

LEAD YOU TO THE FUTURE



# International Student Course Guide 2025 - 2026

# WELCOME



**David Garner**  
Chief Executive Officer  
Lead College Pty Ltd

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I have spent nearly three decades working in the vocational education sector, including a number of roles with registered training organisations and with regulatory agencies. Over this time, I have learned a great deal about what a quality training provider looks like.

I joined Lead College in 2021 because I saw an organisation that shared my values. I also saw a commitment to providing the very best experience to every single student. I lead our Quality team, who are committed to improvement of the services provided by Lead College, most importantly the student experience.

I hope you make the decision to join the Lead College family. I look forward to welcoming you and to

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**Kinza A. Abbasi**  
Director of Operations  
Lead College Pty Ltd

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We are delighted that you are considering studying with us at Lead College.

Our practical courses are created with an industry focus so you get hands-on experience whilst studying towards a qualification that meets sector needs.

You will develop into a highly-skilled, professional and capable individual who is able to apply specialist theory to real-life situations; a skill set that is particularly sought after by employers. We pride ourselves on being specialist with a personal approach to learning.

Our community and supportive environment is designed so that you get the most out of your time at Lead College and enhance your potential as an individual.

We hope you enjoy finding out more about Lead College and the advantages of studying here; a learning



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# About Us

## OUR VALUES



Teamwork



Learner Oriented  
Approach



Quality

## OUR MISSION

- \* To provide excellence in education enhancing academic and professional capabilities
- \* To cater emerging education markets for students
- \* To become a high quality training provider

## OUR VISION

- \* To become a technologically advanced leading-edge institution
- \* To recruit well qualified and highly experienced trainers and assessors
- \* To fully comply with State and Commonwealth legislative and regulatory requirements
- \* To maintain active industry and professional contacts
- \* To create a creative and interactive training and assessment environment
- \* To foster a culture of continuous improvement in all aspects of its operations

# Our Campuses

## Sydney CBD



Level 1, 841 George St Haymarket NSW 2000, Australia

## Sydney, Parramatta



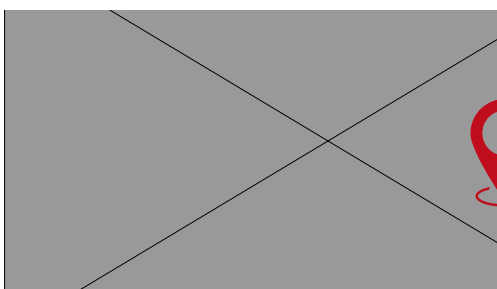
- 📍 Level 1, 37-39 George Street, Parramatta NSW
- 📍 4/1 River Rd West, Parramatta NSW 2150,
- 📍 201/ 15B Albert Street, North Parramatta NSW 2151,

## Perth, Cannington



13-15 Leila Street, Cannington WA 6107, Australia

## South Windsor



6 Dowling Pl, South Windsor, New South Wales

\*Images are for illustration purpose only

# Mission Statement

## Our mission

- To cater to emerging education market for students
- To become a high quality training provider
- To satisfy all stakeholders in a balanced way

## Our vision

- To become a technologically advanced leading edge institution
- To fully comply with all state and Commonwealth legislative and regulatory requirements
- To maintain active industry and professional contacts
- To create a creative and interactive training and assessment environment to foster a culture of continuous improvement in all aspects of its operations

## Our values

At Lead College we believe that certain values are the path to success, and these are:

### Quality

We provide quality educational services to our students and ensure that our trainers are experienced, trained in modern facilities.

### Student-Oriented Approach

At Lead College we listen to you and your needs to help you achieve your best both during and after the course. Teaching methods used are customised in a fashion that is more efficient with the various groups yet compliant with Lead College policies and procedures.

### Teamwork

We are strong believers in teamwork where every team member can present different ideas and techniques to come up with the best scenario possible for all stakeholders. We believe that the 'whole' of the organisation is greater than the sum of its parts.

# Lead College Guide

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## NSW Campuses

### Lead College - Windsor Campus

 6, Dowling Pl, South Windsor, NSW 2758, Australia

 Mon - Fri 9:00 am - 5:30 pm

### Lead College - Sydney Campus

 Level 1, 841 George Street, Haymarket NSW 2000, Australia

 Mon - Fri 9:00 am - 5:30 pm

 02 8668 5676

### Lead College - Parramatta Campus

 Level 1, 37-39 George Street, Parramatta NSW 2150, Australia

 Mon - Fri 9:00 am - 5:30 pm

 02 8677 7077

General Enquiry : [info@leadcollege.edu.au](mailto:info@leadcollege.edu.au)

## Lead College Emergency Contact

 **1300 887 361**

# Student Services and Support

The following support and welfare services are available to Leish College students, all of which are provided to students free of any additional charges or fees.

- Issuing of documents (e.g., Statements of attainment) - General welfare (e.g., Assistance with personal, cultural and social needs, living skills, study skills)
- Emergency assistance, support, and referrals for students in crisis
- Assistance in understanding Leish College's policies and procedures (especially the complaints and appeals, monitoring course progress, and attendance procedures)
- Basic financial literacy information and money management advice
- Advice about part-time employment while studying
- Referral to professional care workers (e.g., psychologists, medical practitioners, social workers, career guidance counsellors, lawyers, migration agents)
- Advice about accommodation and services
- Student orientation - Academic assistance
- IT support
- Foot monitoring, Injuries monitoring, CV development
- Learning and study assistance
- Language, literacy and numeracy support - Social inclusion activities (including helping to organise special activities such as sporting teams, cultural events, and sightseeing events)

## Academic Counselling

If you need help in the planning and management of your study program, or you are having difficulties with your day-to-day learning, you should make an appointment with the Academic / Campus Manager.

The Student service / Welfare officer will help you to implement a study skills program to help address the problems you are experiencing. This can be individual support, in small groups or class groups depending on specific needs.

Areas of support to students may include:

- Note-Taking Skill
- Reading Skills
- Time Management
- Test Preparation
- Improving General Study Skills
- Computer Skills for Study
- Completing Assignments/Referencing
- English Language Skills
- Numeracy Skills
- Spelling
- Finding Course Material



## Language, Literacy and Numeracy Support

If you are experiencing any difficulty with your study because of issues of language (either written or spoken), literacy, or numeracy, you can be assisted by Lead College.

Please ask at the reception desk if you need help. An appointment will be made for you with the Academic Manager, who will discuss with you the available help.

## IT Support

It is important to feel comfortable with the IT Support environment at Lead College and at home. Many of your assessments are based upon work you will complete using the computer - facilities available to you.

If you have any questions about the IT facilities, or you feel you need IT support, you should ask at the reception desk for an appointment with the Academic/Campus Manager.

## Availability of Staff

The Student Services/Welfare office is available to see students without an appointment between 9:00 am and 5:00 pm Monday to Friday.

Guidance about careers in the field you are studying is readily available to you. You can call your teachers or make an appointment with the Academic/Campus Manager to discuss careers and the support facilities available to you.

## Student Support and Welfare Services

All staff are made aware of their obligations to provide learning and welfare support to students.

The following staff are directly involved in the provision of student support and welfare services:

- CEO
- Academic / Campus Manager
- Student Services & Welfare Officer

## Facilities

Lead College facilities include a relaxing student lounge, with access to tea and coffee. Modern, well equipped air conditioned learning rooms will provide students with an environment conducive to learning and developing the skills and knowledge required to achieve success in industry.

Lead College provides a combination of a global and wireless computing network, enabling student to access to the internet and printing facilities on minimal cost.

Students may use their laptop computers for research activities, for assignments work, and to develop their language skills, or they can use the desktop computing facilities available in the computer lab.

## Student Satisfaction Survey

At the end of each term, a survey is conducted to obtain feedback from the students regarding the subjects that they undertake. Please ensure you carefully complete questionnaires each term. It is through your feedback that we can continue to deliver and improve the quality of teaching and learning.

### Lead College Emergency Contact



1300 687 361

# Complaints and Appeals

Prospective, current or former Lead College students can pursue perceived complaints of either an academic or non-academic (personal) nature, by following procedures set out in Lead College's Complaints and Appeals Policy & Procedures, which allow for any alleged or perceived grievance, disputes or complaints to be effectively resolved.

The Student Services / Wellbeing Officer will inform students about the Complaints and Appeals policy and procedures during the orientation program.

The Student Handbook, supplied to students during the orientation, contains details of the Complaints and Appeals process.

Applicants for enrolment are provided with information about the complaints and appeals process in the pre-enrolment information with which they are supplied.

Students are provided with information about the complaints and appeals process at orientation and in the Student Handbook.

The CEO is responsible for ensuring that all management staff, student services staff, marketing staff, and trainers and assessors at Lead College are aware of the policies and procedures for complaints and appeals.

Provision of information about the Lead College complaints and appeals process is part of an important aspect of the induction process for new members of staff.

## Informal Resolution

Students who wish to raise a complaint about an aspect of Lead College's services or appeal against a decision made by Lead College are encouraged to initially engage in informal discussion about the matter with the staff member or staff members involved.

Students can, additionally or alternatively, discuss the matter with the Academic/Campus Manager, Student Services / Wellbeing Officer, or the CEO.

All staff involved in the discussion of an informal complaint or appeal are required to do their best to resolve the matter effectively and quickly in this way.

## Lodging a complaint

Even when a case is resolved informally, students who wish to lodge a formal complaint will be requested to do so using the Lead College Complaint or Appeal lodgement form, available from the Lead College website.

Students will be provided with support in completing the complaint lodgement form, if requested or if it is deemed necessary by the Student Services / Wellbeing Officer; a student wishing to make a complaint will have the complaint lodgement form completed by a member of the Lead College student services staff.

For more information please visit [Complaints and Appeals Policy Form 2024.pdf](#)

## Acknowledging the Lodging of a complaint

Each formal complaint lodged by a student will be acknowledged in writing by a member of the Student Services.

The acknowledgement will be provided to the student by email.

Details of each complaint are recorded in the Lead College Complaints register.

## Acting on a complaint

The Student Services / Welfare Officer will add the complaint as an agenda item for the next scheduled meeting of the Lead College Management Committee.

All meetings of the Lead College Management Committee are scheduled fortnightly. The matter will be considered within ten working days of the lodgement of the complaint.

## Consideration of a complaint by the Lead College Management Committee

Complaints will be considered by the Lead College Management Committee, which comprises Lead College's CEO, Training Manager, and Student Services / Welfare Officer. Processing of the complaint may require one or more meetings of those involved.

The objective of the process is to reach a determination.

## Right to be accompanied by a support person during the complaints/appeals process

At any meeting to discuss a complaint, each involved party may be accompanied and assisted by a support person, according to the principles of natural justice.

## What can a complain be about ?

- Any aspect of the service provided, or not provided by Lead College
- The behaviour or decisions of staff, or policies and/or procedures of Lead College
- Any action by any individual third party

## Lodging an appeal

If a student disagrees with a decision made by Lead College, the student may lodge a formal appeal. The appeal should be submitted at the Lead College reception desk using the Lead College complaint or appeal lodgement form. It must be lodged within twenty (20) working days of notification of the decision which is being appealed against.

Notifications of decisions which are provided to students in writing will include a date from which the twenty (20) working days available to lodge an appeal applies.

The date specified will allow for time for delivery to the student of the notification.

For more information please visit [Complaints and Appeals Policy here](#) (internal)

Details of an appeal are recorded in the Lead College appeals register.

## Acting on an appeal

The Student Services / Welfare Officer will add an agenda item to the next scheduled meeting of the Lead College Management Committee.

All meetings of the Lead College Management Committee are scheduled fortnightly. The matter will be considered within ten working days of the lodgement of the appeal.

## Consideration of an appeal by The Lead College Management Committee

Appeals against decisions will be considered by the Lead College Management Committee, which comprises Lead College's CEO, Academic / Campus Manager, and Student Services / Welfare Officer.

Processing of the appeal may require one or more meetings of those involved. The objective of the process is to reach a determination.

## The right to be accompanied by a support person during the appeals process

At any meeting to discuss an appeal, each involved party may be accompanied and assisted by a support person, according to the principles of natural justice.

## Corrective action in the case of an appeal which finds in the student's favour

The notification of the outcome of the appeal will include the reasons for the decision. If an appeal finds in a student's favour, corrective action may include restoration of the student's academic record.

## What can an appeal be about?

An appeal can be about any decision made by Lead College which has an impact on a student.

For more information please visit [Complaints and Appeals Policy June 2020.pdf](#)

## Processing a complaint or appeal

- The process begins within ten (10) working days of the formal lodgement of a complaint or appeal.
- The process of formal consideration of a complaint or appeal commences within ten
- 00 working days of the formal lodgement of the complaint or appeal.
- The formal lodgement of a complaint or appeal must be accompanied by all relevant documentation.
- All reasonable measures will be taken to
- Finalise the process as soon as practicable.

## Meeting of the Lead College Management Committee

The student who lodged the complaint or appeal and a support person will be invited to the meeting of the Lead College Management Committee which is considering the complaint or appeal. Any other parties involved in the complaint or appeal and their support persons will also be invited to the meeting.

## Provision of relevant documentation

All parties involved in the complaint or appeal will be invited to provide relevant documentation as evidence to be considered by the Lead College Management Committee. Documentation provided must be original documents or certified copies of original documents.

## Opportunity to formally present the case

The student making the complaint or appeal will be provided with the opportunity to formally present his or her case to the Lead College Management Committee.

## Questioning

The student and all other parties in the complaint or appeal will be provided with the opportunity to ask questions and will be requested to provide answers to questions which are asked by members of the Lead College Management Committee.

For more information please visit [Complaints and Appeals Policy June 2020.pdf](#)

# Admissions and Enrolments

## Enrolment Procedures

Lead College will recruit and source students ethically and responsibly and provide information that enables students to make informed decisions about studying with the Registered Training Organisation.

Lead College will ensure students' qualifications and prior experience are appropriate for the course for which enrolment is sought. Each potential student is issued with a pre-enrolment information kit.

Lead College does not accept students under the age of 18 years of age.

Prior to accepting a student, or an intending student, for enrolment in a course, Lead College will provide, in print and by website, current and accurate information regarding the following:

- The requirements for acceptance into a course, including educational qualifications or work experience required and whether course credit may be applicable
- Eligibility criteria for enrolment for their chosen course
- The requirement for students to provide their unique student identifier or request for Lead College to create one on their behalf
- The course content and duration, qualification offered if applicable, modes of study and assessment methods

## Enrolment Procedures

- Campus locations and a general description of facilities, equipment, and learning and library resources available to students
- Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies

- Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled.

## Selection and Enrolment

Lead College ensures that clear and accurate processes for application and selection are outlined and published. Entry requirements for each course are detailed on the Lead College website and students wishing to study must meet these requirements.

For more information please visit [www.leadcollegetraining.com.au](http://www.leadcollegetraining.com.au)

## Student Admission

Course admissions are conducted in an ethical and responsible manner and in accordance with the course requirements. Lead College will include in the written agreement the following information in relation to refunds of course money in the case of student and provider default:

1. Amounts that may or may not be refunded to the student
2. Processes for claiming a refund
3. A plain-english explanation of what happens in the event of a course not being delivered
4. A statement that "This agreement, and the availability of a complaint and appeals process, does not remove the right of the student to take action under a state's consumer protection laws."
5. Lead college will provide a copy of the Code of Conduct and the Student Handbook to each student prior to, or at enrolling into a nationally accredited training program.

## Course Credit

Students can apply for course credit for units on the basis of their previous studies at Lead. Lead College also recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations.

## Application for Credit Transfer

Applicants for enrolment as enrolled students can apply for credit transfer using the "Application for Credit Transfer" form. Applications for credit transfer are made and documents submitted at the reception desk. Applicants will be provided with a copy of the credit transfer policy and a copy of a credit transfer application form.

## Deferral of Enrolment

Students who wish to defer or temporarily suspend their enrolment can apply to do so only if the course in which they were enrolled is unavailable or there are compassionate or compelling circumstances.

Requests for deferral must be accompanied by supporting documentation in proof of the necessity to defer.

Where no supporting documentation is available, a supporting letter explaining the reasons must be provided.

## Deferral of Enrolment

Supporting documents may include (but are not limited to):

- Medical Certificate
- Death certificate and/or
- Police or psychologist's report

## Student application for deferment prior to commencement

A request by a student for a deferment prior to course commencement must be made using the application for deferment, suspension or cancellation of enrolment.

The application must be addressed to the Student Services / Welfare Officer.

The application must be accompanied by supporting documents. When the application is processed, and if a deferment is granted, the student will receive a revised offer of enrolment in revised Enrolment Offer and Acceptance Agreement.

## Notifying a student of the outcome of an application for deferment prior to enrolment

An applicant for deferment prior to course commencement will have written notification of the result of the application available within ten working days of judgement of the application.

The student will be notified of the outcome of the application for deferment by use of either the:

- Notice of approval for deferment, suspension or cancellation of enrolment.
- Notice of rejection of an application for deferment, suspension or cancellation of enrolment.

## Suspension Requests

A request for temporary suspension of enrolment must be made using the application for deferment, suspension or cancellation of enrolment. The application must be addressed to the Student Services / Welfare Officer. The application must be accompanied by supporting documents.

An application for suspension must be submitted at least ten working days before the date of the requested suspension. A student may request a suspension of up to six months.

### Notifying a student of the outcome of an application for suspension of enrolment

An applicant for a suspension of enrolment will have written notification of the result of the application available within ten working days of lodgement of the application.

The student will be notified of the outcome of the application for suspension by one of either the:

- 1. Notice of approval for deferment, suspension or cancellation of enrolment.
- 2. Notice of rejection of an application for deferment, suspension or cancellation of enrolment.

### Assessing a student application for deferment or temporary suspension of enrolment

Each application made by a student for deferment or temporary suspension of enrolment will be considered by the Lead College Management Committee.

The Lead College Management Committee will consider the documents provided by the student in support of the application and, in the case of a request for suspension, seek to interview the student.

## Cancellation

Lead College may cancel the enrolment of a student if the student:

- 1. Is in breach of a condition of ongoing enrolment, including:
  - The requirement to attend for supervision of the assessment as part of the course progress in all scheduled classes every study period
  - The requirement to not plagiarise, collude or cheat
  - The requirement to pay agreed tuition fees by the dates agreed in the enrolment offer and Acceptance Agreement has been in breach of the Lead College Student Code of Conduct
- 2. Is assessed by the CEO as providing a threat to the well-being of other students or staff
- 3. Has been assessed as behaving in a way such as to need determination, resolution (L1) to meet the requirements of the course program policy

Applicants are advised of such of these grounds for deferment, suspension or cancellation prior to signing the Student Offer and Welfare Agreement.

