LETTER FROM THE CEO

Let me start by thanking you for taking time out to read about Sacred Heart International College. Learning is an integral part of our lives and is not only limited to educational institutes but pans across every aspect of our growing up. With so much to be discovered, we here at Sacred Heart International College inspire students to look beyond just the books. We inspire students to achieve professional excellence and create beautiful memories at the same time.

While academic proficiency is irreplaceable, in this day and age its just not enough. To ensure our alumni have the competitive edge when out in the corporate world, we instil inquisitiveness so they can question everything and work towards making it better.

Keeping the students motivated runs deep with us. We understand if our students are motivated enough, innovative ideas will be part of their daily life. Inspiring them enough so they remain innovative is part of curriculum here at Sacred Heart International College.

As we open our doors, we will continue to live our values of providing educational excellence for students, setting them up for success in future.

Warm regards,

Misha Mahendru
Chief Executive Officer
Sacred Heart International College is a comprehensive, learner-centered institution that constantly strives to become the standard of excellence for fostering intellect, creativity and character in an active, student learning community.

The college provides careers and continuous education coursework and programs that enhance dynamic, intellectual, cultural and, economic development challenges of Australia. Through support services and a technology enriched learning environment, the college endeavors to empower each learner with skills, knowledge, and values needed for higher programs, workforce entry, advancement, and personal enrichment. Further, Sacred Heart International College promotes an appreciation of cultural diversity, social responsibility, and academic excellence.

The mission of Sacred Heart International College is to educate and develop you as a professional. As an college uniquely situated in the heart of Melbourne CBD, we are committed to providing training that makes an important contribution to the lives of our students within Melbourne, the nation and worldwide.

OUR CORE VALUES

Quality
We advance quality standards through faculty, academic offerings and support services provided to students. This is evidenced in institutional practices, learning and administrative outcomes.

Learner-Centered
We maintain a strong commitment to all learners and their emerging needs, by fulfilling the academic and cultural needs of the region.

Diversity
We embrace diversity in its curriculum, activities, student population and staff.

Inclusiveness
We promote a caring environment that is rooted in a participative governance structure. Mutual respect and trust are evidenced in collaborative work teams which cross over divisions, departments and programs.

THE MISSION OF SACRED HEART INTERNATIONAL COLLEGE IS TO EDUCATE AND DEVELOP YOU AS A PROFESSIONAL.
Sacred Heart International College’s Campus is located in the heart of Melbourne CBD and close to Flinders St. Station and public transport.

The campus will be the model of a diverse, civil, involved, and ethical community in which civic responsibility, intellectual activity, and cultural expression are taken seriously.

Building is situated close to main shopping centre, banks, doctors & dentists, food-courts, and libraries of Melbourne.

Affirming and building upon its heritage, Sacred Heart International College will become the recognized leader in transformative education of the whole person through engaged learning, community participation, and the development of ethical leaders.
Integrity
All policies and procedures of the college represent fair, responsible, ethical practices and behaviors to ensure standards of excellence.

Innovation
The college promotes creative actions that result in the expedient development of educational programs and workforce solutions for the communities we serve.

Growth
The college continuously strives to expand accessibility to the institution by increasing enrolment and enhancing educational offerings, campus facilities and fiscal & human resources.

Accountability
The college is accountable for strategies and actions that produce measurable outcomes. Data-driven decision making is a standard in the planning process, with special emphasis on strategies that result in enhanced effectiveness.

Sacred Heart International College is working towards being the world leader in the integration of:

- Advancement of the knowledge base
- Leadership in service and outreach
- Teaching and learning

In Sacred Heart International College, we embrace a unique blend of values directed at achieving the highest standards of the society.
Computing Facilities

- Students have internet access.
- MS Office, Word, Excel and Powerpoint for assignments and presentations in the class.
- Printer is available to the student for printing.
- Data projectors are used to enhance the quality of training.
- Access to student lounge.
- Climate control premises.
- Friendly, approachable and qualified staff.
- Multicultural environment.

Resources

Resource centre access for the students to read books.
Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent.

Australia Welcomes Overseas Students

• Contribute to the development of people and institutions both in their home country and in Australia.
• Contribute to Australia’s research capability.
• Develop cultural, educational and economic links between Australians and people of other nations.

Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships.

*Census of Population and Housing
Overseas Student Health Cover (OSHC) for the duration of their student visa.

Food
Australia has a fantastic variety of food. Our top quality meat, fish, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the 'FOOD' that you are used to at home. You can sample almost every type of cuisine available throughout the world in restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'.

