



# Canterbury Business College



QUALITY  
EDUCATION  
FOR A  
**BRIGHTER  
TOMORROW**

[cbc.nsw.edu.au](http://cbc.nsw.edu.au)







## Our Mission

To provide quality education to students for a brighter tomorrow.

## Our Values

- a commitment to excellence in learning, teaching and promoting learning as an enjoyable experience.
- the importance of academic, physical, social, emotional, moral and spiritual development of each student.
- respecting and recognising all people as valuable assets.
- supportive learning environment where all people on campus are treated fairly and respectfully.
- conducive learning environment to enhance effective teaching and learning.



## Overview

Canterbury Business College being one of the leading vocational colleges in Sydney is a part of Canterbury Education Group, which offers years of experience in delivering vocational courses in the international arena. We are located in close proximity to Sydney CBD and within comfortable walking distance to main transport, education, sports, government and tourist facilities.

Our programs attract national recognition and have been specifically created to cater for the needs of international students. Our well qualified academic staff and caring administrative team will provide students with a nurturing and encouraging atmosphere for their studies. Our classrooms and laboratories are fitted with up-to-date equipment to support the progressive learning process. We welcome students from all over the world.



# Generic Entry Requirements

## Articulation to the Canterbury Institute of Management (CIM)

CRICOS Code: 03809A

CIM accepts students who have successfully completed any CBC's Diploma and Advanced Diploma qualifications into Bachelor programs. Accepted students are awarded course credits into the following programs:

CBC Qualification	CIM Qualification
ICT50220 – Diploma of Information Technology	8 exemptions in Bachelor of Business Major – Information Systems, Hospitality & Management 6 exemptions in Bachelor of Business Major - Accounting
BSB50120 – Diploma of Business BSB50420 – Diploma of Leadership & Management	8 exemptions in Bachelor of Business Major – Hospitality & Management 6 exemptions in Bachelor of Business Major - Information Systems & Accounting
BSB60120 – Advanced Diploma of Business BSB60420 – Advanced Diploma of Leadership & Management	10 exemptions in Bachelor of Business Major – Hospitality & Management 6 exemptions in Bachelor of Business Major - Information Systems & Accounting
SIT50416 - Diploma of Hospitality Management	8 exemptions in Bachelor of Business Major – Hospitality & Management 6 exemptions in Bachelor of Business Major - Information Systems & Accounting

## Generic Entry Requirements for any course

- 18 years and above with a High School Certificate (Year 12)
  - An overall IELTS band 5.5 or equivalent and above (please refer to Acceptable English Language Test Score table)
  - Must complete lower level qualification prior to entry into the higher level qualification.
- For example: Students need to complete the diploma qualification prior to commencement of the Advanced Diploma qualification.
- Where a candidate has completed a Certificate II, III, IV, or Diploma, it is advised that they do provide verified copies of it, at the time of application for recognition purposes.

## Acceptable English Language Test Score

Where evidence of English language is required, the following minimum English language test score from the following providers will be accepted:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	B for each test component	N/A	N/A

\*The TOEFL paper based test will only be accepted from limited countries. The test must have been taken no more than two years before the student visa application is made.

Reference: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>



# Courses and Fees

Course Name	Duration (Weeks)	Tuition Fee (AUD)
ICT40120-Certificate IV in Information Technology <i>CRICOS – 106664A</i>	65	\$12,000
ICT50220 -Diploma of Information Technology <i>CRICOS – 106646C</i>	65	\$12,000
BSB40920 -Certificate IV in Project Management Practice <i>CRICOS – 107923A</i>	39	\$9,000
BSB50820 -Diploma of Project Management <i>CRICOS – 107924M</i>	65	\$15,000
BSB50120 -Diploma of Business <i>CRICOS – 106643F</i>	52	\$10,000
BSB60120 -Advanced Diploma of Business <i>CRICOS – 106644E</i>	78	\$15,000
BSB50420 -Diploma of Leadership and Management <i>CRICOS – 104139E</i>	52	\$16,500
BSB60420 -Advanced Diploma of Leadership and Management <i>CRICOS – 106645D</i>	78	\$15,000
*SIT40516 -Certificate IV in Commercial Cookery <i>CRICOS – 095009E</i>	78	\$16,500
SIT40716 -Certificate IV in Patisserie <i>CRICOS – 107926J</i>	78	\$16,500
†SIT50416 -Diploma of Hospitality Management <i>CRICOS – 095010A</i>	52	\$9,000
SIT60316 -Advanced Diploma of Hospitality Management <i>CRICOS – 107925K</i>	78	\$18,000
<b>Application Fee - \$150</b>		



## Application Process

- Select an appropriate course and check the entry requirements
- Attach required documents (Passport / IELTS or English test / Academics) along with the CBC Application Form and send it to [info@cbc.nsw.edu.au](mailto:info@cbc.nsw.edu.au)
- College assesses and verifies the application against the entry requirements of the course
- If the application is successful the college will issue you a written agreement/offer letter
- Review your offer letter to ensure course fees, duration, payment plan etc. are stated correctly
- Return signed acceptance of offer
- Electronic confirmation of enrolment (eCOE) will be issued upon receipt of the correct payment as mentioned on the offer letter
- Apply for a student visa. The Department of Home Affairs (DOHA) is responsible for issuing visa
- Student arranges travel and accommodation
- Student arrives in Sydney
- Student attends the orientation and registers at the college
- Student USI and ID card organised
- Student commences attending classes

### Notes:

- \*Tuition fee includes the cost of all training material and resources.
- Fees stated above are subject to change
- Application fee is non-refundable (Refer to refund policy).
- †SIT40516 Certificate IV in Commercial Cookery & SIT50416 Diploma of Hospitality Management when undertaken as a packaged course the total duration decreases to 104 weeks (2 years). For more info please visit – [www.cbc.nsw.edu.au](http://www.cbc.nsw.edu.au)

# Information Technology

## ICT40120 - Certificate IV in Information Technology (65 weeks)

CRICOS Code: 106664A

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others. (Ref - <https://training.gov.au/Training/Details/ICT40120>)

At the time of selecting the course the student can choose a ICT40120 Certificate IV in Information Technology – General or one of the specialisations.

