



aveta

australian vocational
education & training academy

CRICOS 02826G TOID 21888

STUDY MELBOURNE
Australia

YOUR TALENT,
OUR EXPERTISE

YOUR SKILL,
OUR GUIDANCE



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Welcome to the start of an inspiring culinary experience

AVETA is located in the heart of Melbourne, capital of the state of Victoria. Studying and living in one of the most livable cities in the world offers you a whole new perspective. This sophisticated city in the south-east corner of mainland Australia, inspires a deep passion in Melbournians. Melbourne has a vibrant energy, amazing choice of restaurants, funky boutiques, cafe-filled laneways, cool bars, world-class galleries, sensational parks and village-like inner suburbs, each with its particular charm and character.

According to a report published on [Satista](#) in the year 2021, **50,826** cafes and restaurants were recorded to be operational in Australia during the last financial year. One can only imagine the extent of how vital the Hospitality industry is to the economy of this island continent.



SPORTS



Melbourne is regarded as Australia's sporting capital, hosting a range of international sporting events every year, ranging from the Boxing Day Test (Cricket), the Formula One Grand Prix, the Australian Open (Tennis) and the list goes on. In addition, Australian Football League (AFL) is played during the winter months and for some it is almost their religion.



FASHION & FOOD



Image: St. Walk Arcade, Collins Street

The look is chic but quirky.

The city offers a variety of malls and boutiques for an incredible shopping experience for everyone. This is paired with world class dining options that go together like fine wine and chocolate. According to data from the City of Melbourne, there are more than 1600 cafes and restaurants to choose from, and that number continues to grow every day!



Image: St. Kilda Festival



With a population of over 5 million people, Melbourne is an inclusive multicultural society, with over 140 nationalities from all around the world.

The calendar is packed all year round. Melbournians embrace the notoriously changeable weather. A standing joke in Australia, is that Melbourne, can experience four seasons in the same day; just another example of how Melbourne has it all!



CAREER FOCUSED TRAINING

INDUSTRY PROFESSIONALS



MODERN FACILITIES

WHY AVETA

Career Focused Training

Our Vocational and English Courses enable our graduates to seek employment opportunities in the fast evolving Australian marketplace. AVETA's courses are part of the Nationally recognised education and training structure in Australia. We tailor our courses for the industry, thereby enhancing employment opportunities for our graduates.

Our Courses Are:

- Highly Competitive
- National in Scope
- Industry Based

Experienced Staff and Industry Professional Training

AVETA's knowledgeable staff help deliver our promise of providing a range of exceptional education services. Our staff of highly talented individuals have extensive experience in both education and industry. Our diverse team is dedicated to ensuring that AVETA provides a caring and supportive environment for our students. We embrace the concept of working with our students so that they can achieve their educational goals within their period of enrolment. AVETA's Trainers provide language, literacy and numeracy (LLN) support as well as, accommodating the special needs of students.

A Centrally Located Campus in Melbourne

Our campus is centrally located on Queen Street, in the heart of Melbourne city, which is a vibrant and exciting location offering our students diverse opportunities to experience the city's cultural, social and business environment. It is in close proximity to sporting and recreational facilities for which Melbourne is famous, together with quick access to Government offices and banks. AVETA students have the additional convenience of public transport at the doorstep of the Academy, providing them with easy access to Melbourne's Central Business District and neighboring suburbs, in which a wide range of affordable accommodation is available.

Modern Training Facilities

AVETA's campuses offer state-of-the-art facilities, with simulated industry environments that are well equipped with the latest technology and equipment. Our teaching and demonstration resources are motivating for students and help them achieve their educational goals better.



SECURITY



Certificate II in Security Operations

CPP20218 CRICOS COURSE CODE: 107404B



Course Description

The CPP20218 Certificate II in Security Operations is a nationally recognised qualification as part of the Property Services Training Package. AVETA's experienced staff offers participants an end to end learning experience by providing them the knowledge that is required to step foot in the security industry. AVETA provides additional support and guidance related to licensing, resume building and training for interviews at leading recruitment companies.

