GITA GRENFELL INSTITUTE OF TECHNOLOGY AUSTRALIA

RTO Number 45979 | CRICOS Provider Code 04103E

COURSES AVAILABLE

SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY

SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

WHY STUDY WITH GRENFELL INSTITUTE

- ✓ We provide career focused training
- ✓ Our courses are Highly Competitive, National in Scope and Current Industry Based
- ✓ Get trained by experienced staff and industry professionals
- ✓ Our training is responsive to the needs of clients, staff and stakeholders and the environment in which we operate
- ✓ We ensure a supportive and safe environment for our students
- ✓ We strictly follow legislative and legal requirements of the VET Sector
- ✓ We tailor our teaching methodology based on your learning

TRAIN RIGHT. THINK RIGHT.

"ABOUT US

Grenfell Institute of Technology Australia is an exciting, innovative and unique training facility. We strive to offer affordable and high-quality education in a friendly environment.

We are a registered training organisation, providing training and assessment in nationally accredited qualifications and courses based in Adelaide, Australia.

We have been educating people since our opening in March 2023 and are currently accepting students from all over the world.

Our campus is conveniently located on Level 17, 45 Grenfell Street, Adelaide with easy access to public transport.

In addition to being conveniently located, the campus is equipped with modern style classrooms, library resources, student recreational areas including kitchenette facilities, and computers with free access to internet and email.

Grenfell Institute of Technology Australia's main focus is to provide accredited training at the highest level of quality possible and this has been helping thousands of students to develop their skills in order to enter the workforce as successful professionals. "

WHY GRENFELL INSTITUTE?

QUALITY COURSES
Our courses are designed and adapted to meet your needs, and helping you achieve your goals

MODERN FACILITIES
Our modern facilities are equipped to offer you access to comfortable space and state of the art technology and equipment

MULTICULTURAL ENVIRONMENT
Make new friends from around the world in a multicultural environment

QUALIFIED TRAINERS & ASSESSORS
Qualified trainers and assessors for you to enhance your skills, abilities and knowledge

CENTRAL LOCATION
Located close to cafes, restaurants, banks, public transport, shopping centres, student accommodation and hostels

SOCIAL ACTIVITIES
Different social activities and excursions to learn about Australia and Adelaide's multicultural life

