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To deliver education by using innovative approaches in a supportive environment, to equip our students with knowledge and practical skills, enabling them to be an active member of the wider community and future leaders in their chosen field.

SCEDI
**SOUTHERN CROSS
EDUCATION INSTITUTE**

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NRT : Nationally Recognised Training
AT Non - AQF Award: Accredited Training non AQF award

WELCOME

Welcome to Southern Cross Education Institute. Our mission is to provide quality education programs, premium student services and to equip all students with the necessary skills that will enable them to effectively meet and surpass the challenges of the future.

Teaching staff at Southern Cross Education Institute provide students with quality training in accredited and non-accredited courses; both staff and management at SCEI are committed in helping students achieve their chosen qualification. Friendly administration and student support staff, provide students with the best possible environment to ensure that their learning experience is both practical and enjoyable.



Azeezur Rahaman
(Director)

WELCOME FROM THE DIRECTOR

Southern Cross Education Institute combines a fun and interactive atmosphere with an energetic and creative method of teaching.

We pride ourselves in providing you, our students, with a high level of customer service, open communication and academic excellence. Our training incorporates a one-on-one individual approach to meet your needs and skill level.

At Southern Cross Education Institute you will experience a relaxed learning environment with fellow students from all parts of the globe.

I wish you the best of luck with your studies and look forward to meeting you.

Warmest Regards
Azeezur Rahaman (Director)

SCEI Melbourne Campus

SCEI currently has three campuses in Melbourne. The main campus is conveniently located at 155-161 Boundary Road, North Melbourne. The campus has 15 large class rooms (60-80 square metres) and is located centrally within the suburb, providing students with a range of public transport options including bus, tram and train. Students may drive their own car as there is plenty of free street parking available in the area. SCEI encourages students and staff to use bicycles to and from the Institute. Onsite bike securement is available.

All classrooms are fitted with tables and chairs, whiteboard, data projector and WiFi to aid student learning. Students are supplied with training materials that will vary from ebooks to print books or printed handouts in class. Reception is on level one of the building where students can obtain information. There are four computer rooms specifically designed to facilitate independent study and research. Students are invited to relax between classes in either of the two recreational areas, where they have access to a kitchenette. A student library is available to students and staff which is administered by reception.

Melbourne's second multi level campus at 41 Boundary Road, North Melbourne is a five minute walk from the main campus. Free onsite and street parking is available. It comprises ten large classrooms, one computer room, student kitchen and meals area.

Our third Melbourne campus was opened in June 2017. The building is located within 9 minute walk from Flagstaff station, and 2 minute walk from tram stop Route 57. It is located in 52-58 Chetwynd St, West Melbourne, VIC 3003.

SCEI Adelaide Campus

SCEI Adelaide campus is conveniently located at 14 - 16 Grote Street (entrance off Morialta Street) with access to public transport (bus and tram). The Adelaide campus occupies a 5 level building. Each level is dedicated to specific sector with 3 plus classrooms as well a computer lab for students use. Students are supplied with training materials that will vary from ebooks to textbooks printed handouts in class. Reception is on level two where students can obtain information. On level 5 you will find the student common room where you can relax, converse with other students and have meal breaks. The Welfare Office is situated on level 4



COMMUNITY, EARLY EDUCATION AND SOCIAL SERVICES

CHC30113	Certificate III in Early Childhood Education and Care
CHC33015	Certificate III in Individual Support
CHC43015	Certificate IV in Ageing Support
CHC43115	Certificate IV in Disability
CHC50113	Diploma of Early Childhood Education and Care
CHC52015	Diploma of Community Services
CHC62015	Advanced Diploma of Community Sector Management



CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Duration

Full time - 46 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate III qualification, individuals may continue their studies in CHC50113 Diploma of Early Childhood Education and Care.

Employment Opportunities

This course may provide employment opportunities in centre-based care, occasional care, out of school hour's care and family day care.

