



australian vocational
education & training academy
CRICOS: 02826G TOID: 21888

CHART YOUR OWN COURSE

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STUDYING IN AUSTRALIA

About Melbourne

AVETA is located in the heart of Melbourne, capital of the state of Victoria. Studying and living in one of the most liveable cities in the world offers you a whole new perspective. Below is some inside information about the second most populated city in Australia, where on average over a million people use the city and each year Melbourne hosts in excess of a million visitors.

There is much to love about Melbourne. This sophisticated city in the south-east corner of mainland Australia, inspires a deep passion in Melbournians. Melbourne has a vibrant energy, amazing choice of restaurants, funky boutiques, cafe-filled laneways, cool bars, world-class galleries, sensational parks and village-like inner suburbs, each with its particular charm and character.



SPORTS

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



Image: St. Walk Arcade, Collins Street



FASHION

The look is chic but a little quirky.

The city offers a variety of malls and boutiques for an incredible shopping experience for everyone.



FESTIVALS

Image: St. Kilda Festival



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

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



Career Focused Training



Industry Professionals



Modern Facilities

WHY AVETA

Career Focused Training

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

Our Courses Are:

- Highly Competitive
- National in Scope
- Industry Based

Experienced Staff and Industry Professional Training

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

A Centrally Located Campus in Melbourne

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

Modern Training Facilities

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



HOSPITALITY



Certificate III In Commercial Cookery

SIT30816 CRICOS COURSE CODE: 093068K



Course Description

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

Career Outcomes

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

Course Duration

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

Course fees

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

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

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

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

Certificate IV In Commercial Cookery

SIT40516 CRICOS COURSE CODE: 093069J



Course Description

This qualification reflects the role of a Commercial Cook who has a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

Career Outcomes

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

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

Course Duration

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

Course fees

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

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

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

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

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

Diploma of Hospitality Management

SIT50416 CRICOS COURSE CODE: 091029M



Course Description

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

Note: If a student completes a Certificate III and IV in Commercial Cookery before enrolling in this qualification at AVETA they will receive recognition of prior learning (RPL) for several units of competency and as a result the duration will be reduced to 30 weeks.

Career Outcomes

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

Possible job titles include:
Chef de cuisine; Sous Chef

Course Duration

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

Course fees

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

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

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

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

Advanced Diploma of Hospitality Management

SIT60316 CRICOS COURSE CODE: 091110G



Course Description

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

Career Outcomes

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

Course Duration

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

Course fees

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

Note: If a student completes a Certificate III, IV in Commercial Cookery and a Diploma of Hospitality Management before enrolling in this qualification at AVETA, they will receive recognition of prior learning (RPL) for several units of competency and as a result the duration will be reduced to 21 weeks.

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

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

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

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Hospitality Courses

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

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

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

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

or

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

or,

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

or

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

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

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



GRADUATE DIPLOMA



Graduate Diploma of Management (Learning)

BSB80120 CRICOS COURSE CODE: 106688D



Course Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within and organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

Career Outcomes

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

Course Duration

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

Course fees

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

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

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Graduate Diploma

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

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

ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);
(Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->);

or

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

or,

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

or

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

or

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

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





fresh
Cake

BUSINESS



Certificate IV in Business

BSB40215 CRICOS COURSE CODE: 086933K



Course Description

This qualification is suited to those working as project officers. In this role, individuals use well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Course Duration

Full time: 34 weeks (which will be timetabled to include public holidays and re-assessment catch-up days so that students can complete their studies within their period of enrolment)

Course fees

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

Core Units	Unit Description
BSBWHS401	Implement and Monitor WHS Policies, Procedures and Programs to meet Legislative Requirements
Elective Units	Unit Description
BSBADM405	Organise meetings
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBCUS401	Coordinate implementation of customer service strategies
BSBLED401	Develop teams and individuals
BSBINN301	Promote innovation in a team environment
BSBRISK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBMGT402	Implement operational plan

Diploma of Business

BSB50215 CRICOS COURSE CODE: 087201E



Course Description

This qualification is suited to those working as program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Course Duration