Entertainment
The Campuses offer surroundings suitable for social, shopping and other outdoor activities. They are also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Travel
During term breaks, you may like to venture beyond the capital cities to experience more of Australia’s spectacular natural environment and great physical beauty - national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

Health Care
Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services, as well as the usual services available in just about any Australian suburb or town. Most Australian institutions also provide special health care services and advice for students. International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.
**Telephones**

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are available at all Post Offices, shopping centres and are often situated on street corners. Public pay phones accept a variety of coins and Phone cards. Phone cards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets in denominations of $AUD5, $AUD10, $AUD20 and $AUD50. Credit phones take most major credit cards such as American Express, Visa, Master card and Diners International and can be found at international and domestic airports, central city locations and hotels. Mobile phones are very popular and can be purchased from a number of retailers.

**Transport**

With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, trams, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams and at news agencies.

Tourist students may drive in Australia on a valid overseas drivers licence but if the document is not in the English language the visitor must carry a translation with the permit. An international driving licence is not sufficient by itself. Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped.

**Study Methods**

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one’s argument. All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning). To be a successful student in Australia, you will need to adapt to these methods of learning, but most education institutions in Australia are very willing to help, as they offer counselling services and assistance to develop effective study skills. Many lecturers in Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

*www.goldcoast.qld.gov.au*
Melbourne is the capital of the State of Victoria. It is situated on the Yarra River, around Port Phillip Bay with its beautiful beaches and water sports facilities. Melbourne is a world-renowned cultural, artistic, financial and communication centre served by an international airport, passenger seaport and rail links to neighbouring States.

Melbourne, ranked as the world’s ‘most liveable city’, enjoys clean fresh air and beautiful parks and gardens.

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

One quarter of Melbourne’s population was born overseas making it one of the world’s most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.
The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city. The city centre is on the banks of the Yarra River, 5km from Port Phillip Bay. The city centre features world class department stores, historical, architecture, theatres, galleries and arts centres. Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams. A multicultural city enriched by 170 ethnic groups. Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine. Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student's budget.

International sporting events
- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket
- Bells Beach Surf Classic

Climate
Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Melbourne does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year. Below is a guide to the average daily temperatures.

<table>
<thead>
<tr>
<th>Season</th>
<th>Months</th>
<th>Average Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Sep - Nov</td>
<td>12-22 degrees</td>
</tr>
<tr>
<td>Summer</td>
<td>Dec - Feb</td>
<td>28-32 degrees</td>
</tr>
<tr>
<td>Autumn</td>
<td>Mar - May</td>
<td>12-20 degrees</td>
</tr>
<tr>
<td>Winter</td>
<td>Jun - Aug</td>
<td>10-15 degrees</td>
</tr>
</tbody>
</table>

It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.
Sacred Heart International College is a Registered Training Organisation and meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The Government registering authority monitors and subjects us to regular external audit to verify adherence to these standards. Sacred Heart International College offers the following accredited and nationally recognised qualifications to overseas students 18 years or older.

### REQUIREMENTS AND COURSES

**English Courses**

| Certificate IV in Business | (Course code: BSB40215 - CRICOS number: 095280A) |
| Certificate IV in Human Resources | (Course Code: BSB41015 - CRICOS: 097053G) |
| Advanced Diploma of Business | (Course code: BSB60215 - CRICOS number: 095281M) |
| Diploma of Leadership and Management | (Course code: BSB51918 - CRICOS number: 098898J) |
| Advanced Diploma of Leadership and Management | (Course code: BSB61015 - CRICOS number: 095284G) |
| Diploma of Information Technology | (Course code: ICT50118 - CRICOS number: 099826F) |
| Advanced Diploma of Information Technology | (Course code: ICT60115 - CRICOS number: 096322K) |
| Diploma of Human Resources Management | (Course Code: BSB50618 - CRICOS: 098673D) |
| Advanced Diploma of Management (Human Resources) | (Course Code: BSB60915 - CRICOS: 097055E) |
| Certificate IV in Accounting and Bookkeeping | (Course Code: FNS40217 - CRICOS: 099276J) |
| Diploma of Accounting | (Course Code: FNS50217 - CRICOS: 099278G) |
| Advanced Diploma of Accounting | (Course Code: FNS60217 - CRICOS: 099279F) |

**Entry requirements**

**Age Requirements**

SHIC requires that all students must be 18 years of age or above at the commencement of course.

**Academic Requirements.**

To gain entry to this course, participants should have successfully completed Year 12 in Australia or secondary education in the student’s home country equivalent to an Australian Year 12 qualification.

**Certificate IV, Diploma and Advanced Diploma level courses**

**Entry requirements**

**Age Requirements**

SHIC requires that all students must be 18 years of age or above at the commencement of course.

**Academic Requirements.**

To gain entry to this course, participants should have successfully completed Year 12 in Australia or secondary education in the student’s home country equivalent to an Australian Year 12 qualification.

**English Language Requirements**

All students entering this qualification must have the following minimum score of an internationally recognized English.