SATISFACTION
Student satisfaction is important to us. That is why we believe in continuously improving our standards
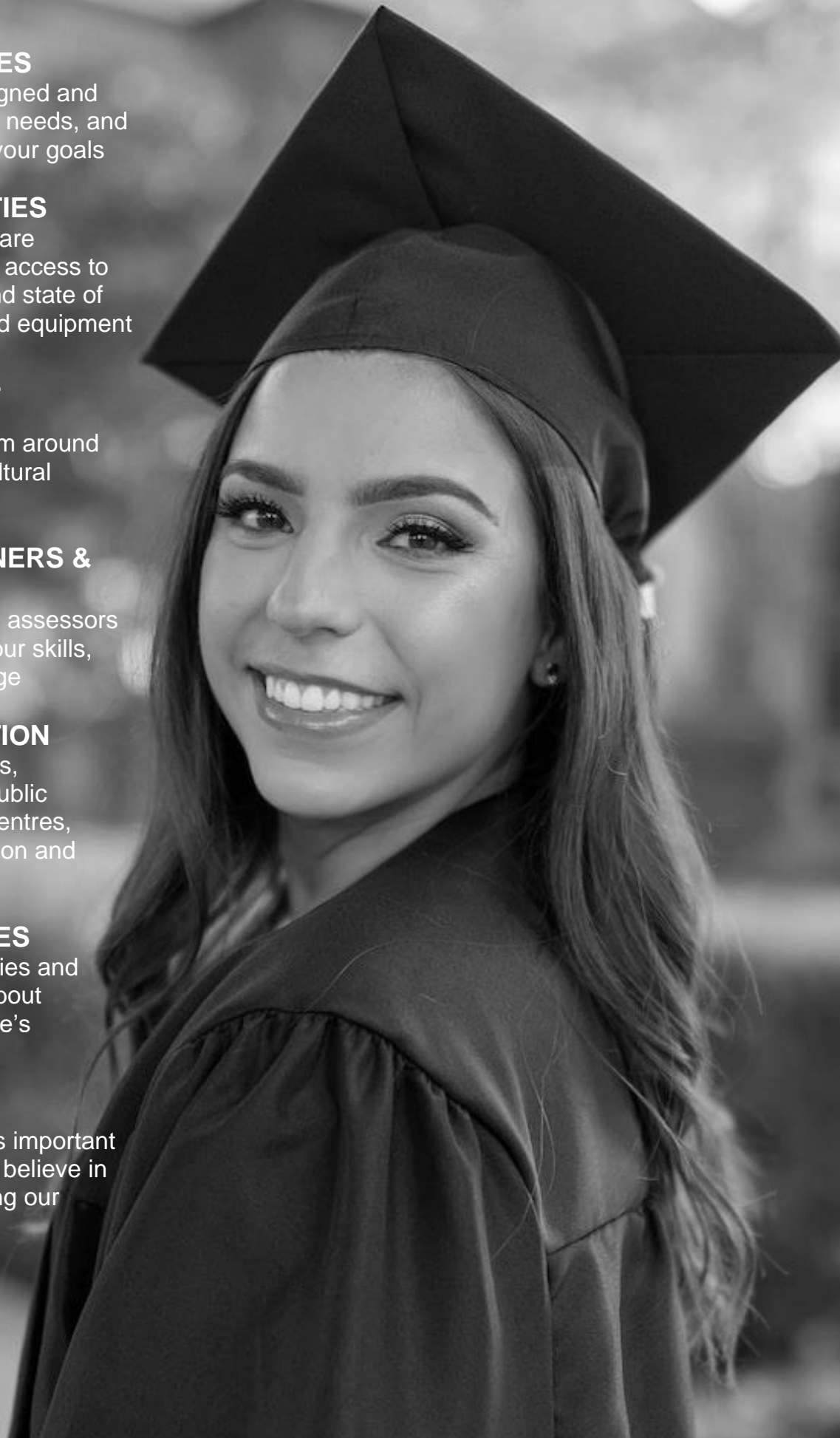
Cookery & Hospitality Courses

VET Code	Course Title	CRICOS Course Code	Course Duration
SIT30821	**Certificate III in Commercial Cookery**	112506J	52 Weeks
SIT40521	**Certificate IV in Kitchen Management**	112507H	78 Weeks
SIT50422	**Diploma of Hospitality Management**	112508G	104 Weeks

SIT30821 Certificate III in Commercial Cookery

VET Course Code: SIT30821

Course Title: Certificate III in Commercial Cookery

CRICOS Course Code: 112506J

Total Course Duration: 52 Weeks

Holidays: 8 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA and Level 2, 282 Gouger Street, Adelaide 5000 SA

Work Placement Location: As per individual student agreement

Study Mode: Face to Face (20 Hours/week for 38 weeks) and 6 Weeks Work Placement (188 hours / 47 Complete Food Service Periods)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

➢ Aged 18 years or above
➢ Completed Year 11 or equivalent
➢ IELTS 5.5 overall or equivalent
➢ Passed Course Entry Interview
➢ Passed LLN requirements of the college

Course Overview

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. Completion of this qualification contributes to recognition as a trade cook. This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Pathways

Completion of this qualification contributes to recognition as a trade cook. This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops. and/or to continue higher studies, individuals could progress to SIT40521 Certificate IV in Kitchen Management with Grenfell Institute of Technology Australia.

Awards Issued

Students obtaining a competent result for all 25 units of competency will achieve the Nationally Recognised qualification SIT30821 Certificate III in Commercial Cookery (CRICOS Course Code: 112506J). A Statement of Attainment will be issued to students who complete less than 25 units.

