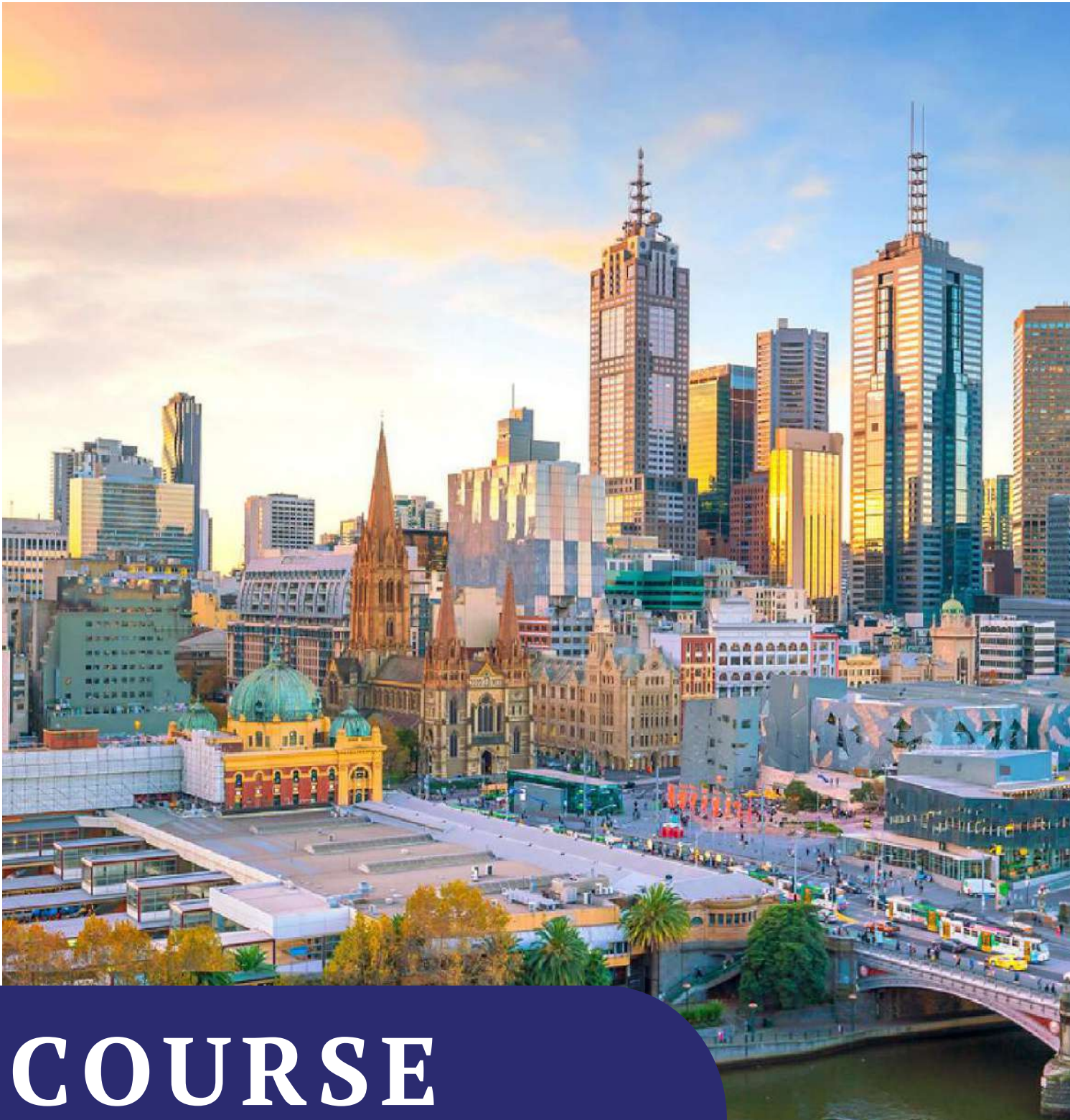




WINDSOR  
— COLLEGE —



# COURSE BROCHURE



# Choose Melbourne

**Melbourne is the first choice destination for many international students.**

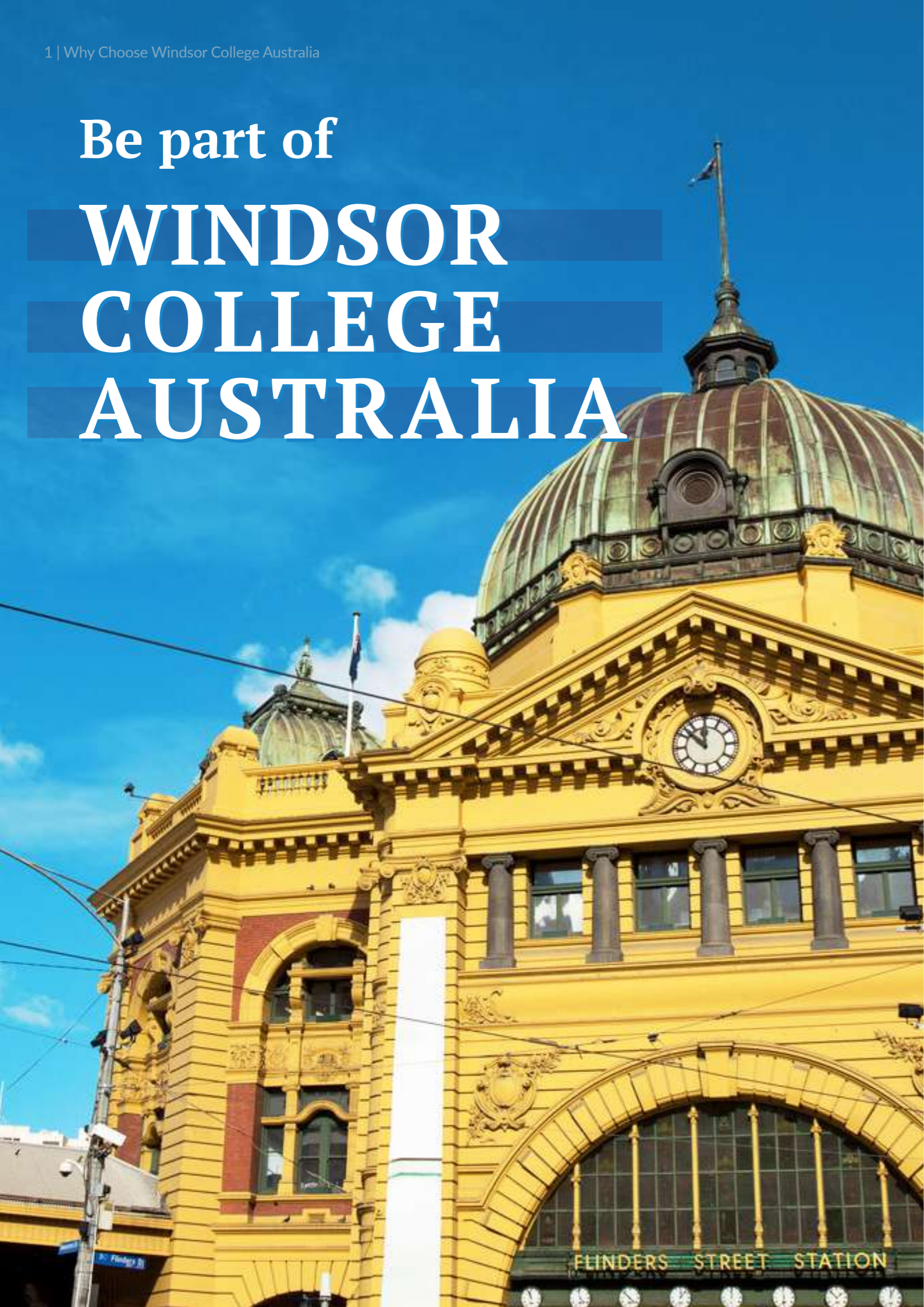
With world-class education providers offering credentials recognised by international institutions and employers, it's a great place to start your learning journey and make lifelong friends.

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Be part of

# WINDSOR COLLEGE AUSTRALIA



8 reasons to study at Windsor

## Why choose to study at Windsor?



### Exceptional Facilities with High Quality Teaching

Windsor's campus offers state of the art facilities and equipment, together with trainers who are industry experts, making it the perfect environment to further your education.



### Enhanced Student Services

Staff are committed to providing levels of service above and beyond a satisfactory level, assisting students with all their needs, to ensure their time with us is momentous.



### Quality Courses

Windsor is committed to providing quality courses that meet the needs of our students. With the goal to develop further course offerings, Windsor will continue to lead the pack with offerings designed for today's students.



### CBD Location

Located in the CBD, Windsor is easy to access via Bus, Tram or Train providing easy access for students.



### Flexible Payment Methods

We want to make sure that your education comes first. That is why we offer flexible payment methods to enable you to meet your education goals sooner.



### Flexibility

We know that today's students are exceedingly busy which is why Windsor provides courses in a flexible manner across a number of daily timeslots, 7 days a week.