### Notice of intention to defer, suspend or cancel enrolment

When a deferment, suspension or cancellation is initiated by Lead College, the student will receive a notice of intention to defer, suspend or cancel enrolment.

### Appealing against Lead College's intention to suspend or cancel enrolment

Students of intention to defer, suspend or cancel enrolment will clearly identify that the student receiving the notice will be given 20 working days to advise Lead College's internal complaints and appeals process. The 20 working days begins from a date specified in the notice.

Notices of intention to defer, suspend or cancel enrolment are sent to the email address on the student's file.

## Contacting the student within the 20 working days available to appeal

If no appeal is received, then the Student Services / Welfare Officer is responsible for contacting the student on the 19th working day following the date specified in the letter in order to provide the student with a final opportunity to lodge an internal appeal. Contact will be made by telephone or email.

For more information please visit [Deferral, Suspension and Clearance Policy: Form LAM 1.2-6-16-2016.pdf](#)

## Student Contact Details

It is important that Lead College has the current residential address, personal email address, telephone number and emergency contact details for every student.

This enables Lead College to provide important information such as warnings, reminders and study notifications.

Students must advise Lead College of any change in their contact details within seven (7) days, either in person or by notifying Student Services Staff in writing.

## Recognition of Prior Learning (RPL)

Applicants for enrolment at Lead College and students enrolled in a course at Lead College may apply for Recognition of Prior Learning (RPL). Lead College will ensure that all applicants for enrolment and all students have access to the Recognition of Prior Learning (RPL) and Procedures.

The Recognition of Prior Learning and credit transfer policy recognises that prior study, together with work and life experiences, may have provided an applicant for enrolment or a student with competence in the outcomes prescribed in a training package.

Credit for units of competency will be provided if a candidate who applies for Recognition of Prior Learning is able to demonstrate learning, skills, and knowledge that meet the performance criteria of the units of competency for which the candidate is applying for Recognition of Prior Learning.





# Student Rights and Responsibilities

## Code of Conduct

This policy is defined as a Code of Conduct Like Students and sets out what they can reasonably expect while undertaking their studies at Lead College and also documents what Lead College expects of students so that they can gain full benefit from their experience with Lead College.

This Code of Conduct has also been developed to reflect the requirements and obligations of Lead College towards staff and students under relevant and appropriate legislation.

This Code of Conduct establishes the following standards of behaviour for students while they are studying at Lead College.

### It all begins with both: staff

- Follow all Lead College regulations and requirements and respond to all lawful and reasonable directions from staff.
- Understand that dishonesty or misconduct is unacceptable and that Lead College may take measures to test compliance.
- Use all equipment and resources appropriately, responsibly and safely following all work health and safety requirements.
- Follow the recognised policy and procedures for grievances, complaints and resolutions.

These standards also establish any of the following behaviour as unacceptable:

- Willful refusal and/or wilful or reckless disruption of teaching, tutorials, lectures, periods of instruction or other learning-based activities.

- Bullying, harassing, hawking, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others.
- Interfering with or causing willful or negligent damage or defacing to any Lead College property.
- Theft of Lead College or any personal property.
- Attending under the influence, or in possession, of alcohol, drugs or any prohibited substance.
- Attending with weapons or items likely to cause harm or intimidation to others at any time.
- Smoking within five (5) metres of building openings, air-conditioning intakes, gas storage areas or upon any external stairways or balcony.
- Discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or caretaker status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity, health status, health issues in procurement, including HIV, viral hepatitis, or engagement in sex work or illicit drug use.

## Student Responsibilities

During their time engaged in Lead College activities, Lead College expects students to assume the following responsibilities:

### Politics and Procedures

- Ensure that they are aware of, and understand the policies and procedures concerning:
  - Their enrollment and use of Lead College facilities and any property or facilities used by Lead College in delivery activities
- To obey Lead College rules and policies and procedures as contained in the Lead College Student Handbook and on the Lead College web site
- Respect all Lead College property and facilities, including the library and computing resources and to respect the rights of others to use those facilities.
- Maintain academic integrity and to respect and comply with the conditions of student contracts. Not engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint.

### Timely and Accurate Information

Attend classes and submit work in a timely manner. Supply accurate and timely personal and other information to Lead College, recognizing that Lead College is required to comply with the privacy act.

### Participation and Feedback

Provide considered and honest feedback to Lead College and its staff on the quality of training and services. Participate actively in and contribute to the committees on which they are representatives or members of their placement.

### Human Rights

- Treat staff and other students with respect and courtesy.
- Treat other members of Lead College equitably irrespective of cultural background, disability, gender, sexual orientation, marital status, age or political conviction.

- Respect the rights of others members of the Lead College community to express dissent on different political or religious views, subject to those in terms of views complying with the laws of Australia and not maligning the safety of other members of the community.
- Have awareness of and sensitivity towards other cultures.
- Respect the opinions of others and to engage in rational debate in areas of disagreement.

### Educational experience

- Be well informed about course requirements and plan appropriately.
- Take joint responsibility for their learning and accept responsibility for moving toward intellectual independence.
- Monitor their progress in the teaching and learning environment and academic progress, in the context of reasonable access to academic staff for assistance and to the various academic support services.
- Register for and actively participate in learning experiences such as discussion and debate.
- Incorporate feedback into their learning experience and be aware of the specific rules and course requirements applying in the context of their course of study.
- Conduct themselves in a professional manner while undertaking professional placement and feedback and respect the confidentiality of client or commercial information made available to them as part of their placement.

# Payments

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## Payment Options

Lead College applies a range of fees and charges for programs and courses in relation to market demand.

Students should familiarise themselves with the fees and charges outlined by Lead College. Payment options are to be discussed prior to enrollment. Payment by a vast of competitors is the lowest possible payment plan available.

Payments must be made in advance of the pending unit of competence or term. Where a student has requested to pay by the unit, payment in full must be received before any resources will be provided. Once resources have been provided, no refund will be given.

The total payment charge for a payment plan section is imposed to be fulfilled at least four terms before the end of the designated period of study.

Cancellation of enrollment does not cancel the obligation to make all payments under the payment plan prior to refund policy.

# Refunds

## Refund Policy

### Definitions

**Agreed starting day:** This means the day of identified course commencement, or a later day agreed between Lead College and the student in the commencement day in the Student Offer.

### Default by Lead College

This refers to those instances where the course does not start on the agreed starting day, or the course ceases to be provided at any time after it starts but before it is completed.

### Default by the student

This refers to those instances where the course starts on the agreed starting day, but the student does not start the course on that day and has not previously withdrawn.

Or the student withdraws from the course before or after the agreed starting day.

Or Lead College refuses to provide or continues providing, the course to the student because of one or more of the following events:

- The student failed to pay an amount he or she was liable to pay Lead College, directly or indirectly (including any course money collected by other parties) on behalf of Lead College, in order to undertake the course;
- Misbehaviour by the student as defined by Lead College's published rules.

## Applying for a refund

All applications for a refund must be made using Lead College's refund application form. This is available from the Lead College website.

## Payment of refunds

All refunds will be paid to the person with whom Lead College has a contract unless written authorisation is received by Lead College to pay another party. The postal address for refund applications is provided in the Application of Enrolment and the Student Handbook.

All approved refunds are made payable to and sent to the student or his/her agent (if the written authority has been obtained to do so), in the country of origin as applicable in Australian dollars.

## Conditions

The date for calculation of enrolment is the date that Lead College receives the student's written application for cancellation of enrolment.

Where a student has enrolled in more than one course with Lead College, then the agreed starting day is the commencement date of the first course in which the student is enrolled.

In the event that a student has not paid his or her applicable tuition fee the amount Lead College may retain shall be a debt that is due and payable by the student together with any expenses, costs or disbursements incurred by Lead College in recovering outstanding monies, including but not limited to debt collection agency fees and legal costs.

| 2023-2024 Academic Year   |  |  |   |
|---|--|--|---|
| Event   | Event Name   | Event Location   | Approved Student  |
| Middletown Registrar or Business Committee  | Single certification awarded 23 days or more before the commencement of the course | 50% of the tuition fee for the final course will be returned by the college prior to providing the college. The remaining tuition fee (material and program fees) applicable will be refunded \$200.00 or whatever fee balance is highest, if not refundable.<br>If 50% of the tuition fee is not paid by the student, dual course will be discontinued and non-refundable paid by student for course or other course. | <ul style="list-style-type: none"> <li>Approved certification form</li> <li>Approved refund form</li> </ul> |
|   | Single certification awarded less than 23 days before commencement of the course   | 50% of the tuition fee for the final course will be returned by the college prior to providing the college. The remaining tuition fee (material fee and program fees) applicable will be refunded.<br>If 50% of the tuition fee is not paid by the student, dual course will be discontinued and non-refundable paid by student for course or other course.  |   |
|   | Single certification awarded after the course has commenced                        | Approved form, paid to the student for the course course.<br>Non-refundable tuition fees, which is payable in the college in the documents of the course (program/program fees) applicable and/or (if applicable) program fee (whatever is higher) are not refundable.   |   |
| Students are receiving financial aid from the college and subsequently receive notice of withdrawal from the course | After final exam commencement of a course  | By Middletown Registrar for the course during course. Tuition refundable for the student's portion or better amount of dual course (material and program fees) applicable and/or (if applicable) program fee (whatever is higher) are not refundable.  | Approved by Middletown Registrar for the withdrawal from the course/program document.                       |
| Students receive withdrawal notice from course  | On the course commencement date  | 50% of the tuition fee for the final course will be refunded, including tuition fee (material fee, program fee) applicable and/or (if applicable) program fee.   | Approved by Middletown Registrar for the withdrawal from the course/program form.                           |
| Students receive notice of withdrawal from the course   | After commencement of a course   | Dual course will continue defined within the course for dual course student's portion and non-refundable and/or (if applicable) program fee (whatever is higher) will be refunded to the student.  | Approved by Middletown Registrar for the withdrawal from the course/program form.                           |
| Students receive withdrawal notice from course  | After commencement of the course   | Students' program fee and/or (if applicable) program fee are not refundable.   | Approved by Middletown Registrar for the withdrawal from the course/program form.                           |

# Consumer protection

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## Consumer protection laws

The agreement of the student to the conditions stated in the offer/accepted agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. It is the student's right as a consumer to obtain the cooling off period for the service that they have decided to opt for.



# Academic Matters

## Course Award

On successful completion of your course, you will receive:

- Full Qualification - a Certificate and a Transcript of Academic Record
- Partial Qualification - a Statement of Attainment

## Course Structure

Please refer to the Lead College Website for current information on further course details such as entry requirements, unit of competencies. The website is: [www.hwbol.ac.uk](http://www.hwbol.ac.uk)

## Assessment Tasks

The objectives of assessment tasks are to evaluate the student's knowledge and skills in a particular unit of study, to ensure the achievement learning outcomes and motivate the student to learn.

In addition, assessment tasks also help to test students' conceptual and practical knowledge, analytical skills, promote innovative thinking and effective communication.

## Assessment Methods

Students should familiarise themselves with any specific unit requirements as listed in the relevant unit outlines.

The form of assessment for each unit will vary. A number of methods of assessment are used at Lead College, including:

- Analysis of workplace scenarios written assessments
- One-on-one questioning project work
- Written tests
- Teacher observation
- Oral presentations
- Discussions
- Role-play
- Practical demonstration

## Assessment Results

Students must have a result of "satisfactory" for each assessment task to be awarded an overall mark of competence for the whole unit of competency.

Marking Code:

- S- Satisfactory
- NS- Not Satisfactory
- NPC- Not Yet Competent
- C- Competent

Once the student has received a mark of "S" for each assessment, an overall mark of "C" will be awarded for the whole unit of competency. Should the student receive a mark of "NS" for an assessment and overall mark of "NPC" will be recorded.

## Return of Assessment Items

All original copies of completed assessment items are to be returned to Lead College by the student and remain the property of Lead College. Prior to returning these items, students must ensure they have clearly entered their details and signed the declaration form on the first page of the assessment package. Students must keep a copy of the assessment they have submitted for their own records.

It is the responsibility of the student to ensure assessment items are received by Lead College before or on the due date. Facsimile of assessment items will not be accepted.

## Late assessment items

Any assessment items submitted with a postmark after the due date, and without an extension, will be considered as a late return. These assessment items will not be marked until all other assessment items have been completed.

Late submission of assignments or projects will result in a Not Yet Competent unless an extension has been granted prior to the due date. Students must keep a copy of their assignments or projects.

## Resubmissions

Resubmissions are only provided once to students found Not Satisfactory after their first attempt of an assessment task. A re-attempt must be undertaken at the earliest possible assigned week following the declaration of results in class for assessment. Results for practical assessments will take place when advised.

Re-submits must be submitted within two weeks to the trainer following the declaration of results from the trainer; otherwise, the first result will apply. For re-attempts due to academic misconduct, a fee will be applied. Please refer to the other fees and charges schedule.

For Resubmissions, students must meet the Attendance Policy requirement.

## Assessment Extensions

An official request for Extension is to be received by the supervising trainer a minimum of five (5) working days prior to the due date. Extensions of up to two weeks may be granted depending upon circumstances.

For an extension to be granted, one or more of the following criteria need to be established. The nature of extenuating circumstances medical condition or copy of a medical certificate must be required.

## Appealing against Assessment Results

Any student who believes that the mark awarded for an assessment or subject does not fully reflect their achievement has the right to an appeal. Please refer to the Complaints and Appeals policy.

## Attendance Monitoring Policy

The Lead College Attendance policy is in support of the Lead College monitoring course progress policy and completion within extended duration policy. Trainers will discuss and schedule assessment activities in each class. Assessment activities will take place during classes and completed by the student outside of class hours.

Because of this, it is essential that students attend all trial participate in the activities of each scheduled class. Any work of the assessment explanation will be kept for each class and will be considered as each student's attendance including the assessment submission day in a scheduled class.

When the student signs the Lead College Enrollment Offer and Acceptance Agreement, they confirm that they understand the terms and conditions that apply to their enrolment.

## Results of Assessments and Awards

The result of assessment and qualifications will be issued within 30 days of students achieving compliance and meeting all other course requirements.

## Academic Misconduct

Academic misconduct means seeking to obtain or obtaining academic advantage for oneself or for others by dishonest or unfair means, this also includes plagiarism.

If a student's work is shown to include plagiarised work, or a student is caught cheating, or other Academic Misconduct concerns the matter will be reviewed in accordance with Lead College Code of Conduct Policy and Procedures.

## Workplace Health and Safety

Lead College is committed to providing and maintaining a safe and healthy environment for the benefit of all students, visitors and employees.

## Hazard Report

If a student identifies something on the campus which could cause injury or damage to someone, they should advise a Lead College staff member without delay. A Hazard or Incident Report will be completed and the incident will be investigated.

For more information please visit [Attendance Policy June 2021.pdf](#)



# Critical Incident Policy

## Critical Incident

Critical incidents include, but are not limited to:

- Accidents (bomb threat)
- Chemical, radiation or bio-hazard spillage
- Collapse or major building damage (dangerous or threatening person death, serious injury or any threat of these)
- Disappearance or removal of staff or students
- Domestic violence (drug or alcohol abuse fire, explosion, gas leak)
- Incidents charged with extreme emotion incidents involving drugs, firearms, firearms, weapons or bombs
- Injury or death of a student, staff member or member of the public (medical emergencies)
- Missing students
- Natural disasters (e.g. bus floods or windstorms)
- Outbreak of disease (physical assault)
- Public transport or road traffic accidents (motor vehicle impact with the building, serious injury, unimpacted and sudden death or outside of a student or staff or visitor to the college)
- Severe verbal or psychological aggression
- Sexual or racial abuse
- Theft, and threats of harm, and
- Violence or threats of violence, including robbery and sexual assault

## Informing the CEO of a Critical Incident

The CEO must be informed of all critical incidents as soon as possible after they occur. In circumstances where the CEO is required to be absent from the College, a staff member will be appointed as the staff member in charge. Unless otherwise specified by the CEO in the event of a specific absence, this is the Student Services / Welfare Officer.

If the CEO is absent from the College, the staff member in charge must be alerted as soon as possible of the critical incident.

Key details which must be conveyed to the staff member in charge include the time, location and nature of the incident and the names and contact details of the people involved.

Appropriate emergency services (police, ambulance, fire brigade, etc.) must be contacted immediately. The CEO or staff member in charge will assess the level of risk and the necessary response.

For more information please visit [CRITICAL INCIDENT POLICY June 2024.pdf](#)

## Risk Reduction Measures

While an event or a cause leading to a critical incident cannot always be prevented, staff and students are encouraged to be aware of safety and the prevention of risks, and, in all instances, respond promptly to any perceived threats of safety.

Staff need bring issues of safety to the attention of CEO by completing a Risk Management form.

In the case of students, concerns should be brought to any staff member or reception. A Risk Management form must be completed by the student or by the staff member.

## Managing Critical Incidents

If the incident is on campus, the first action will be to contact the emergency services (fire, ambulance or police). If the incident involves death, serious injury or a threat to life or property, the CIO must be contacted immediately.

The CIO will then provide instructions as necessary.

The CIO will always nominate a proxy in case.

For any critical incidents, the key details

Report include:

- Location, time, details to report
- Nature of the incident
- Names, roles and contact information of the people involved

The CIO will be assessed well with information about the incident and make a determination of what level the information about the incident should or should not be publicly available. The CIO will also review, liaise, liaise with any emergency matter urgently.

## Providing assistance in the case of serious injury or death

If a student dies or sustains serious injury, Lead College may be required to assist the student's family. Assistance may include:

- Hiring interpreters
- Making arrangements for hospital/ funeral/ memorial services/repatriation
- Obtaining a death certificate
- Assisting with personal items, and affairs including insurance issues
- Assisting with visa issues

## Critical Incident Report

After a critical incident has occurred, the CIO will ensure that within 24 hours a critical incident report is produced, and an entry is made in the Critical Incident Register.

The report will identify any emergency service contacts utilised during the critical incident and for pastoral or external support personnel who were involved during the critical incident.

The critical incident report will provide details of the incident, action which was taken, and follow-up action which needs to be taken, including the timeframe for such action.

For more information please visit [CRITICAL INCIDENT POLICY](#) [www.lead.ac.uk](#)

## Post-incident Management

The Student Services / Welfare Officer is responsible for follow-up activities after critical incidents have occurred.