Grenfell Institute of Technology Australia
RTO Number 45979 | CRICOS Provider Code 04103E

SIT30821 Certificate III in Commercial Cookery

VET Course Code: SIT30821

Course Title: Certificate III in Commercial Cookery

CRICOS Course Code: 112506J

Total Course Duration: 52 Weeks

Holidays: 8 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA and Level 2, 282 Gouger Street, Adelaide 5000 SA

Work Placement Location: As per individual student agreement

Study Mode: Face to Face (20 Hours/week for 38 weeks) and 6 Weeks Work Placement (188 hours / 47 Complete Food Service Periods)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

- Aged 18 years or above
- Completed Year 11 or equivalent
- IELTS 5.5 overall or equivalent
- Passed Course Entry Interview
- Passed LLN requirements of the college

Course Structure

To successfully achieve this qualification, students need to complete 25 units of competency which include 20 core units, plus 5 elective units.

UNIT CODE	UNIT TITLE	CORE OR ELECTIVE
SITHCCC023*	Use food preparation equipment	Core
SITHCCC027*	Prepare dishes using basic methods of cookery	Core
SITHCCC028*	Prepare appetisers and salads	Core
SITHCCC029*	Prepare stocks, sauces and soups	Core
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC031*	Prepare vegetarian and vegan dishes	Core
SITHCCC035*	Prepare poultry dishes	Core
SITHCCC036*	Prepare meat dishes	Core
SITHCCC037*	Prepare seafood dishes	Core
SITHCCC041*	Produce cakes, pastries and breads	Core
SITHCCC042*	Prepare food to meet special dietary requirements	Core
SITHCCC043*	Work effectively as a cook	Core
SITHKOP009*	Clean kitchen premises and equipment	Core
SITHKOP010	Plan and cost recipes	Core
SITHPAT016*	Produce desserts	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXHRM007	Coach others in job skills	Core
SITXINV006*	Receive, store and maintain stock	Core
SITXWHS005	Participate in safe work practices	Core
SITHCCC026*	Package prepared foodstuffs	Elective Group A
SITHCCC040*	Prepare and serve cheese	Elective Group A
SITHCCC038*	Produce and serve food for buffets	Elective Group A
SITXCOM007	Show social and cultural sensitivity	Elective Group C
SITXWHS006	Identify hazards, assess and control safety risks	Elective Group C

Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.
Units marked with *asterisk have one or more pre-requisite units. Please refer to individual units for more details.

Grenfell Institute of Technology Australia
RTO Number 45979 | CRICOS Provider Code 04103E

SIT40521 Certificate IV in Kitchen Management

VET Course Code: SIT40521

Course Title: Certificate IV in Kitchen Management

CRICOS Course Code: 112507H

Total Course Duration: 78 Weeks

Holidays: 12 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA and Level 2, 282 Gouger Street, Adelaide 5000 SA

Work Placement Location: As per individual student agreement

Study Mode: Face to Face (20 Hours/week for 60 weeks) and 6 weeks Work Placement (188 hours / 47 Complete Food Service Periods)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

➢ Aged 18 years or above
➢ Completed Year 11 or equivalent
➢ IELTS 5.5 overall or equivalent
➢ Passed Course Entry Interview
➢ Passed LLN requirements of the college

Course Overview

This comprehensive course is designed to provide students with a wide range of skills and knowledge required not only to become competent as a qualified chef or cook but also to gain a range of supervisory or leadership skills that will enhance graduate employability and future opportunities as a chef. This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Pathways

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice and/or to continue higher studies, individuals could progress to SIT50422 Diploma of Hospitality Management with Grenfell Institute of Technology Australia.

Awards Issued

Students obtaining a competent result for all 33 units of competency will achieve the Nationally Recognised qualification SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 112507H). A Statement of Attainment will be issued to students who complete less than 33 units.

Grenfell Institute of Technology Australia
RTO Number 45979 | CRICOS Provider Code 04103E

SIT40521 Certificate IV in Kitchen Management

VET Course Code: SIT40521

Course Title: Certificate IV in Kitchen Management

CRICOS Course Code: 112507H

Total Course Duration: 78 Weeks

Holidays: 12 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA and Level 2, 282 Gouger Street, Adelaide 5000 SA

Work Placement Location: As per individual student agreement

Study Mode: Face to Face (20 Hours/week for 60 weeks) and 6 weeks Work Placement (188 hours / 17 Complete Food Service Periods)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

- Aged 18 years or above
- Completed Year 11 or equivalent
- IELTS 5.5 overall or equivalent
- Passed Course Entry Interview
- Passed LLN requirements of the college

Course Structure

To successfully achieve this qualification, students need to complete 33 units of competency which include 27 core units, plus 6 elective units.