General  Specialisations - \*Database Development OR \*\*Programming

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners must hold basic IT skills, complete a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake the course.

### Course pathways:

Student can choose to continue studying at CBC in ICT50220 Diploma of Information Technology or other courses or may choose to study at a Higher Education / University.

Total number of units - 20, 7 core units and 13 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
Technology Requirements	ICTICT451	Comply with IP, ethics and privacy policies in ICT environments	Core
	BSBXCS404	Contribute to cyber security risk management	Core
	ICTICT443	Work collaboratively in the ICT industry	Core
	ICTICT425	Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace	Elective
Project Management	ICTSAS432	Identify and resolve client ICT problems	Core
	BSBCRT411	Apply critical thinking to work practices	Core
	ICTICT426	Identify and evaluate emerging technologies and practices	Core
	ICTICT429	Determine and confirm client business re-quirements	Elective
Fundamental Programming and System Analysis & Design	ICTPRG302	Apply introductory programming techniques	Core
	ICTICT449	Use version control systems in development environments	Elective
	ICTPRG430	Apply introductory object-oriented language skills	Elective
	ICTICT435	Create technical documentation	Elective
Database & Software Design	ICTSAD402	Develop and present ICT feasibility reports	Elective
	ICTDBS407	Monitor physical database implementation	Elective
	ICTDBS413	Determine database requirements	Elective
	ICTICT430	Apply software development methodologies	Elective
General	BSBPEF402	Develop personal work priorities	Elective
	ICTPRG434	Automate processes	Elective
	ICTPRG441	Apply skills in object-oriented design	Elective
	ICTCYS407	Gather, analyse and interpret threat data	Elective
*SPECIALISATION - Database Development	ICTDBS415	Build a database	Elective
	ICTDBS416	Create basic relational databases	Elective
	ICTDBS418	Monitor and administer databases	Elective
**SPECIALISATION - Programming	ICTPRG433	Test software developments	Elective
	ICTPRG437	Build a user interface	Elective
	ICTPRG440	Apply introductory programming skills in different languages	Elective



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. Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

(Ref - <https://training.gov.au/Training/Details/ICT50220>)

At the time of selecting the course the student can choose a ICT50220 Diploma of Information Technology – General or one of the specialisations.

General  Specialisations - \*Advanced Programming OR \*\*Database and Data Management OR \*\*\*Cyber Security

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners must hold basic IT skills, complete a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake the course.

### Course pathways:

Student can choose to continue studying at CBC in other courses (Business/ Leadership and Management/ Commercial Cookery/ Hospitality Management) or may choose to study at a Higher Education / University.

Total number of units - 20, 6 core units and 14 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
IT Project Planning & Business Analysis	ICTICT532	Apply IP, ethics and privacy policies in ICT en-vironments	Core
	ICTSAS527	Manage client problems	Core
	BSBXCS402	Promote workplace cyber security awareness & best practices	Core
	ICTSAS502	Establish and maintain client user liaison	Elective
	ICTSAD507	Design & implement quality assurance processes for business solutions	Elective
IT Project Concepts & Business Management	BSBCRT512	Originate and develop concepts	Core
	BSBXTW401	Lead and facilitate a team	Core
	ICTICT517	Match ICT needs with the strategic direction of the organisation	Core
	ICTICT435	Create technical documentation	Elective
	ICTICT523	Gather data to identify business requirements	Elective
Intermediate Programming	ICTPRG547	Apply advanced programming skills in another language	Elective
	ICTPRG549	Apply intermediate object-oriented language skills	Elective
	ICTPRG540	Maintain custom software	Elective
Data Management and Security	ICTCYS407	Gather, analyse and interpret threat data	Elective
	ICTCYS613	Utilise design methodologies for security archi-tecture	Elective
	ICTDBS503	Create a data warehouse	Elective
	ICTDBS505	Monitor and improve knowledge management systems	Elective
General	ICTPRG551	Apply testing techniques for software develop-ment	Elective
	ICTPRG533	Debug and monitor applications	Elective
	ICTPMG505	Manage ICT projects	Elective
*SPECIALISATION Advanced Programming	ICTPRG535	Build advanced user interfaces	Elective
	ICTPRG554	Manage data persistence using noSQL data stores	Elective
	ICTPRG556	Implement and use a model view controller framework	Elective
**SPECIALISATION Database and Data Management	ICTDBS506	Design databases	Elective
	ICTDBS507	Integrate databases with websites	Elective
	ICTSAD502	Model data processes	Elective
***SPECIALISATION Cyber Security	ICTCYS610	Protect critical infrastructure for organisations	Elective
	ICTSAS524	Develop, implement and evaluate an incident response plan	Elective
	ICTSAS526	Review and update disaster recovery and con-tingency plans	Elective

# Project Management

## BSB40920 - Certificate IV in Project Management Practice (39 weeks)

CRICOS Code: 107923A

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities. (<https://training.gov.au/Training/Details/BSB40920>).