Career Outcomes

Participants who successfully complete the qualification can apply for a license leading to jobs as security officers, unarmed guards and crowd control officers.

Course Duration

Weekdays: 18 Days

Weekends: 9 Weekends

Nights: 36 Nights

Course fees

\$1,100 one time fee (including \$100 application fee)

Core Units	Unit Description
CPPSEC2101	Apply effective communication skills to maintain security
CPPSEC2102	Apply legal and procedural requirements to work effectively within a
CPPSEC2103	Apply WHS, emergency response and evacuation procedures to
CPPSEC2104	Apply risk assessment to select and carry out response to security
CPPSEC2105	Provide quality services to a range of security clients
CPPSEC2106	Protect self and others using basic defensive techniques
CPPSEC2107	Patrol premises to monitor property and maintain security
CPPSEC2108	Screen people, personal effects and items to maintain security
CPPSEC2109	Monitor and control access and exit of persons and vehicles from
CPPSEC2110	Monitor and control individual and crowd behaviour to maintain
CPPSEC2111	Apply security procedures to manage intoxicated persons
CPPSEC2112	Apply security procedures to remove persons from premises
CPPSEC2113	Escort and protect persons and valuables
HLTAID011	Provide first aid

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Security Courses

There are no entry requirements for this qualification for Domestic students.

For International Students:

Entry Requirements

- Applicants must be 18 years of age and above
- Successful completion of the Language, Literacy and Numeracy Assessment (LLN)
- Completion of year 11 or equivalent (subject to the assessment and approval of AVETA staff)
- English requirements TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152 or IELTS 5.5 or equivalent

You do not need to provide evidence of an English test score if only one of the following applies:

- you are enrolled in full-time school studies as a principal course including in a secondary exchange program, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students
- you have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- in the two years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.



Eligibility To Apply For a Private Security Licence

To ensure the safety of all Victorians, there are minimum standards that all licence applicants are required to meet before they are eligible to perform work within the private security. These requirements are outlined in the relevant form.

To be eligible for a private security licence in the State of Victoria, you must:

- be 18 years or over
- be a resident of Australia or be the holder of a current visa (with relevant work rights)
- be subject to a National Police Check which requires the taking of your fingerprints
- provide certified copies of International Police Checks from any other country resided in for a period of more than 12 months over the previous 10 years since turning 16 years of age
- not be a prohibited person
- be a fit and proper person – this includes not having any medical condition or history with police that would hinder your employment within the industry
- demonstrate competency for working in the security industry by completing training relevant to the private security activity or activities you wish to be licensed for with a training organisation approved by the Licensing and Regulation Division
- provide two written references outlining your suitability for employment within the private security industry

To learn more about the requirements of obtaining a Private Security Licence, type the link below in your search bar:

<https://www.police.vic.gov.au/applying-new-individual-licence-or-registration>



HOSPITALITY



Certificate III In Commercial Cookery

SIT30816 CRICOS COURSE CODE: 093068K



Course Description

This qualification reflects the role of a commercial cook who use a wide range of cookery skills. They use discretion and judgment and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

Career Outcomes

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course Duration

Full time: 52 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Core Units	Unit Description
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment *
SITHCCC005	Prepare dishes using basic methods of cookery *
SITHCCC006	Prepare appetisers and salads *
SITHCCC007	Prepare stocks, sauces and soups *
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes *
SITHCCC012	Prepare poultry dishes *
SITHCCC013	Prepare seafood dishes *
SITHCCC014	Prepare meat dishes *
SITHCCC018	Prepare food to meet special dietary requirements *
SITHCCC019	Produce cakes, pastries and breads *
SITHCCC020	Work effectively as a cook *
SITHKOP001	Clean kitchen premises and equipment *
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts *
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable supplies *
SITXWHS001	Participate in safe work practices
Elective Units	Unit Description
SITHCCC017	Handle and serve cheese
SITHCCC003	Prepare and present sandwiches
SITHCCC004	Package prepared foodstuff.
SITXCCS006	Provide service to customers.