UNIT CODE	UNIT OF COMPETENCY TITLE	CORE OR ELECTIVE
SITHCCC023*	Use food preparation equipment	Core
SITHCCC027*	Prepare dishes using basic methods of cookery	Core
SITHCCC028*	Prepare appetisers and salads	Core
SITHCCC029*	Prepare stocks, sauces and soups	Core
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC031*	Prepare vegetarian and vegan dishes	Core
SITHCCC035*	Prepare poultry dishes	Core
SITHCCC036*	Prepare meat dishes	Core
SITHCCC037*	Prepare seafood dishes	Core
SITHCCC041*	Produce cakes, pastries and breads	Core
SITHCCC042*	Prepare food to meet special dietary requirements	Core
SITHCCC043*	Work effectively as a cook	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP012*	Develop recipes for special dietary requirements	Core
SITHKOP013*	Plan cooking operations	Core
SITHKOP015*	Design and cost menus	Core
SITHPAT016*	Produce desserts	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008*	Develop and implement a food safety program	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006*	Receive, store and maintain stock	Core
SITXMGT004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITHCCC026*	Package prepared foodstuffs	Elective Group A
SITHCCC040*	Prepare and serve cheese	Elective Group A
SITHCCC038*	Produce and serve food for buffets	Elective Group A
SITXWHS005	Participate in safe work practices	Other Elective
SITXHRM007	Coach others in job skills	Other Elective
SITXWHS006	Identify hazards, assess and control safety risks	Elective Group E

Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units. *Units marked with *asterisk have one or more pre-requisite units. Please refer to individual units for more details*

Email: info@gita.edu.au
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Website: www.gita.edu.au

Grenfell Institute of Technology Australia
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SIT50422 Diploma of Hospitality Management

VET Course Code: SIT50422

Course Title: Diploma of Hospitality Management

CRICOS Course Code: 112508G

Total Course Duration: 104 Weeks

Holidays: 24 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA and Level 2, 282 Gouger Street, Adelaide 5000 SA

Study Mode: Face to Face (20 Hours/week for 80 weeks)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

- ➤ Aged 18 years or above
- ➤ Completed Year 12 or equivalent
- ➤ IELTS 5.5 overall or equivalent
- ➤ Passed Course Entry Interview
- ➤ Passed LLN requirements of the college

Course Overview

This comprehensive course is designed to provide students with a wide range of skills and knowledge that enable students to grab employment opportunities in a variety of supervisory or management positions including Conference and Event Organiser, Hospitality Manager, Motel Manager, Sous Chef, Chef Patissier, Restaurant Manager. The course will provide students with a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. Students would learn how to operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

Pathways

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming or individuals could progress to the following courses:

- SIT60322 Advanced Diploma of Hospitality Management
- Various bachelor's degrees in other higher education providers

Awards Issued

Students obtaining a competent result for all 28 units of competency will achieve the Nationally Recognised qualification SIT50422 Diploma of Hospitality Management (CRICOS Course Code: 112508G). A Statement of Attainment will be issued to students who complete less than 28 units.

Grenfell Institute of Technology Australia
RTO Number 45979 | CRICOS Provider Code 04103E

SIT50422 Diploma of Hospitality Management

VET Course Code: SIT50422

Course Title: Diploma of Hospitality Management

CRICOS Course Code: 112508G

Total Course Duration: 104 Weeks

Holidays: 24 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA and Level 2, 282 Gouger Street, Adelaide 5000 SA

Study Mode: Face to Face (20 Hours/week for 80 weeks)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

➢ Aged 18 years or above
➢ Completed Year 12 or equivalent
➢ IELTS 5.5 overall or equivalent
➢ Passed Course Entry Interview
➢ Passed LLN requirements of the college

Course Structure

To successfully achieve this qualification, students need to complete 28 units of competency which include 11 core units, plus 17 elective units.

