restricted height scaffolding	CORE
CPCCCM2012	Work safely at heights	CORE
CPCCCO2013	Carry out concreting to simple forms	CORE
CPCCOM1012	Work effectively and sustainably in the construction industry	CORE
CPCCOM1014	Conduct workplace communication	CORE
CPCCOM1015	Carry out measurements and calculations	CORE
CPCCOM3001	Perform construction calculations to determine carpentry material requirements	CORE
CPCCOM3006	Carry out levelling operations	CORE
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	CORE
CPCWHS3001	Identify construction work hazards and select risk control strategies	CORE
CPCCSF2004	Place and fix reinforcement materials	ELECTIVE
CPCCCA3012	Frame and fit wet area fixtures	ELECTIVE
CPCCCA3014	Construct and install bulkheads	ELECTIVE
CPCCCA3018	Construct, erect and dismantle formwork for stairs and ramps	ELECTIVE
CPCCCM3001	Operate elevated work platforms up to 11 metres	ELECTIVE
CPCCCM3005	Calculate costs of construction work	ELECTIVE
CPCCPB3001	Fix standard plasterboard walls	ELECTIVE



CPC30620 Certificate III in Painting and Decorating

CRICOS course code: 119151H

Course Description:

This qualification provides a trade outcome in painting and decorating for residential and commercial construction work.

Fee:

Tuition fee A\$17,500, Enrolment fee A\$200, Material Fee A\$1,800

Duration:

60 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Painter and Decorator

Further Study Pathways:

After completing this qualification, individuals may undertake the CPC40120 Certificate IV in Building and Construction (Building)

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

- Students must have a sense of balance and the ability to cope with the physical demands of the training and assessment that involves working at heights, heavy lifting, manual labour, operation of tools (both manual and power tools), etc.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

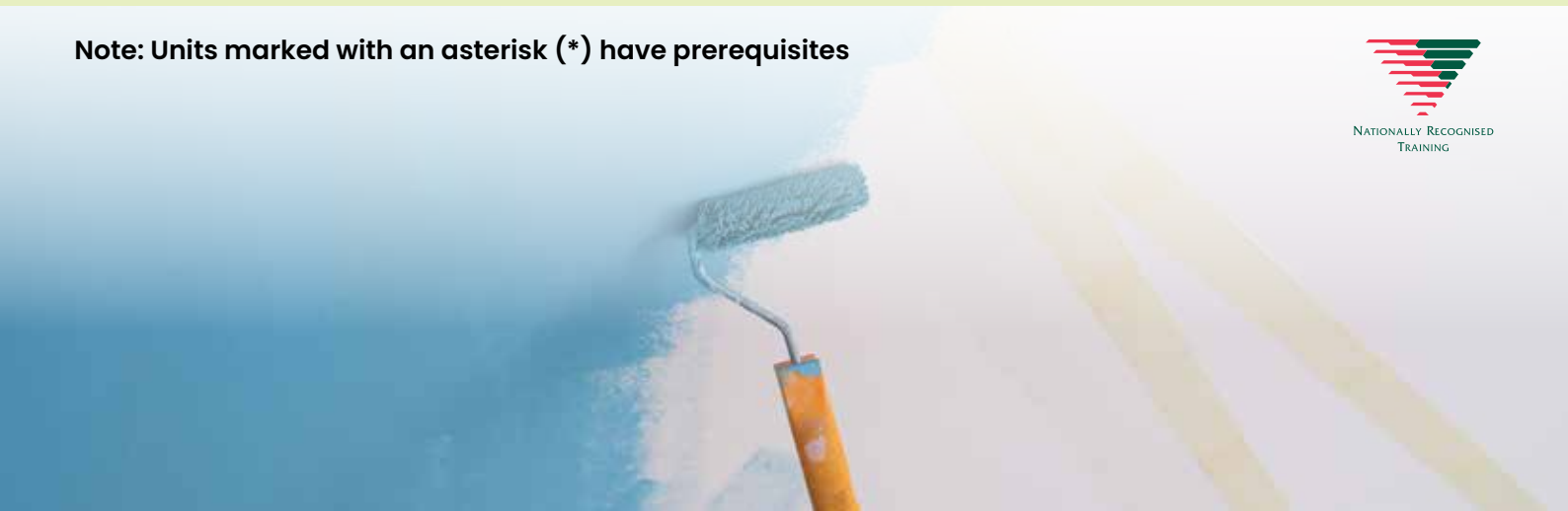
Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 29 units listed below to successfully complete CPC30620 Certificate III in Painting and Decorating qualification.

