

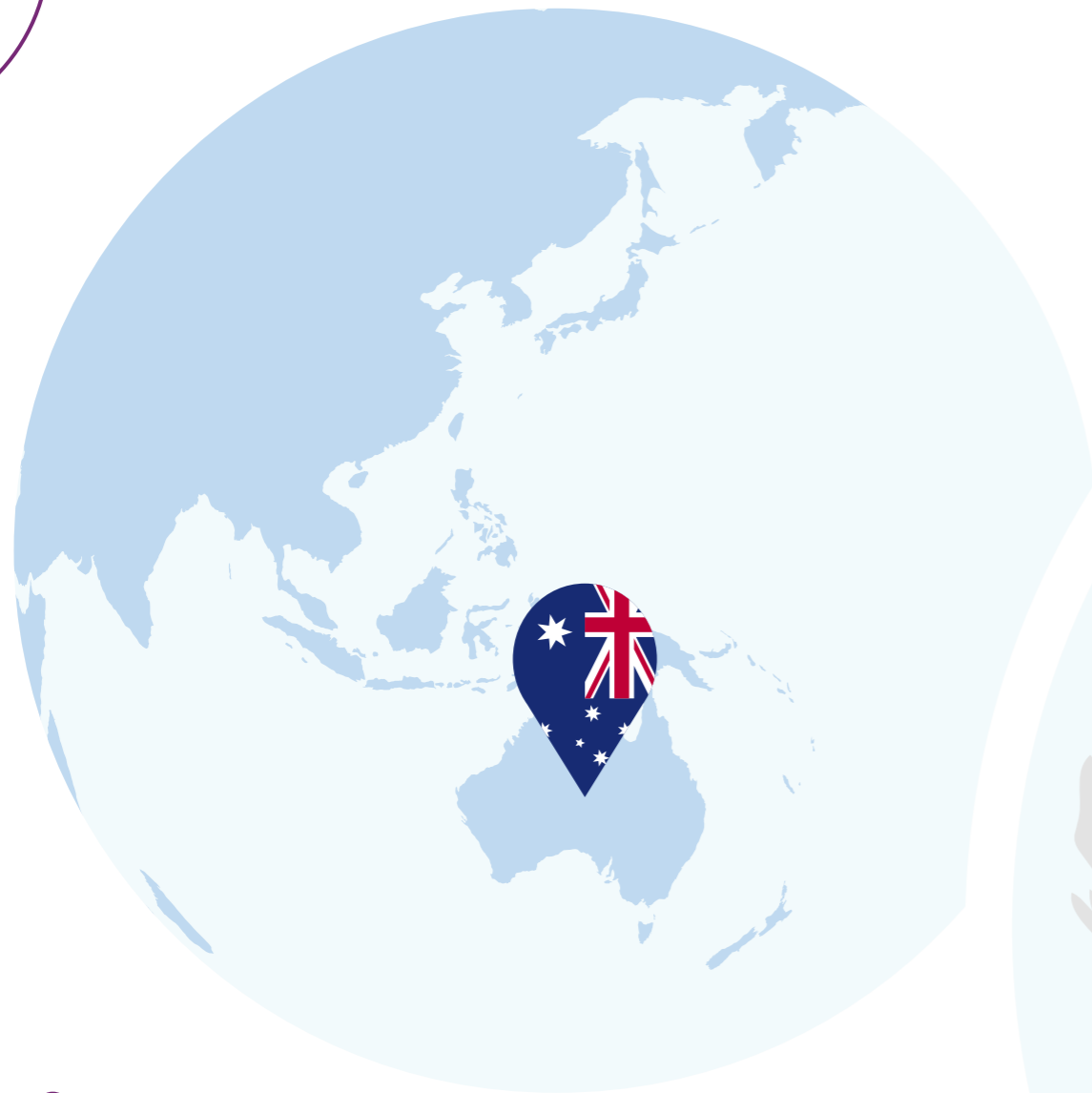


2023-2024 COURSE GUIDE



Sydney | Melbourne | Hobart
www.iedugroup.com.au





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BUSINESS
DISABILITY
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KITCHEN MANAGEMENT AND HOSPLTALITY MANAGEMENT
INFORMATION TECHNOLOGY
PROJECT LEADERSHIP AND MANAGEMENT
GENERAL ENGLISH
INDIVIDUAL ENGLISH FOR AND AGEING
ACADEMIC SUPPORT
PURPOSE (EAP)
EARLY CHILDHOOD EDUCATION AND CARE
AUTOMOTIVE COMMUNITY SERVICE
GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

STUDY IN AUSTRALIA

“We are one stop solutions provider for your industry oriented qualification needs.”

We Are International Education Group (iEdu Group)

We create real market demand and a lifetime of growth

Iedu Group works with higher education institutions of every size and location. With our sound infrastructure, in-demand program offerings, and our market entry and expansion services, every single Iedu Group provider and partner thrives in the global landscape.

✓ ELICOS, VET, HE

We offer most of popular English classes to assist students to enter the vocational and education training or directly enter the bachelor's degrees at our partner provider.

Students also benefit from academic advanced standing arrangements with AIBI bachelor degree courses upon completion of units of diploma or advanced diploma qualifications at Sydney Metro College and iLearn OZ.

✓ International Students

We helped students to reach their full potentials through education. Iedu Group has been helping international students for over 7 years - we are one of the leading education provider groups comprising three registered training organisations (RTO) and partnering with our higher education provider. We know what international students need.

✓ Global & In-Country

We know what students and agents need and can provide it quickly and easily through our extensive network of multilingual staff across the globe. Currently we have a dedicated team of marketing and admissions and student support officers and managers in Melbourne, Sydney, Hobart, India, Vietnam, Philippines, Indonesia, Nepal, and this is growing. Our team can speak most of major languages exist in this contemporary world.





iEDU Group Institutions and Partner



RTO NO: 41204, CRICOS CODE: 03427D

Sydney Metro College

Level 2, 16-22 Wentworth Avenue,
Surry Hills Sydney, NSW 2010, Australia



AIBI
Australian Institute of
Business Intelligence
ABN: 62 613 610 763 CRICOS Code: 03844J

AIBI Higher Education

Suite 510/451 Pitt St, Sydney NSW 2000 Australia
Level 5, 440 Elizabeth St, Melbourne, VIC 3000, Australia



RTO NO: 52791, Cricos Code: 03831C

iLearn OZ

Level 5, 440 Elizabeth St, Melbourne VIC 3000, Australia
73-81 Murray St, Hobart, Tasmania 7000, Australia



CRICOS CODE: 03480B

Ashley

Level 2, 16-22 Wentworth Avenue,
Surry Hills Sydney, NSW 2010, Australia





START YOUR JOURNEY With IEDU Group

To be recognised as the best in the market

We have colleges and campuses in Sydney, Melbourne, and Hobart. Owners of IEDU Group company are the owners of colleges we represent. Formation of IEDU Group was to facilitate students and agents streamline process in course finding, enrolment process, agent commission matters, all under ONE umbrella.