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course pathways:

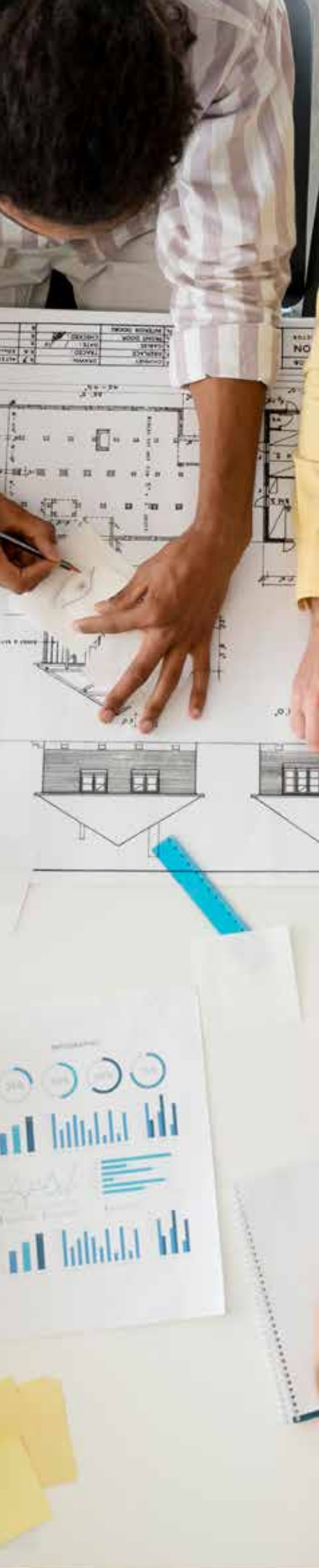
Following the completion of the BSB40920 - Certificate IV in Project Management Practice, students can progress into – BSB50820 - Diploma of Project Management, at Canterbury Business College.

Total number of units - 9, 3 core units and 6 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
C Project Management 1	BSBPMG420	Apply project scope management techniques	Core
	BSBPMG421	Apply project time management techniques	Core
	BSBPMG423	Apply project cost management techniques	Elective
C Project Management 2	BSBPMG422	Apply project quality management techniques	Core
	BSBPMG424	Apply project human resources management approaches	Elective
	BSBPMG426	Apply project risk management techniques	Elective
C Project Management 3	BSBPMG427	Apply project procurement procedures	Elective
	BSBPMG425	Apply project information management and communications techniques	Elective
	BSBPEF402	Develop personal work priorities	Elective







## BSB50820 - Diploma of Project Management (65 weeks)

CRICOS Code: 107924M

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others. (<https://training.gov.au/Training/Details/BSB50820>).

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course pathways:

Following the completion of the BSB50820 - Diploma of Project Management, students can progress into – BSB60120 Advanced Diploma of Business or BSB60420 Advanced Diploma of Leadership and Management, with CBC or students may choose to study at a Higher education / University.

Total number of units - 12, 7 core units and 5 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
D Project Management 1	BSBPMG530	Manage project scope	Core
	BSBPMG531	Manage project time	Core
	BSBPMG533	Manage project cost	Elective
D Project Management 2	BSBPMG532	Manage project quality	Core
	BSBPMG534	Manage project human resources	Core
D Project Management 3	BSBPMG535	Manage project information and communication	Core
	BSBWHS521	Ensure a safe workplace for a work area	Elective
D Project Management 4	BSBPMG536	Manage project risk	Core
	BSBPMG540	Manage project integration	Core
D Project Management 5	BSBTWK502	Manage team effectiveness	Elective
	BSBPEF501	Manage personal and professional development	Elective
	BSBCMM511	Communicate with influence	Elective

# Business

## BSB50120 - Diploma of Business (52 weeks)

CRICOS Code: 106643F

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. (Ref - <https://training.gov.au/Training/Details/BSB50120>)

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake this course.

### Course Pathways:

Upon completion of the BSB50120 Diploma of Business, students can progress to – BSB60120 Advanced Diploma of Business or BSB60420 Advanced Diploma of Leadership and Management, with CBC or students may choose to study at a Higher education / University.

Total number of units - 12, 4 core units and 8 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
D Business 1	BSBTWK503	Manage meetings	Elective
	BSBINS501	Implement information and knowledge management systems	Elective
	BSBMKG54	Identify and evaluate marketing opportunities	Elective
D Business 2	BSBXCM501	Lead communication in the workplace	Elective
	BSBTWK501	Lead diversity and inclusion	Core
	BSBHRM525	Manage recruitment and onboarding	Elective
D Business 3	BSBOPS503	Develop administrative systems	Elective
	BSBFIN501	Manage budgets and financial plans	Elective
	BSBOPS501	Manage business resources	Core
D Business 4	BSBOPS504	Manage business risk	Elective
	BSBSUS511	Develop workplace policies and procedures for sustainability	Core
	BSBCRT511	Develop critical thinking in others	Core



## BSB60120 - Advanced Diploma of Business (78 weeks)

CRICOS Code: 106644E

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.

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). (Ref - <https://training.gov.au/Training/Details/BSB60120>)

### Entry Requirements -

\* Student must meet the Generic entry requirements.