A Critical Incident Follow-up Report must be produced to identify the outcomes and follow-up activities (including details of engagement) to processes, systems, or procedures implemented as a result of the incident.

The Critical Incident Follow-up Report must be filed in the Critical Incidents File.

The following is a non-inclusive list of post-incident follow-up activities:

- Administrative/management matters including fee refunds
- Allowing opportunity for the college community to continue to talk about the incident and their reactions (by organising discussion sessions)
- Arranging a time and place for a debriefing session with an external counsellor
- Assisting students with access to legal services
- Assisting with arrangements for visits from family
- Dealing with insurance matters, RSE Coverage, ambulance cover
- Death notices

## Post-Incident Management (Cont.)

- Disseminating regular and up to date information via email to the college community
- Dissemination of information to all staff and students
- Encouraging support and well-being staff and students
- Encouraging teaching and administrative staff to continue to be alert in recognising post-traumatic reaction
- Funeral, memorial or repatriation service arrangements
- Liaising with police, hospital and other medical staff
- Liaising with the Department of Home Affairs (DHA)
- Liaising with the families of affected students (if necessary, interpreters will be appointed)
- Liaising with an external staff regarding special arrangements which may need to be made
- Making arrangements to inform staff and students where applicable
- Making contact with next of kin/significant others
- Monitoring media coverage (as this may continue to cause distress to staff and student)
- Monitoring reactions within the campus, including significant dates and anniversaries
- Monitoring the need for counselling and maintaining contact with staff and students who are likely to need ongoing support psychological debriefing of students and staff at 24/7 hours after the incident
- Modification of and liaison with an agent if applicable
- Notifying embassies and consulates
- Organising a copy of a death certificate
- Organising condolences or other letters to family
- Organising funeral plans management interventions as required for students and staff
- Organising payment of repatriation or associated expenses if necessary
- Organising student/staff for hospital visits
- Placing death notices
- Providing guidelines to staff about what information to give to students
- Providing help in accessing legal assistance if necessary
- Resolution of hours regarding four
- Organising retrieval of student's files
- Training workshops in stress management and coping strategies

For more information please visit [CRITICALINCIDENT.COM.AU](https://www.criticalincident.com.au)



# Lead College Code of Practice

## Code of Ethics

Lead College at all times with integrity in dealings with all students and members of the community.

Lead College will adopt all policies and practices necessary to ensure the quality of the higher education courses and vocational education and training programs it offers is relevant and complies with:

- The Australian Qualifications Framework (AQF)
- The Standards for Registered Training Organisations 2015
- Commonwealth/State legislation and regulatory requirements.

## Lead College will ensure

- The provision of adequate facilities in which to conduct courses and training programs
- The employment of qualified teaching and administrative staff
- Compliance with an acceptable shared policy
- Compliance with current workplace health & safety and duty of care requirements
- The maintenance of adequate records and security of all current and archival records
- Student access to their records upon request
- Notification to students of any intention to relocate premises, no later than three weeks before relocation is to occur
- Lead College's undertakes to provide quality education and training and to uphold the highest ethical standards.
- Lead College undertakes to ensure that all employees, agents and representatives are familiar with and agree to comply with
- The code of ethics ensures that all employees, agents and representatives are familiar with and agree to comply with code of ethics.
- Lead College will refrain from associating with any enterprise which could be regarded as acting in breach of the code



RTO ID: 41489 | CRICOS Code: 03636F

# Facilities



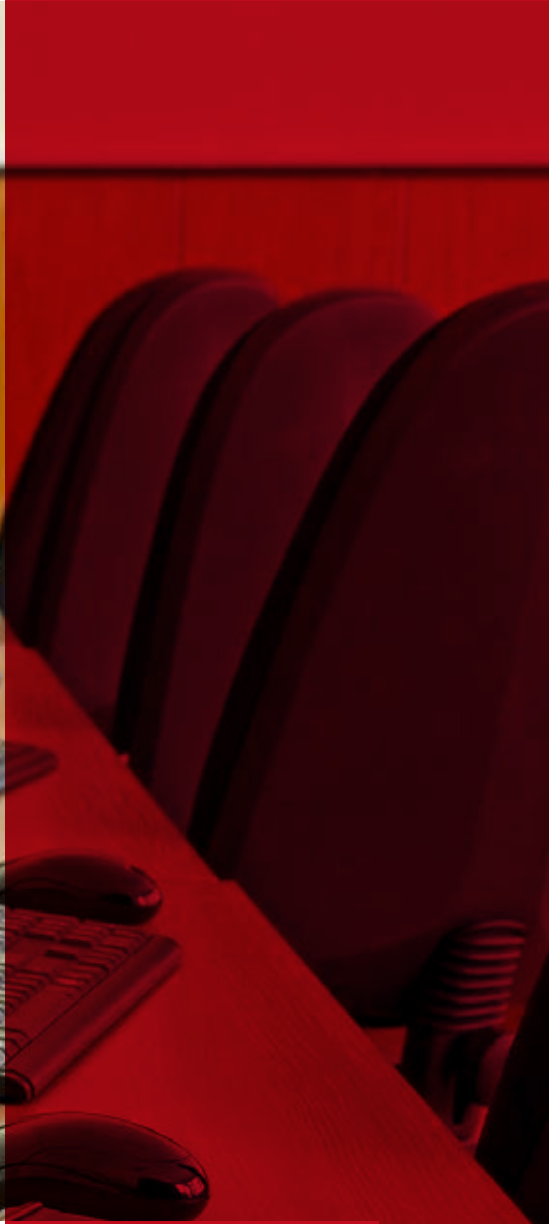
**Modern Education Building**



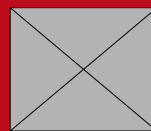
**Spacious and Well Furnished Classrooms**



**Practical Workshops and Kitchen**



**Learning Management System**



**Simulated Labs and Workplace Environment**



**Work Placement Arrangements**



# Help & Support

We are committed in ensuring that you get all the support you need to be successful in your studies.

Help and support that we can offer to you includes, but is not limited to:



Constant help throughout your course from our Trainers/Assessors to assist you with your



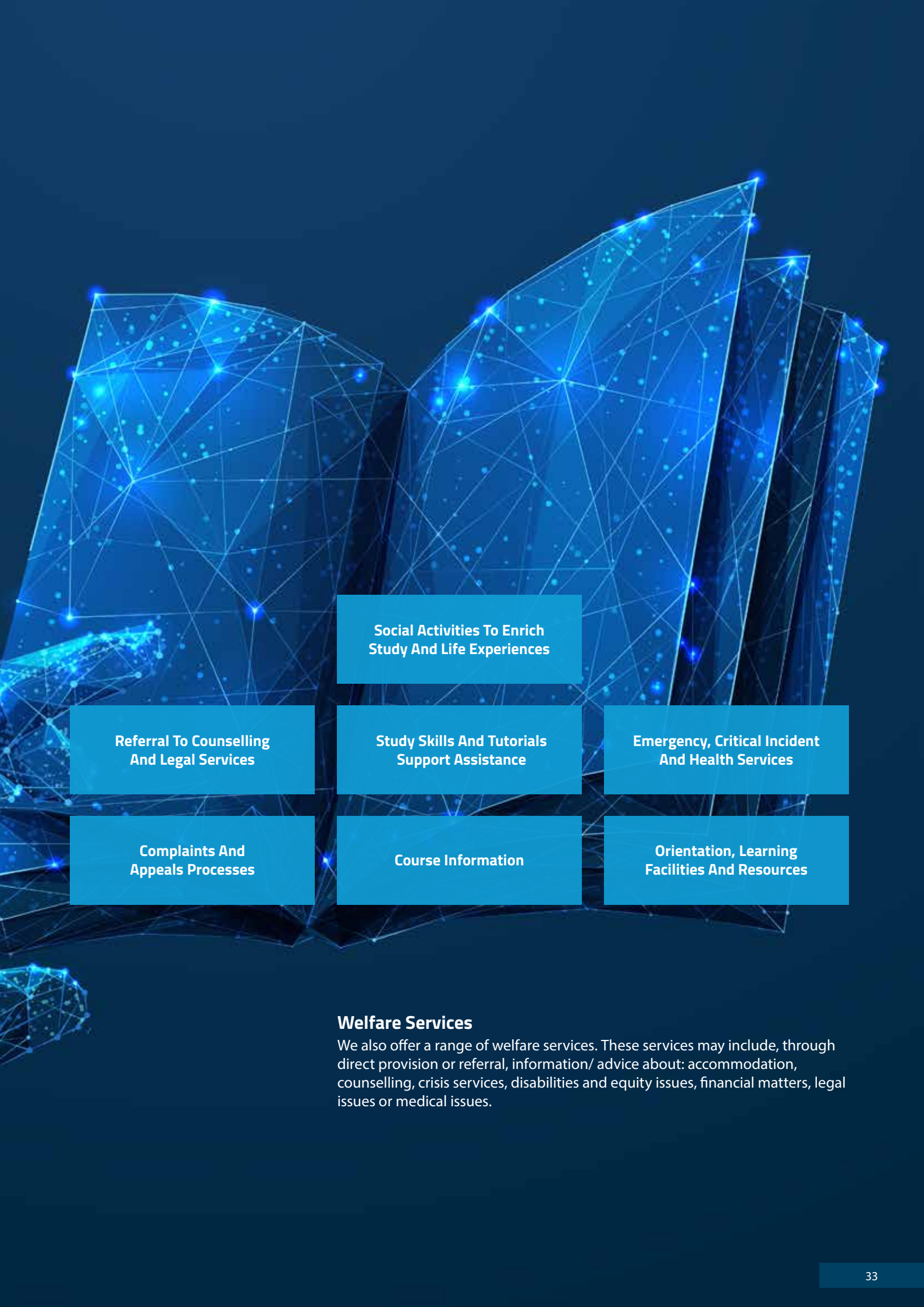
One on one support from the Academic Team relating to any student concerns



Referral to relevant external services such as English language support and counselling

Lead College Pre - Enrolment Form will help us to identify any support you need. You must complete a test that assesses your language, literacy and numeracy skills before the commencement of the course. Please contact the Student Services Officer for further information.





**Social Activities To Enrich Study And Life Experiences**

**Referral To Counselling And Legal Services**

**Study Skills And Tutorials Support Assistance**

**Emergency, Critical Incident And Health Services**

**Complaints And Appeals Processes**

**Course Information**

**Orientation, Learning Facilities And Resources**

### **Welfare Services**

We also offer a range of welfare services. These services may include, through direct provision or referral, information/ advice about: accommodation, counselling, crisis services, disabilities and equity issues, financial matters, legal issues or medical issues.

# Why Lead College

Lead College is a progressive Registered Training Organisation (RTO # 41489: CRICOS # 03636F) with multiple courses designed to help students gain qualifications, skills, and knowledge in areas that match their talents and desires.



RECOGNISED  
QUALIFICATION



PROFESSIONALLY  
ACCREDITED COURSES



GLOBALLY  
CONNECTED

EXPERIENCED FACULTY WITH  
SPECIALISED FACILITIES &  
RESOURCES



HANDS-ON  
LEARNING



CONNECT WITH THE  
INDUSTRY EXPERTS

# Facts About Australia

- » Australia has the third highest number of international students in the world, behind only the United Kingdom and the United States.
- » Australia is home to nearly 700 000 international students.
- » Australia has seven of the best cities in the world for students, based on the mix of students, the quality of life, employer activity, and affordability.
- » Australia has it all, from sun-kissed beaches to fantastic ski-slopes, dense rainforests, and stunning deserts, as well as large cities and rural escapes.
- » Incredible multi-cultural environment, and benefit from the food, music, art, and traditions of many different cultures from across the world, including Australia's Aboriginals and Torres Strait Islanders



## Study In Australia

For more information refer: <https://www.studyinaustralia.>

## ABOUT SYDNEY



An economic hub and among the **top 10 of the 50 best cities** in the world to live, work and study



Population: 5 million +



Diverse among the **top 10 most liveable cities** in the world



Average Temperatures:

» Summer:  
18.6 to 25.8°C (65.5 to 78.4°F)

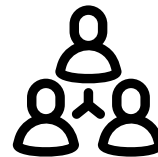
» Winter:  
8.8 to 16°C (47.8 to 57°F)



## ABOUT PERTH



Ranked #21 of world cities for quality of life and one of the safest places in the world



Population: 2 million +



The most affordable city in Australia



ABOUT PERTH



Average Temperatures:

» Summer:  
High/Low - 31/17°C

» Winter:  
High/Low - 18/10°C

For more information refer: <https://www.studyinaustralia.gov.au>

# Cost Of Living



Cost varies between individuals due to lifestyle choices and locations. The Department of Home Affairs has established that they will use AUD \$29,710 as a base level of expenses for students when coming to Australia for a study visa.

## Living costs

12-month living costs are for:

- Students - AUD29,710
- Partners coming with you - AUD10,394
- A child coming with you -

## MANAGING YOUR EXPENSES

As a first-year international student, it's important to be aware of your anticipated expenses so that you can plan your budget wisely.

These are basic living costs at the time of publication and do not include program tuition fees, costs for textbooks, other study-related needs, running a car,

For more updated costs of living and expenses, visit:

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

[www.info.australia.gov.au](http://www.info.australia.gov.au)

[www.immi.homeaffairs.gov.au](http://www.immi.homeaffairs.gov.au)

# Entry Requirements



Admission to Lead College is based on academic merit and proficiency in English.

## The following are the Admission requirements of Lead college:

- Must be 18 years of age or older at the time of course commencement
- Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- Must have completed Australian Year 12 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution
- Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - IBT 60
  - PTE 50
  - CAE 169
  - OET C
  - Duolingo 95
  - General English Advanced\*
  - MOI Certificate
  - Certificate III or higher qualification with an Australian institution.
  - Must have the ability to undertake a work placement at a regulated care service.



Entry requirements may vary depending on the course. For more information, please visit:  
<https://leadcollege.edu.au/how-to-apply/>





# COURSES





# AUTOMOTIVE

# CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

COURSE CODE: AUR30620 | CRICOS CODE: 103654E

## › COURSE DESCRIPTION

This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry.

To achieve this qualification, you must have completed 430 hours of workshop as a part of course structure. All students need to complete their workshop which is an essential component of this qualification to consolidate the student's knowledge within workshop facility. Lead College provides workshop facility.

## › PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## › ENTRY REQUIREMENTS

International Student

- › 18 years of age or above at the time of enrolment
- › Must have completed Year 12 or equivalent
- › IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- › Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- › Must complete the FaceCruit Interview test with Lead College Admissions Officer
- › Ability to undertake 430 hours of workshop as a part of course structure

## › COURSE DURATION

78 Weeks

## › FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## › MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## › ASSESSMENT

You will be assessed in the classroom and workshop facility. Assessments include written questions, demonstration of tasks/ techniques, group activities, in class activities, written work, oral presentation, work based project, and research projects.

## › AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive AUR30620 Certificate III in Light Vehicle Mechanical Technology qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## › RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

# CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

COURSE CODE: AUR30620 | CRICOS CODE: 103654E

## UNITS OF COMPETENCY

Total of 36 units (including 20 core and 16 electives)

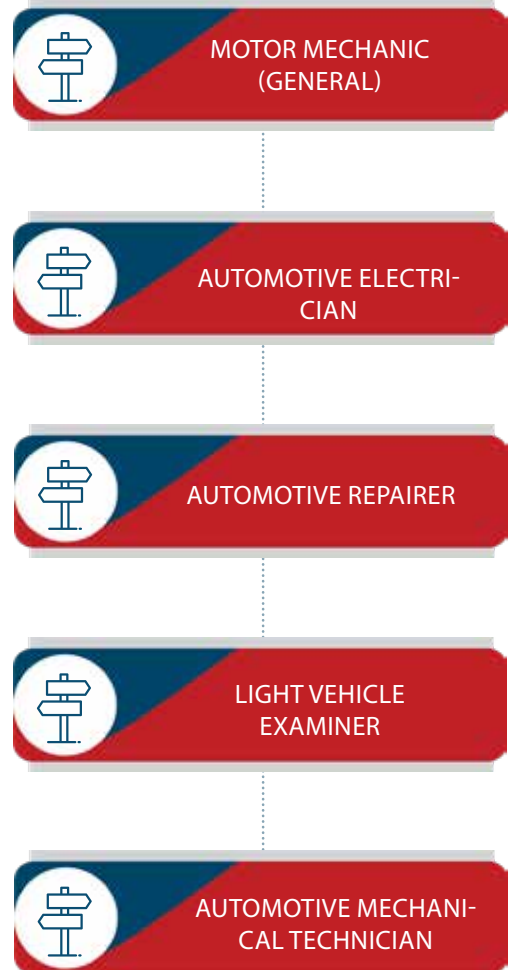
### CORE UNITS

| UNIT       | UNIT NAME  |
|------------|--|
| AU-RAEA002 | Follow environmental and sustainability best practice in an automotive workplace |
| AURA-SA102 | Follow safe working practices in an automotive workplace                         |
|            | Use and maintain tools and equipment in an automotive workplace                  |
| AURTTF101  | Inspect and service petrol fuel systems  |
|            | Test, charge and replace batteries and jump-start vehicles                       |
|            | Inspect and service engines  |
|            | Inspect and service braking systems  |
| AURT-      | Carry out servicing operations   |
|            | Test and repair basic electrical circuits  |
| AURT-      | Develop and carry out diagnostic test strategies                                 |
| AURLTB103  | Diagnose and repair light vehicle hydraulic braking systems                      |
| AURLTD104  | Diagnose and repair light vehicle steering systems                               |
|            | Diagnose and repair cooling systems  |
| AURLTD105  | Diagnose and repair light vehicle suspension systems                             |
|            | Diagnose and repair ignition systems   |
|            | Diagnose and repair spark ignition engine management systems                     |
| AURLTE102  | Diagnose and repair light vehicle engines  |
| AURLTZ101  | Diagnose and repair light vehicle emission control systems                       |
|            | Diagnose and repair starting systems   |

### ELECTIVE UNITS

| UNIT       | UNIT NAME   |
|------------|---|
| AURLTX101  | Diagnose and repair light vehicle manual transmissions          |
| AURLTX103  | Diagnose and repair light vehicle clutch systems                |
| AURLTX102  | Diagnose and repair light vehicle automatic transmissions       |
| AURLTQ101  | Diagnose and repair light vehicle final drive assemblies        |
|            | Diagnose complex faults in light vehicle safety systems         |
| AURT-TR101 | Diagnose complex faults in engine management systems            |
| AURLTE104  | Diagnose complex faults in light vehicle petrol engines         |
| AURT-      | Diagnose complex system faults                                  |
|            | Use and maintain measuring equipment in an automotive workplace |
| AURA-      | Communicate effectively in an automotive workplace              |
| AURLTJ102  | Remove, inspect, repair and refit light vehicle tyres and tubes |
| AURTTJ011  | Balance wheels and tyres  |
|            | Diagnose and repair automotive electrical systems               |
|            | Inspect and service steering systems                            |
|            | Inspect and service suspension systems                          |
| AURT-TX102 | Inspect and service manual transmissions                        |

## CAREER PATHWAYS



# CERTIFICATE IV IN AUTOMOTIVE MECHANICAL DIAGNOSIS

COURSE CODE: AUR40216 | CRICOS CODE: 0101416

## » COURSE DESCRIPTION

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

To achieve this qualification, you must have completed mandatory 220 hours of workshop. All students need to complete their workshop which is an essential component of this qualification to consolidate the student's knowledge within workshop facility.

