



**Training for
Knowledge
and Livelihood**

RTO Code: 45509 | CRICOS Provider Code: 03770M

STUDENT PROSPECTUS

www.tkl.edu.au



About Us

Training for Knowledge & Livelihood
(TKL) College provides courses in the areas of Business, Accounting & Bookkeeping, Kitchen and Hospitality Management, Child Care, Information Technology and English.

With well-located and comfortable facilities for students, highly qualified industry experienced trainers and assessors along with modern equipment and resources; TKL College is a wise choice for your learning and future.

TKL College is a provider of vocational education and training (or VET as it is commonly known). The VET sector in Australia is based on a partnership between governments and industry. VET qualifications are provided by government institutions, called Technical and Further Education (TAFE) institutions, as well as private institutions. We are a private institution. VET courses broaden your skills in specialized areas and are competency based.

This means that you are either Competent, or Not Competent, and if you achieve competence for all your units that make up a qualification then you can be awarded with your qualification certificate.



Why TKL College ?

At TKL College, “we believe that education is more affordable than ignorance”. We work hard to make sure that you get valuable education and significant learning experience. We also strive to help you achieve your academic goals and inspire you to get focused on your career quest.

- Specialized in providing professional vocational training and academic pathways programs
- We offer courses that are current and industry preferred.
- Flexible intakes
- Our academic team has relevant Industry experience.
- Rich learning resources that are learner friendly and updated regularly.
- We provide small classroom sizes.
- Flexibility in learning style, assessment method, facility, and resources.
- Apart from the regular studying and learning, there are many ways in which you can get involved in and outside the college.





Our Courses

ENGLISH

BUSINESS

ACCOUNTING AND BOOKKEEPING

LEADERSHIP AND MANAGEMENT

KITCHEN AND HOSPITALITY MANAGEMENT

EARLY CHILDHOOD EDUCATION AND CARE

INFORMATION TECHNOLOGY

Intake Months

| | |
|---------|----------|
| January | February |
| April | May |
| July | August |
| October | November |



GENERAL ENGLISH

CRICOS Course Code: 114876M

Duration: Up to 70 weeks (60 weeks study & 10 weeks holidays)

Course Overview

Study General English to gain skills in speaking, reading, writing, listening & vocabulary, and to develop a strong foundation in English grammar. It is an important step for most students to start with as it gives you the tools to start mixing with others socially and to understand what you see, hear and read around you. Studying General English will open more opportunities for you to explore further study options, new careers, travel, and make new friends from all around the world.

Delivery Mode

The General English course is made up of 60 units of study, each of which is delivered over a week. Face-to-face classroom only.

Teaching methods include teacher-directed and student-centered learning. Delivery will be flexible, taking into account the different learning styles, cultures, and needs of students. Macro-skills will be developed using communicative and integrated techniques.

Course Structure

The course is structured into 6 levels; general outcomes are included for each level as below.

- Starter Learners (level 1)
- Elementary Learners (level 2)
- Pre-Intermediate Learners (level 3)
- Intermediate Learners (level 4)
- Upper-Intermediate Learners (level 5)
- Advanced Learners (level 6)



ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS Course Code: 114875A

Duration: Up to 22 weeks (20 weeks study & 2 weeks holidays)

Course Overview

Academic English can be very different from the English we use every day. Even if we speak English well in conversation, it might be difficult to understand the new words and structures used in university or another academic setting.

In this course, students will develop skills in academic proficiency and literacy in English. Students will find it easier to understand and participate in your university course. If students complete the Academic English course successfully, they will be able to use English in a variety of academic contexts and take responsibility for progress with little support from teachers.

Delivery Mode

This course is delivered on campus, face-to-face, and it has theory classes and practical sessions involving small groups and individual activities.

Course Structure

The course is structured into two levels, EAP 1 and 2.



BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 106567B | Duration: 52 Weeks (40 weeks study & 12 Weeks Break)

Course Overview

This qualification is suited to those working as administrators and project officers. In this role, individuals 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.