Language proficiency tests or equivalent in line with Department of Home Affairs regulations:

- IELTS overall band of 5.5.
- TOEFL IBT test score band of 46 equivalent.
- PTE Academic band score 42 equivalent or equivalent.
- If there are doubts about the student’s English language skills to cope in an academic environment and he/she cannot provide a satisfactory IELTS score or equivalent, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the student achieves an IELTS score of 5.5 (Academic) or equivalent.
General Requirements for All Courses

**RPL/Credit Transfer**
Recognition of Prior Learning (RPL) is not available for General English qualification. Student’s English proficiency is pre-assessed and students are placed at the appropriate level. Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

**Applications**
If you think you may be eligible to apply for RPL, please contact the college to discuss.

**English Language Requirements**

<table>
<thead>
<tr>
<th>English Language Requirements</th>
<th>OR</th>
<th>Minimum IELTS Requirements or equivalent</th>
<th>AND</th>
<th>Maximum ELICOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5 bands in IELTS or equivalent</td>
<td>OR</td>
<td>4.5</td>
<td>AND</td>
<td>30 weeks</td>
</tr>
</tbody>
</table>

- Satisfactory outcome of interview with SHIC selection admission staff or with and authorized representative of SHIC.
- English language proficiency satisfies education provider.
General English
(Elementary to Upper-Intermediate)
CRICOS PROGRAM CODE: 095441M

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fee: AUD $1,500
Tuition Fees: AUD $11,250
Total: AUD $13,000
Fees include all material costs and learning resources.

50 Weeks
50 weeks of total course duration (44 weeks classroom delivery + maximum 6 weeks of holidays)

Individual levels consist of following weeks:

<table>
<thead>
<tr>
<th>Level</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>12</td>
</tr>
<tr>
<td>Pre-Intermediate</td>
<td>12</td>
</tr>
<tr>
<td>Intermediate</td>
<td>10</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>10</td>
</tr>
</tbody>
</table>

Course Description
General English is an ideal way to learn to use English effectively in an everyday environment. Sacred Heart International College offers 4 levels of General English with all levels carefully designed to cover the macro-skills of speaking, listening, reading and writing as well as grammar and pronunciation practice. Students find they progress in a fast and enjoyable manner. Lessons are of the highest quality which makes them both interesting and productive.

• For course packages or re-enrolment, the registration fee is payable only once.
• These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
This course provides students with the opportunity to master the language skills for working and living in Australia. Students get the opportunity to learn English in Melbourne at an English language school with a reputation for practical activities, applied learning and outstanding results.

Entry Requirements
• 18 years or over
• Basic computer skills
• Meet all Student Visa requirements

Entry to the course is determined by:

All these students will undertake an entry placement test to determine their correct ELICOS course level. Similarly, at the conclusion of this course they will undertake the St Peter Institute English Diagnostic test designed especially to determine a students’ required English proficiency and readiness to undertake a VET course.

Pre-requisite Requirements
There are no pre-requisite requirements for individual units of competency.

Assessment Methods
Learners will be tested on arrival so that they can be placed in class suitable for their English proficiency level. During the course a number of assessment methods are used, including:

• In-class participation
• Homework tasks
• Formal and informal class tests
• Participation in group activities

Students receive continuous feedback from their teachers about the progress.

Levels
Elementary
Pre-Intermediate
Intermediate
Upper-Intermediate

For further details of these units visit www.training.gov.au

Enrolments
Email: info@shic.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Certificate IV in Business - BSB40215

CRICOS PROGRAM CODE: 095280A

**Fees**
- Enrolment Fee: AUD $250 (non-refundable)
- Material Fees: AUD $500
- Tuition Fees: AUD $4,450
- Total: AUD $5,200

Fees include all material costs and learning resources.

**28 Weeks**
*(Includes a maximum 2 weeks of holidays)*

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

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

**Career Opportunities**
Possible job titles relevant to this qualification include:
- Office Administrator
- Analyst, Personal Assistant

**Entry Requirements**
- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements

- A good command of written English.
If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

**Assessment Method**
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

**Mode of Study**
- Face-to-face
- Distance learning is not available

**Pathways Information to enter this qualification**
Preferred pathways for candidates considering this qualification include:
- BSB30115 Certificate III in Business or other relevant qualification/s

**Recognition of Prior Learning (RPL)**
If you think you may be eligible to apply for RPL, please contact the college to discuss.

**Credit Transfer**
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

**Units of Competence**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements.</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings.</td>
</tr>
<tr>
<td>BSBCM401</td>
<td>Make a presentation.</td>
</tr>
<tr>
<td>BSBBMK414</td>
<td>Undertake marketing activities.</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBWOR404</td>
<td>Develop Work Priorities.</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals.</td>
</tr>
<tr>
<td>BSBREL401</td>
<td>Establish networks.</td>
</tr>
<tr>
<td>BSBCUS403</td>
<td>Implement customer service standards</td>
</tr>
<tr>
<td>BSBCUS401</td>
<td>Coordinate implementation of Customer Service strategies.</td>
</tr>
</tbody>
</table>

For further details of these units visit www.training.gov.au

**Enrolments**
Email: info@shic.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Advanced Diploma of Business - BSB60215
CRICOS PROGRAM CODE: 095281M

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,500
Tuition Fees: AUD $11,950
Total: AUD $13,700
Fees include all material costs and learning resources.