Unit Code	Unit Name	Core / Elective
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	CORE
CPCCOM1012	Work effectively and sustainably in the construction industry	CORE
CPCCOM1013	Plan and organise work	CORE
CPCCOM1014	Conduct workplace communication	CORE
CPCCOM1015	Carry out measurements and calculations	CORE
CPCCCM3005	Calculate costs of construction work	CORE
CPCCOM2001*	Read and interpret plans and specifications	CORE
CPCCPB3026*	Erect and maintain trestle and plank systems	CORE
CPCCCM3001	Operate elevated work platforms up to 11 metres	CORE
CPCCCM2008*	Erect and dismantle restricted height scaffolding	CORE
CPCCPD2011*	Handle and store painting and decorating materials	CORE
CPCCPD2012*	Use painting and decorating tools and equipment	CORE
CPCCPD2013*	Remove and replace doors and door and window components	CORE
CPCCPD3021*	Prepare existing coated surface for painting	CORE
CPCCPD3022*	Apply paint by brush and roller	CORE
CPCCPD3023*	Apply texture coat paint finishes by brush, roller and spray	CORE
CPCCPD3024*	Apply paint by spray	CORE
CPCCPD3025*	Match specific paint colours	CORE
CPCCPD3026*	Apply stains and clear timber finishes	CORE
CPCCPD3027*	Remove and apply wallpaper	CORE
CPCCPD3028*	Apply decorative paint finishes	CORE
CPCCPD3030*	Apply protective paint coating systems	CORE
CPCCPD3031*	Work safely with lead-painted surfaces in the painting industry	CORE
CPCCPD3032*	Apply advanced wall coverings	CORE
CPCCPD3035*	Prepare uncoated surfaces for painting	CORE
CPCCPD3036*	Work safely to encapsulate non-friable asbestos in the painting industry	CORE
BSBESB301	Investigate business opportunities	ELECTIVE
BSBESB303	Organise finances for new business venture	ELECTIVE
CPCCPD3029*	Remove graffiti and apply anti-graffiti coatings	ELECTIVE

Note: Units marked with an asterisk (*) have prerequisites





CPC40120 Certificate IV Building and Construction (Building)

CRICOS course code: 120921E

Course Description:

This qualification prepares individuals for careers as builders, site managers, or construction business managers. It develops skills to plan and supervise residential and selected commercial building projects, ensure compliance with building codes, safety and legal requirements, manage contracts and subcontractors, coordinate site operations, and deliver high-quality construction projects efficiently and safely.

Fee:

Tuition fee A\$10,000

Duration:

45 Weeks

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Builder
- Site supervisor
- Estimator or construction manager

Further Study Pathways:

After completing this qualification, individuals may undertake the CPC50220 Diploma of Building and Construction (Building)

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

- Students must have a sense of balance and the ability to cope with the physical demands of the training and assessment that involves working at heights, heavy lifting, manual labour, operation of tools (both manual and power tools), etc.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 19 units listed below to successfully complete CPC40120 Certificate IV Building and Construction (Building) qualification.

Unit Code	Unit Name	Core / Elective
CPCCB4001	Apply building codes and standards to the construction process for Class 1 and 10 Buildings	
CPCCB4002	Manage work health and safety in the building and construction workplace	CORE
CPCCB4014	Prepare simple building sketches and drawing	CORE
CPCCB4018	Apply site surveys and set-out procedures to building and construction projects	CORE
CPCCB4021	Minimise waste on the building and construction site	CORE
CPCCB4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings	CORE
CPCCB4007	Plan to build or construction work	CORE
CPCCB4008	Supervise site communication and administration processes for building and construction projects	CORE
CPCCB4010	Apply structural principles to residential and commercial constructions	CORE
CPCCB4009	Apply legal requirements to building and construction projects	CORE
CPCCB4012	Read and interpret plans and specifications	CORE
CPCCB4003	Select, prepare and administer a construction contract	ELECTIVE
BSBPMG422	Apply project quality management techniques	ELECTIVE
CPCCB4004	Identify and produce estimated costs for building and construction projects	ELECTIVE
CPCCB4005	Produce labour and material schedules for ordering	ELECTIVE
CPCCB4006	Select, procure and store construction materials for building and construction projects	ELECTIVE
CPCSUS4002	Use building science principles to construct energy efficient buildings	ELECTIVE
CPCCB4026	Arrange building applications and approvals	ELECTIVE
BSBESB401	Research and develop business plans	ELECTIVE





MSF30322 Certificate III in Cabinet Making and Timber Technology

CRICOS course code: 119152G

Course Description:

Workers with this qualification have tradesperson-level skills in the manufacture and/or installation of products, including furniture and cabinetry, made from timber and other materials.