UNIT CODE	UNIT OF COMPETENCY TITLE	CORE OR ELECTIVE
SITXHRM007	Coach others in job skills	Elective Other
SITXCOM010	Manage conflict	Core
SITXFSA005	Use hygienic practices for food safety	Elective Group A
SITXFSA006	Participate in safe food handling practices	Elective Group C
SITHCCC023*	Use food preparation equipment	Elective Group C
SITHCCC027*	Prepare dishes using basic methods of cookery	Elective Group C
SITHCCC028*	Prepare appetisers and salads	Elective Group C
SITHCCC029*	Prepare stocks, sauces and soups	Elective Group C
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Elective Group C
SITHCCC031*	Prepare vegetarian and vegan dishes	Elective Group C
SITHCCC035*	Prepare poultry dishes	Elective Group C
SITHCCC036*	Prepare meat dishes	Elective Group C
SITHCCC037*	Prepare seafood dishes	Elective Group C
SITHCCC041*	Produce cakes, pastries and breads	Elective Group C
SITHPAT016*	Produce desserts	Elective Group C
SITHCCC042*	Prepare food to meet special dietary requirements	Elective Group C
SITHKOP010	Plan and cost recipes	Elective Other
SITHKOP013*	Plan cooking operations	Elective Group B
SITXMGT004	Monitor work operations	Core
SITXHRM008	Roster staff	Core
SITXFIN009	Manage finances within a budget	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXHRM009	Lead and manage people	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXMGT005	Establish and conduct business relationships	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXCCS015	Enhance customer service experiences	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core

Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.
*Units marked with *asterisk have one or more pre-requisite units. Please refer to individual units for more details.*

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Business Leadership & Management Courses

VET Code	Course Title	CRICOS Course Code	Course Duration
BSB50420	**Diploma of Leadership and Management**	112504M	52 Weeks
BSB60420	**Advanced Diploma of Leadership and Management**	112505K	65 Weeks
BSB80120	**Graduate Diploma of Management (Learning)**	113102K	52 Weeks

BSB50420 Diploma of Leadership and Management

VET Course Code: BSB50420

Course Title: Diploma of Leadership and Management

CRICOS Course Code: 112504M

Total Course Duration: 52 Weeks

Holidays: 12 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA

Study Mode: Face to Face (20 Hours/week for 40 weeks)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

- Aged 18 years or above
- Completed Year 12 or equivalent
- IELTS 5.5 overall or equivalent
- Passed Course Entry Interview
- Passed LLN requirements of the college

Course Overview

This comprehensive course will provide students with the knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. Students will develop skills in displaying initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. Students will learn communication skills to support individuals and teams to meet organisational or enterprise requirements. They would learn to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Course Structure

To successfully achieve this qualification, students need to complete 12 units of competency which include 06 core units, plus 06 elective units.

Pathways

This qualification provides a pathway to work as Corporate General Manager, Transport Manager, Distribution Centre Manager, Information Services Manager, Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, or individuals could progress into BSB60420 Advanced Diploma of Leadership and Management with Grenfell Institute of Technology Australia.

Awards Issued

Students obtaining a competent result for all 12 units of competency will achieve the nationally recognised qualification BSB50420 Diploma of Leadership and Management (CRICOS Course Code: 112504M). A Statement of Attainment will be issued to students who complete less than 12 units.

UNIT CODE	UNIT OF COMPETENCY TITLE	CORE OR ELECTIVE
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBXCM501	Lead communication in the workplace	Elective*
BSBPEF501	Manage personal and professional development	Elective*
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective*
BSBFIN501	Manage budgets and financial plans	Elective*
BSBCRT512	Originate and develop concepts	Elective*
BSBWHS521	Ensure a safe workplace for a work area	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

Grenfell Institute of Technology Australia
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BSB60420 Advanced Diploma of Leadership and Management

VET Course Code: BSB60420

Course Title: Advanced Diploma of Leadership and Management

CRICOS Course Code: 112505K

Total Course Duration: 65 Weeks

Holidays: 15 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA

Study Mode: Face to Face (20 Hours/week for 50 weeks)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

➢ Aged 18 years or above
➢ Completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or Two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise
➢ IELTS 5.5 overall or equivalent
➢ Passed Course Entry Interview
➢ Completed Year 12 or equivalent
➢ Passed LLN requirements of the college

Course Overview

This comprehensive course would provide students with the specialised knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. Individuals at this level would use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They would use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems. Students would learn communication skills to support individuals and teams to meet organisational or enterprise requirements. They would learn plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Pathways

This qualification provides a pathway to work as Corporate General Manager, Area Manager, Business Analyst, Quarry Business Manager, Senior Executive, Business Development Director, Executive Director, Department Manager, Managing Director, Chief Executive Officer or individuals could progress with other providers to BSB80320 Graduate Diploma of Strategic Leadership or other higher education courses.