Lead College provides workshop facility.

## » PRE-REQUISITE REQUIREMENTS

Those undertaking the Certificate IV in Automotive Mechanical Diagnosis MUST have completed AUR30620 Certificate III in Light Vehicle Mechanical Technology qualification or be able to demonstrate equivalent competency.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment.
- » Must have completed Year 12 or equivalent
- » IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Ability to undertake a 220 hour of workshop as a

## » UNITS OF COMPETENCY

Total of 10 units (including 1 core and 9 electives).

## » COURSE DURATION

26 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and workshop facility.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive AUR40216 Certificate IV in Automotive Mechanical Diagnosis qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

# CERTIFICATE IV IN AUTOMOTIVE MECHANICAL DIAGNOSIS

COURSE CODE: AUR40216 | CRICOS CODE: 0101416

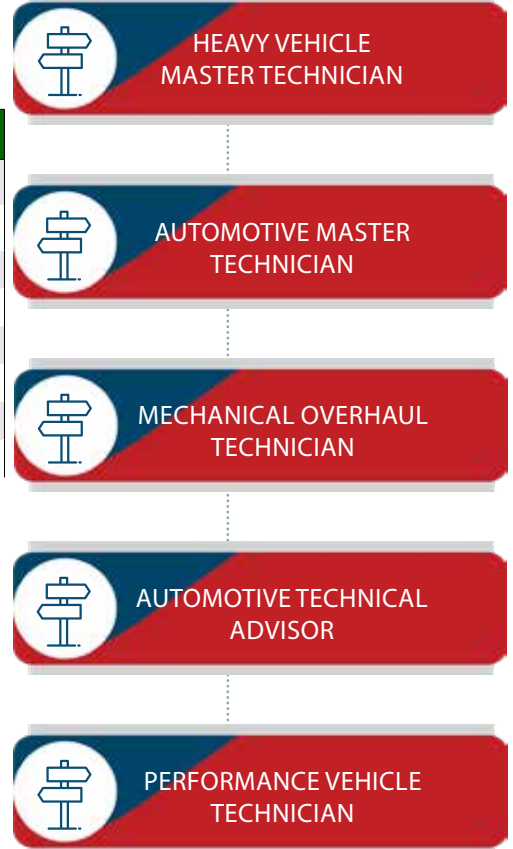
## CORE UNITS

| UNIT  | UNIT NAME                      |
|-------|--------------------------------|
| AURT- | Diagnose complex system faults |

## ELECTIVE UNITS

| UNIT                             | UNIT NAME   |
|----------------------------------|---|
| AURA-<br>FA103<br>BSB-<br>CMM511 | Communicate effectively in an automotive workplace                                    |
|                                  | Communicate with influence  |
|                                  | 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                               |
| AURLTE105                        | Diagnose complex faults in light vehicle diesel engines                               |
| AURLTX104                        | Diagnose complex faults in light vehicle automatic transmission and driveline systems |

## CAREER PATHWAYS



# DIPLOMA OF AUTOMOTIVE MANAGEMENT

COURSE CODE: AUR50116 | CRICOS CODE: 0102173

## » COURSE DESCRIPTION

This qualification reflects the role of individuals who undertake leadership and management roles in the automotive industry. It is suitable for entry into senior management roles in all sectors of the automotive industry.

To achieve this qualification, you must have completed 180 hours of workshop. All students need to complete their workshop which is an essential component of this qualification to consolidate the student's knowledge within workshop facility.

Lead College provides workshop facility.

## » PRE-REQUISITE REQUIREMENTS

Those undertaking the Diploma of Automotive Management MUST have completed Certificate IV in Automotive Mechanical Diagnosis qualification or be able to demonstrate equivalent competency.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification.
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Ability to undertake a 180 hour of workshop as a part of course duration

## » COURSE DURATION

46 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and workshop facility.  
Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive AUR50116 Diploma of Automotive Management qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

## » UNITS OF COMPETENCY

Total of 12 units (including 6 core and 6 electives)



# DIPLOMA OF AUTOMOTIVE MANAGEMENT

COURSE CODE: AUR50116 | CRICOS CODE: 0102173

## CORE UNITS

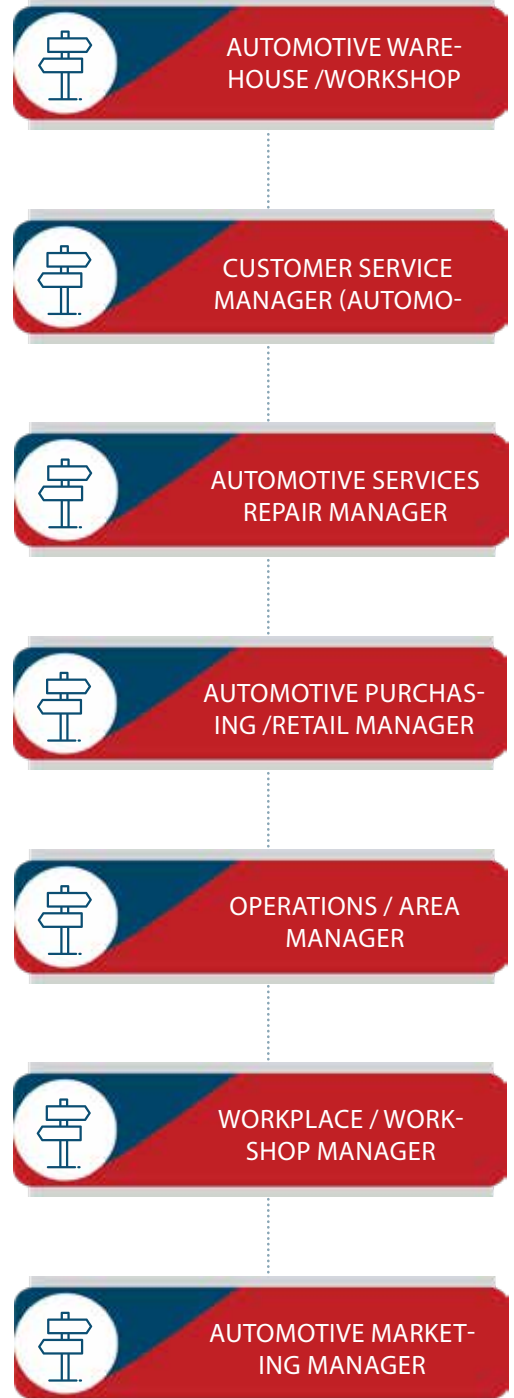
| UNIT               | UNIT NAME  |
|--------------------|--|
| AU-RAEA004<br>BSB- | Manage environmental and sustainability best practice in an automotive workplace |
| WHS501             | Ensure a safe workplace  |
| BSBFIM501          | Manage budgets and financial plans   |
| AURA-MA005<br>BSB- | Manage complex customer issues in an automotive workplace                        |
| MGT502             | Manage people performance  |

## ELECTIVE UNITS

| UNIT               | UNIT NAME   |
|--------------------|---|
| AURA-FA103<br>BSB- | Communicate effectively in an automotive workplace          |
| CMM511             | Communicate with influence                                  |
| BSBINN502          | Build and sustain an innovative work environment            |
| BSB-WOR502<br>AU-  | Lead and manage team effectiveness                          |
| RAAA002            | Determine retail rates for automotive products and services |



## CAREER PATHWAYS



A collection of carpentry tools including screws, nails, a saw, and pliers on a wooden surface. The tools are scattered across a light-colored wooden workbench. In the foreground, there are several screws of different sizes and types, some with heads and some without. A yellow-handled saw is visible on the right side. A pair of pliers is on the left. A bundle of nails is in the center. A green comb or ruler is also present. The background is a dark, textured surface.

# CARPENTRY

A collection of construction tools including a hammer, pliers, wrench, and screws on a wooden surface. The tools are arranged on a wooden workbench, and the image is overlaid with a dark blue gradient. A vertical orange bar is visible on the right side of the page.

# BUILDING & CONSTRUCTION

# CERTIFICATE III IN CARPENTRY

COURSE CODE: CPC30220 | CRICOS CODE: 104875F

## » COURSE DESCRIPTION

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications.

The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as a specialist field of work.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC

- » **PRE-REQUISITE REQUIREMENTS** Construction work site. Achievement of unit CPCCOHS1001A covers this requirement. This unit will be taught in the course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment.
- » Must have completed Year 12 or equivalent
- » IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » COURSE DURATION

104 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments are designed to provide learners with opportunities to demonstrate they have attained the required skills and knowledge using a range of practically based activities and tasks, as required by recognised standards.

## » AWARD REQUIREMENTS

On completion, you will receive the CPC30220 Certificate III in Carpentry qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

# CERTIFICATE III IN CARPENTRY

COURSE CODE: CPC30220 | CRICOS CODE: 104875F

## UNITS OF COMPETENCY

Total of 34 units (including 27 core and 7 elective units)

### CORE UNITS

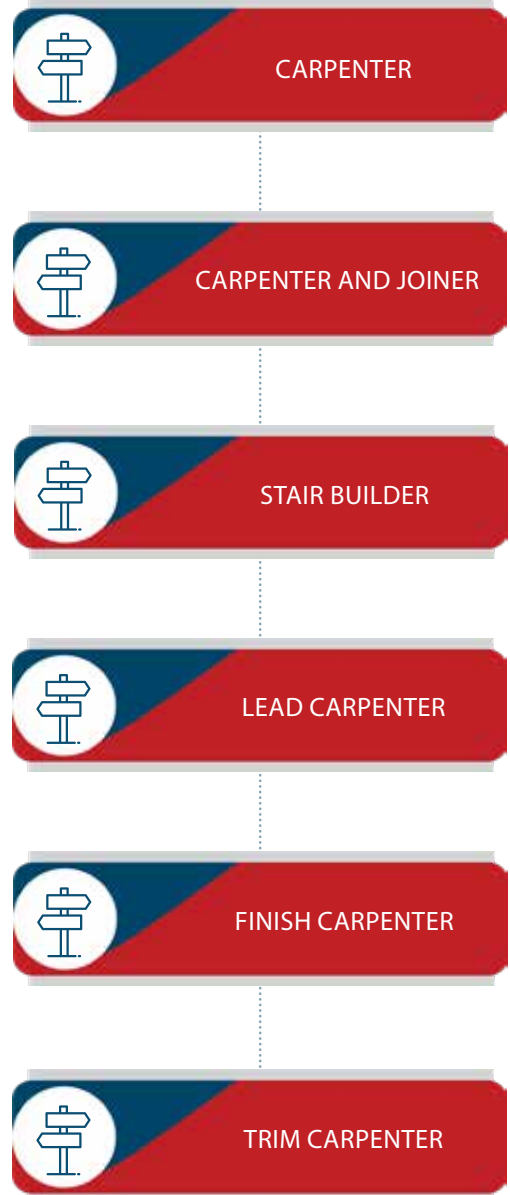
| UNIT                    | UNIT NAME  |
|-------------------------|--|
| CPC-<br>COM1014<br>CPC- | Conduct workplace communication  |
| CPC-<br>COM1015<br>CPC- | Carry out measurements and calculations  |
| WHS3001<br>CPC-         | Identify construction work hazards and select risk control strategies          |
| WHS2001<br>CPC-         | Apply WHS requirements, policies and procedures in the construction industry   |
| WHS2001<br>CPC-         | Work effectively and sustainably in the construction industry                  |
| COM1012<br>CPC-         | Perform construction calculations to determine carpentry material requirements |
| COM3001                 | Use carpentry tools and equipment  |
|                         | Read and interpret plans, specifications and drawings for carpentry            |
|                         | Handle carpentry materials   |
| CPC-                    | Carry out concreting to simple forms   |
|                         | Carry out setting out  |
|                         | Work safely at heights   |
|                         | Erect and dismantle restricted height scaffolding                              |
|                         | Apply basic levelling procedures   |
| CPC-                    | Carry out levelling operations   |
|                         | Install flooring systems   |
|                         | Construct and erect wall frames  |
|                         | Construct ceiling frames   |
|                         | Erect roof trusses   |
|                         | Construct pitched roofs  |
|                         | Construct eaves  |
|                         | Install windows and doors  |
|                         | Install lining, panelling and moulding   |
|                         | Construct, assemble and install timber external stairs                         |
|                         | Install exterior cladding  |
|                         | Carry out general demolition of minor building structures                      |

### ELECTIVE UNITS

| GROUP A – SPECIALIST ELECTIVES |   |
|--------------------------------|---|
| UNIT                           | UNIT NAME                                       |
|                                | Construct and install Bulkheads                 |
|                                | Carry out hand excavation                       |
|                                | Frame and fit wet area fixtures                 |
|                                | Operate elevated work platforms up to 11 metres |
| CPC-                           | Place and fix reinforcement materials           |

| GROUP B – SPECIALIST ELECTIVES |                                      |
|--------------------------------|--------------------------------------|
| UNIT                           | UNIT NAME                            |
| CPC-                           | Plan and organise work               |
|                                | Calculate costs of construction work |

## CAREER PATHWAYS



# CERTIFICATE III IN BRICKLAYING AND BLOCKLAYING

COURSE CODE: CPC33020 | CRICOS CODE: 104888A

## » COURSE DESCRIPTION

This qualification reflects the trade qualified role of a bricklayer, blocklayer or paver who may have responsibility for undertaking heritage bricklaying, refractory bricklaying, bricklaying, blocklaying and paving work in residential, industrial and commercial contexts, in both existing and new constructions.

Occupational titles could include:

Bricklayer, Blocklayer, Paver

The bricklaying, blocklaying and paving industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or closely simulated workplace environment and this qualification requires all units of competency to be delivered and assessed in this context.

Licensing, legislative, regulatory and certification requirements vary between states. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site.

## » ENTRY REQUIREMENTS

International Student

- » Must be 18 years of age or older at the time of course commencement.
- » Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- » Must have completed Australian Year 11 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- » Must demonstrate English level of IELTS 5.5 with no band less than 5.0 or equivalent, such as:  
IBT 46, PTE Academic 42, CAE 162, OET B, Duolingo 90  
General English Upper Intermediate, MOI Certificate, Certificate III or higher qualification with an Australian institution.
- » Must have the ability to carry out workshop training involving physical activity, including lifting.
- » Prior to commencement of practical components of the course, the student must complete the general induction training program (white card).

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » COURSE DURATION

94 weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments may include written questions, demonstration of tasks/techniques, group activities, in class activities, role play, presentation, work based project, research projects, and workplace observations/evidences.

## » AWARD REQUIREMENTS

On completion, you will receive the CPC33020 Certificate III Bricklaying and Blocklaying. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

# CERTIFICATE III IN BRICKLAYING AND BLOCKLAYING

COURSE CODE: CPC33020 | CRICOS CODE: 104888A

## UNITS OF COMPETENCY

Total of 28 units (including 20 core and 8 electives)

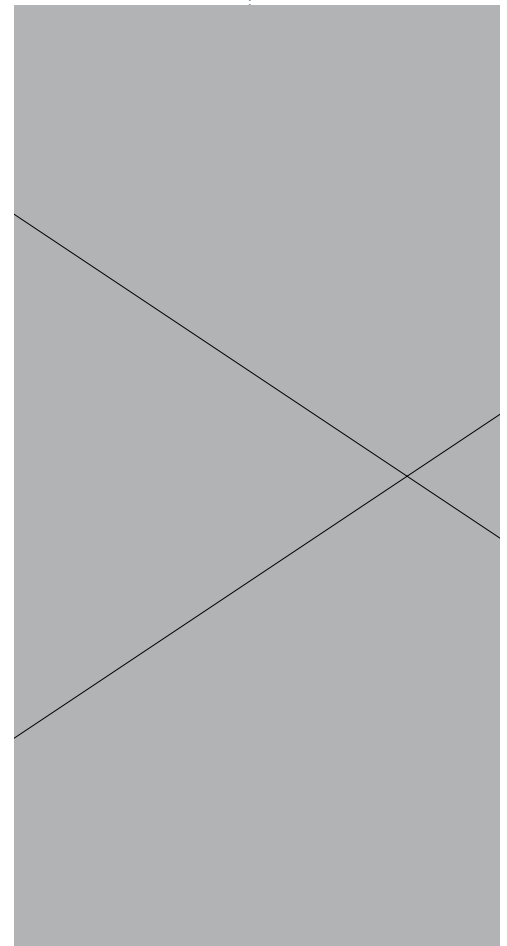
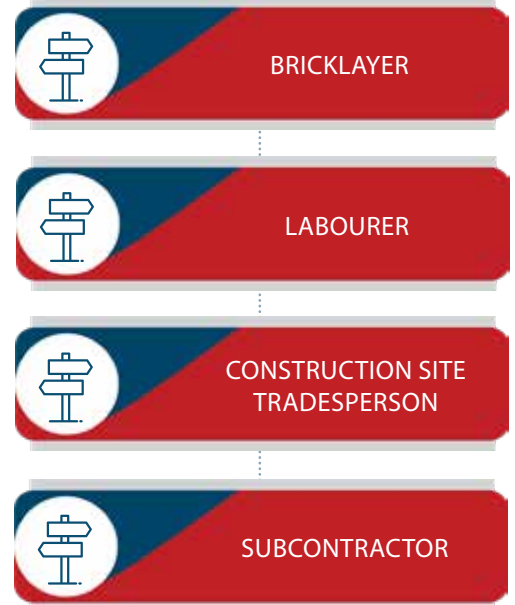
### CORE UNITS

| UNIT                    | UNIT NAME   |
|-------------------------|---|
| CPC-<br>CBL2001<br>CPC- | Handle and prepare bricklaying and blocklaying materials      |
| CBL2002<br>CPC-         | Use bricklaying and blocklaying tools and equipment           |
| CBL3002<br>CPC-         | Carry out masonry veneer construction                         |
| CBL3003<br>CPC-         | Carry out cavity brick construction                           |
| CBL3005<br>CPC-         | Lay masonry walls and corners                                 |
| CBL3006<br>CPC-         | Lay multi-thickness walls and piers                           |
| CPC-                    | Install flashings and damp proof course                       |
| CPC-                    | Construct masonry arches                                      |
| CPC-                    | Construct curved walls  |
| CPC-                    | Construct masonry structural systems                          |
|                         | Carry out setting out   |
|                         | Apply basic levelling procedures                              |
|                         | Erect and dismantle restricted height scaffolding             |
|                         | Work safely at heights  |
| CPC-                    | Work effectively and sustainably in the construction industry |
| CPC-                    | Plan and organise work  |
| CPC-                    | Conduct workplace communication                               |
| CPC-                    | Carry out measurements and calculations                       |
| CPC-                    | Read and interpret plans and specifications                   |

### ELECTIVE UNITS

| UNIT      | UNIT NAME   |
|-----------|---|
| BSBESB407 | Manage finances for new business ventures                             |
| CPC-      | Select, prepare and administer a construction contract                |
| CPC-      | Lay paving  |
| CPC-      | Construct decorative brickwork  |
|           | Carry out basic demolition  |
| CPCC-     | Carry out concreting to simple forms                                  |
| CPCC-     | Place and fix reinforcement materials                                 |
| CPC-      | Identify construction work hazards and select risk control strategies |

## CAREER PATHWAYS



# CERTIFICATE IV IN BUILDING AND CONSTRUCTION

COURSE CODE: CPC40120 | CRICOS CODE: 103786D

## » COURSE DESCRIPTION

This qualification is designed to meet the needs of builders and managers of small to medium-sized building businesses.