*Please refer to the pre-enrolment information sheet for further information regarding this course

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

* For these units SITXFSA101 – Use hygienic practices for food safety is a pre-requisite unit which the student must be deemed competent before they can commence these units.

Certificate IV In Commercial Cookery

SIT40516 CRICOS COURSE CODE: 093069J



Course Description

This qualification reflects the role of a Commercial Cook who has 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.

Note: If a student completes a Certificate III in Commercial Cookery before enrolling in this qualification at AVETA they will receive recognition of prior learning (RPL) for several units of competency and therefore duration of this course will be reduced to 26 weeks.

Career Outcomes

This qualification provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes, etc.

Possible job titles include: Commercial Cook (with supervisory duties)

Course Duration

Full time: 78 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBDIV501	Manage diversity in the workplace
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITHCCC001	Use food preparation equipment *
SITHCCC005	Prepare dishes using basic methods of cookery *
SITHCCC006	Prepare appetisers and salads *
SITHCCC007	Prepare stocks, sauces and soups *
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes *
SITHCCC012	Prepare poultry dishes *
SITHCCC013	Prepare seafood dishes *
SITHCCC014	Prepare meat dishes *
SITHCCC018	Prepare food to meet special dietary requirements *
SITHCCC019	Produce cakes, pastries and breads *
SITHCCC020	Work effectively as a cook *
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations *
SITHPAT006	Produce desserts *
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXINV002	Maintain the quality of perishable supplies *
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices
Elective Units	Unit Description
SITXFIN002	Interpret Financial Information
SITXCCS007	Enhance customer service experience
SITXFSA004	Develop and implement a food safety program
SITXCCS006	Provide service to customers
SITHCCC004	Package prepared foodstuffs *
SITHCCC017	Handle and serve cheese *
SITXINV001	Receive and store stock

Please refer to the pre-enrolment information sheet for further information regarding this course

* For these units SITXFSA101 – Use hygienic practices for food safety is a pre-requisite unit which the student must be deemed competent before they can commence these units.

Diploma of Hospitality Management

SIT50416 CRICOS COURSE CODE: 091029M



Course Description

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

Note: If a student completes a Certificate III and IV in Commercial Cookery before enrolling in this qualification at AVETA they will receive Recognition of Prior Learning (RPL) for the units of competency and as a result, the duration will be reduced accordingly

Career Outcomes

This qualification provides a pathway to work in any sector of the hospitality industry as a department or small business manager.

Possible job titles include:

Chef de cuisine; Sous Chef

Course Duration

Full time: 68 weeks (which will be timetabled to include public holidays and re- assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance the customer service experience
SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster Staff
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices
Elective Units	Unit Description
SITXFSA001	Use hygienic practices for food safety
SITHKOP005	Coordinate cooking operations *
SITHIND002	Source and use information on the hospitality industry
BSBCMM401	Make a presentation
BSBADM502	Manage meetings
SITXINV003	Purchase goods
SITXWHS002	Identify hazards assess and control safety risks
SITXFIN002	Interpret Financial Information
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITHKOP007	Design and cost menus
SITHKOP004	Develop menus for special dietary requirements
SITXFSA004	Develop and implement a food safety program
SITXINV004	Control stock
SITXFSA002	Participate in safe food handling practices

Please refer to the pre-enrolment information sheet for further information regarding this course

* For these units SITXFSA101 – Use hygienic practices for food safety is a pre-requisite unit which the student must be deemed competent before they can commence these units.

Advanced Diploma of Hospitality Management

SIT60316 CRICOS COURSE CODE: 091110G



Course Description

This qualification reflects the role of individuals operating at a senior level who use substantial industry knowledge and wide-ranging, specialised managerial skills. They operate independently, and often take strategic business decisions.