### Career Outcomes

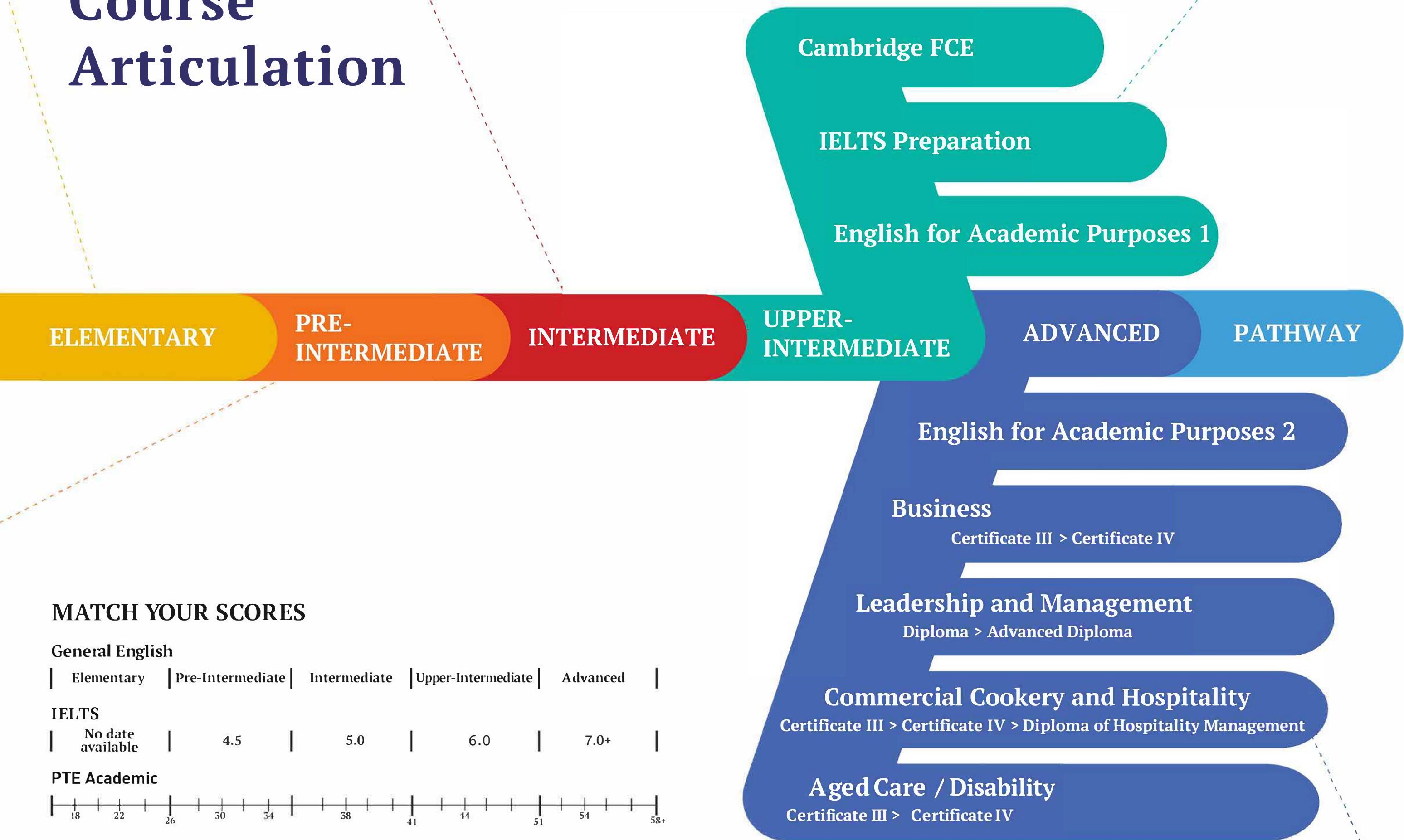
Each of the courses offered provides a definitive outcome to enable you to achieve your career goals and objectives.



### Supporting Activities

Windsor will provide students with additional English classes to support their studies.

# Course Articulation



## MATCH YOUR SCORES

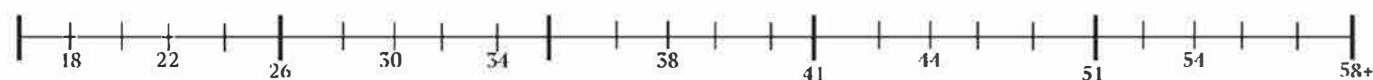
### General English

Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced
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### IELTS

No date available	4.5	5.0	6.0	7.0+
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### PTE Academic



# SIT30821 Certificate III in Commercial Cookery

CRICOS Course Code 109857A

## 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.

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

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

## Qualification

The course requires a student to complete 25 units to gain the nationally recognised; SIT30821 Certificate III in Commercial Cookery

## Course Duration, Delivery & Assessment

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

Training and assessment is conducted in the classroom, training kitchen as well as work placement. Students are also expected to conduct self-study during the duration of the course. Assessment methods include written tests, projects, logbook/ third party report, research and observations. The college will organise 200 hours of compulsory work placement.

## Fee

**Tuition fee - A\$ 14,110\***

**Enrolment fee - A\$ 200\***

**Material fee - A\$ 1,250\***

**Knife Kits fee - A\$ 250\***

**Uniform fee - A\$ 190\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

Total number of units = 25

### Core Units

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

### Elective Units

- SITHCCC025 Prepare and present sandwiches \*
- SITHCCC026 Package prepared foodstuffs \*
- SITHCCC040 Prepare and serve cheese \*
- SITHCCC039\* Produce pates and terrines \*
- SITXINV007 Purchase goods

### Prerequisite Units:

- \* SITXFSA005 Use hygienic practices for food safety
- \* SITHCCC027 Prepare dishes using basic methods of cookery
- ^ will be also assessed including during work placement

**Training Product Status:** Current  
**Product Release Date:** 10 June 2022

### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification



Higher Education Pathway with:



CRICOS 109857A

# SIT30821 Certificate III in Commercial Cookery

Completing the Certificate III in Commercial Cookery, you will learn well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Completing this qualification may lead to careers such as;

- Cook

Delivery Location: 

- Level 2, 310 King Street, Melbourne VIC 3000
- 178-180 Victoria Street, Richmond VIC 3121 (Training Kitchen)



Higher Education Pathway with:



CRICOS 109522B

# SIT40521 Certificate IV in Kitchen Management

Completing the Certificate IV in Kitchen Management gives you the skills and knowledge to become a qualified cook in a team leading or supervisory role in the kitchen.