Job roles include:

- Early childhood educator
- Playgroup supervisor
- Family day care worker
- Nanny
- Childhood education assistant

Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, case scenarios, research, observation in the workplace.

Entry Requirements

- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Applicants must also be aged 18 or above

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Working with Children Check

Campus Available

Melbourne



Units of Competency

CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCPRT001	Identify and respond to children and young people at risk

HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE021	Implement strategies for the inclusion of all children
CHCDIV001	Work with diverse people
CHCECE006	Support behaviour of children and young people

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT



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

Duration

Full time - 44 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of CHC33015 Certificate III in Individual Support, students may continue their studies by enrolling in the following course at a:

- CHC43015 Certificate IV in Ageing Support
- CHC43115 Certificate IV in Disability
- HLT54115 Diploma of Nursing

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Aged care worker

Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, case scenarios, research, observation in the workplace.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Moderate level of computer literacy required
- Applicants must be aged 18 or above

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Aged care sector screening clearance

Campus Available

Melbourne



Units of Competency

CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE002	Implement falls prevention strategies
HLTAID003	Provide First Aid
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS025	Support relationships with carers and families

CHC43015 CERTIFICATE IV IN AGEING SUPPORT



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.

Duration

Full time - 60 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving CHC43015 Certificate IV in Ageing Support, students may continue their studies by enrolling in the following course:

- HLT54115 Diploma of Nursing

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Project and Research.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Moderate level of computer literacy required
- Applicants must also be aged 18 or above

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Aged care sector screening clearance

Campus Available

Melbourne, Adelaide



Units of Competency

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCS006	Facilitate individual service planning and delivery
CHCCS011	Meet personal support needs
CHCCS023	Support independence and wellbeing
CHCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships

HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
HLTAID003	Provide First Aid
CHCAGE002	Implement falls prevention strategies
CHCCOM005	Communicate and work in health or community services

CHC43115 CERTIFICATE IV IN DISABILITY



This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, selfreliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

Duration

Full time - 56 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate IV qualification, individuals may continue their studies in HLT54115 Diploma of Nursing

Employment Opportunities

This course may provide you with employment opportunities in residential or community settings with people with disabilities in a direct care role.

Job roles may include:

- Disability officer - day support
- Disability support officer / worker
- Senior personal care assistant

Assessment

Assessment is both formative and summative and may include a combination of questioning, case scenarios, projects, skills assessment and observation in the workplace.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Successful completion of Year 11 or above.
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Applicants must also be aged 18 or above

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Disability services / vulnerably people related screening

Campus Available

Melbourne, Adelaide



Units of Competency

CHCCCS015	Provide individualised support
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion
CHCDIS009	Facilitate ongoing skills development using a person-centred approach
CHCDIS010	Provide person-centred services to people with disability with complex needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

HLTAID003	Provide first aid
CHCCCS006	Facilitate individual service planning and delivery
CHCDIS004	Communicate using augmentative and alternative communication strategies

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

Duration

Full time - 104 weeks

Work Placement Hours

360 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma qualification, individuals may continue their studies in an early childhood education degree at higher education. Credits and articulation pathways may apply.

Employment Opportunities

This course may provide employment opportunities in long day care, occasional care, family day care, pre-schools and kindergartens. Job roles include:

- Children's services coordinator
- Centre manager (children's services)
- Childhood educator
- Group/team coordinator/leader (children's services)
- Children's adviser
- Program leader (children's services)

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Role Play, Project, Research and Report.

Entry Requirements

- Successful completion of Year 12 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Moderate level of computer literacy required
- Applicants must also be aged 18 or above

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Working with Children Check
- Mandatory reporting training

Campus Available

Melbourne, Adelaide



Units of Competency

CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care service
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning

CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPOL003	Research and apply evidence to practice
CHCPOL002	Develop an implement policy
BSBLED401	Develop teams and individuals

CHC52015 DIPLOMA OF COMMUNITY SERVICES



This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities

Duration

Full time – 72 weeks

Work Placement Hours

400 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma course, students may continue their studies by enrolling in the: CHC62015 Advanced Diploma of Community Sector Management.