\* Have completed a Diploma or Advanced Diploma from the BSB Training Package OR

\* Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

### Course Pathways –

Students can choose to continue studying at CBC in other courses (Business/ Leadership and Management/ Commercial Cookery/ Hospitality Management) or may choose to study at a higher education / University.

Total number of units - 10, 5 core units and 5 elective units

Cluster Name	Unit Code	Unit Name	Core/ Elective
AD Business 1	BSBHRM614	Contribute to strategic workforce planning	Elective
	BSBLDR602	Provide leadership across the organisation	Elective
AD Business 2	BSBINS601	Manage knowledge and information	Elective
	BSBSTR601	Manage innovation and continuous improvement	Elective
AD Business 3	BSBCRT611	Apply critical thinking for complex problem solving	Core
AD Business 4	BSBCRT611	Apply critical thinking for complex problem solving	Core
	BSBOPS601	Develop and implement business plans	Core
AD Business 5	BSBFIN601	Manage organisational finances	Core
	BSBSUS601	Lead corporate social responsibility	Core
AD Business 6	BSBLDR601	Lead and manage organisational change	Elective



# Leadership & Management

## BSB50420 - Diploma of Leadership and Management (52 weeks)

CRICOS Code: 104139E

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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

(Ref - <https://training.gov.au/Training/Details/BSB50420>).

### Entry Requirements:

- \* Student must meet the Generic entry requirements.
- \* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course Pathways:

Following the completion of the BSB50420 Diploma of Leadership and Management, students can progress into – BSB60120 Advanced Diploma of Business or BSB60420 Advanced Diploma of Leadership and Management, at Canterbury Business College. Students also have the opportunity to undertake studies at the higher education level.

Total number of units - 12, 6 core units and 6 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
D Management 1	BSBOPS502	Manage business operational plans	Core
	BSBSUS51	Develop workplace policies and procedures for sustainability	Elective
	BSBWH521	Ensure a safe workplace for a work area	Elective
D Management 2	BSBCMM511	Communicate with influence	Core
	BSBSTR502	Facilitate continuous improvement	Elective
	BSBCRT51	Develop critical thinking in others	Core
D Management 3	BSBLDR523	Lead and manage effective workplace relationships	Core
	BSBTWK503	Manage meetings	Elective
	BSBPEF501	Manage personal and professional development	Elective
D Management 4	BSBTWK502	Manage team effectiveness	Core
	BSBOPS505	Manage organisational customer service	Elective
	BSBPEF502	Develop and use emotional intelligence	Core



## BSB60420 - Advanced Diploma of Leadership and Management (78 weeks)

CRICOS Code: 106645D

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. (Ref - <https://training.gov.au/Training/Details/BSB60420>).

### Entry Requirements:

- \* Student must meet the Generic entry requirements.
- \* Have completed a Diploma or Advanced Diploma from the BSB Training Package OR
- \* Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

### Course Pathways:

After graduating from the BSB60420 - Advanced Diploma of Leadership and Management further study options with CBC includes: BSB60120 - Advanced Diploma of Business, ICT Courses, Commercial Cookery or Hospitality Management courses or student can progress on to a University such as USQ or a University of your choice.

Total number of units - 10, 5 core units and 5 elective units.

Cluster Name	Unit Code	Unit Name	Core/ Elective
AD Management 1	BSBLDR601	Lead and manage organisational change	Core
	BSBHRM614	Contribute to strategic workforce planning	Elective
AD Management 2	BSBCRT611	Apply critical thinking for complex problem solving	Core
	BSBTWK601	Develop and maintain strategic business networks	Elective
AD Management 3	BSBSTR602	Develop organisational strategies	Elective
	BSBOPS601	Develop and implement business plans	Core
AD Management 4	BSBSTR601	Manage innovation and continuous improvement	Core
AD Management 5	BSBLDR602	Provide leadership across the organisation	Core
AD Management 6	BSBXCM501	Lead communication in the workplace	Elective
	BSBCMM511	Communicate with influence	Elective

# Commercial Cookery

## SIT40516 - Certificate IV in Commercial Cookery (78 weeks)

CRICOS Code: 095009E

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.

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. (<https://training.gov.au/Training/Details/SIT40516>).

This course requires students to undertake workplace incorporated learning. Work Placement is a mandatory component for the two units SITHKOP005 & SITHCCC020 and is to be undertaken in an operational commercial kitchen. The work placement should only commence after the student has completed the following units:

- SITXFSA001 Use hygiene practice for food safety
- SITXFSA002 Participate in safe food handling practices

Students already working in the hospitality industry are instructed to liaise with the college to seek approval for work placement. A student can start work placement only after CBC has completed and approved a workplace suitability review. In the event, a workplace is found unsuitable OR where the learners do not have access to the workplace, the College will arrange work placement for learners.

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course Pathways:

Upon completion of the SIT40516 - Certificate IV in Commercial Cookery, students can progress to – SIT50416 Diploma of Hospitality Management leading to SIT60316 Advanced Diploma of Hospitality Management, with CBC Or Students may choose to study at a higher education / university.

Total number of units - 33, 26 core units and 7 elective units.







