

QUALITY  
EDUCATION  
FOR A  
**BRIGHTER  
TOMORROW**



CANTERBURY  
BUSINESS COLLEGE



**Canterbury Business College**

[cbc.nsw.edu.au](http://cbc.nsw.edu.au)

## *Our Mission*

To provide quality education to students for a brighter tomorrow.

## *Our Values*

- a commitment to excellence in learning, teaching and promoting learning as an enjoyable experience.
- the importance of academic, physical, social, emotional, moral and spiritual development of each student.
- respecting and recognising all people as valuable assets.
- supportive learning environment where all people on campus are treated fairly and respectfully.
- conducive learning environment to enhance effective teaching and learning.

## *Overview*

Canterbury Business College being one of the leading vocational colleges in Sydney is a part of Canterbury Education Group, which offers years of experience in delivering vocational courses in the international arena. We are located in close proximity to Sydney CBD and within comfortable walking distance to main transport, education, sports, government and tourist facilities.

Our programs attract national recognition and have been specifically created to cater for the needs of international students. Our well qualified academic staff and caring administrative team will provide students with a nurturing and encouraging atmosphere for their studies. Our classrooms and laboratories are fitted with up-to-date equipment to support the progressive learning process. We welcome students from all over the world.



# Courses Offered, Intakes & Pricing

Course Name	Duration (Weeks)	Tuition Fee (AUD)	2018 Intake Dates	2019 Intake Dates
ICT40515 Certificate IV in Programming <i>CRICOS - 086576D</i>	52	\$8000		
ICT50715 Diploma of Software Development <i>CRICOS - 086690B</i>	52	\$8000	8th January	7th January
SIT30116 Certificate III in Tourism <i>CRICOS - 094694J</i>	26	\$4000	12th February	11th February
SIT50116 Diploma of Travel and Tourism Management <i>CRICOS - 094695G</i>	78	\$12000	9th April	8th April
*SIT40516 Certificate IV in Commercial Cookery <i>CRICOS - 095009E</i>	78	\$16000	14th May	13th May
†SIT50416 Diploma of Hospitality Management <i>CRICOS - 095010A</i>	52	\$9000	9th July	8th July
BSB51915 Diploma of Leadership and Management <i>CRICOS - 089689D</i>	52	\$8000	13th August	12th August
BSB61015 Advanced Diploma of Leadership and Management <i>CRICOS - 091806G</i>	78	\$12000	8th October	7th October
BSB50215 Diploma of Business <i>CRICOS - 087162G</i>	52	\$8000	12th November	11th November
BSB60215 Advanced Diploma of Business <i>CRICOS - 087464D</i>	78	\$12000	8th January 9th April 9th July 8th October	7th January 8th April 8th July 7th October
<b>Application Fee - \$150</b>				

## Notes:

- \*Tuition fee includes the cost of all training material and resources.
- Fees stated above are subject to change
- Application fee is non-refundable (Refer to refund policy).
- †SIT40516 & SIT50416 when undertaken as a packaged course the total duration decreases to 104 weeks (2 years).

For more info please visit – [www.cbc.nsw.edu.au](http://www.cbc.nsw.edu.au)



## Articulation to the University of Southern Queensland (USQ) CRICOS Code: 02225M

USQ Sydney Education Centre accepts students who have successfully completed any CBC's Diploma and Advanced Diploma qualifications into USQ's Bachelor Programs. Accepted students are awarded course credits into the following programs:

CBC Qualification	USQ Qualification
Diploma of Software Development	8 exemptions in Bachelor of Information Technology (BITC)
Diploma of Business	8 exemptions in Bachelor of Business / Bachelor of Commerce / Bachelor of Business Administration
Advanced Diploma of Business	9 exemptions in Bachelor of Business & Commerce (BBCM)

### Generic Entry Requirements

- 18 years and above
- An overall IELTS band 5.5 or equivalent and above (please refer to Acceptable English Language Test Score table)
- Completed a minimum of Year 12.
- If the candidate holds a lower level qualification (Certificate II, III, IV or Dip), he/she will need to submit verified Certificate/ Statement of Attainment for recognition purposes.
- Must complete lower level qualification prior to entry into the higher level qualification. For example: Students need to complete the diploma qualification prior to commencement of the Advanced Diploma qualification.