Career Outcomes

This qualification provides a pathway to the industry as a senior manager

Course Duration

Full time: 92 weeks (which will be timetabled to include public holidays and re- assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Note: If a student completes a Certificate III, IV in Commercial Cookery and a Diploma of Hospitality Management before enrolling in this qualification at AVETA, they will receive Recognition of Prior Learning (RPL) for the units of competency and as a result the duration will be reduced accordingly.

Core Units	Unit Description
BSBDIV501	Manage diversity in the workplace (Core Unit in Cert IV in CC SIT50416)
BSBFIM601	Manage Finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop and manage quality customer service practices (Core Unit in Diploma of Hospitality Management SIT50416)
SITXFIN003	Manage finances within a budget (Core Unit in Cert IV in CC SIT40516)
SITXFIN004	Prepare and monitor budgets (Core Unit in Diploma of Hospitality Management SIT50416)
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements (Core Unit in Diploma of Hospitality Management SIT50416)
SITXHRM003	Lead and manage people (Core Unit in Cert IV in CC SIT40516)
SITXHRM004	Recruit, select and induct staff (Elective Unit in Diploma of Hospitality Management SIT50416)
SITXHRM006	Monitor Staff Performance (Elective Unit in Diploma of Hospitality Management SIT50416)
SITXMGT001	Monitor Work Operations (Core Unit in Cert IV in CC SIT40516)
SITXMGT002	Establish and conduct business relationships (Core Unit in Diploma of Hospitality Management SIT50416)
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system
Elective Units	Unit Description
SITXFSA001	Use hygienic practices for food safety (Core Unit in Cert III in CC SIT30816)
SITHKOP005	Coordinate cooking operations * (Core Unit in Cert IV in CC SIT40516)
BSBADM502	Manage Meetings (Elective Unit in Diploma of Hospitality Management SIT50416)
BSBCMM401	Make a presentation (Elective Unit in Diploma of Hospitality Management SIT50416)
SITXCOM005	Manage conflict (Core Unit in Cert IV in CC SIT40516)
SITXFIN002	Interpret financial information (Elective Unit in Cert IV in CC SIT40516)
SITXFSA002	Participate in food safety handling practices (Core Unit in Cert III in CC SIT30816)
SITXFSA004	Develop and implement a food safety program (Elective Unit in Diploma of Hospitality Management SIT50416)
SITXHRM002	Roster Staff (Elective Unit in Cert IV in CC SIT40516)
SITXINV004	Control Stock (Elective Unit in Cert IV in CC SIT40516)
SITHKOP007	Design and cost menus (Elective Unit in Diploma of Hospitality Management SIT50416)
SITXWHS002	Identify hazards assess and control safety risks (Elective Unit in Cert III in CC SIT30816)
SITHIND002	Source and use information on the hospitality industry (Elective Unit in Cert III in CC SIT30816)
SITXWHS003	Implement and monitor work health and safety practices (Elective Unit in Cert IV in CC SIT40516)
SITXCCS007	Enhance the customer service experience (Core Unit in Diploma of Hospitality Management SIT50416)
SITXINV003	Purchase goods (Elective Unit in Cert IV in CC SIT40516)
SITHKOP004	Develop menus for special dietary requirements

Please refer to the pre-enrolment information sheet for further information regarding this course

* For these units SITXFSA101 – Use hygienic practices for food safety is a pre-requisite unit which the student must be deemed competent before they can commence these units.

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Hospitality Courses

International students must have obtained or completed one of the following:

- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks

ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);

- (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->);

or

- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia;

or,

- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).

or

- Have completed the ELICOS Course: General English – Intermediate Level

AVETA requires that all students are over 18 at the time of enrolment.

Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA’s English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol. In addition, students will be required to complete a Language, Literacy and Numeracy (LLN) Assessment so that AVETA can determine whether the student needs additional LLN support during their studies. AVETA will also determine any prior learning of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification. In addition AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).



