

Your pathway to  
**success** begins here.



Welcome to

# National Training College of Australia (NTCA)

We are thrilled that you're considering NTCA as a part of your future. NTCA is able to offer a genuine educational experience - we are small enough not to be intimidating but big enough to offer independence, experience and provide our students with a great education.

Because our students are the core of everything we do, you can feel confident that NTCA will provide you with an education that will help you to prepare to succeed in your career and life. We offer a range of accredited and non-accredited courses that have broad application and appeal, such as Information Technology (Web/Front end Development), Business (Leadership & Management) and Hospitality Management (Commercial Cookery).

We can offer you a very high quality vocational training that can conform to your lifestyle and education needs. We can help you to turn your training into opportunities, provide networking and other workplace related assistance.

Our flexible approach to the learning process means that we can cater to the busiest student. Feel close to home with our supportive and friendly environment.

NTCA is committed to the provision of quality education and training to the VET and corporate sectors.

The provision of training at NTCA is led by a team of professionals, where we seek to make access to targeted vocational education easier and enhance learning outcomes.

**We seek to become a leading VET and corporate training provider by;**

- Delivering innovative, distinctive and current industry-relevant training programs in the areas of Information Technology, Business, Management and Human resources.
- Assigning the highest priority on academic excellence.
- Employing only highly qualified, experienced and dedicated staff.
- Leveraging our strong industry partnerships and alliances for the benefit of students.

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# Your pathway to success begins here.

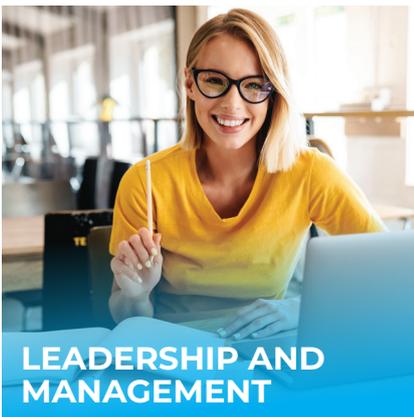
## Your journey begins with us.

Our experienced College educators and staff are committed to ensure that you thrive in our caring and supportive educational environment and have a smooth journey during your study cycle.



## Programs.

National Training College of Australia (NTCA) is a Registered Training Organisation (RTO) and nationally recognised educational college based in Melbourne, Australia. NTCA trains individuals, businesses, and community groups. We have been delivering customized courses and accredited qualifications for over 20 years.



# Study at NTCA.

20+

Over 20 years' experience



Conveniently located in Melbourne CBD



Close Proximity to local restaurants and cafes



Easily accessible through Public Transport



Multiple Courses Offered



Quality Accredited Trainers



Dedicated Student Support



Industry-leading Network Partners



*Diploma of IT course from NTCA went beyond meeting my expectations. It was clear and easy to follow. The assignments were good and really made me think. This helped me understand and learn a lot more. The tutors were brilliant and helpful – they always got me on the right track! Fantastic experience!*



**Jason Austin, Student**

## Melbourne the amazing place to be.



### Most liveable city in the world

Melbourne was voted as the most livable city in the world for 7 consecutive years between 2010 and 2017.



### Sporting capital of the World

Melbourne is the sporting capital of the Globe with Boxing Day Test at MCG, F1 Grand Prix, Moto GP and Melbourne Cup Hosted each year.



### Transport and amenities

Melbourne has a convenient connection of train and tram facilities, making it easy to explore the city and the outskirts.

## Accreditations & Associations



The events calendar in Melbourne is always packed with arts festivals, live music, exhibitions, blockbuster theatre shows, sport and more activities.

**SOME OF THE EVENTS IN MELBOURNE:**

Melbourne International Film Festival

Melbourne Day

Melbourne International Arts Festival

Melbourne Music Week

Melbourne's museums and libraries offer diverse and fascinating collections and exhibits. Intriguing and unique exhibitions, collections and installations can be viewed at the city museums.

Libraries are community spaces and offer books, magazines and periodicals and internet services.<sup>3</sup>



# Melbourne

Welcome to one of the most liveable city in the world.



Melbourne's coffee scene is world famous and a crucial component of the city's culture.

Explore the laneways and experience an array of different coffee experiences.<sup>1</sup> There are more than 1600 cafes and restaurants to choose from.<sup>2</sup>

Melbourne's trains, trams and buses are an easy way to see all of the city's best attractions, sporting venues and shopping precincts.