Awards Issued

Students obtaining a competent result for all 10 units of competency will achieve the Nationally Recognised qualification BSB60420 Advanced Diploma of Leadership and Management (CRICOS Course Code: 112505K). A Statement of Attainment will be issued to students who complete less than 10 units.

Course Structure

To successfully achieve this qualification, students need to complete 10 units of competency which include 05 core units, plus 05 elective units.

UNIT CODE	UNIT OF COMPETENCY TITLE	CORE OR ELECTIVE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBINS601	Manage knowledge and information	Elective*
BSBCMM511	Communicate with influence	Elective*
BSBFIN601	Manage organisational finances	Elective*
BSBPEF501	Manage personal and professional development	Elective*
BSBHRM614	Contribute to strategic workforce planning	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

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BSB80120 Graduate Diploma of Management (Learning)

VET Course Code: BSB80120

Course Title: Graduate Diploma of Management (Learning)

CRICOS Course Code: 113102K

Total Course Duration: 52 Weeks

Holidays: 08 weeks

Course Location: Level 17, 45 Grenfell Street, Adelaide 5000 SA

Study Mode: Face to Face (20 Hours/week for 44 weeks)

Course Fee: Contact info@gita.edu.au

ENTRY REQUIREMENTS

➢ Aged 18 years or above
➢ IELTS 5.5 overall or equivalent
➢ Passed Course Entry Interview
➢ Passed LLN requirements of the college
➢ Completed Year 12 or equivalent

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. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Pathways

This qualification provides a pathway to work as Career Development Manager (Education Sector), RTO Manager, RTO Education Advisor or individuals could progress with other higher education courses with universities.

Awards Issued

Students obtaining a competent result for all 08 units of competency will achieve the Nationally Recognised qualification BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 113102K). A Statement of Attainment will be issued to students who complete less than 08 units.

Course Structure

To successfully achieve this qualification, students need to complete 08 units of competency which include 03 core units, plus 05 elective units.

UNIT CODE	UNIT OF COMPETENCY TITLE	CORE OR ELECTIVE
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBCRT611	Apply critical thinking for complex problem solving	Elective*
BSBLDR601	Lead and manage organisational change	Elective*
BSBOPS601	Develop and implement business plans	Elective*
BSBLDR602	Provide leadership across the organisation	Elective*
BSBSTR601	Manage innovation and continuous improvement	Elective*

*Elective units for this qualification are current at the time of publication and are subject to change. Please read https://www.asqa.gov.au/sites/default/files/2020-01/FACT_SHEET_Delivering_elective_units.pdf for more information about delivering elective units.

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LIVING COSTS IN AUSTRALIA

Knowing the average cost of living in Australia is an important part of your financial preparation. For your reference, here are some of the important costs associated with living and studying in Australia. All costs are in Australian Dollars. The costs below are an approximate guide only and do not take into account your budget and spending habits. Students should be aware that these costs can vary depending on your study location in Australia. Remember that you can shop around for items, such as clothing and shoes, to find a cheaper source.

ACCOMMODATION

Hostels and Guesthouses – $110 to $170 per week

Shared Rental – $120 to $230 per week

Homestay – $250 to $350 per week

Rental – $200 to $460 per week

OTHER LIVING EXPENSES

Groceries and eating out – $160 to $300 per week

Gas, electricity – $15 to $25 per week

Phone and Internet – $15 to $35 per week

Public transport – $30 to $60 per week

Car Hire – $150 to $260 per week

Entertainment – $80 to $150 per week

MINIMUM COST OF LIVING

Primary applicant	AUD 29,710
Spouse or de facto partner of the student primary applicant (not applicable to Student Guardian applicant)	AUD 10,394
Dependent child	AUD 4,449

For current and updated information, please refer to Study Australia website:
www.studyaustralia.gov.au

THINGS TO KNOW BEFORE YOU ARRIVE

After you have successfully obtained your Australian student visa, a variety of experiences await you, and it's quite natural to face them with a blend of both excitement and anxiety about the unknown. The challenge is to take full advantage of the opportunities presented to you. The benefits of being part of a multicultural student population and society in Australia, will give you the chance to develop your knowledge and understanding of new cultures. Your time in Australia will be both challenging and rewarding. Before you are ready to depart for Australia, make yourself comfortable by planning your initial days in Australia.