90 Weeks
(Includes a maximum 12 weeks of holidays)

Course Description
This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

• For course packages or re-enrolment, the registration fee is payable only once.
• These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Business Analyst, Quarry Business Manager, Administrator, Senior Executive.

Entry Requirements
• 18 years or over
• Basic computer skills
• Meet all Student Visa requirements
• A good command of written English. If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play

Mode of Study
• Face-to-face
• Distance learning is not available

Pathways Information to enter this qualification
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including: BSB50215 Diploma of Business or other relevant qualification or with substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the college to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

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<table>
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<tr>
<th>Unit code</th>
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<tbody>
<tr>
<td>BSBADV602</td>
<td>Develop an advertising campaign</td>
</tr>
<tr>
<td>BSBHRM602</td>
<td>Manage human resources strategic planning</td>
</tr>
<tr>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
</tr>
<tr>
<td>BSBWHSS01</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
</tr>
<tr>
<td>BSBMKG607</td>
<td>Manage market research</td>
</tr>
<tr>
<td>BSBMKG608</td>
<td>Develop organisational marketing objectives</td>
</tr>
<tr>
<td>BSBWORS01</td>
<td>Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>

For further details of these units visit www.training.gov.au

Enrolments
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Diploma of Leadership and Management - BSB51918
CRICOS PROGRAM CODE: 098898J

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,000
Tuition Fees: AUD $8,950
Total: AUD $10,200
Fees include all material costs and learning resources.

56 Weeks
(includes a maximum 4 weeks of holidays)

Course Description
This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Examples of indicative job roles for candidates seeking entry based upon their vocational experience include: Office Manager, Legal Practice Manager, Information Services Manager.

Entry Requirements
- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.

If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study
- Face-to-face
- Distance learning is not available

Pathways Information to enter this qualification
Preferred pathways for Learners considering this qualification include:
- BSB42015 Certificate IV in Leadership and Management or other relevant qualification/With vocational experience but without formal supervision or management qualification.
- Or BSB40215 Certificate IV in Business

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the college to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

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<tr>
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</tr>
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<tbody>
<tr>
<td>BSBMGT516</td>
<td>Facilitate continuous improvement</td>
</tr>
<tr>
<td>BSBWHSS01</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>BSBMGT517</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBWORS01</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBLDR502</td>
<td>Lead and manage effective workplace relationships</td>
</tr>
<tr>
<td>BSBLDR511</td>
<td>Develop and use emotional intelligence</td>
</tr>
<tr>
<td>BSBHRM405</td>
<td>Support the recruitment, selection and induction of staff</td>
</tr>
<tr>
<td>BSBWORS02</td>
<td>Lead and manage team effectiveness</td>
</tr>
<tr>
<td>BSBCUS501</td>
<td>Manage quality customer service</td>
</tr>
</tbody>
</table>

For further details of these units visit www.training.gov.au

Enrolments
Email: info@shic.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Advanced Diploma of Leadership and Management - BSB61015
CRICOS PROGRAM CODE: 095284G

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,500
Tuition Fees: AUD $11,950
Total: AUD $13,700
Fees include all material costs and learning resources.

90 Weeks
(Includes a maximum 12 weeks of holidays)

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.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:
- Manager
- Business Analyst
- Chief Executive Officer

Entry Requirements
- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.

If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/ she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play

Mode of Study
- Face-to-face
- Distance learning is not available

Pathways Information to enter this qualification
Learners may enter the qualification through a number of entry points including:
- BSB51918 Diploma of Leadership Management or other relevant qualification/s.

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the college to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence
Unit code | Title
--- | ---
PSPGEN067 | Establish and maintain strategic networks
BSBMGT605 | Provide leadership across the organisation
BSBMGT616 | Develop and implement strategic plans
BSBINN601 | Lead and manage organisational change
BSBRSK501 | Manage risk
BSBMGT608 | Manage innovation and continuous improvement
BSBFIM601 | Manage finances
BSBMGT617 | Develop and implement a business plan
BSBDIV601 | Develop and implement diversity policy
BSBSUS501 | Develop workplace policy and procedures for sustainability
BSBHRM604 | Manage employee relations
BSBMGT615 | Contribute to organisation development

For further details of these units visit www.training.gov.au

Enrolments
Email: info@shic.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Diploma of Information Technology - ICT50118
CRICOS PROGRAM CODE: 099826F

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,000
Tuition Fees: AUD $10,950
Total: AUD $12,200

Fees include all material costs and learning resources.