Career Outcomes

Students who completed this course may be able to seek employment in a range of business management roles such as:

- Office Administrator
- Project Officer
- Team Leader and Personal Assistant

Unit of Competence

| 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 |
| BSBTEC401 | Design and produce complex text documents |
| BSBOPS405 | Organise business meetings |
| BSBPMG430 | Undertake project work |
| BSBTEC402 | Design and produce complex spread-sheets |



BSB50120 DIPLOMA OF BUSINESS

CRICOS Course Code: 106564E | Duration: 78 Weeks (60 weeks study & 18 Weeks Break)

Course Overview

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Career Outcomes

Students who completed this course may be able to seek employment in a range of business management roles such as:

- Manager
- Team Leader

Unit of Competence

| Core Units | |
|----------------|--|
| BSBXC501 | Lead communication in the workplace |
| BSBCRT511 | Develop critical thinking in others |
| BSBFIN501 | Manage budgets and financial plans |
| BSBOPS501 | Manage business resources |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| Elective Units | |
| BSBTWK503 | Manage meetings |
| BSBWHS521 | Ensure a safe workplace for a work area |
| BSBLDR523 | Lead and manage effective workplace relationships |
| BSBOPS504 | Manage business risk |
| BSBTWK502 | Manage team effectiveness |
| BSBOPS502 | Manage business operational plans |
| BSBLDR522 | Manage people performance |



FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 110018H | Duration: 52 Weeks (40 weeks study & 12 Weeks Break)

Course Overview

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing routine and non-routine activities.

Career Outcomes

Students who completed this course will be able to seek employment in a range of accounting roles.

Unit of Competence

| Core Units | |
|----------------|---|
| BSBTEC302 | Design and produce spreadsheets |
| FNSACC321 | Process financial transactions and extract interim reports |
| FNSACC322 | Administer subsidiary accounts and ledgers |
| FNSACC412 | Prepare operational budgets |
| FNSACC414 | Prepare financial statements for non-reporting entities |
| FNSACC418 | Work effectively in the accounting and bookkeeping industry |
| FNSACC421 | Prepare financial reports |
| FNSACC426 | Set up and operate computerised accounting systems |
| FNSTPB411 | Complete business activity and instalment activity statements |
| FNSTPB412 | Establish and maintain payroll systems |
| Elective Units | |
| FNSACC323 | Perform financial calculations |
| BSBTEC301 | Design and produce business documents |
| BSBPEF501 | Manage personal and professional development |



FNS50222 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 111050M | Duration: 65 Weeks (50 weeks study & 15 Weeks Break)

Course Overview

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems and analyse and evaluate information from a variety of sources. They apply the initiative to plan, coordinate, and evaluate their own work and provide guidance to others within defined guidelines.

Career Outcomes:

Students who completed this course may be able to seek employment in a range of accounting roles.

Unit of Competence

| Core Units | |
|----------------|--|
| BSBTEC402 | Design and produce complex spreadsheets |
| FNSACC521 | Provide financial and business performance information |
| FNSACC522 | Prepare tax documentation for individuals |
| FNSACC523 | Manage budgets and forecasts |
| FNSACC524 | Prepare financial reports for corporate entities |
| FNSACC526 | Implement and maintain internal control procedures |
| FNSACC527 | Provide management accounting information |
| Elective Units | |
| BSBLDR413 | Lead effective workplace relationships |
| FNSORG506 | Prepare financial forecasts and projections |
| FNSACC505 | Establish and maintain accounting information systems |
| FNSFMK515 | Comply with financial services regulation and industry codes of practice |

Note: FNSACC521 is the Pre-requisite Unit for FNSACC607; FNSACC522 is the Pre-requisite Unit for FNSACC601



BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 106975H | Duration: 26 Weeks (20 Weeks Study & 6 Weeks Break)

Course Overview

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

Career Outcomes:

Students who completed this course may be able to seek employment in a range of business management roles such as:

- Supervisor
- Sales Team Manager
- Freight Administrative Supervisor

Unit of Competence

Core Units

| | |
|-----------|---|
| BSBLDR411 | Demonstrate leadership in the workplace |
| BSBLDR413 | Lead effective workplace relationships |
| BSBOPS402 | Coordinate business operational plans |
| BSBXCM401 | Apply communication strategies in the workplace |
| BSBXTW401 | Lead and facilitate a team |

Elective Units

| | |
|-----------|---|
| BSBLDR412 | Communicate effectively as a workplace leader |
| BSBCRT411 | Apply critical thinking to work practices |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| BSBTWK401 | Build and maintain business relationships |
| BSBPEF403 | Lead Personal Development |
| BSBOPS405 | Organise business meetings |
| BSBWRT411 | Write complex documents |



BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 106976G | Duration: 78 Weeks (60 Weeks Study & 18 Weeks Break)

Course Overview

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.

Career Outcomes

Students who completed this course may be able to seek employment in a range of business management roles such as:

- Office Manager
- Business Development Manager
- Corporate Services Manager

Unit of Competence

| 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 | |
|----------------|--|
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| BSBOPS501 | Manage Business Resources |
| BSBOPS504 | Manage business risk |
| BSBPEF501 | Manage personal and professional development |
| BSBTWK503 | Manage meetings |
| BSBWHS521 | Ensure a safe workplace for a work area |



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 106977F | Duration: 65 Weeks (50 Weeks Study & 15 Weeks Break)

Course Overview

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.