Checklist of items you should make yourself aware and carry

- [ ] A valid passport and a printed copy of your current student visa
- [ ] A copy of Letter of Offer and written agreement from the college
- [ ] A copy of CoE provided by the college
- [ ] Health insurance/OSHC details
- [ ] Receipts of payments already made to the college
- [ ] College full address and contact number
- [ ] Driver's licence, national identification (ID) card, birth certificates etc..
- [ ] Prescriptions to support your use of any required medications
- [ ] Australian currency for the first few days, e.g. A$400 to A$600
- [ ] If you have organised accommodation and airport pick up please make a note of the driver number name and accommodation address
- [ ] A reference from your previous employer/s and your CV, if you plan to seek part-time employment after your course has commenced
- [ ] Photos of your family and friends as well as any items to make your new surroundings feel more comfortable and familiar
- [ ] Alarm clock, sewing kit, Bath towel, Calculator, home wear clothes, shoes, sport shoes, sandals/other casual footwear, Dictionary (Macquarie and Oxford are used in Australia), Hair-dryer, shaver (may need adaptor for 240 volts), Laptop or Tablet, Spare pair of spectacles and/or contact lenses and a current prescription, Toiletries, Trousers, shirts, t-shirts, shorts, undergarments and socks, Woollen jumper, jacket or coat, Swimwear, sports clothing and beach towel.

AFTER YOU ARRIVE IN AUSTRALIA

- [ ] Call your family and friends, as they want to know that you have arrived safely.
- [ ] Attend the college on your orientation date
- [ ] Meet the college staff and some new friends
- [ ] Explore and familiarise yourself with the college location
- [ ] Take the time to explore and get to know the area where you live, and how to get to the college.
- [ ] Open a bank account, or if you opened one when overseas, take your passport with you to the bank so you can withdraw funds.

APPLY FOR ADMISSION

STEP 1: Gather all the information about Grenfell Institute of Technology Australia and your course from:

- Grenfell Institute of Technology Australia's International Student Handbook, Prospectus & Course Brochures
- College's official website (www.gita.edu.au)
- Nominated Agents of Grenfell Institute of Technology Australia
- National Register of VET at https://training.gov.au/Organisation/Details/45979
- Commonwealth Register of Institutions and Courses for Overseas Students at https://cricos.education.gov.au/
- Your Career Website at https://www.yourcareer.gov.au/
- Student can request additional information from the college by sending an email to **info@gita.edu.au**

STEP 2: Send certified documents in English or English translated that must include:

- Completed application for enrolment form
- Overseas and Australian Qualifications (Year 11/12 and/or above)
- Overseas or Australian Passport
- English Proficiency Test Report (IELTS, PTE, TOEFL, CAE)
- Any other documents as relevant to support your application (GTE / Resume / Cover Letter etc)

STEP 3: Submit your documents in the following methods:

- **Email**: **info@gita.edu.au** / **marketing@gita.edu.au**
- **Post**: Level 17, 45 Grenfell Street, Adelaide 5000 South Australia | Australia
- **Drop in personally**: Level 17, 45 Grenfell Street, Adelaide 5000 South Australia | Australia

STEP 4: Application Assessment and Outcome

Student Support Officer at Grenfell Institute of Technology Australia will verify your documents and assess whether you meet the entry requirements for the chosen course/s. If you do not meet the entry requirements, the application will be rejected and you will be notified.