### Acceptable English Language Test Score

Where evidence of English language is required, the following minimum English language test score from the following providers will be accepted:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test**	Pass	Pass	Pass

\*The TOEFL paper based test will only be accepted from limited countries.

\*\* The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

The test must have been taken no more than two years before the student visa application is made.

Reference : <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>



# Application Process

Step 1

- Select an appropriate course and check the entry requirements

Step 2

- Attach required documents (Passport / IELTS or English test / Academics) along with the CBC Application Form and send it to [info@cbc.nsw.edu.au](mailto:info@cbc.nsw.edu.au)

Step 3

- College assesses and verifies the application against the entry requirements of the course

Step 4

- If the application is successful the college will issue you a written agreement/offer letter

Step 5

- Review your offer letter to ensure course fees, duration, payment plan etc. are stated correctly

Step 6

- Return signed acceptance of offer

Step 7

- Electronic confirmation of enrolment (eCOE) will be issued upon receipt of the correct payment as mentioned on the offer letter

Step 8

- Apply for a student visa. The Department of Home Affairs (DOHA) is responsible for issuing visa

Step 9

- Student arranges travel and accommodation

Step 10

- Student arrives in Sydney

Step 11

- Student attends the orientation and registers at the college
- Student USI and ID card organised
- Student commences attending classes



*"For me CBC is in a good area being close to the train station and it is easy for me to get to classes. My class mates are friendly and from different nationalities which is great because we get to learn about each other."*

**Eduarda Nunes Ferras, Brazil**

Certificate IV in Commercial Cookery/Diploma Hospitality Management



## ICT40515 Certificate IV in Programming (52 weeks)

CRICOS Code: 086576D

This qualification provides the skills and knowledge for an individual to develop basic programming skills in the most commonly used programming languages. A person with this qualification could work as an assistant programmer in a team of software developers or as a support programmer to more senior programmers or systems analysts.

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification) -

There are no entry requirements for this qualification.

(As per ICT Information and Communications Technology Training Package)

### Preferred pathways for candidates considering this qualification include:

1. Successful completion of ICT30115 Certificate III in Information, Digital Media and Technology, or other relevant qualifications or units equivalent to the core of ICT30115.  
OR
2. With demonstrated vocational experience in a range of programming related work environments in software programming, application programming, web development or similar.

Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Fundamental Programming	ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	40	Core
	ICTPRG405	Automate processes	40	Core
	ICTPRG406	Apply introductory object-oriented language skills	60	Core
	ICTDBS403	Create basic databases	20	Elective
	ICTPRG402	Apply query language	40	Core
Intermediate Programming-1	ICTPRG414	Apply introductory programming skills in another language	60	Core
	ICTPRG410	Build a user interface	40	Core
	ICTPRG407	Write script for software applications	40	Elective
	ICTPRG403	Develop data-driven applications	40	Core
	ICTPRG404	Test applications	20	Core
Intermediate Programming-2	ICTPRG418	Apply intermediate programming skills in another language	60	Elective
	ICTPRG428	Use regular expressions in programming languages	40	Elective
	ICTPRG527	Apply intermediate object-oriented language skills	60	Elective
	ICTPRG401	Maintain open-source code programs	40	Elective
System Analysis & Design	ICTPRG419	Analyse software requirements	60	Core
	ICTSAD401	Develop and present feasibility reports	40	Elective
	ICTICT408	Create technical documentation	40	Elective
	ICTPRG415	Apply skills in object-oriented design	60	Core



*"The best part about CBC is the trainers all have very excellent teaching skills which helps students to get into their field of study. Moreover, the assignments are very useful."*

**Lalit Thapa, Nepal**  
Certificate IV in Programming



## ICT50715 Diploma of Software Development (52 weeks)

CRICOS Code: 086690B

This qualification provides the skills and knowledge for an individual to be competent in programming and software development. A person with this qualification would create new software products to meet an initial project brief or customise existing software products to meet customer needs.

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification) -

There are no entry requirements for this qualification.

(As per ICT Information and Communications Technology Training Package)

### Preferred pathways for candidates considering this qualification include:

1. After achieving ICT40515 Certificate IV in Programming, or other relevant qualifications or units equivalent to the core of ICT40515.  
OR
2. With demonstrated vocational experience in a range of programming related work environments in software programming, application programming, web development or similar.