Career Outcomes

Students who completed this course may be able to seek employment in a range of business management roles such as:

- Department Manager
- Business Analyst
- Manager

Unit of Competence

| 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 | |
| BSBPMG633 | Provide leadership for the program |
| BSBXCM501 | Lead communication in the workplace |
| BSBSUS601 | Lead corporate social responsibility |
| BSBTEC601 | Review organisational digital strategy |
| BSBSTR602 | Develop organisational strategies |



BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS Course Code: 106978E | Duration: 104 Weeks (80 Weeks Study & 24 Weeks Break)

Course Overview

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation.

Career Outcomes

- Career Development Manager (Education Sector)
- RTO Manager
- RTO Education Advisor

Unit of Competence

| Core Units | |
|------------|--|
| BSBHRM613 | Contribute to the development of learning and development strategies |
| BSBLDR811 | Lead strategic transformation |
| TAELED803 | Implement improved learning practice |

| Elective Units | |
|----------------|---|
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBINS603 | Initiate and lead applied research |
| BSBLDR601 | Lead and manage organisational change |
| BSBOPS601 | Develop and implement business plans |
| BSBST801 | Lead innovative thinking and practice |



CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

CRICOS Course Code: 107986H | Duration: 52 Weeks (40 Weeks Study & 12 Weeks Break)

Course Overview

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

Career Outcomes

- Early childhood educator
- Playgroup Supervisor
- Home-based Care Worker

Unit of Competence

| Core Units | |
|------------|---|
| CHCECE030 | Support inclusion and diversity |
| CHCECE031 | Support children's health, safety and wellbeing |
| CHCECE032 | Nurture babies and toddlers |
| CHCECE033 | Develop positive and respectful relationships with children |
| CHCECE034 | Use an approved learning framework to guide practice |
| CHCECE035 | Support the holistic learning and development of children |
| CHCECE036 | Provide experiences to support children's play and learning |
| CHCECE037 | Support children to connect with the natural environment |
| CHCECE038 | Observe children to inform practice |
| CHCECE054 | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures |

| | |
|-----------|---|
| CHCECE055 | Meet legal and ethical obligations in children's education and care |
| CHCECE056 | Work effectively in children's education and care |
| CHCPRT001 | Identify and respond to children and young people at risk |
| HLTAID012 | Provide First Aid in an education and care setting |
| HLTWHS001 | Participate in workplace health and safety |

Elective Units

| | |
|-----------|---|
| BSBSTR401 | Promote innovation in team environments |
| CHCDIV001 | Work with diverse people |



CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

CRICOS Course Code: 107987G | Duration: 52 Weeks (40 Weeks Study & 12 Weeks Break)

Course Overview

This qualification reflects the role of educators in early childhood education and care who work in regulated children’s education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations.

Career Outcomes

- Childcare Assistant
- Room Leader
- Early Childhood Educator
- Early Childhood Coordinator

Unit of Competence

| Core Units | |
|------------|---|
| BSBTWK502 | Manage team effectiveness |
| CHCECE041 | Maintain a safe and healthy environment for children |
| CHCECE042 | Foster holistic early childhood learning, development and wellbeing |
| CHCECE043 | Nurture creativity in children |
| CHCECE044 | Facilitate compliance in a children’s education and care service |
| CHCECE045 | Foster positive and respectful interactions and behaviour in children |
| CHCECE046 | Implement strategies for the inclusion of all children |
| CHCECE047 | Analyse information to inform children’s learning |
| CHCECE048 | Plan and implement children’s education and care curriculum |
| CHCECE049 | Embed environmental responsibility in service operations |
| CHCECE050 | Work in partnership with children’s families |
| CHCPRP003 | Reflect on and improve own professional practice |

| Elective Units | |
|----------------|---|
| BSBHRM413 | Support the learning and development of teams and individuals |
| CHCDIV003 | Manage and promote diversity |
| BSBPEF502 | Develop and use emotional intelligence |



ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 107989E | Duration: 78 Weeks (60 Weeks Study & 18 Weeks Break)