Completing this qualification may lead to careers such as;

- Chef de Partie

Delivery Location: 

- Level 2, 310 King Street, Melbourne VIC 3000
- 178-180 Victoria Street, Richmond VIC 3121 (Training Kitchen)

## SIT40521 Certificate IV in Kitchen Management

CRICOS Course Code 109522B

### Course 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.

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

### Qualification

The course requires a student to complete 33 units to gain the nationally recognised; SIT40521 Certificate IV in Kitchen Management

### Course Duration, Delivery & Assessment

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

Training and assessment is conducted in the classroom, training kitchen as well as work placement. Students are also expected to conduct self-study during the duration of the course. Assessment methods include written tests, projects, logbook/ third party report and, observations. The college will organise 200 hours of compulsory work placement.

### Fee

**Tuition fee - A \$18,190\***  
**Enrolment fee - A\$ 200\***

**Material fee - A\$ 1,250\***  
**Knife Kits fee - A\$ 250\***  
**Uniform fee - A\$ 190\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

### Units

Total number of units = 33

#### Core Units

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

#### Elective Units

- BSITHCCC026 Package prepared foodstuffs \*
- SITHCCC039 Produce pates and terrines \*
- SITHCCC040 Prepare and serve cheese \*
- SITXINV007 Purchase goods
- SITXHRM007 Coach others in job skills
- SITXWHS005 Participate in safe work practices

#### Prerequisite Units:

- \* SITXFSA005 Use hygienic practices for food safety
- \* SITHCCC027 Prepare dishes using basic methods of cookery
- ^ will be also assessed including during work placement

**Training Product Status:** Current  
**Product Release Date:** 10 June 2022

#### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification





Higher Education Pathway with:



**The  
Hotel School  
Australia**

CRICOS 114110B

# SIT50422 Diploma of Hospitality Management

Completing the Diploma of Hospitality Management gives you hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations.

Completing this qualification may lead to careers such as;

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

Delivery Location: • Level 2, 310 King Street, Melbourne VIC 3000  
• 178-180 Victoria Street, Richmond VIC 3121 (Training Kitchen)

# SIT50422 Diploma of Hospitality Management

CRICOS Course Code 114110B

## 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.

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 multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming. The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

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

## Qualification

The course requires a student to complete 28 units to gain the nationally recognised; SIT50422 Diploma of Hospitality Management

## Course Duration, Delivery & Assessment

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

Training and assessment is conducted in the classroom, training kitchen as well as work placement. Students are also expected to conduct self-study during the duration of the course. Assessment methods include written tests, projects, logbook/third party report, and observations. The college will organise 200 hours of compulsory work placement.

## Fee

**Tuition fee - A\$ 22,190\***  
**Enrolment fee - A\$ 200\***

**Material fee - A\$ 1,250\***  
**Knife Kits fee - A\$ 250\***  
**Uniform fee - A\$ 190\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

## Units

Total number of units = 28

### Core Units

- SITXCCS015 Enhance customer service experiences
- SITXCCS016 Develop and manage quality customer service practices
- SITXCOM010 Manage conflict
- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXHRM008 Roster staff
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations
- SITXMGT005 Establish and conduct business relationships
- SITXWHS007 Implement and monitor work health and safety practices

### Elective Units

- SITXFSA005 Use hygienic practices for food safety
- SITHCCC043 Work effectively as a cook \*\*
- SITHCCC023 Use food preparation equipment \*
- SITHCCC025 Prepare and present sandwiches \*
- SITHCCC026 Package prepared foodstuffs \*
- SITHCCC027 Prepare dishes using basic methods of cookery \*
- SITHCCC028 Prepare appetisers and salads \*
- SITHCCC029 Prepare stocks, sauces and soups \*
- SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous dishes \*
- SITHCCC031 Prepare vegetarian and vegan dishes \*
- SITHCCC035 Prepare poultry dishes \*
- SITHCCC036 Prepare meat dishes \*
- SITHCCC037 Prepare seafood dishes \*
- SITHCCC039 Produce pates and terrines \*
- SITHCCC040 Prepare and serve cheese \*
- SITHCCC041 Produce cakes, pastries and breads \*
- BSBTWK503 Manage meetings

### Prerequisite Units:

- \* SITXFSA005 Use hygienic practices for food safety
- \* SITHCCC027 Prepare dishes using basic methods of cookery
- ^ will be also assessed including during work placement

**Training Product Status:** Current  
**Product Release Date:** 09 September 2022



### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification

# Placement Partners

## Cookery and Hospitality Courses



Park Hyatt Melbourne



The Prince Hotel



Sofitel



Savoy Hotel



Compass Group Australia

# Higher Education Pathway with The Hotel School



The Hotel School is the only hotel school in Australia formed through a unique partnership between a public university and a global hotel investment group.