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Welfare support worker
- Community service case worker
- Community service case manager

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Role Play, Project, Research and Report.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)

- Moderate level of computer literacy required
- Applicants must also be aged 18 or above

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Child - related and/or disability services and/or aged care services and /or vulnerably person related screening

Campus Available

Melbourne, Adelaide



Units of Competency

CHCCS007	Develop and implement services programs
CHCCOM003	Develop workplace communication strategies
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety
CHCDEV001	Confirm client developmental status
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCS004	Assess co-existing needs
CHCCDE011	Implement community development strategies

CHCCSL001	Establish and confirm the counselling relationship
CHCCDE007	Develop and provide community projects
CHCADV002	Provide advocacy and representation services
CHCCCS019	Recognise and respond to crisis situations

CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT



This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions.

At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

Duration

Full time - 66 weeks

Work Placement Hours

200 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of this course provides a pathway for further study into a relevant Bachelor Degree. Examples of

relevant Bachelor Degrees:

- Bachelor of Community Services
- Bachelor of Social Science
- Bachelor of Community Welfare

Employment Opportunities

Graduates of this course will have employment opportunities in a range of community sector organisations e.g. aged care, early childhood services, disability services. Roles may include:

- Centre manager
- Community care manager
- Community services manager
- Program area manager
- Manager
- Coordinator

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Project, Third Party Report, Scenario, Work Placement Activities, Portfolio and Report.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

- Diploma of Community Services or equivalent OR
- Sufficient work experience in relevant (community services) field
- IELTS Academics with 5.5 band
- Candidates must be aged 18 or older

- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Child - related and/or disability services and/or aged care services and/or vulnerably person related screening

Campus Available

Melbourne, Adelaide



Units of Competency

CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT001	Develop, implement and review quality framework
CHCMGT003	Lead the work team
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBRISK501	Manage risk
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPOL002	Develop and implement policy
CHCPRP004	Promote and present the service



HEALTH

HLT37215 Certificate III in Pathology Collection



HLT37215 CERTIFICATE III IN PATHOLOGY COLLECTION



This qualification reflects the role of pathology collectors. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

Duration

Full time - 32 weeks

Work Placement Hours

35 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of HLT37215 Certificate III in Pathology Collection, students may continue their studies by enrolling in the following course:

- HLT54115 Diploma of Nursing

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Pathology collector

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Report, Project and Role Play.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For more information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Moderate level of computer literacy required
- Applicants must also be aged 18 or above
- Record of vaccinations (from home country)

Additional Requirements

- National Police Record Check and/or Police clearance from country of residence (home country)
- Working with Children Check
- Immunisation records

Campus Available

Melbourne



Units of Competency

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTPAT001	Identify and respond to clinical risks in pathology collection
HLTPAT002	Perform venous blood collections
HLTPAT004	Collect pathology specimens other than blood
HLTWHS001	Participate in work health and safety
BSBCUS201	Deliver a service to customers
BSBMED301	Interpret and apply medical terminology appropriately
HLTPAT003	Perform capillary collection
HLTAID003	Provide first aid
HLTCAR001	Perform electrocardiology (ECG)
HLTPAT006	Receive, prepare and dispatch pathology specimens
HLTAAP001	Recognise healthy body systems



PROJECT / PROGRAM MANAGEMENT

BSB51415 Diploma of Project Management
BSB61218 Advanced Diploma of Program
Management



BSB51415 DIPLOMA OF PROJECT MANAGEMENT



This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Duration

Full time - 40 weeks

Mode of Study

On Campus

Further Study Pathways

Completion of BSB51415 Diploma of Project Management provides a pathway for further study into a relevant Advanced Diploma or Bachelor Degree. Examples of relevant Advanced Diploma's or Bachelor Degree's include:

- BSB61218 Advanced Diploma of Program Management
- Bachelor of Applied Science Project Management (Honours)
- Bachelor of Management