Course Overview

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

Career Outcomes

- Cyber Security Administrator
- IT Office Manager
- IT Support Officer

Unit of Competence

| Core Units | |
|------------|--|
| BSBCRT512 | Originate and develop concepts |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |
| BSBXTW401 | Lead and facilitate a team |
| ICTICT517 | Match ICT needs with the strategic direction of the organisation |
| ICTICT532 | Apply IP, ethics and privacy policies in ICT environments |
| ICTSAS527 | Manage client problems |

| Elective Units | |
|----------------|---|
| ICTSAS502 | Establish and maintain client user liaison |
| ICTSAD509 | Produce ICT feasibility reports |
| ICTSAS526 | Review and update disaster recovery and contingency plans |
| ICTNWK540 | Design, build and test network servers |
| ICTNWK546 | Manage network security |
| ICTSAS530 | Use network tools |
| ICTICT518 | Research and review hardware technology options for organisations |
| ICTNWK562 | Configure Internet gateways |
| ICTNWK537 | Implement secure encryption technologies |
| ICTICT443 | Work collaboratively in the ICT industry |
| ICTDBS505 | Monitor and improve knowledge management systems |
| ICTICT523 | Gather data to identify business requirements |
| ICTICT526 | Verify client business requirements |
| ICTPRG532 | Apply advanced object-oriented language skills |



ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 107990A | Duration: 78 Weeks (60 Weeks Study & 18 Weeks Break)

Course Overview

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Career Outcomes

- Cyber Security Administrator
- IT Office Manager
- IT Support Officer

Unit of Competence

| Core Units | |
|------------|---|
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBTWK502 | Lead and manage team effectiveness |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |
| ICTICT608 | Interact with clients on a business level |
| ICTICT618 | Manage IP, ethics and privacy in ICT environments |
| ICTSAD609 | Plan and monitor business analysis activities in an ICT environment |

Elective Units

| | |
|-----------|--|
| ICTICT522 | Evaluate vendor products and equipment |
| ICTNWK556 | Identify and resolve network problems |
| ICTICT617 | Lead the evaluation and implementation of current industry specific technologies |
| ICTNWK615 | Design and configure desktop virtualisation |
| ICTSAD508 | Develop technical requirements for business solutions |
| ICTNWK537 | Implement secure encryption technologies |
| ICTNWK540 | Design, build and test network servers |
| ICTICT523 | Gather data to identify business requirements |
| ICTICT526 | Verify client business requirements |
| ICTSAS530 | Use network tools |



SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS Course Code: 109568K | Duration: 78 Weeks (60 weeks study & 18 Weeks Break)

Course Overview

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.

Career Outcomes

- Chef
- Chef de partie

Unit of Competence

| 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 |
| SITXMG004 | Monitor work operations |
| SITXWHS007 | Implement and monitor work health and safety practices |

| Elective Units | |
|----------------|---|
| SITXWHS006 | Identify hazards, assess and control safety risks |
| SITXHRM010 | Recruit, select and induct staff |
| SITHCCC026* | Package prepared foodstuffs |
| SITXCCS015 | Enhance customer service experiences |
| SITHCCC038* | Produce and serve food for buffets |
| SITHCCC040* | Prepare and serve cheese |



SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 111048E | Duration: 78 Weeks (60 Weeks Study & 18 Weeks Break)

Course Overview

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 the industry to coordinate hospitality operations. They operate independently, have responsibility for others, and make a range of operational business decisions.

Career Outcomes

- Banquet or function Manager
- Bar / Cafe / Club Manager
- Chef de cuisine
- Kitchen / Motel / Restaurant Manager
- Unit Manager Catering Operations

Unit of Competence

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 |
| SITXMGTO04 | Monitor work operations |
| SITXMGTO05 | Establish and conduct business relationships |
| SITXWHS007 | Implement and monitor work health and safety practices |

Elective Units

| | |
|-------------|--|
| BSBCMM411 | Make presentations |
| BSBINS401 | Analyse and present research information |
| SITHIND006 | Source and use information on the hospitality industry |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| SITHGAM022 | Provide responsible gambling services |
| SITXINV008 | Control stock |
| SITXCCS012 | Provide lost and found services |
| BSBTWK503 | Manage meetings |
| SITXCCS010 | Provide visitor information |
| SITHCCC023* | Use food preparation equipment |
| SITHCCC027 | Prepare dishes using basic methods of cookery |
| SITHCCC030* | Prepare vegetable, fruit, eggs and farinaceous dishes |
| SITHCCC028 | Prepare appetisers and salads |
| SITHCCC043* | Work effectively as a cook |
| SITXFSA005 | Use hygienic practices for food safety |
| SITHCCC035* | Prepare poultry dishes |
| SITHCCC029* | Prepare stocks, sauces and soups |



SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 111049D | Duration: 104 Weeks (80 Weeks Study & 24 Weeks Break)

Course Overview

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations.