- ✓ Campus locations (Brisbane, Melbourne & Sydney)
- ✓ Over 1000 industry experience opportunities per year
- ✓ Experience hands-on work opportunities
- ✓ Over 30 years of academic excellence



## Work Placement Providers



Compass Group provides the following to Windsor College Cookery students:

- ✓ Job opportunities like casual employment
- ✓ Part-Time Employment while you are studying
- ✓ Placement opportunities as required for the qualification
- ✓ Full-time employment upon graduation
- ✓ Job-ready programs for successful applicants



The Prince Hotel. A cornerstone of St Kilda Hospitality, The Prince Hotel has all the comforts of home, with a little bit of Melbourne attitude. Serving up unpretentious luxury from its seaside location since 1863 The Prince Hotel is an icon, an institution, and a place to be set free.

The Price Hotel provides to Windsor College Cookery students Job opportunities, placement opportunities as required for the qualification, and full-time employment upon graduation.





# CHC33021 Certificate III in Individual Support (Ageing/Disability)

## 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. These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have completed at least 160 hours of work as detailed in the Assessment Requirements of the units of competency.

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

## Qualification

The course requires a student to complete 15 units to gain the nationally recognised; CHC33021 Certificate III in Individual Support

## Course Duration, Delivery & Assessment

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

Training and assessment is conducted online and face-to-face in the classroom and simulated environment. There is compulsory work placement of 160 hours that will be organised by the college. Students are also expected to conduct self-study during the duration of the course. Assessments comprise of project, observation, written work and work placement record book/third party report.

## Fee

**Tuition fee - A\$ 9,400\***

**Enrolment fee - A\$ 200\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

**Training Product Status:** Current  
**Product Release Date:** 23 Nov 2022



## Units

Total number of units = 15

### Core Units

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

### Elective Units

- CHCPAL003 Deliver care services using a palliative approach
- CHCAGE013 Work effectively in aged care
- CHCAGE011 Provide support to people living with dementia ^
- CHCDIS020 Work effectively in disability support
- CHCDIS012 Support community participation and social inclusion
- CHCDIS011 Contribute to ongoing skills development using a strengths-based approach ^

^ will be also assessed including during work placement

### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification

### Must have:

- Access to a computer, tablet, or mobile phone
- Access to the Internet
- Access to a video and audio recording device
- Computer skills including the ability to access an online video conferencing software, to use Microsoft Word and Adobe Reader, to download, scan and upload documents, and to access online materials. However, student support is available when required.

Before commencing work placement, students are required to provide:

- A Federal Police Background Check (Name check), no older than 6 months
- A First Aid Course Certificate
- Evidence of up-to-date vaccination as required

Students must be physically capable of doing general lifting and be prepared to be on their feet for long hours.



CRICOS 116313H

# CHC33021 Certificate III in Individual Support (Ageing/Disability)

Certificate III in Individual Support (Ageing/Disability) is designed to provide training to entry-level workers who want to work specifically in residential aged care facilities, community care, and nursing homes. It is perfect for people who are wanting to start a career as a care worker, as well as for those who are already working in the area but who need to formalise their qualifications in order to take the next step in their career.

Completing this qualification may lead to careers such as;

- Home Care Assistant
- Personal Care Assistant
- Community Care Worker
- Community House Worker
- Personal Care Worker
- Community Support Worker
- Residential Care Worker
- Disability Support Worker

Delivery Location: • Level 2, 310 King Street, Melbourne VIC 3000

# CHC43121 Certificate IV in Disability Support

CRICOS Course Code 116314G

## Course Description

This qualification reflects the role of individuals in a range of community settings and peoples' homes, who provide support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work according to and may contribute to an individualised plan, and work without direct supervision. They may be required to supervise and/or coordinate a small team.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

## Qualification

The course requires a student to complete 10 units to gain the nationally recognised; CHC43121 Certificate IV in Disability Support

## Course Duration, Delivery & Assessment

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

Training and assessment is conducted online and face-to-face in the classroom and simulated environment. There is compulsory work placement of 120 hours that will be organised by the college. Students are also expected to conduct self-study during the duration of the course. Assessments comprise of project, observation, written work and work placement record book/third party report.

## Fee

**Tuition fee - A\$ 9,400\***  
**Enrolment fee - A\$ 200\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

**Training Product Status:** Current  
**Product Release Date:** 23 Nov 2022



## Units

Total number of units = 10

### Core Units

- HLTWHS003 Maintain work health and safety ^
- CHCMHS001 Work with people with mental health issues
- CHCLEG003 Manage legal and ethical compliance
- CHCDIS019 Provide person-centred services to people with disability with complex needs ^
- CHCDIS018 Facilitate ongoing skills development using a person-centred approach ^
- CHCDIS017 Facilitate community participation and social inclusion ^
- CHCCCS044 Follow established person-centred behaviour supports

### Elective Units

- CHCDIS020 - Work effectively in disability support
- CHCDIS012 - Support community participation and social inclusion
- CHCCCS041 - Recognise healthy body systems

^ will be also assessed including during work placement

### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification

### Must have:

- Completion of: CHC33021 Certificate III in Individual Support (Disability) OR
- Completion of: CHC33015 Certificate III in Individual Support (Disability) OR
- Completion of: CHC30408 Certificate III in Disability PLUS

- Access to the Internet
- Access to a video and audio recording device
- Computer skills including the ability to access an online video conferencing software, to use Microsoft Word and Adobe Reader, to download, scan and upload documents, and to access online materials. However, student support is available.