*"I chose IT because I love programming and CBC's course enables me to learn the basics. After finishing my course, I am going to do a bachelor's degree and in the future work in the IT industry. The college is close to the train station and is easy for me to travel."*

**Fitzgerald Marcellly, Indonesia**  
Certificate IV in Programming



Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Intermediate Programming	ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	40	Core
	ICTPRG418	Apply intermediate programming skills in another language	60	Core
	ICTPRG527	Apply intermediate object-oriented language skills	60	Core
	ICTPRG503	Debug and monitor applications	40	Core
Advanced Programming	ICTPRG501	Apply advanced object-oriented language skills	60	Core
	ICTPRG523	Apply advanced programming skills in another language	60	Core
	ICTPRG529	Apply testing techniques for software development	40	Core
	ICTPRG510	Maintain custom software	40	Elective
Project Management-1	ICTICT509	Gather data to identify business requirements	40	Elective
	ICTICT403	Apply software development methodologies	40	Elective
	ICTPRG509	Build using rapid application development	60	Elective
	ICTPRG520	Validate an application design against specifications	60	Core
Project Management-2	ICTPMG501	Manage ICT projects	80	Elective
	ICTPRG502	Manage a project using software management tools	60	Core
	ICTSAS502	Establish and maintain client user liaison	20	Elective
	ICTPRG504	Deploy an application to a production environment	40	Core

## BSB50215 Diploma of Business (52 weeks) CRICOS Code: 087162G

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs to individuals with little or no vocational experience, who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.



### **Entry Requirements (Qualification Pathways/Pathways INTO the qualification) –**

There are no prerequisite requirements for individual units of competency.  
(As per BSB Business Services Training Package)

### **Preferred pathways for candidates considering this qualification include:**

1. After achieving the BSB40215 Certificate IV in Business or other relevant qualification/s.  
OR
2. With reasonable 1 - 2 years relevant/vocational work experience in a range of work environments in senior support roles.



Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Business-1	BSBADV507	Develop a media plan	100	Elective
	BSBMKG507	Interpret market trends and developments	100	Elective
Business-2	BSBMKG501	Identify and evaluate marketing opportunities	100	Elective
	BSBMKG502	Establish and adjust the marketing mix	100	Elective
Business-3	BSBHRM501	Manage human resource services	100	Elective
	BSBINM501	Manage an information or knowledge management system	100	Elective
Business-4	BSBADM502	Manage meetings	100	Elective
	BSBADM506	Manage business document design and development	100	Elective





**BSB60215 Advanced Diploma of Business (78 weeks)**  
**CRICOS Code: 087464D**

This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions.

The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

**Entry Requirements (Qualification Pathways/Pathways INTO the qualification) -**

There are no prerequisite requirements for individual units of competency.  
 (As per BSB Business Services Training Package)

**Preferred pathways for candidates considering this qualification include:**

1. After achieving the BSB50215 Diploma of Business or other relevant qualification/s.  
OR
2. With reasonable 3-4 years vocational work experience in a range of work environments acting in a range of senior support or technical roles.



*“CBC is a peaceful environment and has professional trainers with profound knowledge who are eager to share their experiences with the students. After completing my course at CBC, my plan is to study in the Bachelor of Business and Commerce. My goal is to gain CPA registration in Sydney.”*

**Niraj Raut, Nepal**

Diploma of Business/Advanced Diploma of Business

Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
ADBusiness-1	BSBSUS501	Develop workplace policy and procedures for sustainability	200	Elective
ADBusiness-2	BSBMGT615	Contribute to organisation development	100	Elective
	BSBMKG603	Manage the marketing process	100	Elective
ADBusiness-3	BSBHRM602	Manage human resources strategic planning	200	Elective
ADBusiness-4	BSBMKG605	Evaluate international marketing opportunities	100	Elective
	BSBMKG606	Manage international marketing programs	100	Elective
ADBusiness-5	BSBINM601	Manage knowledge and information	200	Elective
ADBusiness-6	BSBMGT605	Provide leadership across the organisation	200	Elective



## BSB51915 Diploma of Leadership and Management (52 weeks) CRICOS Code: 089689D

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

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification) -

There are no entry requirements for this qualification.  
(As per BSB Business Services Training Package)

### Preferred pathways for candidates considering this qualification include:

1. BSB42015 Certificate IV in Leadership and Management or other relevant qualification.  
OR
2. With vocational experience but without formal supervision or management qualification.

Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Management 1	BSBSUS501	Develop workplace policy and procedures for sustainability	80	Elective
	BSBWHS501	Ensure a safe workplace	60	Elective
	BSBMGT517	Manage operational plan	60	Core
Management 2	BSBHRM405	Support the recruitment, selection and induction of staff	80	Elective
	BSBW0R501	Manage personal work priorities and professional development	60	Elective
	BSBW0R502	Lead and manage team effectiveness	60	Core
Management 3	BSBADM502	Manage meetings	60	Elective
	BSBCUS501	Manage quality customer service	80	Elective
	BSBINM501	Manage an information or knowledge management system	60	Elective
Management 4	BSBLDR501	Develop and use emotional intelligence	60	Core
	BSBLDR502	Lead and manage effective workplace relationships	80	Core
	BSBMGT516	Facilitate continuous improvement	60	Elective



## BSB61015 Advanced Diploma of Leadership and Management (78 weeks)

CRICOS Code: 091806G

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.

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification)

There are no entry requirements for this qualification.

(As per BSB Business Services Training Package)

### Preferred pathways for candidates considering this qualification include:

1. BSB51915 Diploma of Leadership and Management or other relevant qualification/s.  
OR
2. With substantial vocational experience, in management but without a formal qualification.



Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
AD Management 1	BSBMGT605	Provide leadership across the organisation	100	Core
	BSBMGT608	Manage innovation and continuous improvement	100	Elective
AD Management 2	BSBMGT616	Develop and implement strategic plans	100	Elective
	BSBMGT617	Develop and implement a business plan	100	Core
AD Management 3	BSBINM601	Manage knowledge and information	100	Elective
	BSBMKG609	Develop a marketing plan	100	Elective
AD Management 4	BSBINN601	Lead and manage organisational change	100	Core
	BSBSUS501	Develop workplace policy and procedures for sustainability	100	Elective
AD Management 5	BSBFIM601	Manage finances	100	Core
	BSBHRM602	Manage human resources strategic planning	100	Elective
AD Management 6	BSBMGT615	Contribute to organisation development	100	Elective
	BSBRISK501	Manage risk	100	Elective

## SIT30116 Certificate III in Tourism (26 weeks)

CRICOS Code: 094694J

This qualification reflects the role of individuals who use a range of well-developed tourism service, sales or operational skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification)

There are no entry requirements for this qualification.  
(As per SIT-Tourism, Travel and Hospitality Training Package)

### Preferred pathways for candidates considering this qualification include:

Individuals may enter this qualification with limited or no vocational experience and without a lower level qualification.



Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Tourism - 1	SITTIND001	Source and use information on the tourism and travel industry	40	Core
	SITXCOM001	Source and present information	20	Elective
	SITTTSL001	Operate online information systems	40	Elective
	SITXCCS002	Provide visitor information	20	Elective
	SITTTSL004	Provide advice on Australian destinations	40	Elective
	SITXCCS006	Provide service to customers	20	Core
	SITXCOM002	Show social and cultural sensitivity	20	Core
Tourism - 2	BSBSUS201	Participate in environmentally sustainable work practices	20	Elective
	SITXWHS001	Participate in safe work practices	20	Core
	BSBWOR203	Work effectively with others	20	Elective
	SITXHRM001	Coach others in job skills	20	Elective
	SITTTSL002	Access and interpret product information	20	Elective
	BSBITU202	Create and use spreadsheets	40	Elective
	BSBITU301	Create and use databases	40	Elective
BSBITU306	Design and produce business documents	20	Elective	



## SIT50116 Diploma of Travel and Tourism Management (78 weeks)

CRICOS Code: 094695G

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

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification)

There are no entry requirements for this qualification.

(As per SIT-Tourism, Travel and Hospitality Training Package)

### Preferred pathways for candidates considering this qualification include:

It is recommended that individuals entering this qualification hold Certificate III in Tourism, Certificate III in Travel or Certificate III in Events.

Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Travel & Tourism - 1	SITTIND001	Source and use information on the tourism and travel industry	40	Core
	SITXWHS003	Implement and monitor work health and safety practices	60	Core
	SITXMGT001	Monitor work operations	40	Core
	SITXMGT002	Establish and conduct business relationships	60	Core
Travel & Tourism - 2	SITXHRM003	Lead and manage people	60	Core
	SITXHRM004	Recruit, select and induct staff	40	Elective
	SITXHRM006	Monitor staff performance	40	Elective
	SITXCOM005	Manage conflict	60	Core
Travel & Tourism - 3	SITXCCS002	Provide visitor information	40	Elective
	SITTTSL002	Access and interpret product information	60	Elective
	SITTTSL003	Provide advice on international destinations	60	Elective
	SITTTSL004	Provide advice on Australian destinations	40	Elective
Travel & Tourism - 4	BSBWRT401	Write complex documents	40	Elective
	BSBADM502	Manage meetings	60	Elective
	BSBCMM401	Make a presentation	60	Elective
	BSBDIV501	Manage diversity in the workplace	40	Core
Travel & Tourism - 5	SITTTSL006	Prepare quotations	60	Elective
	SITXFIN002	Interpret financial information	40	Core
	SITXFIN003	Manage finances within a budget	40	Core
	SITXFIN004	Prepare and monitor budgets	60	Core
Travel & Tourism - 6	SITTTSL017	Maintain product inventories	60	Elective
	SITXCCS007	Enhance customer service experiences	60	Core
	SITXCCS008	Develop and manage quality customer service practices	80	Core



*"The location of CBC is very good and convenient; the administration staff and teachers are friendly as well. After completing my diploma, I plan to undertake further studies in hospitality but at the same time look for work in the travel and tourism industry."*

**Kim Trinh, Vietnam**  
Diploma of Travel & Tourism Management

## SIT40516 Certificate IV in Commercial Cookery (78 weeks)

CRICOS Code: 095009E

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.

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification)

There are no entry requirements for this qualification.  
(As per SIT-Tourism, Travel and Hospitality Training Package)

### Preferred pathways for candidates considering this qualification include:

It is recommended that individuals entering this qualification hold lower level qualification/s, such as Certificate III in Commercial Cookery and/or gain industry experience prior to entering the qualification.



Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Hospitality - 1	BSBDIV501	Manage diversity in the workplace	40	Core
	BSBITU301	Create and use databases	20	Elective
	BSBITU306	Design and produce business documents	20	Elective
	SITXCOM005	Manage conflict	20	Core
	SITXFIN003	Manage finances within a budget	40	Core
	SITXHRM002	Roster staff	20	Elective
	SITXHRM003	Lead and manage people	20	Core
	SITXMGT001	Monitor work operations	20	Core
Hospitality - 2	BSBITU202	Create and use spreadsheets	20	Elective
	SITXHRM001	Coach others in job skills	20	Core
	SITXWHS002	Identify hazards, assess and control safety risks	20	Elective
	SITXWHS003	Implement and monitor work health and safety practices	40	Core
	BSBSUS401	Implement and monitor environmentally sustainable work practices	40	Core
	SITHIND002	Source and use information on the hospitality industry	20	Elective
	SITHKOP002	Plan and cost basic menus	40	Core
Hospitality - 3	<b>SITXFSA001</b>	<b>Use hygienic practices for food safety</b>	<b>40</b>	<b>Core</b>
	SITXFSA002	Participate in safe food handling practices	40	Core
	SITHCCC020*	Work effectively as a cook	40	Core
	SITHKOP005*	Coordinate cooking operations	40	Core
	SITXINV002*	Maintain the quality of perishable items	40	Core
Prep 1	SITHCCC001*	Use food preparation equipment	40	Core
	SITHCCC005*	Prepare dishes using basic methods of cookery	40	Core
	SITHCCC006*	Prepare appetisers and salads	50	Core
	SITHCCC007*	Prepare stocks, sauces and soups	50	Core
	SITHCCC018*	Prepare food to meet special dietary requirements	20	Core
Prep 2	SITHCCC008*	Prepare vegetable, fruit, eggs and farinaceous dishes	50	Core
	SITHCCC012*	Prepare poultry dishes	50	Core
	SITHCCC013*	Prepare seafood dishes	50	Core
	SITHCCC014*	Prepare meat dishes	50	Core
Prep 3	SITHCCC019*	Produce cakes, pastries and breads	60	Core
	SITHKOP004	Develop menus for special dietary requirements	40	Core
	SITHPAT006*	Produce desserts	60	Core
	SITXCCS006	Provide service to customers	40	Elective

\*Pre-requisite - SITXFSA001 Use hygienic practices for food safety



## SIT50416 Diploma of Hospitality Management (52 weeks) CRICOS Code: 095010A

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.