Career Outcomes

- Area manager or Operations manager
- Café Owner or Manager
- Club Secretary or Manager
- Executive Chef / Housekeeper
- Food and Beverage Manager

Unit of Competence

Core Units

| | |
|------------|--|
| BSBFIN601 | Manage organisational finances |
| BSBOPS601 | Develop and implement business plans |
| SITXCCS016 | Develop and manage quality customer service practices |
| SITXFIN009 | Manage finances within a budget |
| SITXFIN010 | Prepare and monitor budgets |
| SITXFIN011 | Manage physical assets |
| SITXGLC002 | Identify and manage legal risks and comply with law |
| SITXHRM009 | Lead and manage people |
| SITXHRM010 | Recruit, select and induct staff |
| SITXHRM012 | Monitor staff performance |
| SITXMG004 | Monitor work operations |
| SITXMG005 | Establish and conduct business relationships |
| SITXMPR014 | Develop and implement marketing strategies |
| SITXWHS008 | Establish and maintain a work health and safety system |

Elective Units

| | |
|-------------|--|
| BSBINS401 | Analyse and present research information |
| SITXFSA005 | Use hygienic practices for food safety |
| SITHCCC027* | Prepare dishes using basic methods of cookery |
| SITHCCC035* | Prepare poultry dishes |
| SITHCCC029* | Prepare stocks, sauces and soups |
| SITHCCC028 | Prepare appetisers and salads* |
| SITHGAM022 | Provide responsible gambling services |
| BSBTEC301 | Design and produce business documents |
| BSBCMM411 | Make presentations |
| SITXCCS012 | Provide lost and found services |
| SITHCCC043* | Work effectively as a cook* |
| SITHIND006 | Source and use information on the hospitality industry |
| SITHCCC023* | Use food preparation equipment* |
| SITXINV008 | Control stock |
| SITXCCS010 | Provide visitor information |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| BSBTWK503 | Manage meetings |
| BSBTEC402 | Design and produce complex spreadsheets |
| SITHCCC030* | Prepare vegetable, fruit, eggs and farinaceous dishes |

Application Process

Step One

Complete and send your accomplished student application form.

Step Two

Upon receiving your application, our admission team will access your credentials if it meets course entry requirements.

Step Three

Your application will then be processed and the admission team will issue you an Offer Letter and Student Agreement.

Step Four

Carefully review your Offer Letter and Student Agreement. Please check if the course fees, duration, and payment plan are correct. Send us the signed agreement along with the receipt of the tuition fee payment, accomplished GTE form, and GTE Statement.

Step Five

Once your payment is verified and reflected in our accounts and your GTE statement is approved, our admission team will issue an electronic Confirmation of Enrolment (CoE).

Step Six

Use CoE to apply for your student visa with the Department of Home Affairs. Once your student visa is granted, please make sure to arrive in Australia in time for your first class and orientation session.



Recognition of Prior Learning (RPL)

In accordance with the requirements of the VET Quality Framework, TKL College provides the opportunity for students to apply to have prior learning, skills and knowledge recognised, and counted in relation to the qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. The recognition process assesses the existing skills and knowledge against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Recognition Guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competency or qualification which are not included in TKL College' scope of registration.
- Students who have previously failed a module/ competency will not be considered for RPL unless their application is supported by further documentation.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competency.

For further details please contact our admissions team at admissions@tkl.edu.au



Course Credit Transfer

Course Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not recognition of prior learning (RPL). RPL is assessment and is addressed within the Recognition policy.

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook.

For international students, the granting of course credit may affect their course fees as well as the duration of the course.

The result of the application for the credit and any changes to fees or course duration will be advised to students in writing.

If course credit is granted following the issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced course duration.

Credit Transfer Guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration.
- The student does not incur any fees for credit transfer and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek RPL.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.

- The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.

For further details please contact our admissions team at admissions@tkl.edu.au

Admission Requirements

- ✓ Must be at least 18 years of age or older at course commencement.
- ✓ Year 12 or equivalent or other relevant qualification; or can demonstrate suitable work or life experience. *
- ✓ An overall valid academic IELTS score of at least 6 or equivalent with no band less than 5.5 unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of upper intermediate level or above from an approved ELICOS provider; or have completed Certificate IV level course in an Australian RTO within the last 2 years; or have successfully passed TKL College's English Placement Test.
- ✓ For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.
- ✓ International Students must meet the Student Visa (SC500) requirements.

*Note: Each course may have different entry requirements. For full details, please read individual course entry requirements on our website and/ or contact our admissions team at admissions@tkl.edu.au



**Training for
Knowledge
and Livelihood**

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