GRADUATE DIPLOMA



Graduate Diploma of Management (Learning)

BSB80120 CRICOS COURSE CODE: 106688D



Course Description

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

Career Outcomes

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

Course Duration

Full time: 78 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
Elective Units	Unit Description
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBLDR602	Provide leadership across the organisation
BSBCRT511	Identify and implement business innovation

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Graduate Diploma

International students must have obtained or completed one of the following:

- Have obtained an IELTS band score of at least 6.0 - or equivalent; or 5.5 where the test score is combined with at least 10 weeks ELICOS or 5.0 where the test score is combined with at least 20 weeks

ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);

(Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->);

or

- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia;

or,

- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).

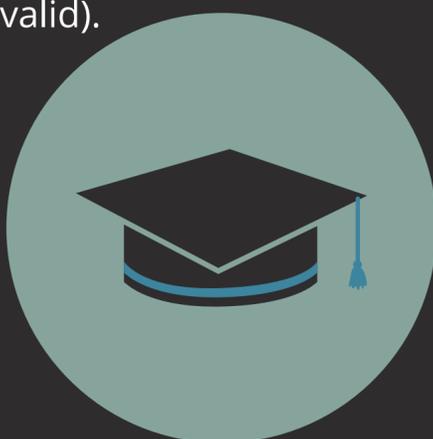
or

- Have completed the ELICOS Course: General English – Intermediate Level

or

Successfully completed an AQF level 6 (Advanced Diploma Level) Qualification within Australia in the past 2 years

Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA’s English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol. In addition, students will be required to complete a Language, Literacy and Numeracy (LLN) Assessment so that AVETA can determine whether the student needs additional LLN support during their studies. AVETA will also determine any prior learning of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification. In addition AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).





fresh
Cake

BUSINESS



Certificate IV in Business

BSB40120 CRICOS COURSE CODE: 109054C



Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They 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

Course Duration

Full time: 52 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBWHS411	Implement & monitor WHS policies, procedures and programs
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
Elective Units	Unit Description
BSBOPS405	Organise business meetings
BSBOPS404	Implement customer service strategies
BSBHRM413	Support the learning & development of teams & individuals
BSBOPS403	Apply business risk management processes
BSBPEF502	Develop and use emotional intelligence
BSBPEF403	Lead personal development

Diploma of Business

BSB50120 CRICOS COURSE CODE: 109055B



Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Course Duration

Full time: 52 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBPEF502	Develop and use emotional intelligence
BSBPEF501	Manage personal & professional development
BSBTWK503	Manage meetings
BSBPMG430	Undertake project work
BSBHRM525	Manage recruitment and onboarding
BSBSTR501	Establish innovative work environments
BSBOPS504	Manage business risk

Advanced Diploma of Business

BSB60120 CRICOS COURSE CODE: 109056A



Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Course Duration

Full time: 78 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBSUS601	Lead corporate social responsibility
BSBOPS601	Develop and implement business plans
BSBTEC601	Review organisational digital strategy
Elective Units	Unit Description
BSBHRM614	Contribute to strategic workforce planning
BSBINS601	Manage Knowledge and information
BSBMKG623	Develop marketing plans
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Business Courses

International students must have obtained or completed one of the following:

- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks

ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);

- (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->);

or

- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia;

or,

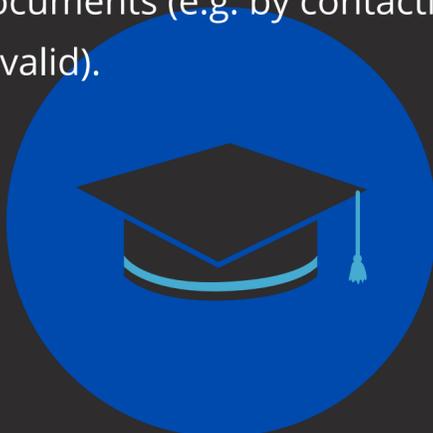
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).

or

- Have completed the ELICOS Course: General English – Intermediate Level

AVETA requires that all students are over 18 at the time of enrolment.

Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol. In addition, students will be required to complete a Language, Literacy and Numeracy (LLN) Assessment so that AVETA can determine whether the student needs additional LLN support during their studies. AVETA will also determine any prior learning of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification. In addition AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).





LEADERSHIP & MANAGEMENT



Certificate IV in Leadership & Management

BSB40520 CRICOS COURSE CODE: 103953E



Course Description

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

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others.

They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Course Duration

Full time: 33 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBLDR411	Demonstrate leadership in the workplace
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
Elective Units	Unit Description
BSBWHS411	Implement & monitor WHS policies, procedures and programs
BSBLDR521	Lead the development of diverse workforce
BSBOPS403	Apply business risk management processes
BSBPEF402	Develop personal work priorities
BSBOPS404	Implement customer service strategies
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBCRT411	Apply critical thinking to work practices

Diploma of Leadership & Management

BSB50420 CRICOS COURSE CODE: 104178J



Course Description

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

Course Duration

Full time: 47 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBPEF502	Develop and use emotional intelligence
BSBOPS502	Manage business operational plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
Elective Units	Unit Description
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBOPS504	Manage business risk
BSBWHS521	Ensure a safe workplace in a work area
BSBPEF501	Manage personal & professional development
BSBSUS511	Develop workplace policies and procedures for sustainability

Advanced Diploma of Leadership & Management

BSB60420 CRICOS COURSE CODE: 106687E



Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Course Duration

Full time: 78 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Core Units	Unit Description
BSBOPS601	Develop and implement business plans
BSBLDR602	Provide leadership across the organisation
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBCRT611	Apply critical thinking for complex problem solving
Elective Units	Unit Description
BSBHRM613	Contribute to the development of learning and development strategy
BSBHRM614	Contribute to strategic workforce planning
BSBSTR602	Develop organisational strategies
BSBTEC601	Review organisational digital strategy
BSBSUS601	Lead corporate social responsibility

GENERAL INFORMATION FOR STUDENTS

Entry Requirements for Leadership & Management Courses

International students are required to have completed a Diploma level study or equivalent within Australia for entry into this course and must have obtained or completed one of the following:

- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks

ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);

- (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->);

or

- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia;

or,

- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).

or

- Have completed the ELICOS Course: General English – Intermediate Level

AVETA requires that all students are over 18 at the time of enrolment.

Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol. In addition, students will be required to complete a Language, Literacy and Numeracy (LLN) Assessment so that AVETA can determine whether the student needs additional LLN support during their studies. AVETA will also determine any prior learning of each student with regard to their existing skills, knowledge and experience that that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification. In addition AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).





ENGLISH



General English

CRICOS COURSE CODE: 098550D

What is General English?

The purpose of the General English Course is to provide students with a strong, well balanced knowledge and application of the English language. It is taught in a fun and practical manner which will engage the students. The course provides opportunity for students to learn, make errors, receive feedback and engage in authentic, functional and practical conversational settings. Students will study speaking, listening, reading, writing, grammar, vocabulary and pronunciation and the course will prepare them to use English outside the classroom or for further study.

What is the duration of the course?

The General English Course is delivered over **6 Levels** (Beginner, Pre -Intermediate, Intermediate, Upper-Intermediate and Advanced) with each level spanning **14 weeks** (Including holidays, re-assessment and catch-up days). All students are tested and placed in their appropriate level of optimum learning. Students will commence their studies on a Monday.

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Please refer to the pre-enrolment information sheet for further information regarding this course

IELTS Preparation Course

CRICOS COURSE CODE: 099308F

About the course

The purpose of the IELTS preparation course is to provide students with the skills required to achieve a higher score in an IELTS test. These skills include skimming, scanning, listening to lectures and conversations, paragraph writing, letter writing, speaking about familiar and unfamiliar topics and providing an opinion. The course is structured for students to study the 4 macro skills of reading, writing, listening and speaking every week. Students will complete IELTS practice tests during their course and receive individual feedback from their Teacher on how to improve their English Proficiency.