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required.

The qualification has core unit of competency requirements that cover common skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification. Additional units in a package may be required to meet builder registration requirements in various States and Territories.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » COURSE DURATION

52 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments are designed to provide learners with opportunities to demonstrate they have attained the required skills and knowledge using a range of practically based activities and tasks, as required by

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive CPC40120 CERT IV in Building and Construction qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.



# CERTIFICATE IV IN BUILDING AND CONSTRUCTION

COURSE CODE: CPC40120 | CRICOS CODE: 103786D

## UNITS OF COMPETENCY

Total of 19 units (including 11 core and 8 electives)

### CORE UNITS

| UNIT            | UNIT NAME  |
|-----------------|--|
| CPC-<br>CBC4002 | Manage work health and safety in the building and construction workplace                         |
| CPC-<br>CBC4012 | Read and interpret plans and specifications  |
| CPC-<br>CBC4007 | Plan building or construction work   |
| CPC-<br>CBC4008 | Supervise site communication and administration processes for building and construction projects |
| CPC-<br>CBC4014 | Prepare simple building sketches and drawings  |
| CPC-<br>CBC4018 | Apply site surveys and set-out procedures to building and construction projects                  |
| CPC-            | Minimise waste on the building and construction site   |
| CPC-            | Apply legal requirements to building and construction projects                                   |
| CPC-            | Apply building codes and standards to the construction process for Class 2 to 9,                 |
| CPC-            | Apply building codes and standards to the construction process for Class 1 and                   |

### ELECTIVE UNITS

| GROUP A – BUILDING |  |
|--------------------|--|
| UNIT               | UNIT NAME  |
| BSBOPS504          | Manage business risk   |
| BSBPMG422          | Apply project quality management techniques                                    |
| CPC-               | Select, prepare and administer a construction contract                         |
| CPC-               | Identify and produce estimated costs for building and construction projects    |
| CPC-               | Use building science principles to construct energy efficient buildings        |
| CPC-               | Produce labour and material schedules for ordering                             |
| CPC-               | Prepare and evaluate tender documentation                                      |
| CPC-               | Select, procure and store construction materials for building and construction |

## CAREER PATHWAYS



# DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

COURSE CODE: CPC50220 | CRICOS CODE: 103756K

## » COURSE DESCRIPTION

This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients.

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required. The qualification has core unit of competency requirements that cover common skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all included units of competency to be delivered in this context. Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPC-COHS1001A covers this requirement.

- » **PRE-REQUISITE REQUIREMENTS** Learners must be required to meet builder registration requirements in various States and Territories as per course training package.

## » ENTRY REQUIREMENTS

- International Student
  - » 18 years of age or above at the time of enrolment.
  - » Must have completed Year 12 or equivalent
  - » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification
  - » Must complete the FaceCruit Interview test with Lead College Admissions Officer

- » Must complete an LLN Assessment - diagnostic process

## » COURSE DURATION

78 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments are designed to provide learners with opportunities to demonstrate they have attained the required skills and knowledge using a range of practically based activities and tasks, as required by

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of CPC50220 Diploma of Building and Construction (Building) qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

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Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

# DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

COURSE CODE: CPC50220 | CRICOS CODE: 103756K

## UNITS OF COMPETENCY

Total of 27 units (including 24 core and 3 electives)

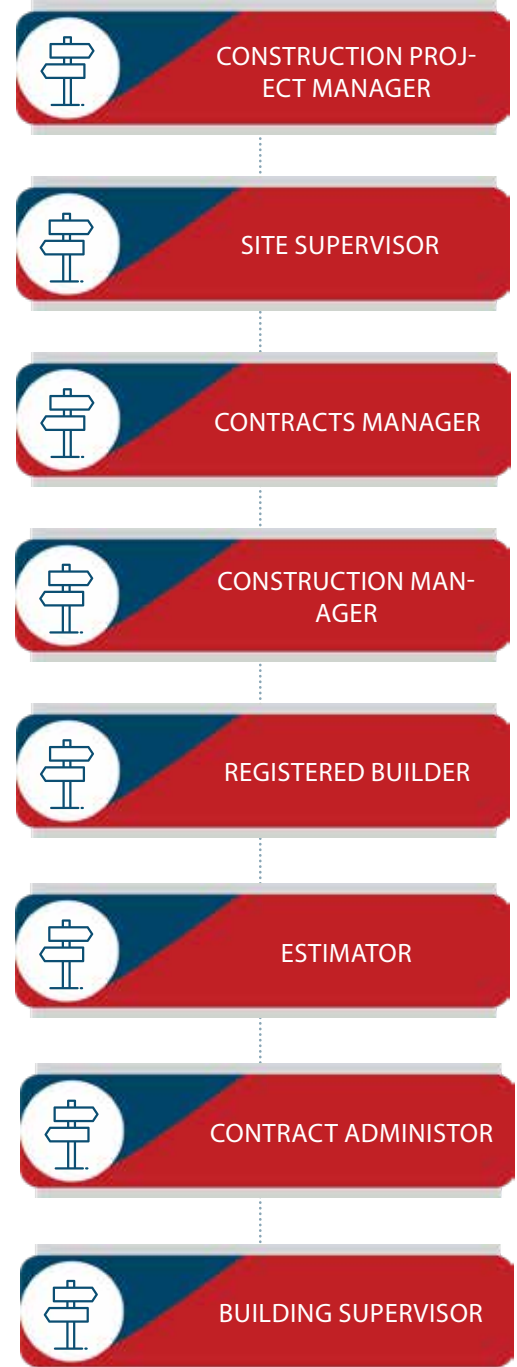
### CORE UNITS

| UNIT                           | UNIT NAME  |
|--------------------------------|--|
| CPC-<br>CBC5011<br>CPC-        | Manage risk  |
| CPC-<br>CBC5010<br>CPC-        | Lead WHS risk management   |
| CPC-<br>CBC5013<br>CPC-        | Apply building codes and standards to the construction process for Class 1 and 10 buildings      |
| CPC-<br>CBC5019<br>CPC-        | Select, prepare and administer a construction contract   |
| CPC-<br>BSB-<br>WHS513<br>CPC- | Identify and produce estimated costs for building and construction projects                      |
| CPC-                           | Produce labour and material schedules for ordering   |
| CPC-                           | Supervise site communication and administration processes for building and construction projects |
| CPC-                           | Apply legal requirements to building and construction projects                                   |
| CPC-                           | Apply structural principles to residential and commercial constructions                          |
| CPC-                           | Read and interpret plans and specifications  |
| CPC-                           | Prepare and evaluate tender documentation  |
| CPC-                           | Prepare simple building sketches and drawings  |
| CPC-<br>BSBOPS504<br>CPC-      | Apply site surveys and set-out procedures to building and construction projects                  |
| CPC-                           | Apply building codes and standards to the construction process for Class 2 to 9,                 |
| CPC-                           | Apply building codes and standards to the construction process for Type B                        |
| CPC-                           | Monitor costing systems on complex building and construction projects                            |
| CPC-                           | Supervise the planning of onsite building and construction work                                  |
| CPC-                           | Select and manage building and construction contractors  |
| CPC-                           | Administer the legal obligations of a building and construction contractor                       |
| CPC-                           | Manage construction work   |
| CPC-                           | Manage environmental management practices and processes in building and construction             |
| CPC-                           | Manage professional technical and legal reports on building and construction                     |

### ELECTIVE UNITS

| UNIT                   | UNIT NAME   |
|------------------------|---|
| BSB-<br>CMM511<br>CPC- | Communicate with influence                                      |
| CPC-                   | Lead and manage teams in the building and construction industry |
| BSBPMG532              | Manage project quality  |

## CAREER PATHWAYS



# ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

COURSE CODE: RII60520 | CRICOS CODE: 105236G

## » COURSE DESCRIPTION

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » Must be 18 years of age or older at the time of course commencement.
- » Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- » Must have completed Australian Year 12 or equivalent level of schooling or a Certificate IV or higher qualification with an Australian institution.
- » Must demonstrate English level of IELTS 5.5 with no band less than 5.0 or equivalent, such as:
  - IBT 46
  - PTE Academic 42
  - CAE 162
  - OET B
  - Duolingo 90
  - General English Upper Intermediate
  - MOI Certificate
  - Certificate III or higher qualification with an Australian institution.

## » COURSE DURATION

104 weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments may include written questions, demonstration of tasks/techniques, group activities, in class activities, role play, presentation, work based project, research projects, and workplace observations/evidences

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of RII60520 – Advanced Diploma of Civil Construction Design. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

# ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

COURSE CODE: RII60520 | CRICOS CODE: 105236G

## UNITS OF COMPETENCY

Total of 12 units (including 5 core and 7 electives)

### CORE UNITS

| UNIT       | UNIT NAME   |
|------------|---|
| BSBTWK502  | Manage Team Effectiveness                         |
| BSB-PMG632 | Manage program risk                               |
| BSB-WHS616 | Apply safe design principles to control WHS risks |
| RIIQUA601E | Establish and maintain a quality system           |

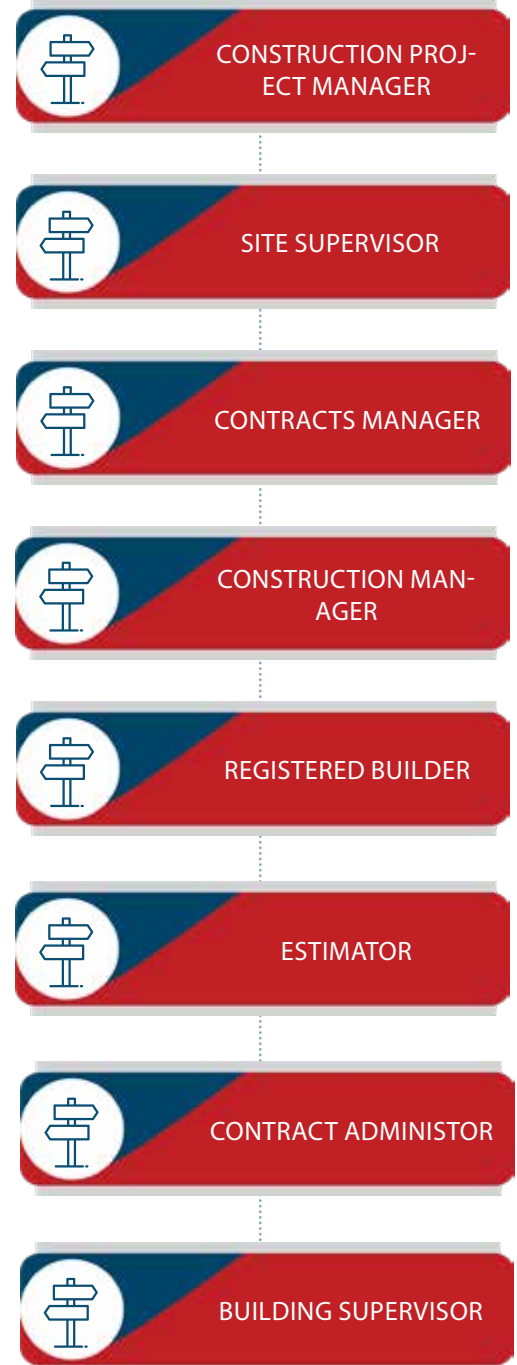
### ELECTIVES

| GROUP A    |  |
|------------|--|
| UNIT       | UNIT NAME                                    |
| BSB-PMG533 | Manage project cost                          |
| BSB-PMG531 | Manage project time                          |
| BSBST601   | Manage innovation and continuous improvement |

### ELECTIVES

| GROUP B     |  |
|-------------|--|
| UNIT        | UNIT NAME  |
| RIILAT402E  | Provide leadership in the supervision of diverse work teams                  |
| MEM30031    | Operate computer-aided design (CAD) system to produce basic drawing elements |
| RIIC-WD507D | Prepare detailed geotechnical design   |

## CAREER PATHWAYS







# LEADERSHIP & MANAGEMENT

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE: BSB50420 | CRICOS CODE: 104341C

## » COURSE DESCRIPTION

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

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

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

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support

- » **COURSE DURATION**  
Course is delivered via FaceCruit Interview test with Lead College Admissions Officer  
52 weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and online. Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive BSB50420 Diploma of Leadership and Management qualification. Learners who partially complete the qualification will receive a Statement of

Attainment for the units they are deemed competent

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

## » UNITS OF COMPETENCY

Total of 12 units (including 6 core and 6 electives)



# DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE: BSB50420 | CRICOS CODE: 104341C

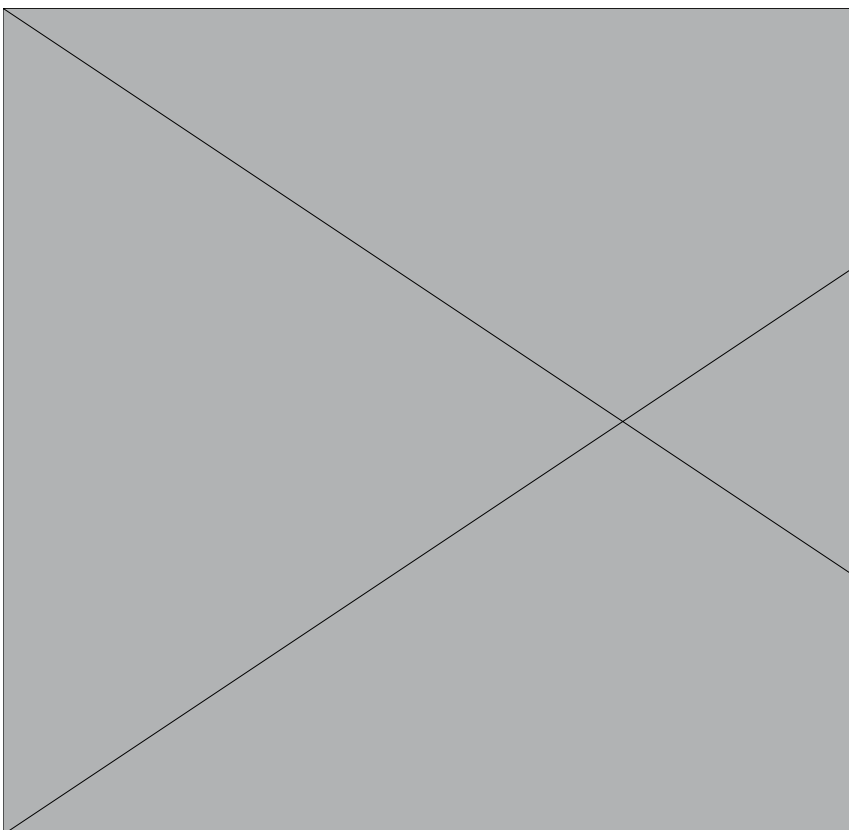
## CORE UNITS

| UNIT      | UNIT NAME   |
|-----------|---|
| BSBTWK502 | Manage team effectiveness                         |
| BSBLDR523 | Lead and manage effective workplace relationships |
| BSB-      | Communicate with influence                        |
| BSBCRT511 | Develop critical thinking in others               |
| BSBPEF502 | Develop and use emotional intelligence            |
| BSBOPS502 | Manage business operational plans                 |

## ELECTIVE UNITS

| UNIT      | UNIT NAME  |
|-----------|--|
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| BSBTWK503 | Manage meetings  |
| BSBPEF501 | Manage personal and professional development                 |
| BSBOPS504 | Manage business risk   |
| BSBSTR502 | Facilitate continuous improvement                            |
| BSBFIN501 | Manage budgets and financial plans                           |

## CAREER PATHWAYS



# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE: BSB60420 | CRICOS CODE: 105837D

## » COURSE DESCRIPTION

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

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

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

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 6.0 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or Diploma level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » COURSE DURATION

78 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and online. Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of BSB60420 Advanced Diploma of Leadership and Management qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

## » UNITS OF COMPETENCY

Total of 10 units (including 5 core and 5 electives)

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE: BSB60420 | CRICOS CODE: 105837D

## CORE UNITS

| UNIT      | UNIT NAME   |
|-----------|---|
| BSBLDR601 | Lead and manage organisational change               |
| BSBSTR601 | Manage innovation and continuous improvement        |
| BSBLDR602 | Provide leadership across the organisation          |
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBOPS601 | Develop and implement business plans                |

## ELECTIVE UNITS

| UNIT      | UNIT NAME  |
|-----------|--|
| BSBPEF501 | Manage Personal and Professional Development                         |
| BSBXCM501 | Lead communication in the workplace                                  |
| BSBLDR522 | Manage people performance  |
| BSBSTR602 | Develop organisational strategies                                    |
| BSB-      | Contribute to the development of learning and development strategies |

## CAREER PATHWAYS



# GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

COURSE CODE: BSB80120 | CRICOS CODE: 107328J

## » COURSE DESCRIPTION

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 major learning and development functions within an organisation. 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.