Our mission:

To provide industry led through Australian Nationally Recognised VET and English courses to both domestic and international students through our education institutions as well as our partner higher education institute.



Our vision:

To be the leader as an intellectual and social asset to the community by contributing skilled labour to industries through our wide range of high demand courses.



IEDU Strengths

- Vocational training programs to enhance skills of international students making them an industry ready for a better job.
- Less expensive courses but the most in demand.
- Every month intakes available across three colleges and 3 trimesters at high education.
- Excellent facilities at our four campuses in Melbourne, Sydney, and Hobart.
- Excellent student support services provided by a team of multicultural staff.
- Highly experienced trainers, lecturers, and teachers across three sectors:
 - High Education sector (bachelor's degrees), Vocational and Education Training sector (Certificates, Diplomas, Advanced diplomas, Graduate diplomas), and ELICOS sector (English courses).
- We take pride in the broad range and high quality of our teaching programs.
- Our innovative curriculum addresses the industry's evolving demands by utilising a student-centred pedagogy with the flexibility to satisfy the needs of each student and the requirements of Australian training packages.
- IEDU Group focuses on delivering students the skills and experience they need to thrive in their careers.
- Industry trained professionals deliver all the courses at IEDU Group to ensure students stay on top of the latest trends, techniques, and technologies.
- We are committed to assisting students in accomplishing their career goals, from future-focused programs to industry exposure and workplace preparation.



Growth Mindset

"Learning is your superpower!" one message reads. "Remember, never stop trying and never stop growing your brain!"

Living in Sydney

Sydney is the largest city in Australia in terms of population. It is often called "the Harbour City" and is one of the most multicultural cities in the world, offering a wide selection of entertainment, food, restaurants, shopping, pristine beaches and sightseeing. Sydney has a temperate climate with warm summers and cool winters, and rainfall is spread throughout the year. Students are ideally placed to take advantage of it all.

The Sydney CBD is a major business and commercial centre. It is home to the Sydney icons such as the Sydney Harbour Bridge, Sydney Opera House, Powerhouse Museum, Sydney Aquarium, Darling Harbour and many shops and restaurants, boasting some of Australia's most historic places of interest. For those not inclined to revisit the past, other activities are available. Catch a performance at the Sydney Entertainment Centre, offering drama and comedy shows or enjoys the many entertaining areas such as Pitt Street Malls, The Rocks, Circular Quay and China Town. Australia's most famous beach; Bondi Beach is located approximately 30 minutes from the CBD.

Climate

Australia is in the southern hemisphere and the seasons are reversed to those in Europe the USA, and most of Asia. Though Australia experiences temperate weather for most of the year but the climate can vary. Season wise, December to February is summer; March to May is autumn; June to August is winter; and September to November is spring. Sydney is a comfortable place to stay. Summer runs from December through to February. During summer season sports such as cricket and other outdoor activities are popular. Beaches are particularly popular for swimming and surfing during summer.

Multiculturalism

Australia is one of the most culturally diverse countries in the world. People from all around the world travel to Australia for many reasons. Its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world has attributed Australia's dynamic multiculturalism can be attributed to its cultural diversity.

Living in Melbourne

Melbourne is a truly multicultural city. The population is approximately 4 million. There are now people from over 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and more than 2,300 elegant and cosmopolitan restaurants, bistros and cafés.

Melbourne is considered to be the fashion (and shopping) capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year – spring, summer, winter and autumn. Below is a guide to average daily temperatures: Spring – September to November – 12-22C Summer – December to February – 28-32C Autumn – March to May – 12 – 20C Winter – June to August – 10 – 15C.

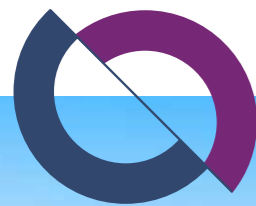
Melbourne does not have a specific wet season; it can rain at any time of the year.

Festival City

Known as Australia's festival city, Melbourne provides lively festival entertainment every month. Major festivals include: Melbourne International Comedy Festival, Chinese New Year Parade, Moomba Parade, Melbourne International Arts Festival, Melbourne Food and Wine Festival, Melbourne International Film Festival, Spring Fashion Week and the Melbourne Fringe Festival.

Public transport tickets

Tickets for Melbourne's Myki public transport ticketing system, which covers trams, trains and buses, must be purchased prior to travel at train stations, some tram stops or retail outlets such as 7Eleven. Tickets are not available on public transport. For more information, visit: www.myki.com.au. Fare evasion attracts steep fines. Melbourne is divided into travel zones and your ticket type and cost depends on which zone you are going to travel in and for how long. There is free tram zone in the CBD area (effective 1 Jan 2015). If your tram journey starts or finishes outside the Free Tram Zone, you need to touch on to ensure you have a valid ticket. Visit www.myki.com.au and Public Transport Victoria at <http://ptv.vic.gov.au/> for more details. Cost: approximately \$25- \$38 a week.



Living in Hobart

Hobart is the capital and most populous city of the Australian island state of Tasmania. It is known for its charming small-town atmosphere, picturesque waterfront, and proximity to nature.

If you are considering living in Hobart, here are some things to keep in mind:

Cost of living

Hobart has a lower cost of living compared to other major Australian cities like Sydney and Melbourne, but it is still important to factor in expenses such as housing, transportation, and healthcare.

Housing

Hobart has a range of housing options, from apartments in the city center to suburban homes. The median house price in Hobart is lower than the national average but has been increasing in recent years due to high demand.

Weather

Hobart has a cool climate with mild summers and cold winters. It can also be quite rainy, so be prepared for wet weather.

Employment

Hobart has a diverse economy with industries such as tourism, agriculture, and manufacturing. However, job opportunities may be more limited compared to larger cities.

Lifestyle

Hobart offers a relaxed lifestyle with access to a range of outdoor activities such as hiking, fishing, and skiing. The city also has a vibrant arts and culture scene, with events such as the MONA FOMA music and arts festival.



Cost of Living in *Australia*

Australia is renowned for being a great place to live and study, however, some students may find the cost of living to be higher than what they are used to. The cost of living includes expenses for things such as accommodation, transportation, food, and entertainment.

While these costs will vary depending on your lifestyle, budgeting and planning ahead of time can help you to manage them effectively.

For example, choosing to house share instead of renting an apartment on your own will help you to save a lot of money. Rest assured that you can enjoy everything Australia has to offer, without breaking the bank, as long as you plan ahead.