ENTRY LEVELS

<p>LEVEL 1</p> <p>For Students starting with an IELTS band score of 4 who want to achieve a band score of 5</p>	<p>LEVEL 2</p> <p>For Students starting with an IELTS band score of 5 who want to achieve a band score of 6</p>	<p>LEVEL 3</p> <p>For students starting with an IELTS band score of 6 who want to achieve a band score of 7.5</p>
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What is the duration of the course?

Level 1, 2 and 3 are **14 weeks each** (Including holidays, re-assessment and catch-up days so that students can complete their studies within their period of enrolment) - which will be timetabled over several days per week.

Course fees

For further information on fee structure for this course, please contact us on info@aveta.edu.au

Please refer to the pre-enrolment information sheet for further information regarding this course

GENERAL INFORMATION FOR ELICOS STUDENTS

Course Entry Requirements for General English

There are no prerequisite study requirements for entry to this course; however AVETA will determine the entry point for the course by assessment of the student's Listening and Speaking and Reading and Writing competencies to guide placement of students in the level appropriate to their proficiency in the English language.

AVETA requires that all students are over 18 at the time of enrolment.

Course Entry Requirements for IELTS Preparation course

Students will be required to provide a copy of their current IELTS band score, which will determine their placement level for this course. Students will be provided with training appropriate to the IELTS English language proficiency level they are seeking. In addition, they will practice IELTS tests as part of their course.

AVETA requires that all students are over 18 at the time of enrolment.



HOW TO APPLY

Apply

1

Download and complete the International Student Enrolment Form available online at **aveta.edu.au**. Before you apply, make sure you have read and understood the **Pre-enrolment Information Sheet** of the course you are wishing to enrol in, as this sheet will provide you with the relevant information relating to this course.

Signing the documents

2

You can apply directly to AVETA or through an **Authorised Educational Agent**. Please Complete all sections of the application form as well as, signing and dating the **Student declaration** before lodging it. Send all certified copies of documents to **info@aveta.edu.au** or via post. Before doing this please refer to the **Enrolment checklist form**.

Assessment of your application

3

AVETA will assess your application when it is received and advise you of the outcome. If your application is successful you will be sent a **Letter of Offer** with an indication that the offer is either conditional or unconditional. In addition, you will also receive an **International Student Agreement** and **Acceptance of Offer** and **Payment Plan**. Instructions as to how to accept this offer will be outlined in the letter. If it is conditional, simply provide the required documents and on receipt it will subsequently be converted to an unconditional offer. Where required, submit these documents as soon as possible to avoid delays. Remember, you can contact us at any stage if you require assistance on **info@aveta.edu.au**

Accept your offer

4

To accept your offer, sign and date **International Student Agreement & Acceptance of Offer** and **Payment Plan** and return them with the required payment. The payment will include the initial tuition fee deposit and the **Overseas Student Health Cover** as well as an **Application fee (non-refundable)**.

Electronic confirmation of enrolment

5

An **electronic Confirmation of Enrolment (eCoE)** is required to obtain a student visa. AVETA will issue you with an eCoE once your **Acceptance of Offer** and **Payment Form, fees**, and **Overseas Student Health Cover payment** are received by AVETA.

Apply for your student visa

Take your COE to your nearest **diplomatic mission** or **Australian embassy**. Carefully check visa requirements for your course. These include:

6

- Country assessment level
- Education subclass
- Financial, health or other requirements

For further details visit : www.homeaffairs.gov.au/.