Cluster Name	Unit Code	Unit Name	Core/ Elective
Hospitality 1	BSBDIV501	Manage diversity in the workplace	Core
	BSBITU301	Create and use databases	Elective
	BSBITU306	Design and produce business documents	Elective
	SITXCOM005	Manage conflict	Core
	SITXFIN003	Manage finances within a budget	Core
	SITXHRM002	Roster Staff	Elective
	SITXHRM003	Lead and manage people	Core
	SITXMGT001	Monitor work operations	Core
Hospitality 2	BSBITU202	Create and use spreadsheets	Elective
	SITXHRM001	Coach others in job skills	Core
	SITXWHS002	Identify hazards, assess and control safety risks	Elective
	SITXWHS003	Implement and monitor work health and safety practices	Core
	BSBSUS401	Implement and monitor environmentally sustainable work practices	Core
	SITHIND002	Source and use information on the hospitality industry	Elective
	SITXCCS006	Provide service to customers	Elective
Hospitality 3	SITXFSA001	Use hygienic practices for food safety	Core
	SITXFSA002	Participate in safe food handling practices	Core
	SITXINV002	Maintain the quality of perishable items	Core
	SITHCCC001	Use food preparation equipment	Core
	SITHCCC005	Prepare dishes using basic methods of cookery	Core
Prep 1	SITHCCC006	Prepare appetisers and salads	Core
	SITHCCC007	Prepare stocks, sauces and soups	Core
	SITHCCC018	Prepare food to meet special dietary requirements	Core
	SITHKOP002	Plan and cost basic menus	Core
	SITHKOP004	Develop menus for special dietary requirements	Core
Prep 2	SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	Core
	SITHCCC012	Prepare poultry dishes	Core
	SITHCCC013	Prepare seafood dishes	Core
	SITHCCC014	Prepare meat dishes	Core
Prep 3	SITHCCC019	Produce cakes, pastries and breads	Core
	SITHPAT006	Produce desserts	Core
	SITHKOP005	Coordinate cooking operations	Core
	SITHCCC020	Work effectively as a cook	Core

# Patisserie

## SIT40716 - Certificate IV in Patisserie (78 weeks)

CRICOS Code: 107926J

This qualification reflects the role of pastry chefs 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 various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops. (<https://training.gov.au/Training/Details/SIT40716>).

This course requires students to undertake workplace incorporated learning. Work Placement is a mandatory component for the two units SITHKOP005 & SITHCC011 and is to be undertaken in an operational commercial kitchen. The work placement should only commence after the student has completed the following units:

- SITXFSA001 Use hygiene practice for food safety
- SITXFSA002 Participate in safe food handling practices

Students already working in the hospitality industry are instructed to liaise with the college to seek approval for work placement. A student can start work placement only after CBC has completed and approved a workplace suitability review. In the event, a workplace is found unsuitable OR where the learners do not have access to the workplace, the College will arrange work placement for learners.

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course Pathways:

Upon completion of the SIT40716 - Certificate IV in Patisserie, students can progress to – SIT50416 Diploma of Hospitality Management leading to SIT60316 Advanced Diploma of Hospitality Management, with CBC Or Students may choose to study at a higher education / university.

Total number of units - 32, 26 core units and 6 elective units.





Cluster Name	Unit Code	Unit Name	Core/ Elective
Hospitality 1	BSBDIV501	Manage diversity in the workplace	Core
	BSBITU306	Design and produce business documents	Elective
	BSBITU301	Create and use databases	Elective
	SITXCOM005	Manage conflict	Core
	SITXFIN003	Manage finances within a budget	Core
	SITXHRM003	Lead and manage people	Core
	SITXMGTO01	Monitor work operations	Core
Hospitality 2	BSBITU202	Create and use spreadsheets	Elective
	SITXHRM001	Coach others in job skills	Core
	SITXWHS002	Identify hazards, assess and control safety risks	Elective
	SITXWHS003	Implement and monitor work health and safety practices	Core
	BSBSUS401	Implement and monitor environmentally sustainable work practices	Core
	SITHIND002	Source and use information on the hospitality industry	Elective
	SITXCCS006	Provide service to customers	Elective
Hospitality 3	SITXFSA001	Use hygienic practices for food safety	Core
	SITXFSA002	Participate in safe food handling practices	Core
	SITXINV002	Maintain the quality of perishable items	Core
	SITHCCC001	Use food preparation equipment	Core
	SITHCCC005	Prepare dishes using basic methods of cookery	Core
Patisserie 1	SITHCCC018*	Prepare food to meet special dietary requirements	Core
	SITHPAT001*	Produce cakes	Core
	SITHPAT006*	Produce desserts	Core
	SITHKOP005*	Coordinate cooking operations	Core
	SITHCCC011*	Use cookery skills effectively	Core
Patisserie 2	SITHPAT002*	Produce gateaux, torten and cakes	Core
	SITHPAT003*	Produce pastries	Core
	SITHPAT004*	Produce yeast-based bakery products	Core
	SITHPAT005*	Produce petits fours	Core
Patisserie 3	SITHPAT007*	Prepare and model marzipan	Core
	SITHPAT008*	Produce chocolate confectionery	Core
	SITHPAT009*	Model sugar-based decorations	Core
	SITHPAT010*	Design and produce sweet buffet showpieces	Core



# Hospitality Management

## SIT50416 - Diploma of Hospitality Management (52 weeks)

CRICOS Code: 095010A

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 industry to coordinate hospitality operations. They 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 specialisation in accommodation services, cookery, food and beverage and gaming. (<https://training.gov.au/Training/Details/SIT50416>).