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

Course fees

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

Elective Units	Unit Description
BSBADM502	Manage meetings
BSBINN501	Establish systems that support innovation
BSBWOR501	Manage personal work priorities & professional development
BSBHRM513	Manage workforce planning
BSBHRM506	Manage recruitment, selection and induction process
BSBSUS501	Develop workforce policy and procedures for sustainability
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBPMG522	Undertake project work

Advanced Diploma of Business

BSB60215 CRICOS COURSE CODE: 087484M



Course Description

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

This qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Course Duration

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

Course fees

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

Elective Units	Unit Description
BSBHRM602	Manage human resources strategic planning
BSBINM601	Manage knowledge and information
BSBMGT615	Contribute to organization development
BSBMKG609	Develop a marketing plan
BSBFIM601	Manage finances
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBINN601	Lead and manage organization change
BSBMGT617	Develop and manage a business plan

GENERAL INFORMATION FOR STUDENTS

Course Entry Requirements for Business Courses

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

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

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

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

or

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

or,

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

or

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

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

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





LEADERSHIP & MANAGEMENT



Certificate IV in Leadership & Management

BSB42015 CRICOS COURSE CODE: 091351A



Course Description

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

Along with assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Course Duration

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

Course fees

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

Core Units	Unit Description
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan
Elective Units	Unit Description
BSBWHS401	Implement and Monitor WHS Policies, Procedures and Programs to meet Legislative Requirements
BSBINN301	Promote innovation in a team environment
BSBRISK401	Identify risk and apply risk management processes
BSBWOR404	Develop work priorities
BSBLED401	Develop teams and individuals
BSBCUS402	Address customer needs
BSBSUS401	Coordinate implementation of customer service strategies
BSBSUSH401	Implement and monitor environmentally sustainable work practices

Diploma of Leadership & Management

BSB51918 CRICOS COURSE CODE: 098737D



Course Description

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Course Duration

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

Course fees

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

Core Units	Unit Description
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
Elective Units	Unit Description
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities & professional development
BSBLDR504	Implement diversity in the work place
BSBMGT516	Facilitate continuous improvement
BSBMGT502	Manage people performance
BSBWHS501	Ensure a safe workplace in a work area
BSBPMG522	Undertake project work
BSBSUS501	Develop workplace policy and procedure for sustainability

Advanced Diploma of Leadership & Management

BSB60420 CRICOS COURSE CODE: 106687E



Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of resources and transfer their knowledge to others, using a creative perspective to respond to complex problems.

Course Duration

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

Course fees

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

Core Units	Unit Description
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
Elective Units	Unit Description
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBHRM613	Contribute to the development of learning and development strategies
BSBPEF501	Manage personal and professional development
BSBXCM501	Lead communication in the workplace

GENERAL INFORMATION FOR STUDENTS

Entry Requirements for Leadership & Management Courses

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

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

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

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

or

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

or,

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

or

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

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

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





ENGLISH



General English

CRICOS COURSE CODE: 098550D

What is General English?

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

What is the duration of the course?

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

Course fees

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

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

IELTS Preparation Course

CRICOS COURSE CODE: 099308F

What is IELTS Preparation course?