International students wishing to bring their spouse and school aged dependents should ensure they plan for living expenses for each additional family member. In addition, students will be required to pay the full schooling tuition fees of his/her school-aged dependent children. For further information, please visit <https://www.homeaffairs.gov.au/> and <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

Initial establishment costs for a shared apartment, such as rental bond for accommodation, electricity, gas and telephone, could add up to at least \$1,500. In addition, there are the costs associated with staying in touch with home. There are internet cafes located throughout the CBD which cost around AU\$5.00 per hour as well as free Wi-Fi in popular areas such as McDonald's and Starbucks. The cheapest way to phone overseas is using phone apps such as Skype or Viber or via a phone card. Phone cards can be purchased at newsagents and convenience stores. Different phone cards will have different rates so make sure different cards are compared to see which is the cheapest for your country. Students requiring a mobile phone, can get packages starting from around AU\$15.00 a month plus call costs for a two year contract. You can also buy a pre-paid mobile phone for about AU\$100.00. Note that calls made from mobile phones to overseas can add up to be very expensive.





What they Say

Why Choose Us??

It's time to experience all that Australia has to offer, from stunning beaches to the rugged outback. Take the time to immerse yourself in a land of indigenous history, modern vibrant cities, and wildlife like nowhere else in the world.

Try out some surfing, hiking, and snorkelling or simply soak up the sunshine while enjoying a day at the beach or local park.

With a world-renowned education system and so much to do, by studying in Australia you will make memories that will last a lifetime. Australia is home to many exciting cities. It is renowned world-over for its beautiful beaches, cultural diversity, and relaxed lifestyle.



Working in Australia

While You Study !!!

Working while you study in Australia can help complement your study and living experience. There are a number of reasons why you might want to undertake part-time work while studying in Australia, including assisting with living expenses and gaining work experience in your field.

Most student visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break. However, before you undertake any paid work you need to make sure your visa allows you to work.

If you have existing qualifications and/or professional work experience, you may be able to secure casual or part-time work in your field. Before undertaking any paid, work individuals need to ensure that their visa permits part-time work.



Undertaking internships

Internships can be paid or unpaid. They can be a great way to get exposure to the professional industries within Australia. AIBI tries to connect students with relevant employers and industries.

Finding paid work

Australia has a wide range of industries. Many have part-time employment opportunities including:

- Retail: Supermarkets, department and clothing stores
- Hospitality: Cafes, bars and restaurants
- Tourism: Hotels and motels
- Agricultural: Farming and fruit-picking
- Sales and telemarketing: Administration or clerical roles
- Tutoring



ELICOS

English language intensive course for overseas students

ELICOS (English Language Intensive Courses for Overseas Students) is the Australian equivalent of English language courses like EFL (English as a Foreign Language) or ESL (English as a second language). So essentially ELICOS courses are language-related courses and not the name of an institution in Australia. Students who are not from Australia can pursue these English language courses for not just academic purposes but also for skill enhancement.





✓ **General English**
Cricos code : 097130K

Through General English you can develop core English language skills, studying reading, writing, speaking and listening and then applying what you have learned in practical, interactive sessions to suit your level. This course is perfect for students from Elementary to upper Intermediate levels.

✓ **English For Academic Purpose (EAP)**
Cricos code : 106441E

English For Academic Purpose prepares students for the English language and academic skills demands of degree courses or VET Certificate and Diploma courses. It includes academic language, academic written genres appropriate for the student's future courses, academic conventions such as avoidance of plagiarism, extensive reading skills, lecture listening/note-taking, and critical thinking amongst other relevant skills.

You are smarter than you think; stronger than you can ever imagine, all you need is to go for that dream. Start today and you will reach the destination.



✓ **Test Preparation Courses**

International English Language Testing System (IELTS)

Cricos code : 107979G

IELTS stands for the International English Language Testing System (IELTS). IELTS is known and respected by teachers of English around the world.

The test measures the language proficiency of those who want to work or study in countries where English is the native language spoken. This includes the UK, USA, Australia, New Zealand and Canada. IELTS is available at more than 1,600 locations worldwide.

There are two IELTS tests a test taker can choose from. This includes IELTS Academic and IELTS General Training. Both test types assess the test taker's ability in speaking, listening, reading and writing in English.

IELTS is jointly owned by the British Council, IDP: IELTS Australia and Cambridge Assessment English. As internationally-focused organisations, we are committed to academic excellence and cultural understanding

Pearson Test of English (PTE)

Cricos code : 1007980C

PTE Academic is a computer-based academic English language test aimed at non-native English speakers wanting to study abroad. It tests Reading, Listening and Speaking & Writing.

Questions often test 2 skills together, such as listening and reading or reading and speaking. The whole test is done in a single session, lasting 3 hours and is taken sitting at a computer in a secure test environment. The speaking part of the exam is done at the computer. Your voice is recorded and sent for marking. One advantage of this test is that you get your results very quickly; typically within 48 hours of taking the test.

Occupational English Test (OET)

Cricos code : 107981B

The OET Preparation program will give you insights into the test structure and timing to help you develop skills required to be successful in the test. It is a practical program that covers all four sub-tests within the OET and gives practice in the skills required.

OET or more commonly referred to as the Occupational English Test is an exclusive English language test that has been designed for health care professionals.





VET

Vocational and Education Training

In Australia, vocational education and training (VET) is study that offers you the opportunity to learn specific and practical job skills. It's the perfect route for international students who are looking for a quicker path into the workforce and a focus on real-world and industry-based skills.



RTO NO: 41204; CRICOS CODE: 03427D



Learn. Grow. Become
RTO NO: 52791; Cricos Code: 03831C





ACCOUNTING

Accounting qualifications reflect the roles 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 primary organisational learning and development functions. Typically, they would have full responsibility and accountability for the individual output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

Entry Requirements

- Students must be over 18 years of age,
- Student must have successfully completed Year 12 or higher in Australia or overseas.
- Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or equivalent.
- For direct entry to FNS50222 Diploma of Accounting, SMC entry requirements are as follows:
 - Completion of all units in FNSSS00014 Accounting Principle Skill Set or FNS40222 Certificate IV in Accounting and Bookkeeping or FNS40622 Certificate IV in Accounting or equivalent or FNS40215 Certificate IV in Bookkeeping or equivalent.
- For direct entry to FNS60222 Advanced Diploma of Accounting, SMC entry requirements are as follows:
 - Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set or FNS50222 Diploma of Accounting or FNS50222 Diploma of Accounting.
- Prior to commencing FNS60222 qualification, an individual must have completed the following qualifications (or equivalent).
 - FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.