### Entry Requirements (Qualification Pathways/Pathways INTO the qualification)

There are no entry requirements for this qualification.  
(As per SIT-Tourism, Travel and Hospitality Training Package)

### Preferred pathways for candidates considering this qualification include:

It is recommended that individuals entering this qualification hold lower level qualification/s, such as Certificate IV in Commercial Cookery and/or gain industry experience prior to entering the qualification.



*"My teacher is friendly and is experienced as a chef. He provides us with the knowledge and expertise to help us gain some exposure to the industry, so we can learn for our career as a chef."*

#### Yuuya Takizawa, Japan

Certificate IV in Commercial Cookery/  
Diploma of Hospitality Management

Cluster Name	Unit Code	Unit Name	Nominal Hours	Core/ Elective
Hospitality - 1	BSBDIV501	Manage diversity in the workplace	40	Core
	BSBITU301	Create and use databases	20	Elective
	BSBITU306	Design and produce business documents	20	Elective
	SITXCOM005	Manage conflict	20	Core
	SITXFIN003	Manage finances within a budget	40	Core
	SITXHRM002	Roster staff	20	Core
	SITXHRM003	Lead and manage people	20	Core
	SITXMGT001	Monitor work operations	20	Core
Hospitality - 4	<b>SITXFSA001</b>	<b>Use hygienic practices for food safety</b>	<b>20</b>	<b>Elective</b>
	SITXFSA002	Participate in safe food handling practices	40	Elective
	SITXWHS002	Identify hazards, assess and control safety risks	20	Elective
	SITXWHS003	Implement and monitor work health and safety practices	40	Core
	SITHCCC020*	Work effectively as a cook	20	Elective
	SITHIND002	Source and use information on the hospitality industry	20	Elective
SITHKOP005*	Coordinate cooking operations	40	Elective	
Business Skills 1	BSBMGT517	Manage operational plan	20	Core
	SITXCCS007	Enhance customer service experiences	40	Core
	SITXCCS008	Develop and manage quality customer service practices	20	Core
	SITXFIN004	Prepare and monitor budgets	40	Core
	SITXGLC001	Research and comply with regulatory requirements	40	Core
	SITXMGT002	Establish and conduct business relationships	40	Core
Business Skills 2	BSBADM502	Manage meetings	20	Elective
	BSBCMM401	Make a presentation	20	Elective
	BSBSUS501	Develop workplace policy and procedures for sustainability	40	Elective
	BSBRISK501	Manage risk	40	Elective
	BSBRES401	Analyse and present research information	20	Elective
	SITXHRM004	Recruit, select and induct staff	40	Elective
	SITXHRM006	Monitor staff performance	20	Elective

\*Pre-requisite - SITXFSA001 Use hygienic practices for food safety





### Studying in Sydney

Sydney is the largest and oldest city in Australia. The city is built along the beautiful Sydney Harbour which boasts the famous Sydney Harbour Bridge and the Opera House. Our campus is conveniently located close to Central Railway Station, Central Bus Services, Darling Harbour, Chinatown and the center of Sydney City. Australia is one of the most culturally diverse countries in the world with migrants from more than 170 countries. Sydney is a comparatively safe and clean city to live in. It offers a high standard of living, excellent health, educational facilities and shopping centers.

### Living Expenses

Yearly living expenses in Australia are from approximately AUD\$20,290 plus 35% for each family dependent. (Note: School age dependents are required to pay a tuition fee for their education in Australia).

### Accommodation

If a student requires the college to arrange home stay or other types of accommodation, the Student Services staff can be contacted for assistance.

- Hostel Approx AUD\$200 - 250/week
- Home stay Approx AUD\$250 - 280/week
- Shared Rent Approx AUD\$150 - 200/week

CBC can arrange for airport pickup if advised prior to arrival in Australia. Please contact the college to confirm the costs and arrangements.