56 Weeks
(includes a maximum 4 weeks of holidays)

Course Description
This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies. Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- General Application Support Officer
- IT Office Manager

Entry Requirements
- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.

If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play

Mode of Study
- Face-to-face
- Distance learning is not available

Pathways Information to enter this qualification
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at diploma level, including:
- ICT40115 - Certificate IV in Information Technology

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBUS501</td>
<td>sustainability</td>
<td>ICTICT515</td>
<td>Verify client business requirements</td>
</tr>
<tr>
<td>BSBWHS501</td>
<td>Ensure a safe workplace</td>
<td>ICTWEB502</td>
<td>Create dynamic web pages</td>
</tr>
<tr>
<td>ICTICT509</td>
<td>Gather data to identify business requirements</td>
<td>ICTWEB505</td>
<td>Develop complex web page layouts</td>
</tr>
<tr>
<td>ICTICT517</td>
<td>Match ICT needs with the strategic direction of the organisation</td>
<td>ICTWEB516</td>
<td>Research and apply emerging web technology trends</td>
</tr>
<tr>
<td>ICTNWK511</td>
<td>Manage network security</td>
<td>ICTICT406</td>
<td>Build a graphical user interface</td>
</tr>
<tr>
<td>ICTNWK513</td>
<td>Manage system security</td>
<td>ICTICT419</td>
<td>Work effectively in the digital media industry</td>
</tr>
<tr>
<td>ICTNWK527</td>
<td>Manage an enterprise virtual computing environment</td>
<td>BSBCRT501</td>
<td>Originate and develop concepts</td>
</tr>
<tr>
<td>ICTNWK614</td>
<td>Manage ICT security</td>
<td>ICTGAM504</td>
<td>Manage interactive media production</td>
</tr>
<tr>
<td>ICTICT501</td>
<td>Research and review hardware technology options for organisations</td>
<td>CUAPOS201</td>
<td>Perform basic vision and sound editing</td>
</tr>
<tr>
<td>ICTICT406</td>
<td>Verify client business requirements</td>
<td>ICTSA5517</td>
<td>Use network tools</td>
</tr>
<tr>
<td>ICTNWK531</td>
<td>Configure an internet gateway</td>
<td>ICTICT515</td>
<td>Ensure a safe workplace</td>
</tr>
</tbody>
</table>

For further details of these units visit www.training.gov.au

Enrolments
Email: info@shic.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Advanced Diploma of Information Technology - ICT60115
CRICOS PROGRAM CODE: 096322K

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,500
Tuition Fees: AUD $13,450
Total: AUD $15,200
Fees include all material costs and learning resources.

90 Weeks
(includes a maximum 12 weeks of holidays)

Course Description
This qualification provides high level information and communications technology (ICT), process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations. The qualification builds on a base core of management competencies, with specialist and general elective choices to suit particular ICT and business needs, especially in the areas of knowledge management and systems development.
• For course packages or re-enrolment, the registration fee is payable only once.
• These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
• eLearning Manager
• Enterprise Application Integration Consultant
• Enterprise Architecture Manager
• Knowledge Manager
• Software Manager

Entry Requirements
• 18 years or over

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTPMG609</td>
<td>Plan and direct complex ICT projects</td>
</tr>
<tr>
<td>ICTSUS601</td>
<td>Integrate sustainability in ICT planning and design projects</td>
</tr>
<tr>
<td>ICTDBS501</td>
<td>Monitor and improve knowledge management system</td>
</tr>
<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
</tr>
<tr>
<td>ICTICT602</td>
<td>Develop contracts and manage contracted performance</td>
</tr>
<tr>
<td>ICTNWK601</td>
<td>Design and implement a security system</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTDBS603</td>
<td>Determine suitability of database functionality and scalability</td>
</tr>
<tr>
<td>ICTICT604</td>
<td>Identify and implement business innovation</td>
</tr>
<tr>
<td>ITPRG602</td>
<td>Manage the development of technical solutions from business specifications</td>
</tr>
<tr>
<td>ICTDBS601</td>
<td>Build a data warehouse</td>
</tr>
<tr>
<td>ICTICT605</td>
<td>Implement a knowledge management strategy</td>
</tr>
<tr>
<td>ICTDBS602</td>
<td>Develop a knowledge management strategy</td>
</tr>
<tr>
<td>ICTICT608</td>
<td>Interact with clients on a business level</td>
</tr>
<tr>
<td>ICTICT610</td>
<td>Manage copyright, ethics and privacy in an ICT environment</td>
</tr>
</tbody>
</table>

For further details of these units visit www.training.gov.au

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study
• Face-to-face
• Distance learning is not available

Pathways Information to enter for this qualification
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:
• ICT50115 – Diploma of Information Technology

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Enrolments
Email: info@shic.vic.edu.au or via one of our Education Agents
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Fees

Enrolment Fee: AUD $ 250 (non-refundable)
Material Fees: AUD $ 500
Tuition Fees: AUD $ 4,450
Total: AUD $ 5,200

Fees include all material costs and learning resources.