Pathway

Potential employment options are accounting roles across a range of industries. Students who complete the certificate level course can continue their education in the FNS50222 Diploma of Accounting or other Diploma level qualifications. Students who complete a diploma can continue their education in the FNS60222 Advanced Diploma of Accounting or into a range of other Advanced Diploma level qualifications. Students who complete advanced diploma can continue their education in higher education qualifications.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the duration of the course. This process is outlined in the SMC Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

FNS40222, Cricos : 10992E | Certificate IV in Accounting and Bookkeeping

FNSACC421	Prepare financial reports
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
BSBTEC302	Design and produce spreadsheetsCore
FNSACC426	Set up and operate a computerised accounting system
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC412	Prepare operational budgets
BSBCRT411	Apply Critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
FNSACC411	Process business tax requirements

FNS50222, Cricos : 111712M | Diploma of Accounting

FNSACC521	Provide financial and business performance information
FNSACC522	Prepare tax documentation for individuals
FNSACC523	Manage budgets and forecasts
FNSACC524	Prepare financial reports for corporate entities
FNSACC526	Implement and maintain internal control procedures
FNSACC527	Provide management accounting information
BSBTEC402	Design and produce complex spreadsheets
FNSORG506	Prepare financial forecasts and projections
FNSACC505	Establish and maintain accounting information systems
BSBOPS504	Manage business risk
BSBTWK401	Build and maintain business relationships

FNS60222, Cricos : 111713K | Advance Diploma of Accounting

FNSINC611	Apply economic principles to work in the financial services industry
FNSACC634	Monitor corporate governance activities
FNSINC612	Interpret and use financial statistics and tools
FNSORG602	Develop and Manage financial system
FNSACC606	Conduct internal audit
FNSACC608	Evaluate organisation's financial performance
FNSACC605	Implement organisational improvement programs
FNSACC609	Evaluate financial risk
FNSINC612	Interpret and use financial statistics and tools
FNSACC614	Prepare complex corporate financial reports
BSBFIN601	Manage organisational finances
BSBSTR601	Manage innovation and continuous improvement
BSBLDR601	Lead and manage organisational change
FNSACC601	Prepare and administer tax documentation for legal entities



BUSINESS

The business qualification prepares individuals for senior administrative or business services job roles. Our programmes are suited to individuals who possess considerable theoretical business skills and knowledge and wish to consolidate and build pathways to further education or employment opportunities. Students will also learn to support staff recruitment, selection, and induction, implement operational plans, analyse and present research information, and report on financial activity, enabling them to operate effectively in business support positions.

Entry Requirements

- Students must be over 18 years of age
- Student must have successfully completed Year 12 in Australia or overseas for undertaking the BSB60120 Advanced Diploma of Business.
- Student must have successfully completed Year 10 in Australia or overseas for undertaking the BSB40120 Certificate IV in Business
- Student must have completed a Diploma or Advanced Diploma from the BSB Training package (Current or superseded equivalent versions) or Have 2 years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Students must have an IELTS score of 5.5 or above with no band lower than 5.0 or equivalent. Entry requirements will be checked at enrollment in line with the RTO's Student entry requirements, selection, enrollment and orientation policy.
- Entry to this qualification is limited to those who:
 - Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). or
 - Have two years of equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Pathway

Potential employment options are as a manager, customer service or management support roles in various industry areas. Students who complete this course may wish to continue their education in a range of other higher-level qualifications.

Course Credit

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Delivery and assessment method include a blended learning practice including Sydney Metro College Learning Management System (Moodle). The delivery and assessment method includes a blended learning practice, including Sydney Metro College learning management system (Moodle). Assessment methodology may include but is not limited to observation, project report, case study, role play, exercises, activities, and written/oral tasks, including multiple-choice questions.

BSB40120, Cricos : 106342H | Certificate IV in Business

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBCMM411	Make presentations
BSBOPS501	Manage personal and professional development
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work

BSB60120, Cricos : 106343G | Advanced Diploma of Business

BSBOPS601	Develop and Implement business plans
BSBTEC601	Review organisational digital strategy
BSBFIN601	Manage organisational finances
BSBCRT611	Apply critical thinking for complex problem solving
BSBSUS601	Lead corporate social responsibility
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBINS601	Manage knowledge and information
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBSTR601	Manage innovation and continuous improvement





GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

This qualification reflects the roles 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 primary organisational learning and development functions. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

Entry Requirements

- Be at least 18 years of age
- Have completed the equivalent of Diploma level or higher qualification.
- Have an IELTS* score of 5.5 or above with no band lower than 5.0 or equivalent (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. (score must be equivalent to IELTS 5.5).*

Pathway

Potential employment options are as a Leader or Manager in organisations. Students who complete this course may wish to continue their education into a range of higher education qualifications in organisational learning and development.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course. This process is outlined in Sydney Metro College Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

BSB80120, Cricos : 106344F | Graduate Diploma of Management (Learning)

BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBHRM611	Contribute to organisational performance development
BSBINS603	Initiate and lead applied research
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBST801	Lead innovative thinking and practice





INFORMATION TECHNOLOGY

Information and Technology qualifications reflect the role of job-ready individuals and competent in various information and communications technology (ICT) roles and apply a broad range of skills in various work situations, using problem-solving skills and effective communication with others. Individuals in these roles perform complicated tasks in a specialist field while working individually, leading a team, or directing a business's strategic direction. They employ their abilities in various industries and business functions or as a business owner (sole trader/contractor).

Entry Requirements

- Students must be over 18 years of age,
- Student must have successfully completed Year 12 or higher in Australia or overseas
- Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or equivalent.
- Entry requirements will be checked at enrollment in line with the RTO's Student entry requirements, selection, enrolment and orientation policy.

Pathway

Potential employment options are in a range of IT-related roles. After completing the course, students may wish to continue their education in higher education qualifications in information technology.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the duration of the course. This process is outlined in Sydney Metro College Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

ICT40120, Cricos : 103059B | Certificate IV in Information Technology

BSBCRT404	Apply advanced critical thinking to work processes
BSBXCS404	Contribute to cyber security risk management
ICTICT426	Identify and evaluate emerging technologies and practices
ICTICT443	Work collaboratively in the ICT industry
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS432	Identify and resolve client ICT problems
ICTICT433	Build graphical user interfaces
ICTNWK422	Install and manage servers
ICTNWK425	Build small wireless local area networks
ICTWEB452	Create a markup language document
ICTWEB441	Produce basic client-side script
ICTICT429	Determine and confirm client business requirements
BSBPEF402	Develop personal work priorities
ICTSAD402	Develop and present ICT feasibility reports
ICTPMG411	Support small scale ICT projects
ICTPRG436	Develop mobile applications
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM411	Make a presentation
BSBSUS411	Implement and monitor environmentally sustainable work practices