Before commencing work placement, students are required:

- A federal Police Background Check (Name check), no older than 6 months
- An NDIS Worker Screening Check
- A Working with Children Check
- A First Aid Course Certificate
- An NDIS Worker Orientation Module Certificate
- Evidence of up-to-date Vaccination as required

Students must be physically capable of doing general lifting and be prepared to be on their feet for long hours and have the mental and emotional ability to handle challenging situations when providing support.

CRICOS 116314G

# CHC43121 Certificate IV in Disability Support

Certificate IV in Disability Support is designed to provide training to workers who want to work in the disability support sector.

Completing this qualification may lead to careers such as;

- Disability support officer / worker
- Disability officer - day support
- Lifestyle support officer
- Senior personal care assistant
- Behavioural support officer
- Development officer
- Project officer (life enhancement team)
- Residential care officer
- Employment coordinator (disability)
- Job coordinator

Delivery Location: • Level 2, 310 King Street, Melbourne VIC 3000



# BSB40120 Certificate IV in Business

CRICOS Course Code 108458B

## Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## Qualification

The course requires a student to complete 12 units to gain the nationally recognised; BSB40120 Certificate IV in Business.

## Course Duration, Delivery & Assessment

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

Training and assessment is conducted online and face-to-face in the classroom and simulated environment. Students are also expected to conduct self-study during the duration of the course. Assessments comprise of project, observation and written work.

## Fee

**Tuition fee - A\$ 9,400\***  
**Enrolment fee - A\$ 200\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

Total number of units = 12

### Core Units

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

### Elective Units

- BSBPEF402 Develop personal work priorities
- BSBPEF403 Lead personal development
- BSBPMG430 Undertake project work
- BSBMKG434 Promote products and services
- BSBTEC303 Create electronic presentations
- BSBINS302 Organise workplace information

**Training Product Status:** Current  
**Product Release Date:** 19 October 2020



## Delivery Location

- Level 2, 310 King Street, Melbourne VIC 3000

### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification

### Must have:

- Access to a computer, tablet, or mobile phone
- Access to the Internet
- Access to a video and audio recording device
- Computer skills including the ability to access an online video conferencing software, to use Microsoft Word and Adobe Reader, to download, scan and upload documents, and to access online materials. However, student support is available when required.

CRICOS 108458B

# Certificate IV in Business

Completing this Certificate IV in Business will provide you with the skills and knowledge base, to manage a variety of office administration functions. Learn the skills you need to manage office administration aspects of a business.

Completing this qualification may lead to careers such as;

- Area Supervisor
- Team Coordinator
- Team Leader / Supervisor
- Senior Administration Officer



CRICOS 104308D

# BSB50420 Diploma of Leadership and Management

Completing this Diploma of Leadership & Management you will learn the skills necessary to provide strategic leadership to an organisation. You will have the skills to demonstrate strong leadership and effective management in any workplace environment, from a corporate office to a small family-owned agency.

Completing this qualification may lead to careers such as;

- Business Development Manager
- Frontline Manager
- Customer Service Manager

## BSB50420 Diploma of Leadership and Management

CRICOS Course Code 104308D

### 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.

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.

### Qualification

The course requires a student to complete 12 units to gain the nationally recognised; BSB50420 Diploma of Leadership and Management

### Course Duration, Delivery & Assessment

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

Training and assessment is conducted online and face-to-face in the classroom and simulated environment. Students are also expected to conduct self-study during the duration of the course. Assessments comprise of project, observation and written work

### Fee

**Tuition fee - A\$ 9,400\***

**Enrolment fee - A\$ 200\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

### Units

Total number of units = 12

#### Core Units

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

#### Elective Units

- BSBOPS504 Manage business risk
- BSBSTR502 Facilitate continuous improvement
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBTWK503 Manage meetings
- BSBOPS505 Manage organisational customer service
- BSBPMG430 Undertake project work

**Training Product Status:** Current  
**Product Release Date:** 25 January 2022



### Delivery Location

- Level 2, 310 King Street, Melbourne VIC 3000

#### Entry Requirements:

- Over 18 years of age at the commencement of the course.
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification

#### Must have:

- Access to a computer, tablet, or mobile phone
- Access to the Internet
- Access to a video and audio recording device
- Computer skills including the ability to access an online video conferencing software, to use Microsoft Word and Adobe Reader, to download, scan and upload documents, and to access online materials. However, student support is available when required.



CRICOS 108461G

# BSB60420 Advanced Diploma of Leadership and Management

Completing Advanced Diploma of Leadership and Management you will learn how to be an effective leader within an organisation. Completing this qualification will enable you to develop complex skills such as leading and managing organisational change, providing leadership across an organisation and how to manage innovation.

Completing this qualification may lead to careers such as;

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

## BSB60420 Advanced Diploma of Leadership and Management

CRICOS Course Code 108461G

### 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.

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

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

### Qualification

The course requires a student to complete 10 units to gain the nationally recognised; BSB60420 Advanced Diploma of Leadership and Management.

### Course Duration, Delivery & Assessment

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

Training and assessment is conducted online and face-to-face in the classroom and simulated environment. Students are also expected to conduct self-study during the duration of the course. Assessments comprise of project, observation and written work.