28 Weeks
(Includes a maximum 2 weeks of holidays)

Course Description

This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers. Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.

• For course packages or re-enrolment, the registration fee is payable only once.
• These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Human resources assistant, Human resources coordinator, Payroll officer.

Entry Requirements

• 18 years or over
• Basic computer skills
• Meet all Student Visa requirements

A good command of written English.
If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method

Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study

• Face-to-face
• Distance learning is not available

Pathways Information to enter for this qualification

Candidates may enter the qualification through a variety of methods demonstrating potential to undertake vocational education and training at advanced diploma level, including:
• Certificate IV in Business (BSB40215) or other relevant qualification

Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer

Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM403</td>
<td>Support performance-management processes</td>
</tr>
<tr>
<td>BSBHRM404</td>
<td>Review human resources functions</td>
</tr>
<tr>
<td>BSBHRM405</td>
<td>Support the recruitment, selection and induction of staff</td>
</tr>
<tr>
<td>BSBLD402</td>
<td>Lead effective workplace relationships</td>
</tr>
<tr>
<td>BSBWH5401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBRK411</td>
<td>Support employee and industrial relations procedures</td>
</tr>
<tr>
<td>BSBN301</td>
<td>Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBRK401</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>BSBLD403</td>
<td>Lead team effectiveness</td>
</tr>
<tr>
<td>BSBUC5402</td>
<td>Address customer needs</td>
</tr>
</tbody>
</table>

For further details of these units visit [www.training.gov.au](http://www.training.gov.au)

Enrolments

Email: info@shic.vic.edu.au or via one of our Education Agents.
Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit [www.shic.vic.edu.au](http://www.shic.vic.edu.au) and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Diploma of Human Resources Management - BSB50618
CRICOS PROGRAM CODE: 098673D

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,000
Tuition Fees: AUD $8,950
Total: AUD $10,200
Fees include all material costs and learning resources.

56 Weeks
(Includes a maximum 4 weeks of holidays)

Course Description
This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

• For course packages or re-enrolment, the registration fee is payable only once.
• These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Human Resources Consultant, Human resources manager, Human resources adviser/ change manager, Senior human resources officer, Human resources consultant.

Entry Requirements
• 18 years or over
• Basic computer skills

• Meet all Student Visa requirements
• A good command of written English.
If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study
• Face-to-face
• Distance learning is not available

Pathways Information to enter this qualification
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:
• BSB41015 Certificate IV in Human Resources or other relevant qualification

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM501</td>
<td>Manage human resources services</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment selection and induction processes</td>
</tr>
<tr>
<td>BSBHRM512</td>
<td>Develop and manage performance-management processes</td>
</tr>
<tr>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBWKS520</td>
<td>Manage employee relations</td>
</tr>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBDIV501</td>
<td>Manage diversity in the workplace</td>
</tr>
<tr>
<td>BSBHRM507</td>
<td>Manage separation or termination</td>
</tr>
<tr>
<td>BSBHRM502</td>
<td>Manage human resources management information systems</td>
</tr>
</tbody>
</table>

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Enrolments
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Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Advanced Diploma of Management (Human Resources) - BSB60915
CRICOS PROGRAM CODE: 097055E

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,500
Tuition Fees: AUD $13,450
Total: AUD $15,200
Fees include all material costs and learning resources.

90 Weeks
(Includes a maximum 12 weeks of holidays)

Course Description
This qualification reflects the role of individuals working as human resources directors, strategists and national, regional or global human resources managers.

They provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies.

Their knowledge base may be highly specialised or broad within the human resources field. These individuals are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Human resources Manager
- Human resources Director

Entry Requirements
- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.

If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study
- Face-to-face
- Distance learning is not available

Pathways Information to enter this qualification
Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:
- BSB50618 Diploma of Human Resources Management or other relevant qualification

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBDIV601</td>
<td>Develop and implement diversity policy</td>
</tr>
<tr>
<td>BSBHRM602</td>
<td>Manage human resources strategic planning</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBMTG605</td>
<td>Provide leadership across the organisation</td>
</tr>
<tr>
<td>BSBMTG615</td>
<td>Contribute to organisation development</td>
</tr>
<tr>
<td>BSBMTG616</td>
<td>Develop and implement strategic plans</td>
</tr>
<tr>
<td>BSBQHM603</td>
<td>Plan and establish compliance management systems</td>
</tr>
<tr>
<td>BSBWH5605</td>
<td>Develop, implement and maintain WHS management systems</td>
</tr>
</tbody>
</table>

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Enrolments
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## Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (AUD)</th>
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<tr>
<td>Enrolment Fee</td>
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<tr>
<td>Material Fees</td>
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<tr>
<td>Tuition Fees</td>
<td>8,950</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>10,200</strong></td>
</tr>
</tbody>
</table>

Fees include all material costs and learning resources.