Fee:

Tuition fee A\$17,500, Enrolment fee A\$200, Material Fee A\$1,800

Duration:

60 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Cabinet Maker
- Furniture Maker

Note: Licensing requirements may apply

Further Study Pathways:

After completing this qualification, individuals may undertake the CPC40120 Certificate IV in Building and Construction (Building)

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional Requirements:

- Students must have a sense of balance and the ability to cope with the physical demands of the training and assessment that involves working at heights, heavy lifting, manual labour, operation of tools (both manual and power tools), etc.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 25 units listed below to successfully complete MSF30322 Certificate III in Cabinet Making and Timber Technology qualification.

Unit Code	Unit Name	Core / Elective
MSFFM2013	Use furniture making hand and power tools	CORE
MSFFM3030	Produce manual and computer-aided production drawings	CORE
MSFFM3031	Prepare cutting lists from design and production documentation	CORE
MSFGN2001	Make measurements and calculations	CORE
MSFGN3005	Read and interpret work documents	CORE
MSMENV272	Participate in environmentally sustainable work practices	CORE
MSMSUP102	Communicate in the workplace	CORE
MSMSUP106	Work in a team	CORE
CPCWHS1001	Prepare to work safely in the construction industry	ELECTIVE
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	ELECTIVE
BSBOPS304	Deliver and monitor a service to customers	ELECTIVE
CPCCJN3003	Manufacture components for doors, windows and frames	ELECTIVE
MSFFM3038	Set up, operate and maintain automated edge banding machines	ELECTIVE
MSFFM3041	Determine and document requirements for cabinetry installation	ELECTIVE
MSFFM3042	Fabricate cabinetry	ELECTIVE
MSFFM3043	Install cabinetry	ELECTIVE
MSFFM3045	Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres	ELECTIVE
MSFKB2003	Prepare for cabinetry installation	ELECTIVE
MSFKB3012	Plan kitchen and bathroom projects	ELECTIVE
MSFFDM4002	Collect and interpret information to support production processes	ELECTIVE
MSFFDM4012	Produce computer-aided line and component production drawings	ELECTIVE
MSFFDM4014	Produce manual and computer-aided drawings from design concepts	ELECTIVE
MSFGN3006	Estimate and cost job	ELECTIVE
MSFFM2014	Select and apply hardware	ELECTIVE
CUAACD312	Produce computer-aided drawings	ELECTIVE





ICT50220 Diploma of Information Technology (Cyber Security)

CRICOS course code: 111537K

Course Description:

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Fee:

Tuition fee A\$21,000, Enrolment fee A\$200, Material Fee A\$950

Duration:

78 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- IT security support Officer
- Information security assessor
- Cybersecurity technician
- Cybersecurity analyst (junior)

Further Study Pathways:

After completing this qualification, individuals may undertake the ICT60220 Advanced Diploma of Information Technology (Cyber Security)

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 20 units listed below to successfully complete ICT50220 Diploma of Information Technology (Cyber Security) qualification.

Unit Code	Unit Name	Core / Elective
BSBCRT512	Originate and develop concepts	CORE
ICTICT517	Match ICT needs with the strategic direction of the organisation	CORE
BSBXTW401	Lead and facilitate a team	CORE
BSBXCS402	Promote workplace cyber security awareness and best practices	CORE
ICTSAS527	Manage client problems	CORE
ICTICT532	Apply IP, ethics and privacy policies in ICT environments	CORE
ICTICT435	Create technical documentation	ELECTIVE
ICTNWK537	Implement secure encryption technologies	ELECTIVE
ICTCYS613	Utilise design methodologies for security architecture	ELECTIVE
ICTCYS407	Gather, analyse and interpret threat data	ELECTIVE
ICTICT518	Research and review hardware technology options for organisations	ELECTIVE
ICTSAS524	Develop, implement and evaluate an incident response plan	ELECTIVE
ICTCLD502	Design and implement highly available cloud infrastructure	ELECTIVE
ICTSAS526	Review and update disaster recovery and contingency plans	ELECTIVE
ICTCYS610	Protect critical infrastructure for organisations	ELECTIVE
ICTPMG505	Manage ICT projects	ELECTIVE
ICTNWK423	Manage network and data integrity	ELECTIVE
ICTCYS608	Perform cyber security risk assessments	ELECTIVE
ICTSAS502	Establish and maintain client user liaison	ELECTIVE
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations	ELECTIVE