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Have completed a Bachelor degree in related fields of study or have completed a Diploma or Advanced Diploma level Australian Qualification
- » IELTS Overall 6.5 with no band less than 6.0 / TOEFL IBT 79 / PTE Academic 58 / CAE 176 / OET PASS/ GE Advanced Level or equivalent or Advanced Diploma level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » COURSE DURATION

104 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and online. Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive BSB80120 Graduate Diploma of Management (Learning) qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

## » RECOGNITION OF PRIOR LEARNING (RPL)/ CREDIT TRANSFER (CT) - STATEMENT OF ATTAINMENT

Total of 8 units (including 2 core and 6 electives)

# GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

COURSE CODE: BSB80120 | CRICOS CODE: 107328J

## CORE UNITS

| UNIT       | UNIT NAME  |
|------------|--|
| BSBLDR811  | Lead strategic transformation  |
| BSB-HRM613 | Contribute to the development of learning and development strategies |
| TAELED803  | Implement improved learning practice                                 |

## ELECTIVE UNITS

| UNIT      | UNIT NAME  |
|-----------|--|
| BSBCRT611 | Apply critical thinking for complex problem solving                |
| BSBOPS601 | Develop and implement business plans                               |
| BSBINS603 | Initiate and lead applied research                                 |
| BSBSTR801 | Lead innovative thinking and practice                              |
| BSBLDR812 | Develop and cultivate collaborative partnerships and relationships |



## CAREER PATHWAYS



A young child with light hair is sitting on a windowsill, looking out of a window. The view outside shows a tiled roof with a diagonal ridge. The scene is dimly lit, with a blueish tint. The child is wearing a light-colored shirt and dark pants. The window frame is visible on the right side. The text 'CHILDREN SERVICES' is overlaid in white on the left side of the image.

# CHILDREN SERVICES



# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

COURSE CODE: CHC30121 | CRICOS CODE: 107326M

## › COURSE DESCRIPTION

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

To achieve this qualification, you must have

- › **PRE-REQUISITE REQUIREMENTS**  
Completed mandatory 120 hours of work placement  
No pre-requisite requirement for this qualification as per course training package.

## › ENTRY REQUIREMENTS

International Student

- › 18 years of age or above at the time of enrolment
- › Must have completed Year 12 or equivalent
- › IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- › Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- › Must complete the FaceCruit Interview test with Lead College Admissions Officer
- › Must have a valid Working with Children Check, National Police Check prior to work placement
- › Ability to complete a First Aid Course (HLTAID004 Provide an emergency first aid response in an education and care setting)

- › **COURSE DURATION**  
52 Weeks  
Completed a mandatory 120 hour of work placement in a regulated education and care service

## › FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## › MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## › ASSESSMENT

You will be assessed in the classroom and work-placement.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## › AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive CHC30121 Certificate III in Early Childhood Education and Care qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## › RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

- › **VOCATIONAL PLACEMENT**  
Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

All students need to complete their work placement which is an essential component of this qualification to consolidate the student's knowledge within the education and care service.

All students are required to complete 120 hours work placement. Lead College help students find placements.

Before commencing the work placement, students must meet the following mandatory requirements at their own expense. Students will be communicated when to obtain these documents.



# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

COURSE CODE: CHC30121 | CRICOS CODE: 107326M

- » National Police Check (30 days before commencement of placement using the link <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>)
- » Working With Children Check (30 days before commencement of placement using link <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>)
- » Completed First Aid Course (HLTAID004 Provide an emergency first aid response in an education and care setting)

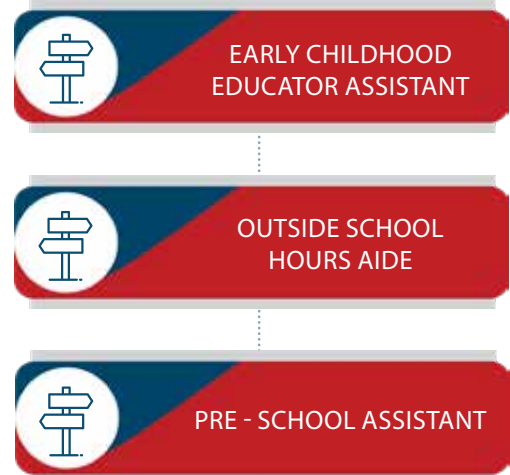
## UNITS OF COMPETENCY

Total of 17 units (including 15 core and 2 electives)

### CORE UNITS

| UNIT       | UNIT NAME  |
|------------|--|
| HLT-WHS001 | Participate in workplace health and safety                                   |
| CHCECE054  | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' |
| CHCECE034  | Use an approved learning framework to guide practice                         |
| CHCECE031  | Support children's health, safety and wellbeing                              |
| CHCECE055  | Meet legal and ethical obligations in children's education and care          |
| HLTAID012  | Provide First Aid in an education and care setting                           |
| CHCECE030  | Support inclusion and diversity  |
| CHCECE032  | Nurture babies and toddlers  |
| CHCECE056  | Work effectively in children's education and care                            |
| CHCECE037  | Support children to connect with the natural environment                     |
| CHCECE035  | Support the holistic learning and development of children                    |
| CHCECE038  | Observe children to inform practice  |
| CHCECE033  | Develop positive and respectful relationships with children                  |
| CHCPR001   | Identify and respond to children and young people at risk                    |
| CHCECE036  | Provide experiences to support children's play and learning                  |

## CAREER PATHWAYS



### ELECTIVE UNITS

| UNIT      | UNIT NAME  |
|-----------|--|
| BSBSUS411 | Implement and monitor environmentally sustainable work practices |
| CHCDIV001 | Work with diverse people   |

# DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

COURSE CODE: CHC50121 | CRICOS CODE: 107327K

## » COURSE DESCRIPTION

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

To achieve this qualification, you must have completed Under the Education and Care Services National Law (mandatory 240 hours of work placement. (2011) the

Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care

qualifications and information regarding regulatory requirements. Here: [www.acecqa.gov.au](http://www.acecqa.gov.au).

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student required LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Must complete a Working with Children Check, National Police Check prior to work placement.
- » Ability to complete a First Aid Course (HLTAID004 Provide an emergency first aid response in an education and care setting)

## » COURSE DURATION

104 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and workplace.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project,

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive CHC50121 Diploma of Early Childhood Education and Care qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

## » VOCATIONAL PLACEMENT

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.  
All students need to complete their work placement which is an essential component of this qualification to consolidate the student's knowledge within the education and care service. All students are required to complete 120 hours work placement. Lead College help students find placements.

Before commencing the work placement, students must meet the following mandatory requirements at their own expense. Students will be communicated when to obtain these documents.

# DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

COURSE CODE: CHC50121 | CRICOS CODE: 107327K

- » National Police Check (30 days before commencement of placement using the link <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>)
- » Working With Children Check (30 days before commencement of placement using link <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>)
- » Completed First Aid Course (HLTAID004 Provide an emergency first aid response in an education and care setting)

## UNITS OF COMPETENCY

Total of 15 units (including 12 core and 3 electives)

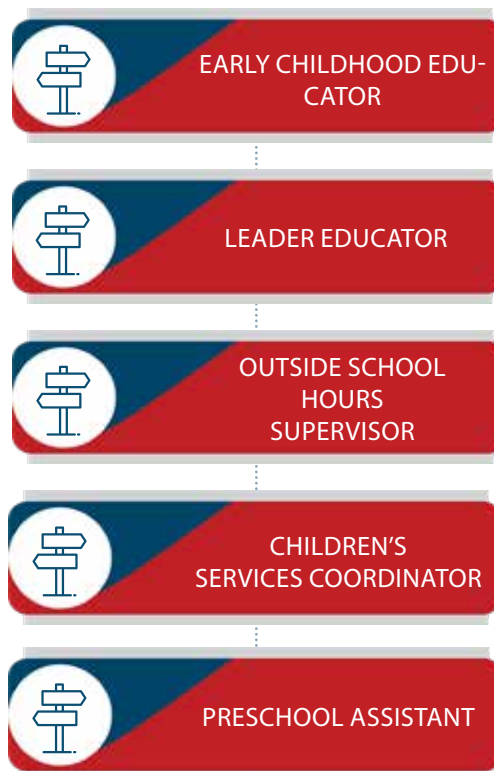
### CORE UNITS

| UNIT      | UNIT NAME   |
|-----------|---|
| CHCECE044 | Facilitate compliance in a children's education and care service  |
| CHCECE041 | Maintain a safe and healthy environment for children              |
| CHCECE050 | Work in partnership with children's families                      |
| BSBTWK502 | Manage team effectiveness   |
| CHCECE045 | Foster positive and respectful interactions and behaviour in      |
| CHCECE046 | Implement strategies for the inclusion of all children            |
| CHCECE048 | Plan and implement children's education and care curriculum       |
| CHCECE043 | Nurture creativity in children                                    |
| CHCECE047 | Analyse information to inform children's learning                 |
| CHCECE042 | Foster holistic early childhood learning, development and wellbe- |
| CHCECE049 | Embed environmental responsibility in service operations          |
| CHCPRP003 | Reflect on and improve own professional practice                  |

### ELECTIVE UNITS

| UNIT       | UNIT NAME   |
|------------|---|
| BSB-HRM413 | Support the learning and development of teams and individuals |
| BSBPEF502  | Develop and use emotional intelligence                        |

## CAREER PATHWAYS





# COMMUNITY SERVICES



# CERTIFICATE III IN INDIVIDUAL SUPPORT

COURSE CODE: CHC33021 | CRICOS CODE: 112470E

## » COURSE DESCRIPTION

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 ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs.

Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have

## » PRE-REQUISITE REQUIREMENTS

completed at least 120 hours of work as detailed in the No pre-requisite requirement for this qualification as per course training package Assessment Requirements of the units of competency.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Ability to undertake a 120 hour of work placement in at least one aged care, home and community, disability or community service organisation.

## » COURSE DURATION

52 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and work-placement.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive CHC33015 Certificate III in Individual Support qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

## » VOCATIONAL PLACEMENT

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies. All students need to complete their work placement which is an essential component of this qualification to consolidate the student's knowledge within the regulated care service.

All students are required to complete 120 hours work placement. Lead College help students find placements.

Before commencing work placement students must meet the following mandatory requirements at their own expense. Students will be communicated when to obtain these documents.

- » National Police Check 30 days before placement using the link <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
- » Completed First Aid Course (HLTAID003 Provide First Aid)

# CERTIFICATE III IN INDIVIDUAL SUPPORT

COURSE CODE: CHC33021 | CRICOS CODE: 112470E

## UNITS OF COMPETENCY

Total of 13 units (including 7 core and 6 electives)

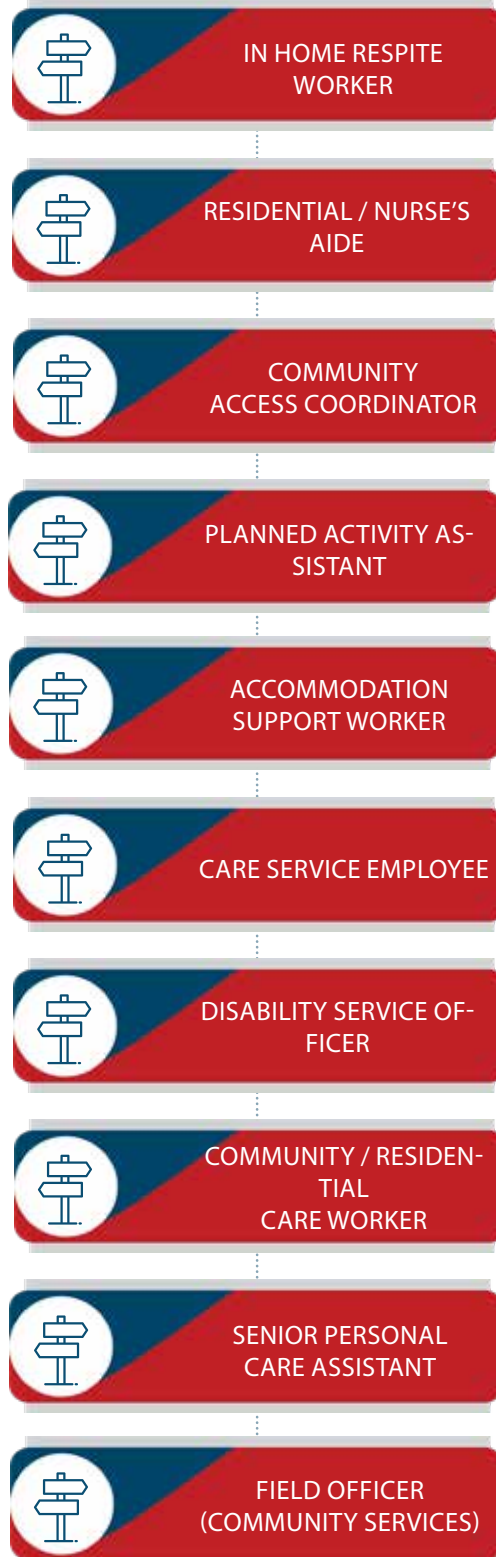
### CORE UNITS

| UNIT       | UNIT NAME  |
|------------|--|
| CHCDIV001  | Work with Diverse People   |
| CHC-COM005 | Communicate and work in Health or Community Services                     |
| HLTINF006  | Apply basic principles and practices of infection prevention and control |
| CHCLEG001  | Work Legally and Ethically   |
| CHCCCS041  | Recognise Healthy Body Systems   |
| CHCCCS040  | Support Independence and well Being                                      |
| CHCCCS031  | Provide Individualised Support   |
| CHCCCS038  | Facilitate the empowerment of people receiving support                   |
| HLT-       | Follow Safe Work Practices for Direct Client Care                        |

### ELECTIVE UNITS

| UNIT      | UNIT NAME   |
|-----------|---|
| CHCPAL003 | Deliver care services using a palliative approach                         |
| CHCDIS012 | Support community participation and social inclusion                      |
| CHCDIS011 | Contribute to ongoing skills development using a strengths-based approach |
|           | Work effectively in aged care   |
|           | Provide Support to People living with Dementia                            |
| CHCDIS020 | Work effectively in disability support                                    |

## CAREER PATHWAYS



# CERTIFICATE IV IN AGEING SUPPORT

COURSE CODE: CHC43015 | CRICOS CODE: 097131J

## » COURSE DESCRIPTION

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must have

- » **PRE-REQUISITE REQUIREMENTS**  
completed at least 120 hours of work as detailed in the pre-requisite requirement for this qualification as per course training package Assessment Requirements of the units of competency.

## » ENTRY REQUIREMENTS

International Student

- » 18 Years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Ability to complete First Aid Course (HL-TAID003 Provide First Aid).

## » COURSE DURATION

- » Ability to undertake a 120 hour of work placement in a regulated care service  
52 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and workplace. Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive CHC43015 Certificate IV in Ageing Support qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.



# CERTIFICATE IV IN AGEING SUPPORT

COURSE CODE: CHC43015 | CRICOS CODE: 097131J

## » VOCATIONAL PLACEMENT

All students need to complete their work placement which is an essential component of this qualification to consolidate the student's knowledge within the education and care service.

All students are required to complete 120 hours work placement. Lead College help students find placements.

Before commencing work placement students must meet the following mandatory requirements at their own expense. Students will be communicated when to obtain these documents.

- » National Police Check (30 days before commencement of placement using the link <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>)
- » Completed First Aid Course (HLTAID003 Provide First Aid)

## » UNITS OF COMPETENCY

Total of 18 units (including 15 core and 3 electives)

### CORE UNITS

| UNIT      | UNIT NAME  |
|-----------|--|
| CHCDIV001 | Work with Diverse People                                     |
| HLTAAP001 | Recognise healthy body systems                               |
| CHCCCS023 | Support Independence and wellbeing                           |
| CHCLEG003 | Manage Legal and Ethical Compliance                          |
| HLT-      | Follow safe work practices for direct client care            |
| CHCCCS011 | Meet Personal Support Needs                                  |
|           | Coordinate Services for Older People                         |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships |
|           | Facilitate the empowerment of Older people                   |
|           | Provide Support to people living with dementia               |
|           | Implement Interventions with Older people at risk            |
| CHCCCS025 | Support relationships with carers and families               |
| CHCCCS006 | Facilitate Individual Service Planning and Delivery          |
| CHCPAL001 | Deliver Care Services using a palliative approach            |
|           | Facilitate the interest and rights of clients                |

### ELECTIVE UNITS

| UNIT      | UNIT NAME                                  |
|-----------|--|
| HLTAID011 | Provide First Aid                          |
|           | Work effectively in aged care              |
| CHC-      | Work with people with mental health issues |

## CAREER PATHWAYS



# DIPLOMA OF COMMUNITY SERVICES

COURSE CODE: CHC52021 | CRICOS CODE: 112473B

## » COURSE DESCRIPTION

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of 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 the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

This qualification is accredited by the Australian Community

Workers Association (ACWA).

## » PRE-REQUISITE REQUIREMENTS

To achieve this qualification, you must have completed mandatory 400 hours of work placement, 200 hours in Year one and 200 hours in Year two.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Physically fit to complete mandatory work placement hours - 400 hours

## » COURSE DURATION

104 Weeks

## » FEES

Course Fee: Refer to Letter of Offer

Enrolment Fee: Refer to Letter of Offer (Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and work-placement.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive CHC52015 Diploma of Community Service Qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

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Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

# DIPLOMA OF COMMUNITY SERVICES

COURSE CODE: CHC52021 | CRICOS CODE: 112473B

## » VOCATIONAL PLACEMENT

All students need to complete their work placement which is an essential component of this qualification to consolidate the student's knowledge within the Community services environment.

All students are required to complete 400 hours work placement, 200 hours in Year one and 200 hours in Year two. Lead College help students find placements.

Before commencing work placement students must meet the following mandatory requirements at their own expense. Students will be communicated when to obtain these documents.

- » National Police Check (30 days before commencement of placement using the link <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>)

## » PROFESSIONAL RECOGNITION AND ACCREDITATION

- » Completed First Aid Course (HLTAID003 Provide First Aid)
- » Evidence of current Influenza Vaccination as of the 1st May 2020 onwards
- » This qualification is accredited by the Australian Community Workers Association (ACWA). It is the mark of educational quality in Australia's community services sector. The purpose of ACWA course accreditation is to ensure the graduates from this qualification are well qualified to work in the community services sector.