## Course Description

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries.

It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

## Entry Requirements

- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.

If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

## Assessment Method

Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

## Mode of Study

- Face-to-face
- Distance learning is not available

## Pathways Information to enter this qualification

Preferred pathways for candidates considering this qualification include:

- FNS30310 - Certificate III in Accounts Administration or other relevant qualification/s

## Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss.

## Credit Transfer

Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

## Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>FNSACC405</td>
<td>Maintain inventory records</td>
</tr>
<tr>
<td>BSBCUS403</td>
<td>Implement customer service standards</td>
</tr>
<tr>
<td>BSBCUS403</td>
<td>Implement customer service standards</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
</tr>
<tr>
<td>BSBITU422</td>
<td>Use digital technologies to collaborate in the workplace</td>
</tr>
<tr>
<td>FNSACC311</td>
<td>Process financial transactions and extract interim reports</td>
</tr>
</tbody>
</table>

For further details of these units visit [www.training.gov.au](http://www.training.gov.au)

## Enrolments

Email: [info@shic.vic.edu.au](mailto:info@shic.vic.edu.au) or via one of our Education Agents

Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit [www.shic.vic.edu.au](http://www.shic.vic.edu.au) and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Diploma of Accounting - FNS50217
CRICOS PROGRAM CODE: 099278G

Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee</td>
<td>AUD$ 250</td>
</tr>
<tr>
<td>Material Fees</td>
<td>AUD$ 1,000</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>AUD$ 10,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>AUD$ 12,000</strong></td>
</tr>
</tbody>
</table>

Fees include all material costs and learning resources.

Course Description

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries.

Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources.

They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities

Possible job titles relevant to this qualification include:
- Finance Sector Supervisor
- Assistant Accountant

Entry Requirements

- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.

If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method

Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study

- Face-to-face
- Distance learning is not available

Pathways Information to enter this qualification

Preferred pathways for candidates considering this qualification include:
- FNS40217- Certificate IV in Accounts Administration or other relevant qualification/s

Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer

Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC601</td>
<td>Prepare and administer tax documentation for legal entities</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
</tr>
<tr>
<td>BSBLDR402</td>
<td>Lead effective workplace relationships</td>
</tr>
<tr>
<td>FNSACC512</td>
<td>Prepare tax documentations for individuals</td>
</tr>
<tr>
<td>FNSACC513</td>
<td>Manage budgets and forecasts</td>
</tr>
<tr>
<td>FNSACC514</td>
<td>Prepare financial reports for corporate entities</td>
</tr>
<tr>
<td>FNSACC516</td>
<td>Implement and maintain internal control procedures</td>
</tr>
<tr>
<td>FNSACC517</td>
<td>Provide management accounting information</td>
</tr>
<tr>
<td>FNSACC511</td>
<td>Provide financial and business performance information</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBCOM406</td>
<td>Conduct work within a compliance framework</td>
</tr>
</tbody>
</table>

For further details of these units visit www.training.gov.au

Enrolments

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Important – Enrolment Form, Student Handbook, Policies, Procedures, Fees and Charges. Visit www.shic.vic.edu.au and download an Enrolment Form and Student Handbook, which contain information about your course that must be read by you prior to enrolment.
Advanced Diploma of Accounting - FNS60217
CRICOS PROGRAM CODE: 099279F

Fees
Enrolment Fee: AUD $250 (non-refundable)
Material Fees: AUD $1,500
Tuition Fees: AUD $15,250
Total: AUD $17,000
Fees include all material costs and learning resources.

90 Weeks
(includes a maximum 12 weeks of holidays)

Course Description
This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

- For course packages or re-enrolment, the registration fee is payable only once.
- These fees are indicative and are subject to change at the time of enrolment.

Career Opportunities
Possible job titles relevant to this qualification include:
- Accounting Manager
- Assistant Accountant

Entry Requirements
- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements
- A good command of written English.
If the student cannot provide a satisfactory IELTS score or equivalent, the student is advised to take College Placement test to check if he/she can satisfy the minimum English Requirement. If there are doubts about the student’s English language skills to cope in an academic environment, the student is advised to undertake an English (ELICOS) course at an approved provider for an appropriate duration until the client achieves an IELTS score of 5.5.

Assessment Method
Students can be assessed in a variety of methods such as Practical Demonstration, Report, Project, Assessments, Case Study, Written Questions, Observation, Analysis, Activities, Assignment, Portfolio, Role Play.

Mode of Study
- Face-to-face
- Distance learning is not available

Pathways Information to enter this qualification
A further learning pathway could be study in relevant higher education programs.