### Fee

**Tuition fee - A\$ 9,400\***  
**Enrolment fee - A\$ 200\***

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

### Units

Total number of units = 10

#### Core Units

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBLDR601 Lead and manage organisational change
- BSBLDR602 Provide leadership across the organisation
- BSBOPS601 Develop and implement business plans
- BSBSTR601 Manage innovation and continuous improvement

#### Elective Units

- BSBHRM614 Contribute to strategic workforce planning
- BSBSTR602 Develop organisational strategies
- BSBXCM501 Lead communication in the workplace
- BSBOPS504 Manage business risk
- BSBSUS511 Develop workplace policies and procedures for sustainability

**Training Product Status:** Current  
**Product Release Date:** 19 October 2020



### Delivery Location

- Level 2, 310 King Street, Melbourne VIC 3000

#### Entry Requirements:

- Over 18 years of age at the commencement of the course
- A minimum English language proficiency of IELTS 6.0 or equivalent
- Must have successfully completed Year 12, or secondary studies in the applicant's home country which are equivalent to an Australian Year 12 qualification
- 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, tablet, or mobile phone
- Access to the Internet
- Access to a video and audio recording device
- Computer skills including the ability to access an online video conferencing software, to use Microsoft Word and Adobe Reader, to download, scan and upload documents, and to access online materials. However, student support is available when required.

# Our Application Process

## 01 APPLY

Download an Application Form available from our website. You must complete all requested information.

Scanned copies of the application form can be submitted via email to: [admissions@windsorcollege.edu.au](mailto:admissions@windsorcollege.edu.au)

Alternatively, students can complete and submit their application online

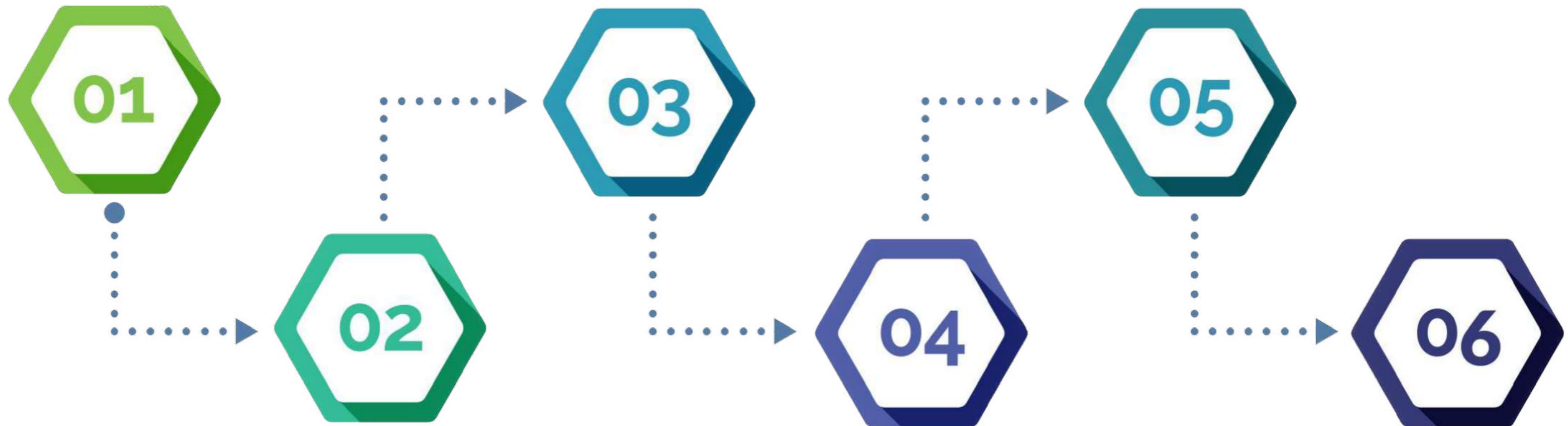
## 03 LETTER OF OFFER & AGREEMENT

If you are accepted, Windsor will send you an Offer of Enrolment and Enrolment Acceptance Agreement.

Windsor may issue a Conditional Offer Letter, if any entry requirements were not met

## 05 APPLY FOR VISA

Windsor will send you Electronic Confirmation of Enrolment (eCOE) for your course so that you can apply for student visa



## 02 SUBMIT DOCUMENTS

You must submit the following documents:

- A verified copy of your Australian Year 12 or equivalent qualification & transcripts (Documents not in English must be provided with a certified translation for VET students);
- Evidence of your language skills e.g. IELTS Certificate;
- Certified copy of your passport;
- Certified copy of current visa, if currently in Australia.

## 04 SUBMIT DOCUMENTS

To accept an offer, you must:

- Complete and sign the Enrolment Acceptance Agreement
- Pay an enrolment fee of AUD \$200.00
- Pay an initial deposit amount of your first semester tuition fee
- Organise Overseas Student Health Cover (OSHC).

## 06 BEGIN YOUR TRAINING

# Transferring Students

International students who are currently enrolled with another Provider within Australia and are requesting to enroll with another Provider are generally categorised as 'Transfer Students'.

For this purpose, these students need to be released by their current Provider via release approval that is recorded on PRISMS, unless the student has finished six (6) months in their Principal Course of Study.