In undertaking this qualification, you will get hands-on experience as you learn to manage, coordinate and deliver life changing

## » UNITS OF COMPETENCY

The qualification consists of 16 units (including 8 core and 8 electives). This qualification focuses on case management, giving you specialist skills to support people who will benefit from your help and support.

## CAREER PATHWAYS



# DIPLOMA OF COMMUNITY SERVICES

COURSE CODE: CHC52021 | CRICOS CODE: 112473B

## CORE UNITS

| UNIT           | UNIT NAME  |
|----------------|--|
| HLT-<br>WHS003 | Maintain work health and safety  |
|                | Manage legal and ethical compliance  |
|                | Work with diverse people (cont)  |
|                | Work with diverse people   |
|                | Develop and implement service programs   |
|                | Promote Aboriginal and/or Torres Strait Islander cultural safety                 |
| CHCC-          | Facilitate and review case management (cont)                                     |
| CHCC-          | Facilitate and review case management  |
| CHCD-<br>FV001 | Recognise and respond to crisis situations                                       |
|                | Recognise and respond appropriately to domestic and family violence              |
|                | Analyse impacts of sociological factors on people in community work and services |
| CHC-<br>MGT005 | Facilitate workplace debriefing and support processes (cont)                     |
| CHC-           | Facilitate workplace debriefing and support processes                            |
|                | Reflect on and improve own professional practice                                 |
|                | Assess co-existing needs   |

## ELECTIVE UNITS

| UNIT           | UNIT NAME  |
|----------------|--|
| CHC-<br>MHS004 | Work collaboratively with the care network and other services (cont) |
| CHC-           | Work collaboratively with the care network and other services (cont) |
| CHCCSL001      | Establish and confirm the counselling relationship                   |
| CHCCSL002      | Apply specialist interpersonal and counselling interview skills      |
| CHCDIS017      | Facilitate community participation and social inclusion              |
| CHC-<br>MHS001 | Work with people with mental health issues                           |
| CHCDIV003      | Manage and promote diversity   |
| CHC-           | Develop workplace communication strategies                           |
|                | Provide advocacy and representation services                         |

# DIPLOMA OF COMMUNITY SERVICES

COURSE CODE: CHC52021 | CRICOS CODE: 112473B



# CERTIFICATE IV IN DISABILITY SUPPORT

COURSE CODE: CHC43121 | CRICOS CODE: 112471D

## » COURSE DESCRIPTION

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

- » Must be 18 years of age or older at the time of course commencement
- » Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- » Must have completed Australian Year 12 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- » Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - » IBT 60
  - » PTE 50
  - » CAE 169
  - » OET C
  - » Duolingo 95
  - » General English Advanced\*
  - » MOI Certificate
- » Certificate III or higher qualification with an Australian institution.
- » Must have the ability to undertake a work placement at a regulated care service.
- » Completion of: CHC33021 Certificate III in Individual Support (Disability) OR Completion of: CHC33015 Certificate III in Individual Support (Disability) OR Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set

## » COURSE DURATION

52 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessment techniques may include, but are not limited to observation of performance, questioning, workbooks, practical tasks, simulation, interviews, third party reports, etc.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive a certificate. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

## » VOCATIONAL PLACEMENT

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

- » This qualification requires that the learner complete a total of at least 120 hours of work placement in a regulated care service organisation in Australia.

# CERTIFICATE IV IN DISABILITY SUPPORT

COURSE CODE: CHC43121 | CRICOS CODE: 112471D

## PROFESSIONAL RECOGNITION AND ACREDITATION

This qualification is accredited by the Australian Community Workers Association (ACWA). It is the mark of educational quality in Australia's community services sector. The purpose of ACWA course accreditation is to ensure the graduates from this qualification are well qualified to work in the community services sector.

In undertaking this qualification, you will get hands-on experience as you learn to manage, coordinate and deliver life changing

services to individuals, groups and the wider community. This qualification focuses on case management, giving you specific skills to support people who will benefit from your help and

| UNIT       | UNIT NAME  |
|------------|--|
| HLT-WHS003 | Maintain work health and safety                                |
| CHC-MHS001 | Work with people with mental health issues                     |
| CHC-DIS017 | Facilitate community participation and social inclusion        |
| CHC-DIS019 | Provide person-centred services to people with disability with |
|            | Manage legal and ethical compliance                            |
|            | Follow established person-centred behaviour supports           |

## ELECTIVE UNITS

| UNIT       | UNIT NAME   |
|------------|---|
|            | Recognise Healthy Body Systems                    |
|            | Work with diverse people                          |
| CHC-PAL003 | Deliver care services using a palliative approach |

## CAREER PATHWAYS



# MECHANICAL



# INDUSTRIAL ENGINEERING

# CERTIFICATE III IN ENGINEERING - FABRICATION TRADE

COURSE CODE: MEM31922 | CRICOS CODE: 112571M

## » COURSE DESCRIPTION

This qualification defines the skills and knowledge required of an Engineering Tradesperson – Fabrication within metal, engineering, manufacturing and associated industries. The qualification has been specifically developed to meet the needs of apprentices in the above trade.

This qualification must be undertaken through a Training Contract or through formal trade recognition assessment processes.

The skills associated with this qualification are intended to apply to a wide range of fabrication work, including undertaking metal fabrication, structural steel erection, sheetmetal work, welding, black-smithing and site requirements for this qualification as per course training package.

## » PRE-REQUISITE REQUIREMENTS

## » ENTRY REQUIREMENTS

International Student

- » Must be 18 years of age or older at the time of course commencement.
- » Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- » Must have completed Australian Year 11 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- » Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - » IBT 60
  - » PTE 50
  - » CAE 169
  - » OET C
  - » Duolingo 95
  - » General English Advanced\*
  - » MOI Certificate
  - » Certificate III or higher qualification with an Australian institution.

## » COURSE DURATION

78 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of MEM31922 Certificate III in Engineering – Fabrication Trade.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

## » UNITS OF COMPETENCY

Total of 31 units (including 12 core and 19 electives)

# CERTIFICATE III IN ENGINEERING - FABRICATION TRADE

COURSE CODE: MEM31922 | CRICOS CODE: 112571M

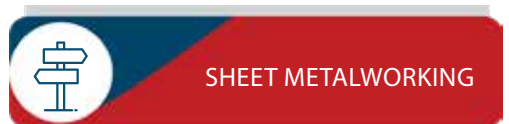
## CORE UNITS

| UNIT       | UNIT NAME  |
|------------|--|
| MEM13015   | Work safely and effectively in manufacturing and engineering |
| MS-MENV272 | Participate in environmentally sustainable work practices    |
| MEM16006   | Organise and communicate information                         |
|            | Undertake manual handling                                    |
|            | Perform engineering measurements                             |
|            | Perform computations   |
|            | Plan work activities   |
|            | Interact with computing technology                           |
|            | Assist in the provision of on-the-job training               |
|            | Use hand tools   |
|            | Use power tools/hand held operations                         |
|            | Interpret technical drawing                                  |

## ELECTIVE UNITS

| UNIT     | UNIT NAME   |
|----------|---|
|          | Perform brazing and/or silver soldering                         |
|          | Perform routine manual metal arc welding                        |
|          | Perform routine gas tungsten arc welding                        |
|          | Perform routine oxy fuel gas welding                            |
| MEM05050 | Perform routine gas metal arc welding                           |
|          | Perform manual heating and thermal cutting                      |
|          | Prepare basic engineering drawing                               |
|          | Carry out mechanical cutting                                    |
|          | Perform geometric development                                   |
| MEM05010 | Apply fabrication, forming and shaping techniques               |
| MEM05090 | Weld using manual metal arc welding process                     |
| MEM05089 | Assemble fabricated components                                  |
|          | Maintain weld records   |
|          | Perform advanced welding using manual metal arc welding process |
| MEM05014 | Monitor quality of production welding/fabrications              |
|          | Select welding processes  |
|          | Apply safe welding practices                                    |
|          | Carry out heat treatment  |
|          | Dismantle, replace and assemble engineering components          |

## CAREER PATHWAYS



# CERTIFICATE IV IN ENGINEERING

COURSE CODE: MEM40119 | CRICOS CODE: 112672F

## › COURSE DESCRIPTION

This qualification defines the skills and knowledge required for a higher engineering tradesperson within metal, engineering, manufacturing and associated industries.

The skills associated with this qualification are intended to apply to a wide range of engineering work undertaken in the fields of refrigeration and air conditioning, casting and moulding, computer numerically controlled (CNC) programming, fluid power, heavy fabrication, instrumentation, maintenance, plant mechanics, marine electronics, mechatronics, patternmaking, robotics, toolmaking, and engineering maintenance and repair, including post-trade work.

## › PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## › ENTRY REQUIREMENTS

International Student

- › Must be 18 years of age or older at the time of course commencement.
- › Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- › Must have completed Australian Year 11 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- › Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - › IBT 60
  - › PTE 50
  - › CAE 169
  - › OET C
  - › Duolingo 95
  - › General English Advanced\*
  - › MOI Certificate
- › Certificate III or higher qualification with an Australian institution.
- › Must have the ability to carry out workshop involving physical activity, including lifting.

## › COURSE DURATION

104 Weeks

## › FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## › MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## › AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of MEM31922 Certificate III in Engineering – Fabrication Trade.

## › RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer units of competency of your studies.

## › UNITS OF COMPETENCY

Total of 12 units (including 11 core and 17 electives)

# CERTIFICATE IV IN ENGINEERING

COURSE CODE: MEM40119 | CRICOS CODE: 112672F

| UNIT       | UNIT NAME  |
|------------|--|
| MEM13015   | Work safely and effectively in manufacturing and engineering |
| MS-MENV272 | Participate in environmentally sustainable work practices    |
| MEM16006   | Organise and communicate information                         |
|            | Undertake manual handling                                    |
|            | Perform engineering measurements                             |
|            | Perform computations   |
|            | Plan work activities   |
|            | Interact with computing technology                           |
|            | Assist in the provision of on-the-job training               |
|            | Use hand tools   |
|            | Use power tools/hand held operations                         |
|            | Interpret technical drawing                                  |

## ELECTIVE UNITS

| UNIT     | UNIT NAME   |
|----------|---|
| MEM05060 | Perform welds to code standards using submerged arc welding process                               |
| MEM05062 | Apply welding and welding related codes and standards   |
| MEM03001 | Perform manual production assembly  |
| MEM03002 | Perform precision assembly  |
| MEM03003 | Perform sheet and plate assembly  |
| MEM03004 | Perform electronic/electrical assembly (production)   |
| MEM03006 | Set assembly stations   |
| MEM04002 | Perform gravity die casting   |
| MEM18092 | Maintain and repair commercial and/or industrial refrigeration and/or air                         |
| MEM18093 | Maintain and repair integrated industrial refrigeration and/or large air handling system controls |
| MEM18084 | Commission and decommission split air conditioning systems  |
| MEM18085 | Install, service and repair domestic air conditioning and refrigeration appliances                |
| MEM18086 | Test, recover, evacuate and charge refrigeration systems  |
| MEM18087 | Service and repair domestic and light commercial refrigeration and air conditioning equipment     |
| MEM18088 | Maintain and repair commercial air conditioning systems and components                            |

## CAREER PATHWAYS



WELDING



BOILERMAKING



SURFACE FINISHING



SHEET METALWORKING

A photograph of three smiling staff members in a kitchen or food service area. They are wearing white shirts and aprons. In front of them is a table with several plates of food. The image is overlaid with a semi-transparent green filter. A blue vertical bar is on the left side of the page.

# HOSPITALITY



# CERTIFICATE III IN COMMERCIAL COOKERY

COURSE CODE: SIT30821 | CRICOS CODE: 109871C

## › COURSE DESCRIPTION

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

## › PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## › ENTRY REQUIREMENTS

- › Must be 18 years of age or older at the time of course commencement
- › Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- › Must have completed Australian Year 11 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- › Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - › IBT 60
  - › PTE 50
  - › CAE 169
  - › OET C
  - › Duolingo 95
  - › General English Advanced\*
  - › MOI Certificate
  - › Certificate III or higher qualification with an Australian institution.
  - › Must have the ability to carry out kitchen training involving physical activity, including working in a hot environment.

## › COURSE DURATION

58 Weeks

## › FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## › MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## › ASSESSMENT

Assessment techniques may include, but are not limited to observation of performance, questioning, workbooks, practical tasks, simulation, interviews, third party reports, etc.

## › AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of SIT30821 Certificate III in Commercial Cookery. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

It is mandatory to complete work placement to be eligible for attainment of this qualification.

## › RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

## › UNITS OF COMPETENCY

Total of 25 units (including 20 core and 5 electives)



# CERTIFICATE III IN COMMERCIAL COOKERY

COURSE CODE: SIT30821 | CRICOS CODE: 109871C

## CORE UNITS

| UNIT       | UNIT NAME   |
|------------|---|
|            | Use food preparation equipment                        |
|            | Prepare dishes using basic methods of cookery         |
|            | Prepare appetisers and salads                         |
|            | Prepare stocks, sauces and soups                      |
|            | Prepare vegetable, fruit, eggs and farinaceous dishes |
|            | Prepare vegetarian and vegan dishes                   |
|            | Prepare poultry dishes                                |
|            | Prepare meat dishes                                   |
|            | Prepare seafood dishes                                |
|            | Produce cakes, pastries and breads                    |
|            | Prepare food to meet special dietary requirements     |
|            | Work effectively as a cook                            |
| SITH-      | Clean kitchen premises and equipment                  |
| SITH-      | Plan and cost recipes                                 |
| SITH-      | Produce desserts                                      |
| SITXFSA005 | Use hygienic practices for food safety                |
| SITXFSA006 | Participate in safe food handling practices           |
|            | Coach others in job skills                            |
| SITX-      | Receive, store and maintain stock                     |
| SITX-      | Participate in safe work practices                    |

## ELECTIVE UNITS

| UNIT      | UNIT NAME   |
|-----------|---|
|           | Prepare and present sandwiches                    |
|           | Package prepared foodstuffs                       |
|           | Produce and serve food for buffets                |
| SITX-     | Identify hazards, assess and control safety risks |
| BSBSUS211 | Participate in sustainable work practices         |

## CAREER PATHWAYS



# CERTIFICATE IV IN KITCHEN MANAGEMENT

COURSE CODE: SIT40521

CRICOS CODE: 109546E

## » COURSE 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.

To achieve this qualification, you must have completed 260 hours of work placement over 60 food services.

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 5.5 with no band less than 5.0 / TOEFL IBT 46 / PTE Academic 42 / CAE 162 / OET B/ GE Upper Intermediate Level/ MOI Certificate or equivalent or CERT III level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer
- » Ability to undertake a 200 hour of work placement in a regulated organisation.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

## » COURSE DURATION

52 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and workplace.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities, written work, role play, presentation, work based project, and research projects.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive SIT40621 Certificate IV in Commercial Cookery qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » VOCATIONAL PLACEMENT

All students need to complete their work placement which is an essential component of this qualification to consolidate the student's knowledge within the education and care service.

All students are required to complete 260 hours work placement over 60 food services. Lead College help students find placements.

## » UNITS OF COMPETENCY

Total of 33 units (including 27 core and 6 electives)

# CERTIFICATE IV IN KITCHEN MANAGEMENT

COURSE CODE: SIT40521 | CRICOS CODE: 109546E

## CORE UNITS

| UNIT        | UNIT NAME  |
|-------------|--|
|             | Lead and manage people                                 |
| SITXFIN009  | Manage finances within a budget                        |
|             | Roster staff   |
| SITX-COM010 | Manage conflict  |
| SITX-       | Monitor work operations                                |
| SITX-       | Implement and monitor work health and safety practices |
| SITH-       | Plan and cost recipes                                  |
| SITXFSA006  | Participate in safe food handling practices            |
| SITXFSA005  | Use hygienic practices for food safety                 |
| SITX-       | Receive, store and maintain stock                      |
|             | Use food preparation equipment                         |
|             | Prepare dishes using basic methods of cookery          |
|             | Prepare appetisers and salads                          |
|             | Prepare stocks, sauces and soups                       |
|             | Prepare vegetarian and vegan dishes                    |
|             | Prepare seafood dishes                                 |
|             | Prepare vegetable, fruit, eggs and farinaceous dishes  |
|             | Prepare food to meet special dietary requirements      |
|             | Prepare poultry dishes                                 |
|             | Prepare meat dishes                                    |
|             | Produce cakes, pastries and breads                     |
| SITH-       | Produce desserts                                       |
| SITH-       | Design and cost menus                                  |
| SITXF-      | Develop and implement a food safety program            |
| SITH-       | Develop recipes for special dietary requirements       |
| SITH-       | Plan cooking operations (cont)                         |
| SITH-       | Plan cooking operations (cont)                         |
|             | Work effectively as a cook                             |

## ELECTIVE UNITS

| UNIT         | UNIT NAME   |
|--------------|---|
| SITX-        | Identify hazards, assess and control safety risks |
| SITX-WHS005  | Participate in safe work practices                |
|              | Package prepared foodstuffs                       |
| SITH-KOP009* | Clean kitchen premises and equipment              |
|              | Prepare and serve cheese                          |

## CAREER PATHWAYS



# DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE CODE: SIT50422

CRICOS CODE: 110806B

## » COURSE DESCRIPTION

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

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in

## » PRE-REQUISITE REQUIREMENTS

accommodation services, cookery, food and beverage production and gaming requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support.

## » COURSE DURATION

- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer (Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

You will be assessed in the classroom and workplace.

Assessments include written questions, demonstration of tasks/techniques, group activities, in class activities,

## » AWARD REQUIREMENTS

written work role play, presentation, work based project, and research projects.