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info@aveta.edu.au

STUDENT SERVICES



ACCESSIBILITY SUPPORT



LLN SUPPORT



CAREER AND EMPLOYMENT ADVICE



WORKSHOPS

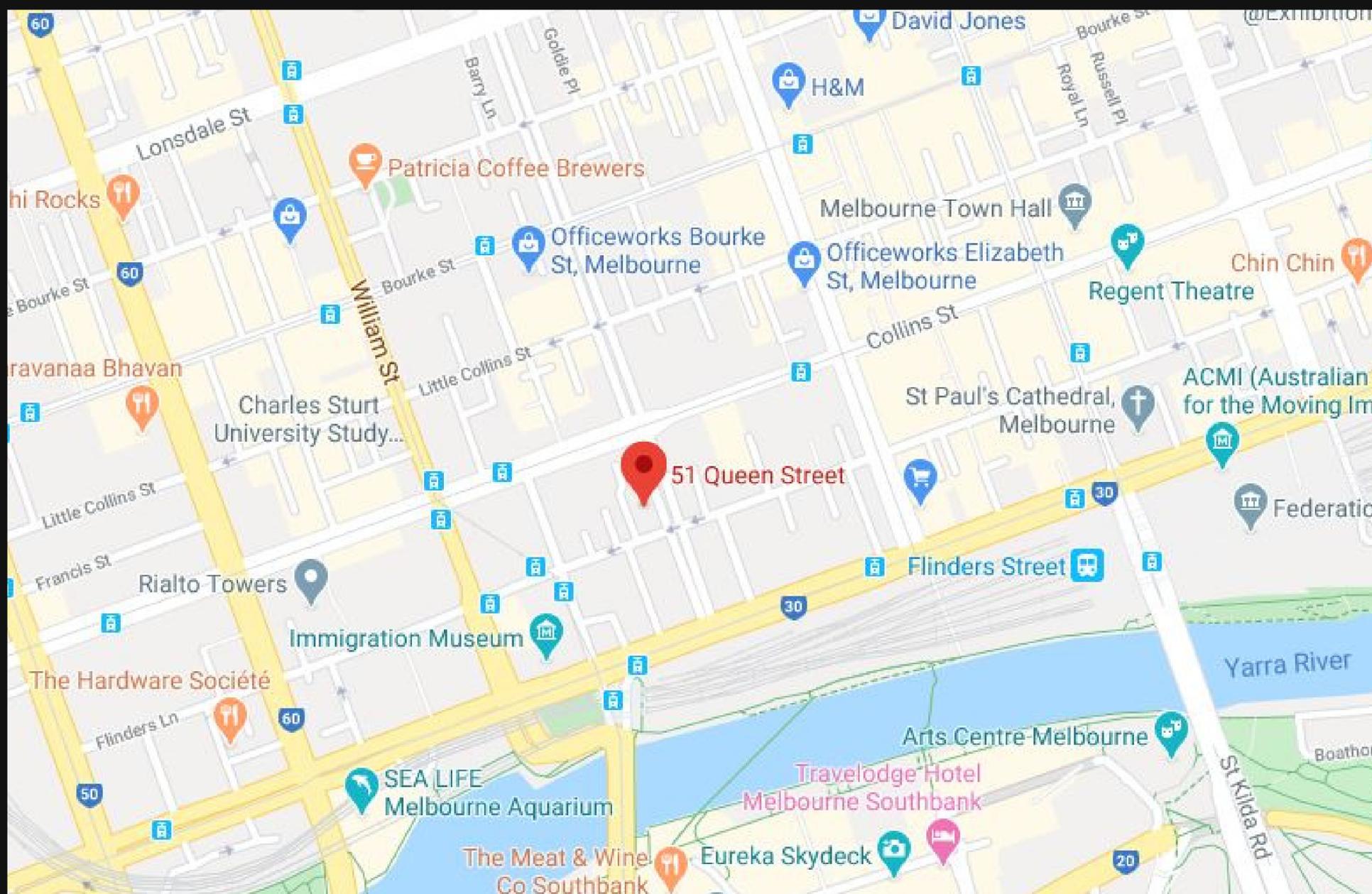


COUNSELLING

LEARN MORE:

To see our full range of support services,
log onto aveta.edu.au/student-services/

CAMPUS



AVETA CAMPUS



TRAM STOPS



FOOD AND DRINK







aveta

australian vocational
education & training academy
CRICOS 02826G TOID 21888



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