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

ENTRY LEVELS

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

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

Course fees

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

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

GENERAL INFORMATION FOR ELICOS STUDENTS

Course Entry Requirements for General English

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

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

Course Entry Requirements for IELTS Preparation course

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

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



HOW TO APPLY

Apply

1

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

Signing the documents

2

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

Assessment of your application

3

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

Accept your offer

4

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

Electronic confirmation of enrolment

5

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

Apply for your student visa

6

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

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

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



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info@aveta.edu.au

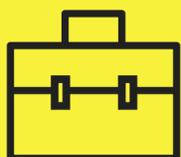
STUDENT SERVICES



ACCESSIBILITY SUPPORT



LLN SUPPORT



CAREER AND EMPLOYMENT ADVICE



WORKSHOPS

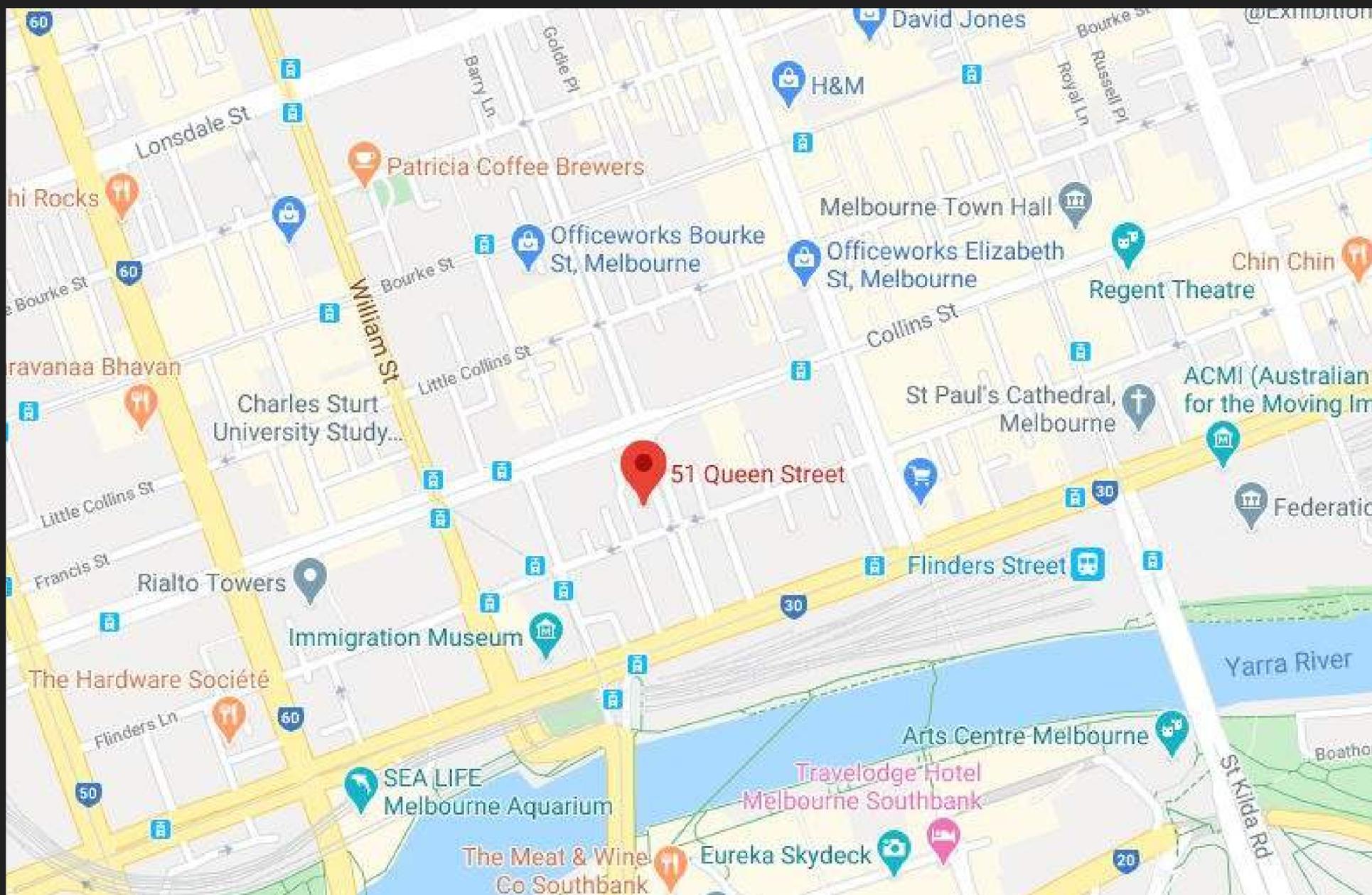


COUNSELLING

LEARN MORE:

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

CAMPUS



AVETA CAMPUS



TRAM STOPS



FOOD AND DRINK







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