This course requires students to undertake workplace incorporated learning. Work Placement is a mandatory component for the unit SITHKOP005 and is to be undertaken in an operational commercial kitchen. The work placement should only commence after the student has completed the following units:

- SITXFSA001 Use hygiene practice for food safety
- SITXFSA002 Participate in safe food handling practices

Students already working in the hospitality industry are instructed to liaise with the college to seek approval for work placement. A student can start work placement only after CBC has completed and approved a workplace suitability review. In the event, a workplace is found unsuitable OR where the learners do not have access to the workplace, the College will arrange work placement for learners.

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course Pathways:

Upon completion of the SIT50416 - Diploma of Hospitality Management, students can progress to – SIT60316 Advanced Diploma of Hospitality Management, with CBC Or Students may choose to study at a higher education / university.

Total number of units - 28, 13 core units and 15 elective units.





Cluster Name	Unit Code	Unit Name	Core/ Elective
Hospitality 1	BSBDIV501	Manage diversity in the workplace	Core
	BSBITU301	Create and use databases	Elective
	BSBITU306	Design and produce business documents	Elective
	SITXCOM005	Manage conflict	Core
	SITXFIN003	Manage finances within a budget	Core
	SITXHRM002	Roster Staff	Core
	SITXHRM003	Lead and manage people	Core
	SITXMGT001	Monitor work operations	Core
Hospitality 2	SITXFSA001	Use hygienic practices for food safety	Elective
	SITXFSA002	Participate in safe food handling practices	Elective
	SITXWHS002	Identify hazards, assess and control safety risks	Elective
	SITXWHS003	Implement and monitor work health and safety practices	Core
	SITXINV002	Maintain the quality of perishable items	Elective
	SITHIND002	Source and use information on the hospitality industry	Elective
	SITHKOP005*	Coordinate cooking operations	Elective
Business Skills 1	BSBMGT517	Manage operational plan	Core
	SITXCCS007	Enhance customer service experiences	Core
	SITXCCS008	Develop and manage quality customer service practices	Core
	SITXFIN004	Prepare and monitor budgets	Core
	SITXGLC001	Research and comply with regulatory requirements	Core
	SITXMGT002	Establish and conduct business relationships	Core
Business Skills 2	BSBADM502	Manage meetings	Elective
	BSBCMM401	Make a presentation	Elective
	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
	BSBRISK501	Manage risk	Elective
	BSBRES401	Analyse and present research information	Elective
	SITXHRM004	Recruit, select and induct staff	Elective
	SITXHRM006	Monitor staff performance	Elective

# Hospitality Management

## SIT60316 - Advanced Diploma of Hospitality Management (78 weeks)

CRICOS Code: 107925K

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. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification. (<https://training.gov.au/Training/Details/SIT60316>).

This course requires students to undertake workplace incorporated learning. Work Placement is a mandatory component for the unit SITHKOP005 and is to be undertaken in an operational commercial kitchen. The work placement should only commence after the student has completed the following units

- SITXFSA001 Use hygiene practice for food safety
- SITXFSA002 Participate in safe food handling practices

Students already working in the hospitality industry are instructed to liaise with the college to seek approval for work placement. A student can start work placement only after CBC has completed and approved a workplace suitability review. In the event, a workplace is found unsuitable OR where the learners do not have access to the workplace, the College will arrange work placement for learners.

### Entry Requirements:

\* Student must meet the Generic entry requirements.

\* Learners will have completed a Pre-training review during the enrolment process and demonstrate their learning capacity to undertake course.

### Course Pathways:

Following the completion of the SIT60316 - Advanced Diploma of Hospitality Management, students may further study at Diploma or Advanced Diploma level at CBC. Students also have the opportunity to undertake studies at the higher education level.

Total number of units - 33, 16 core units and 17 elective units.







Cluster Name	Unit Code	Unit Name	Core/ Elective
AD Hospitality Management 1	BSBDIV501	Manage diversity in the workplace	Core
	BSBITU301	Create and use databases	Elective
	BSBITU306	Design and produce business documents	Elective
	SITXCOM005	Manage conflict	Elective
	SITXFIN003	Manage finances within a budget	Core
	SITXHRM002	Roster staff	Elective
	SITXHRM003	Lead and manage people	Core
	SITXMGT001	Monitor work operations	Core
AD Hospitality Management 2	SITXWHS002	Identify hazards, assess and control safety risks	Elective
	SITHIND002	Source and use information on the hospitality industry	Elective
	SITXFSA001	Use hygienic practices for food safety	Elective
	SITXFSA002	Participate in safe food handling practices	Elective
	SITHKOP004	Develop menus for special dietary requirements	Elective
	SITHCCC019*	Produce cakes, pastries and breads	Elective
	SITHPAT006*	Produce desserts	Elective
	SITHKOP005*	Coordinate cooking operations	Elective
Business Skills 1	BSBMGT517	Manage operational plan	Core
	SITXCCS008	Develop and manage quality customer service practices	Core
	SITXFIN004	Prepare and monitor budgets	Core
	SITXGLC001	Research and comply with regulatory requirements	Core
	SITXMGT002	Establish and conduct business relationships	Core
	BSBRES401	Analyse and present research information	Elective
Business Skills 2	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
	BSBCMM401	Make a presentation	Elective
	BSBADM502	Manage meetings	Elective
	BSBRSK501	Manage risk	Elective
	SITXHRM004	Recruit, select and induct staff	Core
	SITXHRM006	Monitor staff performance	Core
Business Skills 3	BSBFIM601	Manage finances	Core
	SITXFIN005	Manage physical assets	Core
Business Skills 4	SITXWHS004	Establish and maintain a work health and safety system	Core
	BSBMGT617	Develop and implement a business plan	Core
	SITXMPR007	Develop and implement marketing strategies	Core

# General Information

## Studying in Sydney

Sydney is the largest and oldest city in Australia. The city is built along the beautiful Sydney Harbour which boasts the famous Sydney Harbour Bridge and the Opera House. Our campus is conveniently located close to Central Railway Station, Central Bus Services, Darling Harbour, Chinatown and the center of Sydney City. Australia is one of the most culturally diverse countries in the world with migrants from more than 170 countries. Sydney is a comparatively safe and clean city to live in. It offers a high standard of living, excellent health, educational facilities and shopping centers.