Students will need to successfully complete all units in this course to receive SIT50422 Diploma of Hospitality Management qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

## » UNITS OF COMPETENCY

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies. Total of 28 units (including 11 core and 17

electives)

| UNIT       | UNIT NAME   |
|------------|---|
| SITXGLC002 | Identify and manage legal risks and comply with law                           |
| SITXCCS015 | Enhance customer service experiences  |
| SITXCCS016 | Develop and manage quality customer service practices                         |
| SITXFIN010 | Prepare and monitor budgets   |
| SITX-      | Establish and conduct business relationships (26 weeks students Roster staff) |
| SITX-      | Monitor work operations   |
| SITX-      | Implement and monitor work health and safety practices                        |
| SITXFIN009 | Manage finances within a budget   |
| SITX-      | Manage conflict   |
|            | Lead and manage people  |

# DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE CODE: SIT50422 | CRICOS CODE: 110806B

## ELECTIVE UNITS

| UNIT       | UNIT NAME                              |
|------------|--|
| SITXFSA005 | Use hygienic practices for food safety |

## GROUP B - OPERATIONS

## GROUP C - HOSPITALITY

### ACCOMMODATION SERVICES– FRONT OFFICE, HOUSEKEEPING AND PORTING

| UNIT       | UNIT NAME  |
|------------|--|
|            | Package prepared foodstuffs                            |
| SITH-      | Design and cost menus                                  |
| SITXFSA006 | Participate in safe food handling practices            |
|            | Use food preparation equipment                         |
|            | Produce cakes, pastries and breads                     |
|            | Prepare dishes using basic methods of cookery          |
|            | Prepare appetisers and salads                          |
|            | Prepare stocks, sauces and soups                       |
| SITXCCS019 | Prepare quotations                                     |
| SITXINV008 | Control stock  |
| BSBSUS211  | Participate in sustainable work practices              |
| SITHIND006 | Source and use information on the hospitality industry |
| SITXINV006 | Receive, store and maintain stock                      |

## GROUP D - OPERATIONS

## GROUP E - OPERATIONS

| UNIT      | UNIT NAME                                 |
|-----------|---|
| BSBSUS211 | Participate in sustainable work practices |

## CAREER PATHWAYS



# ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE CODE: SIT60322 | CRICOS CODE: 110807A

## » COURSE DESCRIPTION

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

## » PRE-REQUISITE REQUIREMENTS

No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

- » Must be 18 years of age or older at the time of course commencement
- » Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance.
- » Must have completed the following qualifications: SIT30821 – Certificate III in Commercial Cookery (or superseded) SIT40521 Certificate IV in Kitchen Management (or superseded) SIT50422 Diploma of Hospitality Management (or superseded)
- » Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - » IBT 60
  - » PTE 50
  - » CAE 169
  - » OET C
  - » Duolingo 95
  - » General English Advanced\*
  - » MOI Certificate
- » Certificate III or higher qualification with an Australian Institution.

## » COURSE DURATION

104 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
 Enrolment Fee: Refer to Letter of Offer  
 (Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments may include written questions, demonstration of tasks/techniques, group activities, in class activities, role play, presentation, work based project, research projects, and workplace observation/evidences.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive certificate of SIT60322 – Advanced Diploma of Hospitality Management. Learners who partially complete the qualification will receive a Statement of Attainment for the units in which they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

Total of 33 units (including 14 core and 19 electives)

## CORE UNITS

| UNIT        | UNIT NAME   |
|-------------|---|
|             | Recruit, select and induct staff                    |
|             | Monitor staff performance                           |
| SITXFIN011  | Manage physical assets                              |
| SITX-WHS008 | Establish and maintain a work health and safety     |
| BSBOPS601   | Develop and implement business plans                |
| BSBFIN601   | Manage organisational finances                      |
| SITX-       | Develop and implement marketing strategies          |
| SITXCCS016  | Develop and manage quality customer service         |
| SITXFIN009  | Manage finances within a budget                     |
| SITXFIN010  | Prepare and monitor budgets                         |
| SITXGLC002  | Identify and manage legal risks and comply with law |
|             | Lead and manage people                              |
| SITX-       | Monitor work operations                             |
| SITX-       | Establish and conduct business relationships        |

# ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE CODE: SIT60322 | CRICOS CODE: 110807A

## ELECTIVE UNITS - GROUP A

| UNIT CODE  | UNIT NAME                              |
|------------|--|
| SITXFSA005 | Use hygienic practices for food safety |

## ELECTIVE UNITS - GROUP B

| UNIT         | UNIT NAME               |
|--------------|-------------------------|
| SITH-KOP013* | Plan cooking operations |

## ELECTIVE UNITS - GROUP C

| UNIT         | UNIT NAME   |
|--------------|---|
|              | Use food preparation equipment                        |
|              | Package prepared foodstuffs                           |
|              | Prepare dishes using basic methods of cookery         |
|              | Prepare appetisers and salads                         |
|              | Prepare stocks, sauces and soups                      |
|              | Prepare vegetable, fruit, eggs and farinaceous dishes |
|              | Prepare vegetarian and vegan dishes                   |
|              | Prepare poultry dishes                                |
| SITH-        | Develop recipes for special dietary requirements      |
| SITH-        | Design and cost menus                                 |
| SITXCCS015   | Enhance customer service experiences                  |
| SITXFSA006   | Participate in safe food handling practices           |
| SITXF-SA008* | Develop and implement a food safety program           |
| SITXCCS019   | Prepare quotations                                    |

## ELECTIVE UNITS - GROUP D

| UNIT        | UNIT NAME   |
|-------------|---|
| SITX-COM010 | Manage conflict                                   |
| SITX-       | Identify hazards, assess and control safety risks |
|             | Roster staff                                      |

## CAREER PATHWAYS





# INFORMATION TECHNOLOGY





# DIPLOMA OF INFORMATION TECHNOLOGY

COURSE CODE: ICT50220 | CRICOS CODE: 105836E

## » COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

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

Overall students will build strong background in Advanced networking (configuring and managing virtual computing

environments, and security within ICT networks) and Cyber security (protecting sensitive data and

- » **PRE-REQUISITE REQUIREMENTS**  
information through security architecture and developing disaster recovery and contingency plans)  
No pre-requisite requirement for this qualification as per course training package.

## » ENTRY REQUIREMENTS

International Student

- » 18 years of age or above at the time of enrolment
- » Must have completed Year 12 or equivalent
- » IELTS Overall 6.0 with no band less than 5.5 / TOEFL IBT 60 / PTE Academic 50 / CAE 169 / OET PASS/ GE Advanced Level/ MOI Certificate or equivalent or CERT IV level in Australian Qualification
- » Must complete an LLN Assessment - diagnostic process to identify if prospective student requires LLN Support.
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » COURSE DURATION

78 Weeks

## » FEES

Course Fee: Refer to Letter of Offer

Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments are designed to provide learners with opportunities to demonstrate they have attained the required skills and knowledge using a range of practically based activities and tasks, as required by recognised standards.

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive ICT50120 Diploma of Information Technology qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning(RPL)/ Credit Transfer may reduce the duration of your studies.

# DIPLOMA OF INFORMATION TECHNOLOGY

COURSE CODE: ICT50220 | CRICOS CODE: 105836E

## UNITS OF COMPETENCY

Total of 20 units (including 6 core and 14 electives)

### CORE UNITS

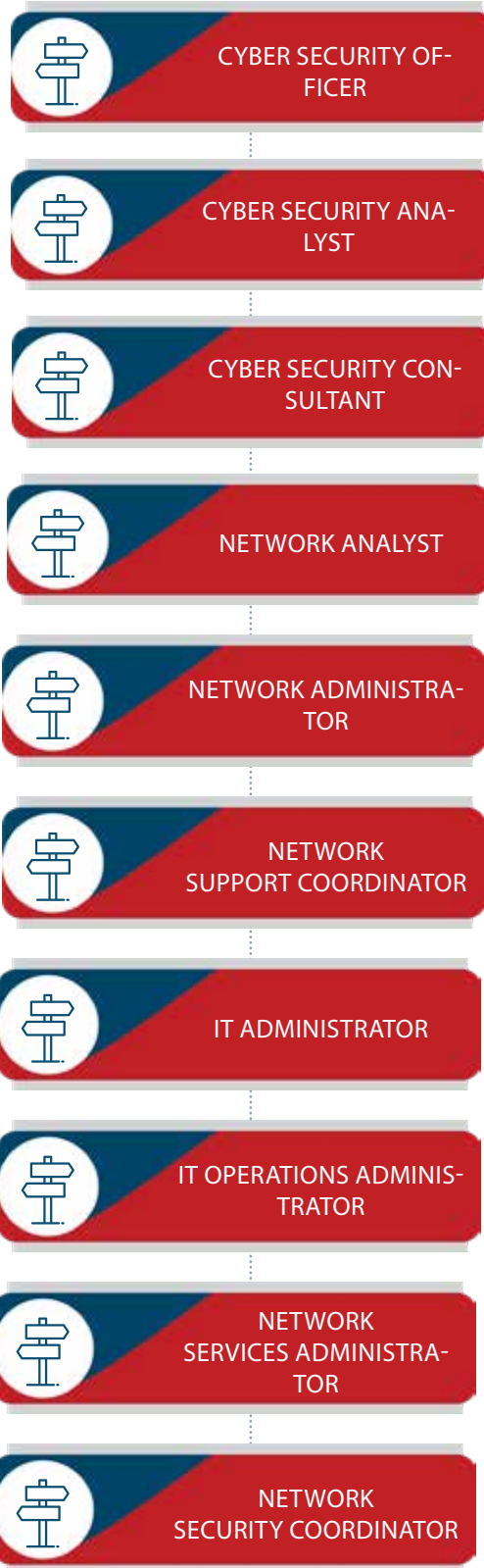
| UNIT      | UNIT NAME  |
|-----------|--|
| BSBX-     | Lead and facilitate a team                                       |
| BSBX-     | Promote workplace cyber security awareness and best practices    |
| ICTICT532 | Apply IP, ethics and privacy policies in ICT environments        |
| ICT-      | Manage client problems   |
| BSB-      | Originate and develop concepts                                   |
| ICTICT517 | Match ICT needs with the strategic direction of the organisation |

### ELECTIVE UNITS

#### GROUP A ADVANCED NETWORKING SPECIALISATION

| UNIT      | UNIT NAME  |
|-----------|--|
| ICTNWK536 | Plan, implement and test enterprise communication solutions            |
| ICTNWK557 | Configure and manage advanced virtual computing environments           |
| ICTNWK541 | Configure, verify and troubleshoot WAN links and IP services           |
| ICTPMG505 | Manage ICT projects  |
| ICTNPL413 | Evaluate networking regulations and legislation for the telecommunica- |
| ICTTEN519 | Design network building projects                                       |
| ICTNWK423 | Manage network and data integrity                                      |
| ICTICT519 | Develop detailed component specifications from project specifications  |
| ICTCYS613 | Utilise design methodologies for security architecture                 |
| ICTCYS610 | Protect critical infrastructure for organisations                      |
| ICTSAS524 | Develop, implement and evaluate an incident response plan              |
| ICTSAS526 | Review and update disaster recovery and contingency plans              |
| ICTCYS407 | Gather, analyse and interpret threat data                              |
| ICTCYS604 | Implement best practices for identity management                       |

## CAREER PATHWAYS



# ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

COURSE CODE: ICT60220 | CRICOS CODE: 105835F

## » COURSE 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 (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

- » Advanced data management information: creating, designing and monitoring complex systems that store data, and optimising organisational knowledge management
- » Cyber security: protecting sensitive data and information through security architecture, and developing disaster recovery and contingency plans
- » Full stack web development: building advanced user interfaces, developing representational state transfer application program interfaces (REST APIs) and designing user experience solutions

## » ENTRY REQUIREMENTS

- » Further programming: applying advanced ICT languages to maintain security and manage data
- » IT strategy and organisational development: managing and communicating strategic ICT business solutions
- » Must have completed Year 12 or equivalent
- » Systems development and analysis modelling and testing the subjects, data process, on the subject of Advanced level/ MOI Certificate or equivalent or Diploma level in Australian Qualification
- » Must complete an LLN Assessment – diagnostic process to identify if prospective student required LLN Support
- » Must complete the FaceCruit Interview test with Lead College Admissions Officer

## » COURSE DURATION

78 Weeks

## » FEES

Course Fee: Refer to Letter of Offer  
Enrolment Fee: Refer to Letter of Offer  
(Includes Materials/ Training & Enrolment fee)

## » MODE OF DELIVERY

The blended delivery mode for international students consists of 20 contact hours, 14 hours of face-to-face classes per week, and 6 hours of online supervised study.

## » ASSESSMENT

Assessments are designed to provide learners with opportunities to demonstrate they have attained the required skills and knowledge using a range of practically based activities and tasks, as required by recognised

## » AWARD REQUIREMENTS

Students will need to successfully complete all units in this course to receive ICT60120 Advanced Diploma of Information Technology qualification. Learners who partially complete the qualification will receive a Statement of Attainment for the units they are deemed competent.

## » RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Recognition of Prior Learning (RPL) is available to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training in related areas. Lead College recognises qualifications issued by other RTOs. Lead College will accept and mutually recognise the qualifications and Statements of Attainment awarded by any other registered training organisation unless precluded by licensing requirements. You can also be granted Credit Transfer for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

Recognition of Prior Learning (RPL)/ Credit Transfer may reduce the duration of your studies.

# ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

COURSE CODE: ICT60220 | CRICOS CODE: 105835F

## UNITS OF COMPETENCY

Total of 16 units (including 6 core and 10 electives)

### CORE UNITS

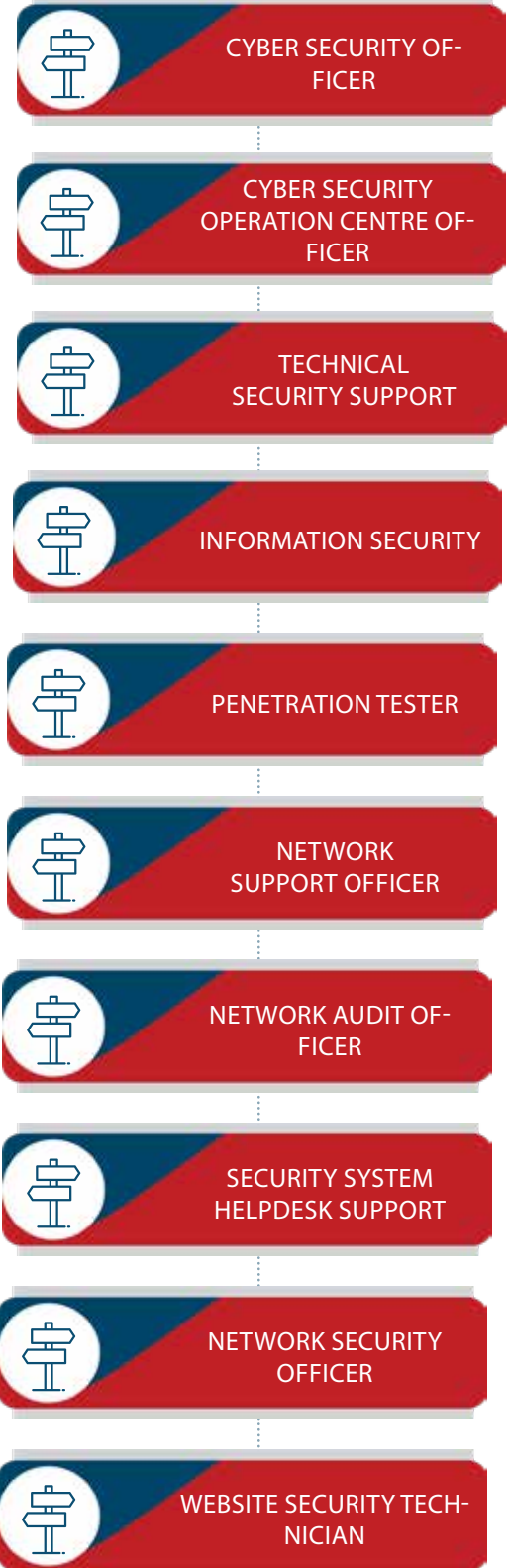
| UNIT      | UNIT NAME   |
|-----------|---|
| BSB-      | Apply critical thinking for complex problem solving                 |
| BSB-      | Lead and manage team effectiveness                                  |
| BSBX-     | Promote workplace cyber security awareness and best practices       |
| ICTICT608 | Interact with clients on a business level                           |
| ICTICT618 | Manage IP, ethics and privacy in ICT environments                   |
| ICT-      | Plan and monitor business analysis activities in an ICT environment |

### ELECTIVE UNITS

#### GROUP A ADVANCED DATA MANAGEMENT INFORMATION SPECIALISATION

| UNIT      | UNIT NAME  |
|-----------|--|
| ICTCYS606 | Evaluate an organisation's compliance with cyber security standards and law  |
| ICTTEN615 | Manage network traffic   |
| ICTTEN622 | Produce ICT network architecture designs                                     |
| ICTCYS608 | Perform cyber security risk assessments                                      |
| ICTNWK612 | Plan and manage troubleshooting advanced integrated IP networks              |
| ICTCYS612 | Design and implement virtualised cyber security infrastructure for organisa- |
| ICTPMG613 | Manage ICT project planning  |
| ICTCYS604 | Implement best practices for identity management                             |
| ICTNWK541 | Configure, verify and troubleshoot WAN links and IP services                 |
| ICTNPL413 | Evaluate networking regulations and legislation for the telecommunications   |

## CAREER PATHWAYS



# FORMS & POLICIES

## POLICIES

[AssessmentSubmissionPolicy](#)

[AttendanceM](#)

[ComplaintandAppealPolicy](#)

[Code of](#)

## FORMS

<https://leadcollege.edu.au/lead-forms/>

Monitoring Policy

Refund Policy

Conduct



# Application Pathway

## How To Apply

1 - Check Requirements



Check the entry requirements for the course you wish to apply for and for the student visa.

2 - Apply



Send your completed application form, passport copy, academic result, English Language requirements evidence (if applicable) to Lead College or your agent.

3 - Letter of offer



Your application will be assessed against the entry requirements for the course and the student visa. Letter of Offer will be issued if all the criterias are met. If incase you may need to submit further evidence, we will issue the Conditional Offer Letter (COL) with conditions stated.

4 - Payment



Lead College will need to receive the initial amount of fees as stated in the Letter of Offer before issuing the Confirmation of Enrolment (COE).





LEAD YOU TO THE FUTURE

## CHOOSE YOUR COURSES OF STUDY

It is important to select courses that you like and have a passion for. Ask advice from family, friends and your agents on where your talents belong. Research many options looking for career that suits your academic, psychometric



5 - Apply For OSHC



You can apply for Overseas Student Health cover (OSHC) yourself or arrange through Lead College or through your agent. This must be obtained before applying for your student visa.

6 - Confirmation of Enrolment



You will receive your Confirmation of Enrolment from Lead College only when all the requirements are

7 - Apply For Student Visa



You can apply for the Student Visa either by yourself or through an MARA approved

8 - Join Lead College



Start preparing for your career pathway in Australia with Lead College.

# Get In Touch With Us

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