Recognition of Prior Learning (RPL)
If you think you may be eligible to apply for RPL, please contact the College to discuss.

Credit Transfer
Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).

Units of Competence

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC624</td>
<td>Monitor corporate governance activities</td>
</tr>
<tr>
<td>FNSINC602</td>
<td>Interpret and use financial statistics and tools</td>
</tr>
<tr>
<td>FNSINC601</td>
<td>Apply economic principles to work in the financial services industry</td>
</tr>
<tr>
<td>FNSPIM410</td>
<td>Collect, assess and use information</td>
</tr>
<tr>
<td>FNSACC612</td>
<td>Implement Reconstruction Plan</td>
</tr>
<tr>
<td>FNSORG602</td>
<td>Develop and Manage Financial systems</td>
</tr>
<tr>
<td>FNSRSK602</td>
<td>Determine and manage risk exposure strategies</td>
</tr>
<tr>
<td>BSBSMB420</td>
<td>Evaluate and develop small business operations</td>
</tr>
<tr>
<td>FNSACC605</td>
<td>Implement organisational improvement programs</td>
</tr>
<tr>
<td>FNSACC611</td>
<td>Implement an insolvency program</td>
</tr>
<tr>
<td>FNSFMK505</td>
<td>Comply with financial services legislation and industry codes of practice</td>
</tr>
<tr>
<td>BSBMGT624</td>
<td>Develop and implement corporate social responsibility</td>
</tr>
<tr>
<td>FNSCUS401</td>
<td>Participate in negotiations</td>
</tr>
<tr>
<td>FNSCUS402</td>
<td>Resolve disputes</td>
</tr>
</tbody>
</table>

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Enrolments
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HOW TO APPLY

Your Application

• Read through the Sacred Heart International College Course Guide and pre-enrolment information at www.shic.vic.edu.au
• Choose your course.
• Download the Sacred Heart International College Application Form from www.shic.vic.edu.au Complete, sign and date the conditions of enrolment.
• Attach certified copies of supportive documents required in English.
• Forward all documents to Sacred Heart International College directly info@shic.vic.edu.au or to your local education agent.

Application Assessment

Upon receiving your application, Sacred Heart International College will assess the application according to the admissions policies. Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

Offer Letter

You will be provided with a written Offer Letter and Student Acceptance Agreement if your application is successful and this will generally take 1 to 3 working days for Sacred Heart International College programs.

Accepting Offer

• To accept the offer, sign the Student Acceptance Agreement.
• Send the above documents to Sacred Heart International College or your local education agent.

Making Payment

Make payment amount according to student acceptance agreement. Please include your student ID, full name and date of birth as a reference for payment.

Fee Payment Methods:

- ONLINE PAYMENTS*
- TELEGRAPHIC TRANSFER
- DIRECT DEPOSIT
- VISIT OUR ACCOUNTS OFFICE

Account Name: Angel Investments Group Pty. Ltd.
Bank: Westpac
BSB No.: 033-003
Account number: 533049
SWIFT Code: WPACAU2S

*MasterCard and Visa are accepted. Visit www.shic.vic.edu.au
It is important to provide the deposit evidence and student enrolment details to the Sacred Heart International College Office for identification purposes.

Electronic Confirmation of Enrolment

Electronic Confirmation of Enrolment (eCOE) will be issued upon receipt of complete Student Acceptance Agreement and relevant tuition fee payment.

Visa Application

• Include the eCOE(s) with your visa application.
• Please consult your local education agent about visa application matters or visit the Department of Home Affairs (DHA) website for more details on visa application to Australia: www.homeaffairs.gov.au

Arriving in Melbourne

• Attend orientation (Bring your eCOE, offer letter or evidence of payment, passport and copy of your visa to the orientation).

For Orientation Date, please check your Offer Letter

CONTACT DETAILS

Leviathan Building
Level 3, 271 - 281 Bourke St. | Melbourne (VIC) - 3000. Australia
Telephone: +61 3 9453 8330 | +61 3 9453 8331
E-mail: info@shic.vic.edu.au

24/7 Emergency Contact Number: +61 406 097 111
Office Hours: Monday to Friday Time: 9:30 AM to 5:00 PM
Send all applications and supporting documentation to the above address.

The CEO, Course Coordinator & Admin. Manager, Training Staff and Administrative Staff of the college are available to provide general advice and assistance with matters such as studying, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact the Course Coordinator or the Student Support Officer who may refer them to external support services if required. The college will not charge for support services it provides or for referring students to external support services. Students will have to pay fees charged by external support services that they use.

VERSION
7.0
Mar 2020

Managements & Administration

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ONLINE PAYMENTS*
TELEGRAPHIC TRANSFER
DIRECT DEPOSIT
VISIT OUR ACCOUNTS OFFICE