ICT50220, Cricos : 106345E | Diploma of Information Technology

BSBCRT512	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy policies in ICT environments
ICTSAS527	Manage client problems
ICTNWK529	Install and manage complex ICT networks
ICTNWK536	Plan, implement and test enterprise communication solutions
ICTNWK540	Design, build and test network servers
ICTNWK546	Manage network security
ICTPRG436	Develop mobile applications
ICTICT429	Determine and confirm client business requirements
ICTPRG535	Build advanced user interfaces
ICTSAD509	Produce ICT feasibility reports
ICTICT518	Research and review hardware technology options for organisations
ICTICT524	Determine ICT strategies and solutions for organisations
ICTICT526	Verify client business requirements
ICTICT523	Gather data to identify business requirements
ICTPMG505	Manage ICT projects
ICTWEB527	Research and apply emerging web technology trends

ICT60220, Cricos : 108830J | Advanced Diploma of Information Technology

BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Lead and manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ICTCYS606	Evaluate an organisation's compliance with relevant cyber security standards and law
ICTCYS608	Perform cyber security risk assessments
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisation
ICTCYS604	Implement best practices for identity management
ICTICT612	Develop contracts and manage contract performance
ICTNWK560	Determine best-fit topologies for wide area networks
ICTICT522	Evaluate vendor products and equipment
BSBLDR601	Lead and manage organisational change
ICTSAD507	Design and implement quality assurance processes for business solutions
ICTSAD508	Develop technical requirements for business solutions



KITCHEN AND HOSPITALITY MANAGEMENT

Kitchen and Hospitality qualification allows for multi-skilling and specialisation in accommodation services, cookery, food and beverage and gaming. These qualifications provide a pathway to work in any hospitality sector and for a diversity of employers, including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. They operate with significant autonomy or with limited guidance from others and are responsible for making strategic business management decisions. They use discretion to solve non-routine problems.

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS# score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Successful completion of an English Placement Test

#Note that other English language tests such as PTE and TOEFL can be accepted (score must be equivalent to IELTS 5.5).

Pathway

Potential employment options are in any hospitality industry sector as a departmental or small business manager for students who complete hospitality courses. Students who complete the cookery programme will find the role of the chef or chef de party. Students can also wish to continue their education further at a higher level.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the duration of the course. This process is outlined in Sydney Metro College Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

SIT40521, Cricos : SIT40521 | Certificate IV in Kitchen management

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices
BSBTWK401	Build and maintain business relationships
SITHCCC038*	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITHCCC044*	Prepare specialised food items
SITXCCS014	Provide service to customers
SITXFIN010	Prepare and monitor budgets



SIT50422, Cricos : 111714J | Diploma of Hospitality Management

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices
BSBCMM411	Make a presentation
BSBOPS502	Manage business operational plans
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTEC301	Design and produce business documents
BSBTWK401	Build and maintain business relationships
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC040	Prepare and serve cheese
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC043*	Work effectively as a cook
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXFSA005	Use hygienic practices for food safety
SITXFSA008*	Develop and implement a food safety program

SIT60322, Cricos : 111715H | Advanced Diploma of Hospitality Management

BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system
BSBCMM411	Make a presentation
BSBOPS502	Manage business operational plans
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTEC301	Design and produce business documents
SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHKOP013*	Plan cooking operations
SITXCCS014	Provide service to customers
SITXCCS015	Enhance customer service experiences
SITXCOM010	Manage conflict
SITXFSA005	Use hygienic practices for food safety
SITXHRM008	Roster staff



PROJECT MANAGEMENT

Practical project management knowledge and skills are highly sought in today's dynamic career. Project management skills can be precious in various industries, including Business, Accounting and Information and Communication Technologies. Certificate, diploma and advanced diploma courses can equip students with the knowledge and skills in project management. Our courses have been developed according to the requirements of the Business Services Training Package (BSB) and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF). Students who complete these courses will develop skills and knowledge to lead the development, implementation, and evaluation of a project.

Entry Requirements

- Students must be over 18 years of age, Student must have successfully completed Year 12 or higher in Australia or overseas
- Note* For BSB40920 Certificate IV in Project Management Practice students must have completed an overseas equivalent of Year 10 or higher qualification.*
- Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or equivalent.
- For direct entry of BSB60720 Advanced Diploma of Program Management, SMC entry requirements are as follows:
 - Students must have completed BSB50820 Diploma in Project Management or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

Pathway

Potential employment options are project management roles across a range of industries. Students who complete this course may wish to continue their education in higher education programmes or project management qualifications.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course. This process is outlined in the SMC Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

BSB40920, Cricos : 103929E | Certificate IV in Project Management Practice

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG426	Apply project risk management techniques
BSBOPS405	Organise business meetings
BSBCMM411	Make presentations
BSBWHS411	Implement and monitor WHS policies, procedures and programs

BSB50820, Cricos : 104062K | Diploma of Project Management

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBSUS511	Develop workplace policy and procedures for sustainability
ICTICT517	Match ICT needs with the strategic direction of the organisation
BSBPEF501	Manage personal work priorities and professional development
BSBTWK502	Manageteam effectiveness.

BSB60720, Cricos : 104451H | Advanced Diploma of Program Management

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBLDR601	Lead and manage organisational change
BSBPEF502	Develop and use emotional intelligence
BSBPMG633	Provide leadership for the program
BSBPMG632	Manage program risk
BSBPMG631	Manage program delivery
BSBSUS601	Lead corporate social responsibility
BSBOPS601	Develop and implement business plans
BSBINS601	Manage knowledge and information



AUTOMOTIVE

This qualification reflects the role of individuals who perform advanced diagnostic tasks in the automotive retail, service, and repair industry.

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test

** Note that other English language tests such as PTE and TOEFL can be accepted (score must be equivalent to IELTS 5.5).*

- For undertaking the AUR40216 Certificate IV in Automotive Mechanical Diagnosis, one must have completed an automotive mechanical Certificate III qualification or equivalent.

Pathway

Potential employment options are roles relevant to light vehicle automotive technology for students who complete Certificate III. Potential employment options are in automotive mechanical diagnosis roles for students who complete Certificate IV. Students may wish to continue their education in a range of Certificate IV qualifications from the AUR Training Package such as the AUR40216 Certificate IV in Automotive Mechanical Diagnosis or AUR50116 Diploma of Automotive Management.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the duration of the course. This process is outlined in Sydney Metro College Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

AUR40216, Cricos : 108829B | Certificate IV in Automotive Mechanical Diagnosis

AURTTA021	Diagnose complex system faults
AURETR137	Diagnose complex faults in light vehicle safety systems
AURLTB104	Diagnose complex faults in light vehicle braking systems
AURLTD109	Diagnose complex faults in light vehicle steering and suspension systems
AURLTE104	Diagnose complex faults in light vehicle petrol engines
AURLTQ102	Diagnose and repair light vehicle drive shafts
AURLTX104	Diagnose complex faults in light vehicle transmission and driveline systems
AURTTA125	Diagnose complex faults in vehicle integrated stability control systems
AURTTT101	Diagnose complex faults in engine management systems
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace

AUR30620, Cricos : 108827D | Certificate III in Light Vehicle Mechanical Technology

AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETR112	Test and repair basic electrical circuits
AURETR123	Diagnose and repair spark ignition engine management systems
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURETR129	Diagnose and repair charging systems
AURETR130	Diagnose and repair starting systems
AURETR131	Diagnose and repair ignition systems
AURLTD104	Diagnose and repair light vehicle steering systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURLTD105	Diagnose and repair light vehicle suspension systems
AURLTE102	Diagnose and repair light vehicle engines
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURTTA104	Carry out servicing operations
AURTTA118	Develop and carry out diagnostic test strategies
AURTTB101	Inspect and service braking systems
AURTTT103	Diagnose and repair cooling systems
AURTTE104	Inspect and service engines
AURTTT101	Inspect and service petrol fuel systems
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURETR128	Diagnose and repair instruments and warning systems
AURETR132	Diagnose and repair automotive electrical systems
AURETR143	Diagnose and repair electronic body management systems
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies
AURLTQ101	Diagnose and repair light vehicle final drive assemblies
AURLTQ102	Diagnose and repair light vehicle drive shafts
AURLTX101	Diagnose and repair light vehicle manual transmissions
AURLTX102	Diagnose and repair light vehicle automatic transmissions
AURLTX103	Diagnose and repair light vehicle clutch systems
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTT102	Inspect and service diesel fuel injection systems
AURTTJ011	Balance wheels and tyres
AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURTTZ002	Diagnose and repair exhaust systems



DIPLOMA OF COMMUNITY SERVICES

This qualification reflects the roles of community services, case management and social housing workers involved in managing, coordinating and/or delivering person-centred services to individuals, groups and communities. At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for supervising other workers and volunteers and/or case management, program coordination or the development of new business opportunities.

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

Pathway

Potential employment options are in a range of community services management roles. Students who complete this course may wish to continue their education into CHC62015 Advanced Diploma of Community Sector Management or higher education qualification in community services.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

CHC52015, Cricos : 105540K | Diploma of Community Services

CHCCCS007	Develop and implement service programs
CHCCOM003	Develop workplace communication strategies
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety
CHCDEV001	Confirm client developmental status
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCCS004	Assess co-existing needs
CHCADV002	Provide advocacy and representation services
CHCCDE011	Implement community development strategies
CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issue





INDIVIDUAL SUPPORT

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to an ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support and taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge and some theoretical knowledge of the concepts and practices required to provide person-centred support.

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

Pathway

Potential employment options are as a direct support worker in aged care, disability, home and community care or other direct care work in the community services industry. Students who complete CHC43015 Certificate IV in Ageing Support or CHC43015 Certificate IV in Ageing Support may wish to continue their education into the CHC52015 Diploma of Community Services and a range of other community services related Diplomas.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

CHC33015, Cricos : 102383J | Certificate III in Individual Support

CHCCCS015	Provide individualised support
CHCCCS023	Support independence and wellbeing
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE001	Facilitate the empowerment of older people
CHCCCS011	Meet personal support needs
CHCAGE005	Provide support to people living with dementia
CHCAGE002	Implement falls prevention strategies
HLTINF001	Comply with infection prevention and control policies and procedures
CHCCCS025	Support relationships with carers and families





AGEING SUPPORT

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to an ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support and taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge and some theoretical knowledge of the concepts and practices required to provide person-centred support.

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

Pathway

Potential employment options are as a direct support worker in aged care, disability, home and community care or other direct care work in the community services industry. Students who complete CHC43015 Certificate IV in Ageing Support or CHC43015 Certificate IV in Ageing Support may wish to continue their education into the CHC52015 Diploma of Community Services and a range of other community services related Diplomas.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

CHC43015, Cricos : 102384H | Certificate IV in Ageing Support

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE002	Implement falls prevention strategies
BSBLDR413	Lead effective workplace relationships
CHCCCS017	Provide loss and grief support





CERTIFICATE IV IN DISABILITY

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old).
- English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

Pathway

Potential employment options are in a range of disability work roles. Roles may also have a leadership function. Students who complete this course may wish to continue their education into the CHC52015 Diploma of Community Services and a range of other community services related Diplomas.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

CHC43115, Cricos : 105539C | Certificate IV in Disability

CHCCCS015	Provide individualised support
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion
CHCDIS009	Facilitate ongoing skills development using a person-centred approach
CHCDIS010	Provide person-centred services to people with disability with complex needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
BSBLDR413	Lead effective workplace relationships
BSBLDR411	Demonstrate leadership in the workplace
BSBSTR401	Promote innovation in team environments





EARLY CHILDHOOD EDUCATION AND CARE

Early Childhood Education and Care qualifications cover the fundamentals of childhood development and caring for children. Students will develop various skills, including effective communication with children, appropriate care for babies, toddlers and children, nutrition, first aid, health and safety. Our qualifications will prepare students to enter a rewarding industry where they will provide education and care to children during their most influential years.

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test
- For direct entry for CHC50121 - Diploma of Early Childhood Education and Care, iLearn OZ entry requirements are as follows:
 - Hold a CHC30121 Certificate III in Early Childhood Education and Care or
 - CHC30113 Certificate III in Early Childhood Education and Care

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

Pathway

Students undertaking the CHC30121 Certificate III in Early Childhood Education and Care course must complete at least 160 hours of work placement in a regulated childcare facility as detailed in the Assessment Requirements of the units of competency, and students undertaking the CHC50121 Diploma of Early Childhood Education and Care course must complete at least 280 hours of work placement in a regulated childcare facility as detailed in the Assessment Requirements of the units of competency. Students must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

CHC30121, Cricos : 108578E | Certificate III in Early Childhood Education and Care

HLTWHS001	Participate in workplace health and safety
CHCECE034	Use an approved learning framework to guide practice
HLTAID012	Provide First Aid in an education and care setting
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE033	Develop positive and respectful relationships with children
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE037	Support children to connect with the natural environment
CHCECE032	Nurture babies and toddlers
CHCECE038	Observe children to inform practice
CHCECE031	Support children's health, safety and wellbeing
CHCECE030	Support inclusion and diversity
CHCECE056	Work effectively in children's education and care
BSBTR401	Promote innovation in team environments.
CHCPRP003	Reflect on and improve own professional practice

CHC50121, Cricos : 108579D | Diploma of Early Childhood Education and Care

CHCECE041	Maintain a safe and healthy environment for children
CHCECE047	Analyse information to inform children's learning
CHCECE050	Work in partnership with children's families
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE048	Plan and implement children's education and care curriculum
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE049	Embed environmental responsibility in service operations
CHCECE043	Nurture creativity in children
CHCECE046	Implement strategies for the inclusion of all children
CHCPRP003	Reflect on and improve own professional practice
CHCPOL003	Research and apply evidence to practice ECEC
BSBTWK502	Manage team effectiveness
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence



LEADERSHIP AND MANAGEMENT

Leadership and management skills help professionals to flourish at work and achieve their highest potential. Our leadership and management courses reflect 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 display initiative and judgement in planning, organising, implementing and monitoring their 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 unforeseen problems, and identify, analyse and synthesise information from various sources.