STEP 5: Course Entry Interview

If you meet the entry requirements, Grenfell Institute of Technology Australia's Student Support Officer will conduct a Course Entry Interview/ Pre-Training Review prior to issuing an Offer letter and Agreement for your chosen course. This is done to ensure that you have relevant skills required to undertake and successfully complete the qualification within the time-frame of Grenfell Institute of Technology Australia's courses. This will also assist us to identify your training needs through questions on previous education or training, relevance of the courses to student, relevant experience and identify any support needs and possible RPL opportunities.

STEP 6: Receive your Offer Letter and Student Agreement

On successful completion of the Course Entry Interview/ Pre-Training Review, Offer Letter and Agreement will be sent within a week of receiving the completed application and supporting documents. The letter of offer and agreement may also state if you need to provide further information. There can also be conditions listed against your enrolment which must be satisfied before issuing an electronic Confirmation of Enrolment (eCoE).

STEP 7: Receive your Offer Letter and Student Agreement

Once you have provided any additional information requested by the college and have fulfilled any additional conditions mentioned on their Offer letter and Agreement, you must sign all relevant sections of the Offer Letter and Agreement and make an Initial Payment into the college's nominated bank account. You must ensure to keep all payment records for a minimum of two years. You must then send a clear scanned copy of the signed Offer letter and Agreement along with the payment evidence to the college via:

- **Email**: **info@gita.edu.au** / **marketing@gita.edu.au**
- **Post**: Level 17, 45 Grenfell Street, Adelaide 5000 South Australia | Australia
- **Drop in personally**: Level 17, 45 Grenfell Street, Adelaide 5000 South Australia | Australia

STEP 8: E-CoE Issuance

Grenfell Institute of Technology Australia will verify the authenticity of the payment and issue an electronic Confirmation of Enrolment (eCoE). This will be sent to you and/or your nominated agent.

STEP 9: Obtain OSHC, apply your VISA and prepare your travel arrangements

You can now obtain OSHC and organise your student VISA application.

STEP 10: Attend Orientation at Grenfell Institute of Technology Australia and commence your studies

Follow our pre-departure checklist information available on our website and within this booklet and attend the orientation to begin your academic journey with Grenfell Institute of Technology Australia.

Note: International onshore applicants willing to study in Australia must have a valid student visa or a visa with full-time study rights. For more information on how to apply and documents required for student visa application, please visit Department of Home Affairs website at **www.immi.homeaffairs.gov.au**

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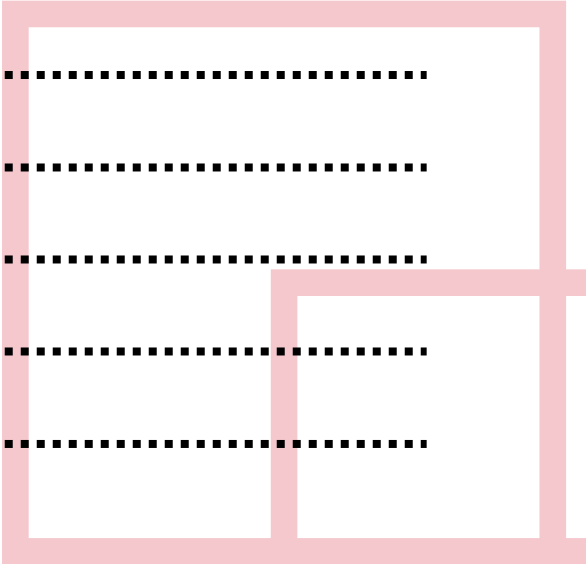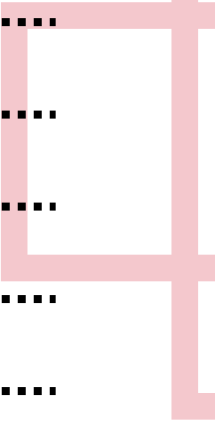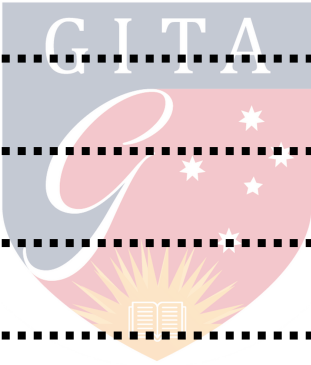
CONTACT US

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Website   www.gita.edu.au

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