IICT60220 Advanced Diploma of Information Technology (Cyber Security)

CRICOS course code: 111538J

Course Description:

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Fee:

Tuition fee A\$24,000, Enrolment fee A\$200, Material Fee A\$950

Duration:

104 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Cyber security administrator
- Network security analyst
- Network Security Administrator
- IT security analyst
- E-Security Specialist

Further Study Pathways:

After completing this qualification, individuals may undertake studies at a higher level of education.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional requirements for enrolment in 85 weeks course duration:

- Completion of ICT50220 Diploma of Information Technology from Australian Institute of Digital Technology (AIDT) or equivalent.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 16 units listed below to successfully complete ICT60220 Advanced Diploma of Information Technology (Cyber Security) qualification.

Unit Code	Unit Name	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	CORE
BSBTWK502	Manage team effectiveness	CORE
BSBXCS402	Promote workplace cyber security awareness and best practices	CORE
ICTICT608	Interact with clients on a business level	CORE
ICTICT618	Manage IP, ethics and privacy in ICT environments	CORE
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	CORE
ICTNWK540	Design, build and test network servers	ELECTIVE
ICTICT522	Evaluate vendor products and equipment	ELECTIVE
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations	ELECTIVE
ICTICT617	Lead the evaluation and implementation of current industry specific technologies	ELECTIVE
ICTNWK537	Implement secure encryption technologies	ELECTIVE
ICTNWK546	Manage network security	ELECTIVE
ICTNWK556	Identify and resolve network problems	ELECTIVE
ICTCYS604	Implement best practices for identity management	ELECTIVE
ICTCYS606	Evaluate an organisation's compliance with cyber security standards and law	ELECTIVE
ICTCYS608	Perform cyber security risk assessments	ELECTIVE





SIT30821 Certificate III in Commercial Cookery

CRICOS course code: 111539H

Course Description:

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

Fee:

Tuition fee A\$14,000 Enrolment fee A\$200, Material Fee A\$950

Duration:

52weeks - Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted in the classroom, training kitchen, and during work placement.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Cook

Further Study Pathways:

After completing this qualification, individuals may undertake the SIT40521 Certificate IV in Kitchen Management.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria - 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 11 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 25 units listed below to successfully complete SIT30821 Certificate III in Commercial Cookery qualification.

Unit Code	Unit Name	Core / Elective
SITHCCC023*	Use food preparation equipment	CORE
SITHCCC027*	Prepare dishes using basic methods of cookery	CORE
SITHCCC028*	Prepare appetisers and salads	CORE
SITHCCC029*	Prepare stocks, sauces and soups	CORE
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	CORE
SITHCCC031*	Prepare vegetarian and vegan dishes	CORE
SITHCCC035*	Prepare poultry dishes	CORE
SITHCCC036*	Prepare meat dishes	CORE
SITHCCC037*	Prepare seafood dishes	CORE
SITHCCC041*	Produce cakes, pastries and breads	CORE
SITHCCC042*	Prepare food to meet special dietary requirements	CORE
SITHCCC043*	Work effectively as a cook	CORE
SITHKOP009*	Clean kitchen premises and equipment	CORE
SITHKOP010	Plan and cost recipes	CORE
SITHPAT016*	Produce desserts	CORE
SITXFSA005	Use hygienic practices for food safety	CORE
SITXFSA006	Participate in safe food handling practices	CORE
SITXHRM007	Coach others in job skills	CORE
SITXINV006*	Receive, store and maintain stock	CORE
SITXWHS005	Participate in safe work practices	CORE
SITHCCC025*	Prepare and present sandwiches	Elective
SITHCCC039*	Produce pates and terrines	Elective
SITHCCC040*	Prepare and serve cheese	Elective
SITHCCC026*	Package prepared foodstuffs	Elective
SITXINV007	Purchase goods	Elective

Note: Units marked with an asterisk (*) have prerequisites





SIT40521 Certificate IV in Kitchen Management

CRICOS course code: 111540D

Course Description:

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.