## Living Expenses

Yearly living expenses in Australia are from approximately AUD\$21,041 plus 35% for each family dependent. (Note: School age dependents are required to pay a tuition fee for their education in Australia).

## Accommodation

If a student requires the college to arrange home stay or other types of accommodation, the Student Services staff can be contacted for assistance.

- Hostel Approx AUD\$100 - \$200/week
- Home stay Approx AUD\$250 - \$280/week
- Shared Rent Approx AUD\$100 - \$215/week

CBC can arrange for airport pickup if advised prior to arrival in Australia. Please contact the college to confirm the costs and arrangements.

## Facilities/Equipment

CBC's campus is modern and well equipped according to the latest industry standards. CBC has a wide range of facilities, which include specialised training rooms, computer laboratories fully equipped with the latest equipment, appliances and tools to enhance the student learning experience.

## Third Party Arrangement

CBC may engage services from a third party in delivering training and assessment.

## Contact Hours/Terms

Study periods are divided into terms. Please contact the college for detailed breakdown of terms for all qualifications. As per Department of Home Affairs (DOHA) regulations, overseas students are required to study a minimum of 20 contact hours per week on a full-time basis. Please note that all programs are in full-time mode and cannot be undertaken part time or via distance education.

## Recognition of Prior Learning (RPL)

RPL is the process that recognises skills and experiences a student has achieved regardless of where and when the learning occurred. To apply for RPL, the student will need to complete an RPL application form, which can be requested by email at [info@canterburybc.com.au](mailto:info@canterburybc.com.au). After completing the RPL form, please scan and attach all your supporting evidence. The RPL procedures are detailed in the RPL application form. For further information on CBC's RPL process, please review the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au).

## Support Services

CBC offers a wide range of student support/welfare guidance services in both academic & personal areas.

These services are available free of charge to all enrolled students and include:

- Orientation (Overseas Student Health Cover (OSHC), ID cards, cultural values, bank & financial institution services awareness, student visa conditions and requirements, library,

student support service & others).

- Computing services.
- Academic and personal counselling.
- Awareness of medical and health services options.
- Learning support (language literacy and assistance).

CBC does not offer professional counselling service to students. The Director/Manager Student Services acts as a point of contact and offers support to students on matters and issues that fall within their capacity. However if the student needs professional counselling or support services, the DSS/MSS will seek or recommend a professional counselling agency.

## Assessment Methods

CBC follows a combination of methods for unit assessments. For example, direct observation, roleplay, practical demonstration, written tests, oral tests, projects, and simulation and portfolios.

## Upon completion students will receive:

- a. Certificate and a transcript indicating the completion of the qualification; or
- b. Statement of Attainment indicating the partial completion of the qualification

## Course Progress Policy

CBC will maintain and monitor student's academic progress throughout the duration of the qualification. CBC will put in place all required student support services to assist them in achieving the desired results. Students are expected to achieve a minimum of 50% pass rate in every term. For further information on CBC's academic progress process, please review, the student handbook available on [www.canterburybc.com.au](http://www.canterburybc.com.au) under the "Policies & Procedures" section.

## Disciplinary & Dismissal Procedures

An offence involving the breach of CBC rules and regulations can lead to suspension, and event instant dismissal. For further information on CBC's disciplinary and dismissal process, please review, the student handbook available on [www.canterburybc.com.au](http://www.canterburybc.com.au) under "Policies & Procedures".

## Complaints & Appeals Handling Procedure

The CBC Complaints & Appeals process is made up of formal and informal academic and non-academic appeals processes. If you consider that the response to a disciplinary or misconduct decision is unsatisfactory or unfair you have the right to seek further recourse. For further information on CBC's Complaints & Appeals procedure, please review the student handbook at [www.canterburybc.com.au](http://www.canterburybc.com.au).

## Refund Policy

- As per the ESOS Act 2000 and ESOS Regulations 2001, a student will be issued a full refund in the event where CBC is unable to offer the course. All refund requests must be made in writing using the refund form which may be collected from the college's reception or website. The form must be signed by the student.
- In the event of a visa refusal, the enrolment fee is non-refundable.
- Tuition Fee, Overseas Student Health Cover, Accommodation deposit and Airport pick up is refundable in full where:
  - ◇ The student has provided evidence of medical OR compassionate reasons due to which the student is unable to commence the course OR
  - ◇ Australian Embassy refuses visa - A refund based on visa rejection will require a copy of the visa rejection notification from the Australian Embassy / High Commission / DHA
  - ◇ CBC is advised of the course cancellation 28 days or more

before the course starts and/or before entering Australia.