# Important Information for Students

## Policies and Procedures

Before submitting your application, please read Windsor College Australia's policies and procedures, including our Refund Policy and Procedure, Other Fees and Charges, and other relevant information from our website at [www.windorcollege.edu.au](http://www.windorcollege.edu.au)

## Student Support Services

Studying in another country is exciting but can be overwhelming. If this is the case, we are here to help you by offering you comprehensive student support services. Windsor College has a dedicated team of student support staff that provide a range of advice, information, personal support and counselling to students throughout their studies.

Our friendly student support team are available to help you with:

- Understanding the Australian way of life
- Medical services information
- Banking information
- Public transport information
- Accommodation information
- Problems and complaints
- Student Counselling

## Student Orientation

Windsor College Australia offers a comprehensive orientation program for all new students at the commencement of their course. Students are provided with valuable information to ensure they receive the best possible support and care during their studies.

## Personal Support

Windsor College Australia offers counselling at no cost to support our students, helping them overcome any academic, social, or personal issues and difficulties.

## Academic Support

Windsor College Australia offers a range of services to support you in your studies. These include;

- Peer mentoring program
- Pre-arrival information
- On-campus orientation
- Academic support staff
- On-campus counsellor
- On-going support from the Student Support Team
- Special learning needs are treated confidentially and expertly
- Individual classes for personalised support
- Printing, copying and scanning facilities

## Student Handbook

The Windsor College Australia student handbook covers all the information related to studying with us. You can access this via our website. You can also contact our Student Support Team with any questions regarding studying with us.

## Other Services

We can also assist with:

- Airport transfers
- Overseas Student Health Cover (OSHC)
- Private tutors
- External Counselling

# Placement Partners

## Aged Care Courses



# Pathways

## SIT30821 Certificate III in Commercial Cookery

Pathways to the qualification: The preferred pathways for candidates considering this qualification includes holding a SIT20416 Certificate II in Kitchen Operations or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving SIT30821 Certificate III in Commercial Cookery, individuals could progress to undertake studies SIT40521 Certificate IV in Kitchen Management.

## SIT40521 Certificate IV in Kitchen Management

Pathways to the qualification: The preferred pathways for candidates considering this qualification include holding a SIT30821 Certificate III in Commercial Cookery or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving SIT40521 Certificate IV in Kitchen Management, individuals could progress to undertake studies SIT50422 Diploma of Hospitality Management.

## SIT50422 Diploma of Hospitality Management

Pathways to the qualification: The preferred pathways for candidates considering this qualification includes holding a SIT40521 Certificate IV in Kitchen Management or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving SIT50422 Diploma of Hospitality Management, individuals could progress to undertake studies SIT60316 Advanced Diploma of Hospitality Management (This course program is not available at Windsor College Australia).

## CHC33021 Certificate III in Individual Support (Ageing/Disability)

While Windsor may not offer all the qualifications indicated within the pathway, Windsor identifies relevant progression that may be attained:

Pathways from the qualification: After achieving CHC33021 Certificate III in Individual Support (Ageing/Disability), individuals could progress to undertake studies CHC43121 Certificate IV in Disability Support.

## CHC43121 Certificate IV in Disability Support

While Windsor may not offer all the qualifications indicated within the pathway, Windsor identifies relevant progression that may be attained:

Pathways from the qualification: After achieving CHC43121 Certificate IV in Disability Support, individuals could progress to undertake studies CHC52015 Diploma of Community Services (This course program is not available at Windsor College Australia).

## BSB30120 Certificate III in Business

Pathways to the qualification: The preferred pathways for candidates considering this qualification include holding a BSB20120 Certificate II in Workplace Skills or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving BSB30120 Certificate III in Business, individuals could progress to BSB40120 Certificate IV in Business or other Certificate IV level qualifications within the BSB Business Services Training Package, or other Training Packages.

## BSB40120 Certificate IV in Business

Pathways to the qualification: The preferred pathways for candidates considering this qualification includes holding a BSB30120 Certificate III in Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving BSB40120 Certificate IV in Business, individuals could progress to BSB50120 Diploma of Business or other Certificate IV level qualifications within the BSB Business Services Training Package, or other Training Packages.

## BSB50420 Diploma of Leadership and Management

Pathways to the qualification: The preferred pathways for candidates considering this qualification include holding a BSB40120 Certificate IV in Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving BSB50420 Diploma of Leadership & Management, individuals could progress to BSB60420 Advanced Diploma of Leadership & Management or other Advanced Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

## BSB60420 Advanced Diploma of Leadership and Management

Pathways to the qualification: The preferred pathways for candidates considering this qualification include holding a BSB50420 Diploma of Leadership and Management or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification: After achieving BSB60420 Advanced Diploma of Leadership and Management, individuals could progress and undertake studies at a higher level.





**WINDSOR**  
— COLLEGE —  
Level 2, 310 King Street  
VIC 3000 Australia



**WINDSOR COLLEGE AUSTRALIA**

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 Windsor College Pty Ltd trading as Windsor College Australia - ABN: 93 602 498 055

[www.windsorcollege.edu.au](http://www.windsorcollege.edu.au)