Employment Opportunities

Graduates of this course will have employment opportunities in across a number of industry sectors. Roles may include:

- Project leadership
- Project manager
- Project coordinator

Assessment

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case studies and activities.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Certificate IV in Business or equivalent
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For more information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Moderate level of computer literacy required
- Participants must also be aged 18 or above

Campus Available

Melbourne, Adelaide



Units of Competency

BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBHRM513	Manage workforce planning
BSBMGT516	Facilitate continuous improvement
BSBWOR502	Lead and manage team effectiveness
BSBWOR501	Manage personal work priorities and professional development

BSB61218 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT



This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. It applies to individuals who are program managers, managing or directing a suite of projects (a program) to achieve organisational objectives.

Duration

Full time - 52 weeks

Mode of Study

On Campus

Further Study Pathways

Completion of BSB61218 Advanced Diploma of Program Management provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Advanced Diploma's or Bachelor Degree's include:

- Bachelor of applied science Project Management (Honours)
- Bachelor of Management

Employment Opportunities

Graduates of this course will have employment opportunities in across a number of industry sectors. Roles may include:

- Project leadership
- Project manager
- Project coordinator

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case studies and activities.

Entry Requirements

Entry to this qualification is limited to those who:

- Have completed a Diploma of Project Management qualification, or
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.
- Participants must also be aged 18 or above
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Assessment

Units of Competency

BSBPMG610	Enable program execution
BSBPMG621	Facilitate stakeholder engagement
BSBPMG622	Implement program governance
BSBPMG623	Manage benefits
BSBFIM601	Manage finances
BSBHRM602	Manage humanresources strategic planning
BSBINN601	Lead and manage organisational change
BSBPMG615	Manage program delivery
BSBPMG616	Manage program risk
BSBPMG617	Provide leadership for the program
BSBMGT520	Plan and manage the flexible workforce
BSBMGT615	Contribute to organisation development



INFORMATION TECHNOLOGY

ICT50118

Diploma of Information Technology

ICT60115

Advanced Diploma of Information Technology



ICT50118 DIPLOMA OF INFORMATION TECHNOLOGY



This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

Duration

Full time - 49 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma course, individuals may continue their studies in ICT60115 Advanced Diploma of Information Technology.

Employment Opportunities

Occupational titles for these workers may include:

- Computer technician
- Customer IT support
- Information systems operator
- Systems administrator
- Systems support technician
- Network operations technician

Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, practical tasks and case studies.

Entry Requirements

- Successful completion of Year 12 or the equivalent level of study
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For more information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Participants must also be aged 18 or above

Campus Available

Melbourne



Units of Competency

BSBWHS501	Ensure a safe workplace
BSBSUS501	Develop workplace policy and procedures for sustainability
ICTICT509	Gather data to identify business requirements
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTPRG525	Build Java Applets
ICTPRG528	Perform ICT data conversion
ICTICT507	Select new technology models for business
ICTSAS506	Update ICT system operational procedures
ICTICT506	Implement process re-engineering strategies
ICTSAS504	Develop and conduct client acceptance test
ICTICT501	Research and review hardware technology options for organisations
ICTWEB502	Create dynamic web pages
ICTWEB510	Analyse information and assign Meta tags

ICTWEB429	Create a mark-up language document to specification
ICTWEB508	Develop website information architecture
ICASAS417	Undertake ICT system capacity planning
ICTWEB424	Evaluate and select a web hosting service
ICTDBS502	Design a database
ICTDBS415	Build a database
ICTICT505	Determine acceptable developers for projects

ICT60115 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY



This qualification provides high level information and communications technology (ICT), process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations. The qualification builds on a base core of management competencies, with specialist and general elective choices to suit particular ICT and business needs, especially in the areas of knowledge management and systems development.

Duration

Full time - 49 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Advanced Diploma course the individuals may continue their studies in Bachelor Degree course such as Information Technology or Business Information Systems at a higher education provider. Individuals may be eligible for credit into a bachelor degree. For further information contact individual universities.