### Facilities/Equipment

CBC's campus is modern and well equipped according to the latest industry standards. CBC has a wide range of facilities, which include specialised training rooms, computer laboratories fully equipped with the latest equipment, appliances and tools to enhance the student learning experience.

### Third Party Arrangement

CBC may engage services from a third party in delivering training and assessment.

### Contact Hours/Terms

Study periods are divided into terms. Please contact the college for detailed breakdown of terms for all qualifications. As per Department of Home Affairs (DOHA) regulations, overseas students are required to study a minimum of 20 contact hours per week on a full-time basis. Please note that all programs are in full-time mode and cannot be undertaken part time or via distance education.

### Recognition of Prior Learning (RPL)

RPL is the process that recognises skills and experiences

a student has achieved regardless of where and when the learning occurred. To apply for RPL, the student will need to complete an RPL application form, which can be requested by email at [info@canterburybc.com.au](mailto:info@canterburybc.com.au). After completing the RPL form, please scan and attach all your supporting evidence. The RPL procedures are detailed in the RPL application form. For further information on CBC's RPL process, please review the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au).

### Support Services

CBC offers a wide range of student support/welfare guidance services in both academic & personal areas.

These services are available free of charge to all enrolled students and include:

- Orientation (Overseas Student Health Cover (OSHC), ID cards, cultural values, bank & financial institution services awareness, student visa conditions and requirements, library, student support service & others).
- Computing services.
- Academic and personal counselling.
- Awareness of medical and health services options.
- Learning support (language literacy and assistance).

CBC does not offer professional counselling service to students. The Director/Manager Student Services acts as a point of contact and offers support to students on matters and issues that fall within their capacity. However if the student needs professional counselling or support services, the DSS/MSS will seek or recommend a professional counselling agency.

### Assessment Methods

CBC follows a combination of methods for unit assessments. For example, direct observation, roleplay, practical demonstration, written tests, oral tests, projects, and simulation and portfolios.

### Upon completion students will receive:

- a. Certificate and a transcript indicating the completion of the qualification; or
- b. Statement of Attainment indicating the partial completion of the qualification

### Course Progress Policy

CBC will maintain and monitor student's academic progress throughout the duration of the qualification. CBC will put in place all required student support services to assist them in achieving the desired results. Students are expected to achieve a minimum of 50% pass rate in every term. For further information on CBC's academic progress process, please review, the student handbook available on [www.canterburybc.com.au](http://www.canterburybc.com.au) under the "Policies & Procedures" section.





### **Disciplinary & Dismissal Procedures**

An offence involving the breach of CBC rules and regulations can lead to suspension, and event instant dismissal. For further information on CBC's disciplinary and dismissal process, please review, the student handbook available on [www.canterburybc.com.au](http://www.canterburybc.com.au) under "Policies & Procedures".

### **Complaints & Appeals Handling Procedure**

The CBC Complaints & Appeals process is made up of formal and informal academic and non-academic appeals processes. If you consider that the response to a disciplinary or misconduct decision is unsatisfactory or unfair you have the right to seek further recourse. For further information on CBC's Complaints & Appeals procedure, please review the student handbook at [www.canterburybc.com.au](http://www.canterburybc.com.au).

### **Refund Policy**

- As per ESOS Act 2000 and the ESOS Regulations 2001, a student will be given a full refund if CBC is unable to offer the course. All refund requests must be made in writing.
- In the event of a visa refusal, enrolment fee is not refundable.
- Refund on the basis of visa rejection will require a copy of the visa rejection notification from the Australian Embassy/ High Commission/Department of Home Affairs.
- Accommodation deposit and airport pick up fees are refundable if a visa is not granted.
- Tuition fee, Overseas Student Health Cover are refundable in full where:
  - o Student has provided evidence of medical OR compassionate reasons due to which the student is unable to commence the course.
  - o Australian Embassy refuses visa.
  - o CBC is advised of the course cancellation 28 days or more before course starts and prior to entering into Australia.
- A student enrolled in packaged course does NOT qualify for a refund once they have commenced their ELICOS studies in Australia.
- Under compassionate circumstances, such as bereavement (e.g. family death) CBC will make the decision of a refund on student's application.
- Tuition fee is non-transferable to other institution or student, but may be transferred to another course within CBC.
- If you withdraw from a course once it has commenced, you do not qualify for a refund.
- In the unlikely event, that CBC is unable to deliver the

course in full, you will be offered a refund of the tuition fees you have paid.