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test
- For direct entry of BSB60420 - Advanced Diploma of Leadership and Management, iLearn OZ entry requirements are as follows:
 - Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). Or,
 - Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

Pathway

Potential employment options are in leadership and management roles in a range of industry areas. Students who complete this course may wish to continue their education into higher education qualifications in leadership and management.

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

BSB40520, Cricos : 104015F | Certificate IV in Leadership and Management

BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
BSBSTR401	Promote innovation in team environments
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBPEF402	Develop personal work priorities
BSBOPS403	Apply business risk management processes
BSBOPS405	Organise business meetings
BSBCRT412	Articulate, present and debate ideas
BSBOPS404	Implement customer service strategies

BSB50420, Cricos : 104411E | Diploma of Leadership and Management

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness
BSBXCM501	Lead communication in the workplace
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBPEF501	Manage personal and professional development
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area

BSB60420, Cricos : 105541J | Advanced Diploma of Leadership and Management

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBHRM614	Contribute to strategic workforce planning
BSBSTR602	Develop organisational strategies
BSBTEC601	Review organisational digital strategy
BSBFIN601	Manage organisational finances
BSBINS601	Manage knowledge and information



HE

Higher Education

Higher education is tertiary education leading to the award of an academic degree. Higher education, which makes up a component of post-secondary, third-level, or tertiary education, is an optional final stage of formal learning that occurs after completion of secondary education.

Partner with





BACHELOR OF CYBER SECURITY

The Bachelor of Cyber Security offered by AIBI is a technical course designed to prepare students for entry-level roles leading to an exciting career in Cyber Security. Students will first learn the foundations of information technology, such as programming, networks and databases, before tackling more specialised units, such as those in applied cryptography and network, web and cloud security. This leads to advanced cyber security subjects, such as those focused on ethical hacking, cyber-physical systems, IoT security and cyber security operations.

Students will also be exposed to highly useful units focusing on soft skills and human factors. For example, these units can cover communications, cybercrime, cyberlaw and cyberethics, cyber governance risk and compliance as well as project management.

Graduates will have the necessary skills and knowledge to work in a wide range of industries, primarily in a cyber security analyst role.

Students entering this course are required to have access to a personal computer, preferably a laptop with the following specifications:

Entry Requirements

- Age at the time of course commencement:
 - Domestic Students: 17 or older
 - International Students: 18 or older
- Education:
 - Year 12 completion (or equivalent)
 - Band 4 (or higher) in advanced mathematics
- English:
 - IELTS: 6.0 overall (no band less than 6.0)
 - PTE: 52 overall (no band less than 50)

Pathway

- Entry- level Cybersecurity Analyst
- Entry- level Security Consultant
- Entry- level Digital Forensics Analyst
- Entry- level Information Security Analyst
- Entry- level Penetration Tester

Course Credit

Studying cyber security can help you futureproof your career. As a graduate of the Bachelor of Cyber Security, you'll have developed a deep understanding of the concepts and technologies related to information security. As part of your degree, you'll learn about encryption, firewalls, network security, ethical hacking, and various threat intelligence strategies. You'll also gain hands-on experience in security operations, risk management, incident response, and business continuity planning.

COURSE UNITS | Cricos : 112840F

First Year

BUS105	Communications
BUS110	Quantitative Methods for Business
CYB101	Introduction to Cyber Security
ICT125	Programming Fundamentals
ICT130	Networking Essentials
ICT140	Systems and Database Design
Elective	at 100 level
Elective	at 100 level

Second Year

BUS201	Data Analytics
CYB210	Applied Cryptography
CYB225	Secure Coding
CYB230	Network and Web Security
CYB235	Cloud Security
CYB250	Cybercrime, Cyberlaw and Cyberethics
Elective	at 200 level
Elective	at 200 level

Third Year

CYB310	Digital Investigations and Forensics
CYB340	Cyber Physical Systems and IoT Security
CYB345	Penetration Testing
CYB350	Cyber Security Operations
CYB355	Cyber governance Risk and Compliance
CYB358	Project Management
CYB360	Capstone Project

Students enrolled in this course have the opportunity to undertake an internship unit.

An internship unit is one of the three electives available at 200 level. Subject to excellent results and permission from the Dean, this practical subject is designed to be the start of lifelong learning, bridging formal studies and the workplace. The unit allows students to spend a minimum of 150 hours and a maximum of 6 months working with an employer on a project related to their discipline of study.



BACHELOR OF ENTERPRISE MANAGEMENT SYSTEMS

The Bachelor of Enterprise Management Systems is a degree that encompasses the skills and knowledge to succeed in the current market. The program focuses on the challenges associated with selecting, installing, and maintaining systems that support business processes, data analytics and information flows. This includes both systems within an organisation and those that relate to key external parties, such as suppliers and customers. Skills and knowledge in Enterprise Management Systems are sought after by a diverse range of employers. By studying this degree, graduates will be equipped to work in many different sectors and industries.

Students will use contemporary industry-standard enterprise systems software. They will also have opportunities to interact with the industry through guest lecturers, industry visits and case studies.

The Bachelor of Enterprise Management Systems is taught by experienced academics and industry professionals. Students of this degree can enjoy small class sizes and a blended learning approach.

Entry Requirements

- Age at the time of course commencement:
 - Domestic Students: 17 or older
 - International Students: 18 or older
- Education:
 - Year 12 completion (or equivalent)
- English:
 - IELTS: 6.0 overall (no band less than 6.0)
 - PTE: 52 overall (no band less than 50)

Pathway

- Systems Analyst/Support
- Analyst Management
- ICT Quality Assurance Engineer
- Project Coordinator/Administrator
- ICT Business Analyst
- Consultant Software Engineer
- Data Management

Course Credit

The advantages companies can gain from automating their processes are enormous. Many experts from both IT and business backgrounds predict automation will transform the business landscape over the next decade. Enterprise Management Systems will play a key part in this transition by empowering companies to automate and integrate their processes. Studying Enterprise Management Systems can help not only land you a rewarding job; it can also enable you to futureproof your career.