Fee:

Tuition fee A\$4,000 Enrolment fee A\$200, Material Fee A\$1,150

Duration:

26 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted in the classroom and training kitchen

Assessment methods include written work, project, observations.

Completing this qualification may lead to career such as;

- Chef de Partie

Further Study Pathways:

After completing this qualification, individuals may undertake the SIT50422 Diploma of Hospitality Management.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional requirements for enrolment in 26 weeks course duration:

- Completion of SIT30821 Certificate III in Commercial Cookery from Australian Institute of Digital Technology (AIDT) or equivalent.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

To achieve the SIT40521 Certificate IV in Kitchen Management qualification, students must be deemed competent in all 10 units listed below, with 23 units credited from the SIT30821 Certificate III in Commercial Cookery, making a total of 33 units required for completion.

Unit Code	Unit Name	Core / Elective
SITHKOP012*	Develop recipes for special dietary requirements	CORE
SITHKOP013*	Plan cooking operations	CORE
SITXCOM010	Manage conflict	CORE
SITHKOP015*	Design and cost menus	CORE
SITXFIN009	Manage finances within a budget	CORE
SITXHRM009	Lead and manage people	CORE
SITXMGT004	Monitor work operations	CORE
SITXHRM008	Roster staff	CORE
SITXWHS007	Implement and monitor WHS practices	CORE
SITXFSA008*	Develop and implement a food safety program	CORE

Note: Units marked with an asterisk (*) have prerequisites





SIT50422 Diploma of Hospitality Management

CRICOS course code: 111541C

Course 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.

Fee:

Tuition fee A\$4,000 Enrolment fee A\$200, Material Fee A\$1,150

Duration:

26 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted in the classroom and simulated environment.

Assessment methods include written work, project, observations.

Completing this qualification may lead to career such as;

- Resort Supervisor / Manager
- Hotel Supervisor / Manager
- Casino Supervisor / Manager
- Restaurant Supervisor / Manager

Further Study Pathways:

After completing this qualification, individuals may undertake the SIT60322 Advanced Diploma of Hospitality Management.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Additional requirements for enrolment in 26 weeks course duration:

- Completion of SIT30821 Certificate III in Commercial Cookery and SIT40521 Certificate IV in Kitchen Management from Australian Institute of Digital Technology (AIDT) or equivalent.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

To achieve the SIT50422 Diploma of Hospitality Management, students must be deemed competent in all 6 units listed below, with 22 units credited from the SIT30821 Certificate III in Commercial Cookery and SIT30821 Certificate III in Commercial Cookery, making a total of 28 units required for completion.

Unit Code	Unit Name	Core / Elective
SITXCCS015	Enhance customer service experiences	CORE
SITXCCS016	Develop and manage quality customer service practices	CORE
SITXFIN010	Prepare and monitor budgets	CORE
SITXGLC002	Identify and manage legal risks and comply with law	CORE
SITXMGT005	Establish and conduct business relationships	CORE
BSBOPS504	Manage business risk	ELECTIVE





BSB50420 Diploma of Leadership and Management

CRICOS course code: 108746E

Course 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.

Fee:

Tuition fee A\$10,,200 Enrolment fee A\$200,

Duration:

52weeks - Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Business Development Manager
- Frontline Manager
- Customer Service Manager

Further Study Pathways:

After completing this qualification, individuals may undertake the BSB60420 Advanced Diploma of Leadership and Management.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria - 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 12 units listed below to successfully complete BSB50420 Diploma of Leadership and Management qualification.

Unit Code	Unit Name	Core / Elective
BSBCMM511	Communicate with influence	CORE
BSBCRT511	Develop critical thinking in others	CORE
BSBLDR523	Lead and manage effective workplace relationships	CORE
BSBOPS502	Manage business operational plans	CORE
BSBPEF502	Develop and use emotional intelligence	CORE
BSBTWK502	Manage team effectiveness	CORE
BSBOPS504	Manage business risk	ELECTIVE
BSBSUS511	Develop workplace policies and procedures for sustainability	ELECTIVE
BSBPEF501	Manage personal and professional development	ELECTIVE
BSBLDR522	Manage people performance	ELECTIVE
BSBSTR502	Facilitate continuous improvement	ELECTIVE
BSBWHS521	Ensure a safe workplace for a work	ELECTIVE





BSB60420 Advanced Diploma of Leadership and Management

CRICOS course code: 108747D

Course 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.