- If you have provided misleading information to CBC or its approved representatives and / or to any of the Commonwealth agencies of Australia, no refund will be given. The normal processing time for a refund is within 4 weeks from the receipt of the required documents. All refunds will be payable in the same currency in which the fees were paid. CBC will forward the refund to the applicant in his / her country of origin unless otherwise requested in writing. A student may request CBC to provide a refund statement that explains how the amount has been worked out. A student dissatisfied with the refund decision handed by CBC has the right to pursue other legal remedies, which includes independent complaints & appeals handling services provided by Overseas Students Ombudsman. For further information please visit: <http://www.ombudsman.gov.au/about/overseas-students>.
- In the event that CBC defaults, students are protected by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
- This agreement does not remove the right to take further action under Australia's consumer protection laws.

### **Privacy**

Your right to privacy is important to CBC and all personal information collected about you is treated as confidential. This statement applies to the collection of any personal information we collect from you. You may request access at any time to the information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits us to do so (Commonwealth and State agencies including ASQA and the Fund Manager of the ESOS Assurance Fund). In these circumstances, the minimum amount of information required or requested will be disclosed. For further information on CBC's privacy policies process, please review, the student handbook posted on [www.canterburybc.com.au](http://www.canterburybc.com.au) under the "Policies & Procedures" section.

### **Change of address**

Please ensure at all times that CBC has your current address on file. As per immigration laws, it is mandatory to provide right address to the education institute and report within 7 days of a change of address. If a student has changed their address, they are required to fill in the 'Change of Contact Details form' at CBC reception.



### **Overseas Student Health Cover (OSHC)**

Overseas Student Health Cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders.

### **How do I get OSHC?**

You will be requested for an OSHC payment from CBC in the offer package or you may choose your own health cover provider. If you are bringing your dependents to Australia, you will need to obtain additional health cover for each family member.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider.

You should determine if you are eligible before you apply for your visa to come to Australia. Further

information on OSHC can be found at <http://www.health.gov.au/internet/main/publishing.nsf/Content/Home>.

### **Copyright**

Students may only copy materials in accordance with the Copyright Act 1968. The Act also applies to information published on the Internet. The Act requires copyright royalty payments for the reproduction of a considerable amount of published material, notably books.

For study and research purposes students are allowed to copy 10% or one chapter of a book or one article per issue of a journal. Students must comply with licenses for the use of intellectual property, including software. All software loaded on CBC's computers or provided by CBC are licensed and there is no permission to copy software unless permitted by CBC. If you need further information about your copyright obligations, please contact the institute librarian or see the Australian Copyright Council website. <http://www.copyright.org.au>.





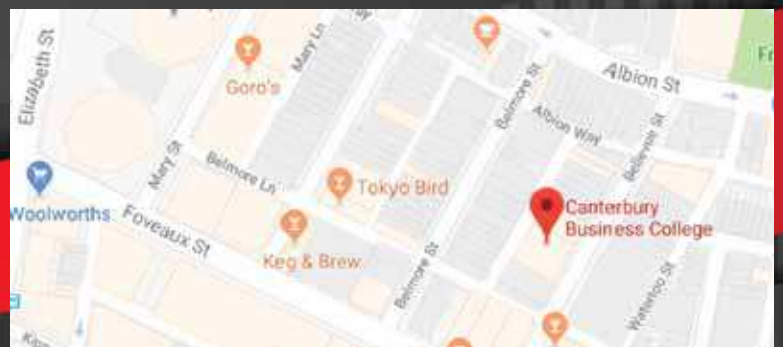


CANTERBURY  
BUSINESS COLLEGE




Canterbury Business College Pty Ltd  
Trading As: Canterbury Business College

Level 6, 29-37 Bellevue Street, Surry Hills  
NSW 2010, Sydney, Australia  
T: +61 2 9280 3733 F: +61 2 9280 3858  
E: [info@cbc.nsw.edu.au](mailto:info@cbc.nsw.edu.au)



 [www.cbc.nsw.edu.au](http://www.cbc.nsw.edu.au)

 CBC-Canterbury Business College

Canterbury Business College Pty Ltd CRICOS Provider Code: 01899K RTO Code: 6554 ABN: 58 083 780 33