COURSE UNITS | Cricos : 0102179

First Year

BUS100	Accounting for Business
BUS101	Business Information Systems
BUS102	Introduction to Enterprise Management
BUS110	Quantitative Methods for Business
CYB101	Introduction to Cyber Security
ICT140	Database and Systems Design
MGT101	Operations and Logistics Management
Elective	at 100 level

Second Year

BUS201	Data Analytics
BUS203	Business Process Management
BUS204	Accounting Systems
MGT203	Production and Service Delivery Systems
MGT204	Inventory and Asset Management Systems
Elective 1	at 200 level
Elective 2	at 200 level
Elective 3	at 200 level

Third Year

BUS301	Business Strategy
BUS302	Sales and Logistics Systems
BUS304	Procurement Managements Systems
MGT301	Global Supply Chain Management
MGT302	Extended Enterprise Management System
MGT304	Human Capital Management Systems
CAP301	Capstone Project

Students enrolled in this course have the opportunity to undertake an internship unit.

An internship unit is one of the three electives available at 200 level. Subject to excellent results and permission from the Dean, this practical subject is designed to be the start of lifelong learning, bridging formal studies and the workplace. The unit allows students to spend a minimum of 150 hours and a maximum of 6 months working with an employer on a project related to their discipline of study.



BACHELOR OF INTERNATIONAL BUSINESS

The Bachelor of International Business is a multidisciplinary program for students who wish to establish a career in international business.

Students will learn about the special challenges associated with conducting business across national borders, diverse and different cultures, and different legal and regulatory environments. Students will be taught the fundamentals of business and learn how to make strategic management decisions.

Graduates will be equipped with the necessary knowledge to lead a team in diverse professional environments. Graduates will have the necessary skills and knowledge to work in a wide range of industries, including private and government sectors or possibly create their own international business.

AIBI provides a blended learning approach, offering small classes that encourage active participation. Students will be able to apply their knowledge to real-life scenarios and projects taught by experienced academics and industry professionals.

Entry Requirements

- Age at the time of course commencement:
 - Domestic Students: 17 or older
 - International Students: 18 or older
- Education:
 - Year 12 completion (or equivalent)
- English:
 - IELTS: 6.0 overall (no band less than 6.0)
 - PTE: 52 overall (no band less than 50)

Pathway

- Import/Export Specialist
- Foreign Affairs Officer
- International Relations Manager
- Global Account Manager
- Project Coordinator/Administrator
- International Trade Coordinator
- International Business Consultant
- International Business Development Manager
- International Human Resource Manager

Course Credit

Studying international business opens the door to exciting opportunities. Be equipped with the skills and knowledge you need to kickstart a rewarding career with a multi-national focus.

Globalisation is central to how modern business is conducted. International imports and exports are a major part of the global economy. Many businesses already operate across multiple countries or are in the process of considering international expansion.

COURSE UNITS | Cricos : 0102178

First Year

BUS100	Accounting for Business
BUS101	Business Information Systems
BUS103	Introduction to International Business
BUS104	Business Marketing
BUS110	Quantitative Methods for Business
CYB101	Introduction to Cyber Security
MGT101	Operations and Logistics Management
Elective	at 100 level

Second Year

BUS201	Data Analytics
MGT201	International Law and Politics
MGT202	International Strategic Management
MGT205	Entrepreneurship and Innovation
MGT208	Organisational Behaviour and Change Management
Elective 1	at 200 level
Elective 2	at 200 level
Elective 3	at 200 level

Third Year

BUS301	Business Strategy
BUS303	International Marketing
BUS305	International Trade and Finance
MGT301	Global Supply Chain Management
MGT303	Business Leadership in a Global Context
MGT305	Sustainability in Business
CAP301	Capstone Project

Students enrolled in this course have the opportunity to undertake an internship unit.

An internship unit is one of the three electives available at 200 level. Subject to excellent results and permission from the Dean, this practical subject is designed to be the start of lifelong learning, bridging formal studies and the workplace. The unit allows students to spend a minimum of 150 hours and a maximum of 6 months working with an employer on a project related to their discipline of study.

Motivational Messages

Study where you dream of Success is not a destination, it is a journey, it's the direction in which you are traveling, It's everyone's dream to be successful.



“ Stay positive, work hard, and success will be knocking on your door. ”

How to *Apply*

Start your application

You can submit your application online on the [iedugroup](http://iedugroup.com.au) website or via your agent. When applying, you can submit your supporting documents.

This can include:

- Certified copy of your passport page
- Copy of current visa (if applicable)
- Copy of Overseas Student Health Cover
- Certified copy of your most recent and highest qualification achieved in Australia
- Certified copy of your official final high school, college or university certificate and transcript
- Certified copies of your IELTS, PTE or a relevant English certificate or English assessment test (Upper -intermediate, IELTS 5.5, TOEFL to PTE 43)
- Cancelled COE/Finished COE
- Certified translations of any documents that are not in English

All evidence and documentation needs to be in English and needs to be authentic. For more information on demonstrating authenticity, refer to the How to Apply page on the IEDUGROUP

website: www.iedugroup.com.au/apply

Meeting academic requirements

Before applying, check you meet the academic requirements of the degree you wish to study.

A note on English requirements

Students whose first language is not English will need to provide evidence of English language proficiency. For more information on English requirements, refer to the How to Apply page on the IEDU

website: www.iedugroup.com.au/apply

What happens *After you apply*

Receive your offer letter

IEDU's admissions team will check if you meet the relevant requirements and have provided the required documents. If you meet all the criteria, you will receive a letter of offer.

Pay the initial deposit

One of our admissions team will be in touch with you with the details of what payments need to be made in order to confirm your enrolment at our colleges.

Receive your COE

You will receive a Confirmation of Enrolment.

Lodge your visa (International students)

If you are an international student, you can apply for your visa once you have received your Confirmation of Enrolment (CoE).

Attend your Orientation Week

Orientation is designed to help you get the best out of your student experience by providing you with information about the College support services, academic and professional development, activities, student management system, learning management system, your faculty, and discovering your new campus.



Growth Mindset

"Don't worry about failure. Worry about the chances you miss when you don't even try."





Ready to
Apply?

Start your *Application today*

For more information about enrolment, entry requirements, or any other aspect of IEDU, get in touch with us.

Sydney Metro College :

<https://sydneymetrocollege.edu.au/>
RTO NO: 41204; CRICOS CODE: 03427D

ilearnOz College

<https://ilearnoz.edu.au/>
RTO NO: 52791 | CRICOS CODE: 03831C

Ashley English Language Institute

<https://www.ashley.nsw.edu.au/>
CRICOS CODE: 03680B

Australian Institute of Business intelligence

<https://aibi.edu.au/>
CRICOS CODE: 03844J; TEQSA: PRV14316





Our Partner Institutions



MELBOURNE

Level 5, 440 Elizabeth Street, Melbourne VIC 3000, Australia



SYDNEY

Level 2, 16-22 Wentworth Avenue, Surry Hills Sydney , NSW 2010, Australia

HOBART

73-81 Murray St, Hobart, Tasmania 7000, Australia



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