All you need is a myki card and you'll be ready to travel around the city.<sup>4</sup>

**References:**

1 <http://insiderguides.com.au/top-5-coffee-spots-melbourne/>

2 <https://www.theage.com.au/national/victoria/melbourne-cafe-and-restaurant-map-plenty-of-places-to-get-a-coffee-20170204-gu5lwl.hee-20170204-gu5lwl.html>

3 <https://whatson.melbourne.vic.gov.au/Placetogo/MuseumsandLibraries/Pages/MuseumsAndLibraries.aspx>

4 <https://www.ptv.vic.gov.au/getting-around/visiting-melbourne/>

# Business Courses

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- BSB40120 Certificate IV in Business (Leadership)
- BSB50420 Diploma of Leadership and Management
- BSB60420 Advance Diploma of Leadership and Management



# BSB40120 CERTIFICATE IV IN BUSINESS (Leadership)



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

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

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18 including mature aged clients who are seeking to develop or improve their business skills and management principles, gaining the foundation skills in business practices, technologies and innovation.

## ENTRY REQUIREMENTS

- Applicants must be minimum of 18 years of age at the time of commencement
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent
- Applicants must have completed Year 12 or equivalent

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 5

> Reading 4

> Writing 4

> Numeracy 3

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, individuals could progress to the Diploma of Business or other diploma qualification within the Business training package.

## EMPLOYMENT PATHWAYS FROM THE QUALIFICATION

Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- General Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant

## COURSE STRUCTURE

To attain the qualification, 12 units must be achieved, consisting of:

**6 core units and 6 elective units**

### Core Units

Unit Code	Unit Description
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBCRT411	Apply critical thinking to work practices
BSBTWK401	Build and maintain business relationships

### Elective Units

Unit Code	Unit Description
BSBXTW401	Lead and facilitate a team
BSBPEF502	Develop and use emotional intelligence
BSBHRM413	Support the learning and development of teams and individuals
BSBSTR401	Promote innovation in team environments
BSBCMM411	Make presentations
BSBPEF401	Manage personal health and wellbeing

Please note: The elective units may change without any prior notice. Refer to course strategies for updated information.



# BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18 including mature aged clients who have the ability to develop business relationships, apply critical workplace thinking practices, implement strategies and policies (WHS), work collaboratively using digital technology, handling complex documentation and want to upskill their existing industry/educational knowledge and skills.

## ENTRY REQUIREMENTS

- Applicants must be minimum of 18 years of age at the time of commencement.
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent .
- Applicants must have completed Year 12 or equivalent

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 5

> Reading 4

> Writing 4

> Numeracy 4

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, individuals could progress to the Advance Diploma of Leadership and Management or other related qualification within the Business training package.

## COURSE STRUCTURE

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Business Manager
- Administration Manager
- Executive Officer
- Program Manager
- Program Consultant

## COURSE STRUCTURE

To attain the qualification, 12 units must be achieved, consisting of:

**6 core units  
and 6 elective units**

### Core Units

Unit Code	Unit Description
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

### Elective Units

Unit Code	Unit Description
BSBPEF501	Manage personal and professional development
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS504	Manage business risk
BSBWHS521	Ensure a safe workplace for a work area
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBXTW401	Lead and facilitate a team

Please note: The elective units may change without any prior notice. Refer to course strategies for updated information.



# BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

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

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

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

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18, including mature aged clients who have 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.

## ENTRY REQUIREMENTS

- Applicants must be minimum of 18 years of age at the time of commencement

- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent
- Students must have completed a Diploma or Advanced diploma from the BSB Training Package (current or superseded equivalent versions) and/or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS

After achieving this qualification, individuals could progress to Bachelor of Human Resources or Management course or other Advanced Diploma courses within the business training package.

## EMPLOYMENT PATHWAYS FROM THE QUALIFICATION

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive



## COURSE STRUCTURE

To attain the qualification, 10 units must be achieved, consisting of:

**5 core units and**

**5 elective units**

### Core Units

Unit Code	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 Code	Unit Description
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development
BSBHRM614	Contribute to strategic workforce planning
BSBHRM613	Contribute to the development of learning and development strategies

Please note: The elective units may change without any prior notice. Refer to course strategies for updated information.