Employment Opportunities

This course may provide employment opportunities as an IT specialist in the ICT Industry. Relevant job titles include:

- Database systems administrator
- Software developer/programmer

- Knowledge manager
- ICT infrastructure manager
- Business development manager
- Software manager

Assessment

Assessment is both formative and summative and may include a combination of presentations, reports, projects, questioning, case studies and demonstrations.

Entry Requirements

- Successful completion of Certificate IV in IT or above
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test. For more information on student visa assessment levels, refer to Department of Home Affairs (<https://www.homeaffairs.gov.au/>)
- Participants must also be aged 18 or above

Campus Available

Melbourne

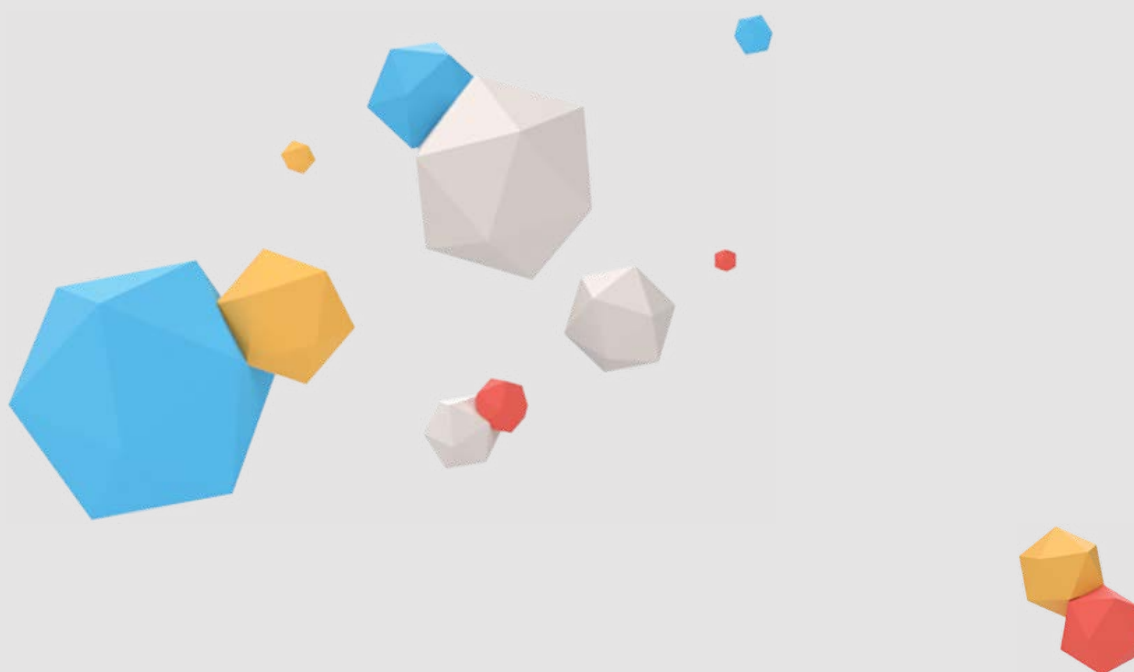


Units of Competency

BSBWOR502	Ensure team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT610	Manage copyright, ethics and privacy in an ICT environment
ICTPMG609	Plan and direct complex ICT projects
ICTSUS601	Integrate sustainability in ICT planning and design projects
ICTICT508	Evaluate vendor products and equipment
ICTICT602	Develop contracts and manage contracted performance
ICTSAS601	Implement change management processes
ICTSAD505	Develop technical requirements for business solutions
ICTSAD504	Implement quality assurance processes for business solutions
ICTDBS501	Monitor and improve knowledge - management system
ICTDBS601	Build a data warehouse
BSBMGT608	Manage innovation and continuous improvement

ICTSAS504	Develop and conduct client acceptance test
ICTDBS504	Integrate database with a website
ICTICT501	Research and review hardware technology options for organisations

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