



**Training for  
Knowledge  
and Livelihood**

RTO Code: 45509 | CRICOS Provider Code: 03770M

# STUDENT PROSPECTUS

[www.tkl.edu.au](http://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	
BSBCM511	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
SITXMGTO04	Monitor work operations
SITXMGTO05	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](mailto: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](mailto: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](mailto:admissions@tkl.edu.au)

# Campus Location

## PARRAMATTA

Address: Suite 707, Level 7, 159-175 Church St,  
Parramatta, NSW 2150

Phone: +61 2 8677 3602

Email: [info@tkl.edu.au](mailto:info@tkl.edu.au)

## Directions to campus

TKL College is conveniently located in the heart of Parramatta, easily accessible via public transport. It's a short walk from Parramatta train station and bus interchange.

## From Parramatta Station (300m walk)

- Exit Parramatta Station onto Argyle Street.
- Head east towards Church Street.
- Turn left onto Church Street.
- TKL College is located on the right, just past the intersection with Macquarie Street.



## MELBOURNE

Address: Level 6-7, 20 Queen St, Melbourne, VIC 3000

Phone: +61 2 8677 3602

Email: [info@tkl.edu.au](mailto:info@tkl.edu.au)

### Directions to campus

TKL College is in the heart of Melbourne's CBD and is easily accessible by public transport. It's a short walk from Flinders Street Station and other major transport hubs.

#### From Flinders Street Station (450m walk)

- Exit Flinders Street Station onto Flinders Street.
- Walk west towards Queen Street.
- Turn right onto Queen Street.
- TKL College is on your left just past Flinders Lane.

#### From Southern Cross Station (750m walk)

- Exit Southern Cross Station onto Collins Street.
- Walk east along Collins Street towards Queen Street.
- Turn right onto Queen Street.
- TKL College is on your right.



## SYDNEY

Address: Unit 43 Level 10, 95-99 York St, Sydney CBD, NSW 2000

Phone: +61 2 8677 3602

Email: [info@tkl.edu.au](mailto:info@tkl.edu.au)

### Directions to campus

TKL College is centrally located in Sydney's CBD and easily accessible by various public transport options. It's just a short walk from major transport hubs like Wynyard and Town Hall train stations.

#### From Wynyard Station (400m walk)

- Exit Wynyard Station onto York Street.
- Head south towards King Street.
- TKL College is located on the right, just past the intersection with King Street.

#### From Town Hall Station (600m walk)

- Exit Town Hall Station onto George Street.
- Walk north towards Market Street.
- Turn right onto Market Street and then left onto York Street.
- TKL College will be on your left.





**Training for  
Knowledge  
and Livelihood**

RTO Code: 43509 | CRICOS Provider Code: 03770M

+61 2 8677 3602 | [offer@tkl.edu.au](mailto:offer@tkl.edu.au) | [www.tkl.edu.au](http://www.tkl.edu.au)

**Sydney Campus:** Unit 43, Level 10, 95-99 York St, Sydney NSW 2000

**Parramatta Campus:** Suite 707, Level 7, 159-175 Church St, Parramatta, NSW 2150

**Melbourne Campus:** Level 6 & 7, 20 Queen St Melbourne VIC 3000

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