# Information Technology

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- ICT30120 Certificate III in Information Technology
- ICT40120 Certificate IV in Information Technology (Web Development)
- ICT50220 Diploma of Information Technology (Front End Web Development)
- ICT60220 Advanced Diploma of Information Technology



# ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions including, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems and web development.

Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18, including mature aged clients who have the following ICT skills and knowledge demonstrated through education or work experience, such as:

- configure and use computer operating systems and basic computer hardware,
- work and communicate effectively using information and communications technology (ICT) systems, equipment and software
- operate word-processing and a spreadsheet application package
- use digital media technologies to support design brief requirements

## ENTRY REQUIREMENTS

- Applicants must be minimum of 18 years of age at the time of commencement

- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent
- Applicants must have completed Year 12 or equivalent
- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 4

> Reading 3

> Writing 3

> Numeracy 3

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, individuals could progress to Certificate IV qualification within ICT training package.

## EMPLOYMENT PATHWAYS FROM THE QUALIFICATION

Job roles and titles vary across different industry sectors. Individuals completing this qualification will support information technology activities in the workplace across a wide range of ICT areas, including:

- technical support,
- network administration
- web technologies
- software applications and digital media technologies

### Course Structure:

To attain this qualification, 12 units must be achieved, consisting of:

- 6 core units and
- 6 elective units

Core Units	Unit Description
BSBCRT301	Develop and extend critical and creative thinking skills
BSBXTW301	Work in a team
BSBXCS303	Securely manage personally identifiable information and workplace information
ICTPRG302	Apply introductory programming techniques
ICTSAS305	Provide ICT advice to clients
ICTICT313	Identify IP, ethics and privacy policies in ICT environments

### Elective Units

Unit Code	Unit Description
ICTWEB304	Build simple web pages
ICTWEB305	Produce digital images for the web
ICTWEB431	Create and style simple markup language documents
ICTICT309	Create ICT user documentation
ICTICT302	Install and optimise operating system software
ICTPMG411	Support small scale ICT projects

# ICT40120 CERTIFICATE IV IN INFORMATION TECHNOLOGY (WEB DEVELOPMENT)



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

This qualification provides an individual with the skills and knowledge in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

The skills required for these roles may include, but not limited to, designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents.

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18 including mature aged clients who are seeking to develop or improve their business skills and management principles, gaining the foundation skills in business practices, technologies and innovation.

## ENTRY REQUIREMENTS

- Applicants must be minimum of 18 years of age at the time of commencement
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent
- Applicants must have completed Year 12 or equivalent
- All applicants must achieve the below ACSF level for each ACSF skills
  - > Learning 5
  - > Reading 4
  - > Writing 4
  - > Numeracy 3

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, individuals could progress to Diploma of Information Technology (Website Development) or related Diploma/higher qualification within ICT training package.

## EMPLOYMENT PATHWAYS FROM THE QUALIFICATION

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Web Applications Consultant
- IT Support Technician
- Systems Programmer
- Database Administrator
- Web Designer

### Course Structure:

To attain this qualification, 20 units must be achieved, consisting of:

- 7 core units and
- 13 elective units with:

### For Web Development Specialisation

7 elective units from Group G Web Development Specialisation

### Core Units

### Unit Description

ICTICT426	Identify and evaluate emerging technologies and practices
BSBXCS404	Contribute to cyber security risk management
BSBCRT404	Apply critical thinking to work practices
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTICT443	Work collaboratively in the ICT industry
ICTSAS432	Identify and resolve client ICT problems

ICTPRG302 Apply introductory programming techniques

### Elective Units

Unit Code	Unit Description
ICTWEB433	Confirm accessibility of websites
ICTWEB434	Transfer content to websites
ICTWEB443	Implement search engine optimisations
ICTWEB450	Evaluate and select a web hosting service
ICTWEB452	Create a markup language document
ICTWEB432	Design website layouts
ICTDBS416	Create basic relational databases
ICTICT429	Determine and confirm client business requirements
ICTICT435	Create technical documentation
ICTICT430	Apply software development methodologies
ICTWEB431	Create and style simple markup language documents
ICTWEB304	Build simple web pages
ICTWEB305	Produce digital images for the web

# ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY (Front End Web Development)



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Individuals working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher-level technical skills in IT support area.

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18, including mature aged clients who want to upskill their knowledge and skills in the areas of web development using latest tools and techniques required in the industry, exposing the client to a range of essential ICT knowledge and skills.