Fee:

Tuition fee A\$10,200 Enrolment fee A\$200,

Duration:

52 weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive

Further Study Pathways:

After completing this qualification, individuals may undertake studies at a higher level of education.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test
- 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.

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Units

Students must achieve competency in all 10 units listed below to successfully complete BSB60420 Advanced Diploma of Leadership and Management qualification.

Unit Code	Unit Name	Core / Elective
BSBCRT611	Apply critical thinking complex problem solving	CORE
BSBLDR601	Lead and manage organisational change	CORE
BSBLDR602	Provide leadership across organisation	CORE
BSBOPS601	Develop and implement business plans	CORE
BSBSTR601	Manage innovation continuous improvement	CORE
BSBXCM501	Lead communication in the workplace	ELECTIVE
BSBSTR602	Develop organisational strategies	ELECTIVE
BSBSUS601	Lead corporate social responsibility	ELECTIVE
BSBCMM511	Communicate with influence	ELECTIVE
BSBTEC601	Review organisational digital strategy	ELECTIVE





BSB80120 Graduate Diploma of Management (Learning)

CRICOS course code: 108748C

Course Description:

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

Fee:

Tuition fee A\$13,000, Enrolment fee A\$200, Material Fee A\$300

Duration:

52weeks – Full-Time Study
(20 hours per week) including holiday

Delivery and Assessment:

Training and assessment are conducted face-to-face, both in the classroom and in a simulated environment.

Assessment methods include written work, projects, observations.

Completing this qualification may lead to career such as;

- General Manager Human Resources
- Registered Training Organisation (RTO) Manager
- Director, Workforce Planning and Development
- Learning and Development Senior Consultant
- Manager, Learning and Change Management
- Manager, Learning and Development

Further Study Pathways:

After completing this qualification, individuals may undertake studies at a higher level of education.

Delivery location:

Level 1/377 Lonsdale Street, Melbourne, Victoria – 3000

Entry requirements

- Minimum 18 years of age
- Successful completion of year 12 or equivalent
- English level of at least IELTS 6.0 or equivalent
- Successful completion of the college's LLND (Language, Literacy, Numeracy and Digital) test
- Completion of an AQF level 5 (Diploma level qualification) or higher in Australia or an overseas equivalent OR Have at least 1.5 years equivalent full-time relevant workplace experience in an operational / leadership or management role in an enterprise.

Must have:

- Access to a computer (with Adobe Reader, Microsoft Word and a web browser).
- Access to the Internet.
- Access to a video and audio recording device.
- Computer skills include an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant industry may also be considered for entry into the Course.

Note: If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you.

Course Credit

AIDT recognises AQF and VET qualifications, as well as Statements of Attainment issued by other RTOs. Students may apply for course credit, which will be assessed and recorded by AIDT. Approved credits may reduce the course duration.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) acknowledges a student's previous formal or informal learning, work, and life experience relevant to the course outcomes. Students who believe they already hold certain competencies may apply for RPL by submitting an application with supporting evidence that aligns with each Unit of Competency. For more information, contact AIDT.

Unit

Students must achieve competency in all 8 units listed below to successfully complete BSB80120 Graduate Diploma of Management (Learning) qualification.

Unit Code	Unit Name	Core / Elective
BSBHRM613	Contribute to the development of learning and development strategies	CORE
BSBLDR811	Lead strategic transformation	CORE
TAELED803	Implement improved learning practice	CORE
BSBHRM611	Contribute to organisational performance development	ELECTIVE
BSBLDR601	Lead and manage organisational change	ELECTIVE
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	ELECTIVE
BSBINS603	Initiate and lead applied research	ELECTIVE
BSBSTR801	Lead innovative thinking and practice	ELECTIVE



***“MAKE YOUR CHOICE WITH PURPOSE,
AND LET IT GUIDE YOU TOWARD EXCELLENCE.”***



**Australian Institute of
Digital Technology**

RTO Code: 45801 | CRICOS Code: 03983J

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