- A student does not qualify for a refund where a student-
  - ◊ a student visa is granted on CBC's confirmation of enrolment (COE), even if this is a packaged COE with another provider, except when there are compelling/compassionate circumstances.
  - ◊ Is enrolled in a packaged course and has commenced their ELICOS studies in Australia.
  - ◊ Withdraws from a course that has already commenced.
  - ◊ Has provided misleading information to CBC or its approved representatives and or any commonwealth agencies of Australia.
- Under compassionate circumstances, such as bereavement (e.g., Death in the family) CBC will make a decision of a refund on a case to case basis.
- Tuition fee is non-transferable to other institution or student but may be transferred to another course within CBC.
- CBC reserves the right to withdraw a course if the student numbers are too low. In the unlikely event, that CBC is unable to deliver the course in full, unused tuition fees will be refunded. Alternatively, enrolment may be offered in a different course at CBC.
- The average processing time for a refund is within four weeks from the receipt of the required documents.
- All refunds will be payable in the same currency in which the fees were paid. CBC will forward the refund to the applicant in his / her country of origin unless the student has enrolled through CBC's registered agent where a refund will be paid through the agent. A student may request the college to provide a refund statement that demonstrates how the refund amount was calculated.
- CBC will forward the refund to the applicant in his / her country of origin unless the student has enrolled through CBC's registered agent where a refund will be paid to this agent. A student may request the college to provide a refund statement that explains how the refund amount was calculated.
- In the unlikely event that CBC is unable to provide a refund or place a student in an alternative course, (provider default) Canterbury Business College will notify this default to the Tuition Protection Service (TPS) Director. The TPS Director will then allocate the student a period within which they are able to choose an alternative course from the options provided.
- CBC reserves the right to change its fees and conditions in accordance with changes in the current economic and/or legal conditions and may alter course timetables and class locations within reason at any time without notice.
- An increase in tuition fees will not apply to students who have paid and or have already commenced their course. If a student believes that these changes are unreasonable, they have the right to access CBC's complaints and appeals processes and to also take further action under Australia's consumer protection laws
- The written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law app.

- A student discontented with the refund decision handled by CBC has the right to pursue other legal remedies. This includes independent complaints & appeals handling services provided by Overseas Students Ombudsman. For further information, please visit [www.oso.gov.au](http://www.oso.gov.au)

### **Privacy**

Your right to privacy is important to CBC and all personal information collected about you is treated as confidential. This statement applies to the collection of any personal information we collect from you. You may request access at any time to the information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits us to do so (Commonwealth and State agencies including ASQA and the Fund Manager of the ESOS Assurance Fund). In these circumstances, the minimum amount of information required or requested will be disclosed. For further information on CBC's privacy policies process, please review, the student handbook posted on [www.canterburybc.com.au](http://www.canterburybc.com.au) under the "Policies & Procedures" section.

### **Change of address**

Please ensure at all times that CBC has your current address on file. As per immigration laws, it is mandatory to provide right address to the education institute and report within 7 days of a change of address. If a student has changed their address, they are required to fill in the 'Change of Contact Details form' at CBC reception.

### **Overseas Student Health Cover (OSHC)**

Overseas Student Health Cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders.

### **How do I get OSHC?**

You will be requested for an OSHC payment from CBC in the offer package or you may choose your own health cover provider. If you are bringing your dependents to Australia, you will need to obtain additional health cover for each family member.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider.

You should determine if you are eligible before you apply for your visa to come to Australia. Further information on OSHC can be found at <http://www.health.gov.au/internet/main/publishing.nsf/Content/Home>.

### **Copyright**

Students may only copy materials in accordance with the Copyright Act 1968. The Act also applies to information published on the Internet. The Act requires copyright royalty payments for the reproduction of a considerable amount of published material, notably books.

For study and research purposes students are allowed to copy 10% or one chapter of a book or one article per issue of a journal. Students must comply with licenses for the use of intellectual property, including software. All software loaded on CBC's computers or provided by CBC are licensed and there is no permission to copy software unless permitted by CBC. If you need further information about your copyright obligations, please contact the institute librarian or see the Australian Copyright Council website. <http://www.copyright.org.au>.

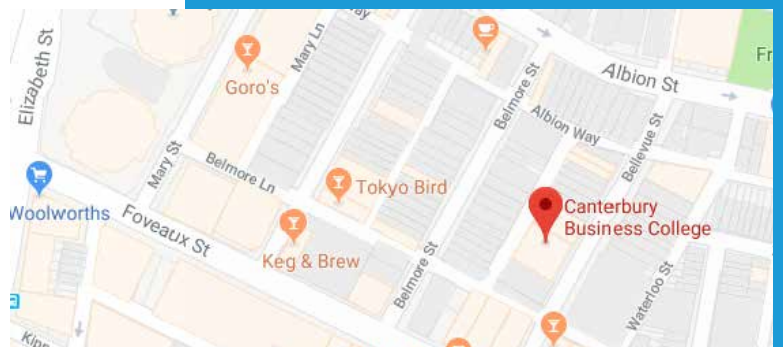




Canterbury Business College Pty Ltd  
Trading As: Canterbury Business College

Level 6, 29-37 Bellevue Street, Surry Hills  
NSW 2010, Sydney, Australia  
T: +61 2 9280 3733 F: +61 2 9280 3858  
E: [info@cbc.nsw.edu.au](mailto:info@cbc.nsw.edu.au)

Canterbury Business College Pty Ltd  
CRICOS Provider Code: 01899K  
RTO Code: 6554  
ABN: 58 083 780



CBC-Canterbury Business College