## ENTRY REQUIREMENTS

- Applicants must be minimum of 18 years of age at the time of commencement
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent
- Applicants must have completed Year 12 or equivalent

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 4

> Reading 4

> Writing 4

> Numeracy 4

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, individuals could progress to Advanced Diploma of Information Technology qualification.

## EMPLOYMENT PATHWAYS FROM THE QUALIFICATION

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Front-End Developer
- Web Applications developer
- Database Consultant
- UX and UI Designer
- ICT Systems Administrator

### Course Structure:

To attain this qualification, 20 units must be achieved, consisting of:

- 6 core units and
- 14 elective units

### For Front End Web Development Specialisation

- 6 elective units from Group I - Front end web development specialisation

### Core Units

Unit Code	Unit Description
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 in ICT environments
ICTSAS527	Manage client problems
BSBCRT512	Originate and develop concepts

### Elective Units

Unit Code	Unit Description
ICTWEB443	Implement search engine optimisations
ICTWEB450	Evaluate and select a web hosting service
ICTWEB452	Create a markup language document

ICTWEB432	Design website layouts
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB519	Develop complex web page layouts
ICTDBS505	Monitor and improve knowledge management systems
ICTWEB520	Develop complex cascading style sheets
ICTWEB518	Build a document using extensible markup language
ICTSAS524	Develop, implement and evaluate an incident response plan
ICTICT530	Design user experience solutions
ICTICT523	Gather data to identify business requirements

# ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY



**COURSE DURATION**  
52 Weeks

## DESCRIPTION

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner.

## WHO CAN ENROL

Target group for this program will be the international students over the age of 18, including mature aged clients who have developed skills and knowledge by completing ICT Diploma level qualification or work experience and want to upskill their knowledge and skills.

## ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement.
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or equivalent
- Successful completion Diploma of Information Technology or similar qualification

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 5

> Reading 4

> Writing 4

> Numeracy 4

Physical Resources requirement:

- Applicants must bring their own devices (Bring your own device - BYOD) to facilitate the training and assessment activities.

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification, individuals could progress to Vocational Graduate Certificate qualifications or other higher education sector qualifications within the ICT area.

## EMPLOYMENT PATHWAYS FROM THE QUALIFICATION

Possible job title includes

- Knowledge management analyst
- ICT Program/Project manager
- Manager, IT infrastructure solutions
- IT Business development manager

## Course Structure:

To attain this qualification, 16 units must be achieved, consisting of:

- 6 core units and
- 10 elective units

### Core Units

Unit Code	Unit Description
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBCRT611	Apply Critical Thinking for Complex Problem Solving
ICTSAD609	Plan and monitor business analysis activities in an ICT Environment
BSBTWK502	Manage team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments

### Elective Units

Unit Code	Unit Description
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTICT613	Manage the use of development methodologies
ICTICT523	Gather data to identify business requirements
ICTPMG617	Plan and direct complex ICT projects

ICTDBS505	Monitor and improve knowledge management systems
ICTSUS603	Integrate sustainability in ICT planning and design projects
ICTDBS605	Develop knowledge management strategies
ICTICT615	Implement Knowledge management Strategies
ICTICT617	Lead the evaluation and implementation of current industry specific technologies



# Hospitality

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SIT30816 Certificate III in Commercial Cookery

SIT40516 Certificate IV in Commercial Cookery

SIT50416 Diploma of Hospitality Management



# SIT30816 CERTIFICATE III IN COMMERCIAL COOKERY



**COURSE DURATION**  
78 Weeks

## DESCRIPTION

This qualification provides the skills and knowledge for an individual to become competent as a qualified commercial cook who uses a wide range of cookery skills.

Upon completion of the course they will have a sound knowledge of kitchen operations. They will be able to work with some independence and under limited supervision and may provide operational advice and support to team members.

## WHO CAN ENROL

Target group for this program will be International students over the age of 18 who wish to enter the hospitality industry as a cook

## ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement
- Successful completion of Australian Equivalent Year 12 qualification or higher
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or its equivalent

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 3

> Reading 3

> Writing 3

> Numeracy 3

- Candidates should be able to handle and cook dairy products and non-vegetarian food items including beef and pork.
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point)
- In the absence of formal English qualifications NTCA may proffer English Placement Test

## COURSE STRUCTURE

To attain the SIT30816 Certificate III in Commercial Cookery, 25 units must be completed, consisting of 21 Core units and 4 elective units.

### Core Units

Unit Code	Unit Description
SITXWHS001	Participate in safe work practices
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 items

### Elective Units

Unit Code	Unit Description
SITHIND002	Source and use information on the hospitality industry
SITHKOP005	Coordinate cooking operations
SITXCOM002	Show social and cultural sensitivity
SITXINV001	Receive and store stock

Please note: The elective units may change without any notice.



### POSSIBLE JOB TITLES

Manager  
Team Leader

# SIT40516 CERTIFICATE IV IN COMMERCIAL COOKERY



**COURSE DURATION**  
98 Weeks

## DESCRIPTION

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

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

## WHO CAN ENROL

International students over the age of 18 who wish to enter the hospitality industry as a chef. It is recommended for the students to complete the Certificate III in Commercial cookery qualification before entering to this qualification.

## ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement
- Successful completion of Australian Equivalent Year 12 qualification or higher
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or its equivalent.

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 4

> Reading 4

> Writing 4

> Numeracy 4

- Candidates should be able to handle and cook dairy products and non-vegetarian food items including beef and pork.
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point)
- In the absence of formal English qualifications NTCA may proffer English Placement Test

## COURSE STRUCTURE

To attain the SIT40516 Certificate IV in Commercial Cookery, 33 units must be completed, consisting of 26 Core units and 7 elective units.

### Core Units

Unit Code	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	Coach others in job skills
SITXFIN003	Maintain the quality of perishable items

SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices

### Elective Unit

Unit Code	Unit Description
SITHIND002	Source and use information on the hospitality industry
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXHRM002	Roster staff
SITXINV001	Receive and store stock
SITXWHS001	Participate in safe work practices
SITXWHS002	Identify hazards, assess and control safety risks

Please note: The elective units may change without any notice.



### POSSIBLE JOB TITLES

Chef  
Chef de partie

# SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT



**COURSE DURATION**  
104 Weeks

## 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.

Diploma of Hospitality course provides the skills and knowledge for an individual to be competent in the middle management level as a Manager, Supervisor or Team Leader in any hospitality area.

## WHO CAN ENROL

Target group for this program will be International students over the age of 18 who wish to enter the hospitality industry the hospitality industry at the middle management level. It is recommended for the students to complete the Certificate IV qualification within SIT Training Package before entering to this qualification.

## ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement
- Successful completion of Australian Equivalent Year 12 qualification or higher
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or its equivalent

- All applicants must achieve the below ACSF level for each a ACSF skills.

> Learning 4

> Reading 4

> Writing 4

> Numeracy 3

- Candidates should be able to handle and cook dairy products and non-vegetarian food items including beef and pork.
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point)
- In the absence of formal English qualifications NTCA may proffer English Placement Test

## COURSE STRUCTURE

To attain the SIT50416 Diploma of Hospitality Management, 28 units must be completed, consisting of 13 Core units and 15 elective units.

### Core Units

Unit Code	Unit Description
BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance customer service experiences
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 Code	Unit Description
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
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices

Please note: The elective units may change without any notice.



### POSSIBLE JOB TITLES

Chef de cuisine  
Kitchen manager  
Restaurant manager  
Sous chef

# Important Information

## LIVING IN AUSTRALIA

Living in Australia will be a new experience, but there are support services in your institution as well as from other organisations to help make adjusting to life in Australia easier.

Australian culture and values follow only one rule 'Live happily & help others to live happily too'. The people here are exceedingly friendly, warm and lively supporting everyone as per their ability.

Australia has everything which serves as a dream come true: closeness to mother nature, beautiful beaches, exotic weather, great food, and good music with nice people.

## LIVING IN MELBOURNE

Routinely voted as one of the world's most liveable cities, Melbourne is a vibrant, cosmopolitan and multicultural metropolis located in the south-east of Australia.

Students from all over the world come to Melbourne to study with NTCA, and to experience the Australian lifestyle in a safe, friendly, and academically excellent environment.

Melbourne is a dynamic and attractive city with a high quality of life, making it a desirable location for students from all over the world.

NTCA will look after you from the minute you arrive, through airport reception, an orientation program to the Institute and the city, and by arranging health insurances, tax file numbers, etc.

## WORKING IN AUSTRALIA

International students have the same entitlements to minimum wages and conditions as Australian workers, as well as superannuation and workers' compensation under Australian workplace laws.

The minimum wages and conditions to which an employee is entitled are set out in awards (also known as modern awards). For more information on awards and agreements, visit [www.fairwork.gov.au/awards-and-agreements](http://www.fairwork.gov.au/awards-and-agreements).

You are limited to 40 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies.

Work conditions for student visa holders can be found on the Department of Immigration and Border Protection website at <https://www.homeaffairs.gov.au>

## LIVING COSTS

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia (all costs are in Australian dollars).

The costs below are an approximate guide only. Students should be aware that these costs can vary depending on your study location in Australia.

### ACCOMMODATION

- Hostels and Guesthouses - \$90 to \$150 per week
- Shared Rental - \$95 to \$215 per week
- On campus - \$110 to \$280 per week
- Homestay - \$235 to \$325 per week
- Rental - \$185 to \$440 per week
- Boarding schools - \$11,000 to \$22,000 a year

### OTHER LIVING EXPENSES

- Groceries and eating out - \$140 to \$280 per week
- Gas, electricity - \$10 to \$20 per week
- Phone and Internet - \$15 to \$30 per week
- Public transport - \$30 to \$60 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week



# Student Support

## OSHC - OVERSEAS STUDENT HEALTH COVER

International students undertaking formal studies in Australia, and their dependents (for example, spouses and children under 18 years old), must obtain OSHC. The Department of Home Affairs requires overseas students to maintain OSHC for the duration of time they are in Australia. For further information please visit the Department of Home Affairs website.

## ACCOMMODATION ASSISTANCE

Help is provided to students to select from the various housing options available to international students in Melbourne. Once you have confirmed where you will be studying, you can look for accommodation that suits your needs and budget. Some tips when searching for accommodation include:

- The costs will vary depending on your chosen state, city, and type of accommodation.
- Always confirm the total cost and any other expenses you may be required to pay, such as a bond and utility fees.
- Consider how far it is from your campus and whether it is easily accessible by public transport, such as bus or train.
- Find out what shopping centres, and emergency service facilities, and other amenities are nearby.

## ACADEMIC STUDY SKILLS SUPPORT

A free service is available to students. Students who wish to take advantage of this service should see their Course Co-ordinator. Help is available with time management, assignment preparation, referencing and bibliographies, writing reports, reading skills, numeracy skills, giving presentations, library research and note taking.

Students are also encouraged to seek assistance from their individual teachers and Course Co-ordinator with all aspects of their studies to ensure successful completion of the course.

## ORIENTATION

It is a requirement that all students attend an orientation session upon commencement of their studies with NTCA. The orientation session should be carried out prior to commencement of studies and include information about:

- Student support services available to students in the
  - transition to life and study in a new environment
- Legal services
- Emergency and health services
- Facilities and resources
- Complaints and appeals processes, and
- Any student visa condition relating to course progress and/or attendance as appropriate

## ADMISSIONS PROCESS

- 1 Complete the Enrolment Form and email or post the application to [admissions@ntca.edu.au](mailto:admissions@ntca.edu.au) along with required documents as per checklist.
- 2 Offer Letter and Agreement will be sent to you within a week of receiving the completed application.
- 3 You need to meet entry requirements before you can enrol in a course. These will be outlined in your Letter of Offer. Your 'Letter of Offer' will also state if you need to provide further information.
- 4 We can straight away start with sign the offer letter, along with payment proof and additional documents if required.
- 5 NTCA will issue Confirmation of Enrolment (eCoE) and send to you.
- 6 You can now obtain your OSHC and organise your student Visa application.
- 7 Attend orientation and commence study at NTCA on the scheduled day.

## Our Campus

Level 11, 190 Queen Street, Melbourne, 3000

## FACILITIES AND RESOURCES

NTCA provides students with a range of facilities to enhance and support their learning experiences in the campus, such as:

- Well-designed computer labs with internet access
- Student common room for self-study and extracurricular activities
- Spacious climate-controlled classroom with modern technology
- Learning Resources and Support material can be accessed by the students from the library

## CONTACT US

Phone: 03 9606 0032  
Emergency contact: 0450 379 457  
Email: [info@ntca.edu.au](mailto:info@ntca.edu.au)  
Website: [www.ntca.edu.au](http://www.ntca.edu.au)

## SOCIAL MEDIA

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