



SYDNEY BUSINESS &
DEVELOPMENT INSTITUTE

The Foundation of Development



—  **Ilse Taumberger**

a message from **Principal Executive Officer**

Sydney Business & Development Institute (SBDI) is a fully accredited Registered Training Organisation located in the Central Business District of Sydney. SBDI provides courses ranging from Certificates to Advanced Diplomas in vocational areas including, IT, Civil Constructions Design, Project Management and Hospitality Management. SBDI even offer a Graduate Diploma of Management. SBDI aims to provide a course that provides a basis in as many professional opportunities for students as possible.

SBDI's campus combines state of the art facilities with the latest in computer technology and expert Trainers with the most recent vocational currency in their fields of expertise. Our Trainers pride themselves on their up-to-date work experience and industry knowledge which allows every student to access knowledge relating to the realities of the world of work outside the classroom. SBDI aims to provide the best educational experience possible to ensure that you, the student, are fully equipped to enter the world of work or further education when you have graduated.

To ensure that you achieve your educational aspirations, SBDI will do everything possible to assist you to succeed in your chosen field.

We look forward to seeing you in the very near future. Thank you.

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About **SBDI**

Sydney Business & Development Institute (SBDI)

has been dedicated to training the highest professional standards. Sydney Business & Development Institute (SBDI) is an **approved Registered Training Organisation**, listed on the **National Register RTO 91192 and CRICOS 02725B**. SBDI was founded with one purpose in mind, quality education.

SBDI has a passion for education and strives to deliver the **best experience and the highest standards and qualifications**. We want to ensure that our graduates are equipped with the right skills, mindset and plan to move forward in a global economy well after their course completion.

“training the highest Professional standards”

Why study at SBDI?

- ◉ Our highly qualified educators care about your success.
- ◉ We are passionate about Kitchen Management (previously known as Commercial Cookery/ Chef course) / Hospitality management, IT, Telecommunication and Management courses, and we understand what you need to succeed.
- ◉ Our classes are small and relaxed so you get all the attention you need.
- ◉ You gain invaluable practical experience under supervision of your educator.
- ◉ The curriculum, training techniques and equipment are constantly updated.
- ◉ We assist you with work experience and work placement.
- ◉ You can complete extracurricular training in new trends and technologies.
- ◉ You will go on excursions to complement your training.
- ◉ You can start your career now with enrolments throughout the year.
- ◉ SBDI has developed a complete range of learner resources to assist our students. These resources include books and activities that have been designed for students who speak English as a second language.
- ◉ SBDI places great importance on looking after our students. We are always there and ready to help with any of your needs. We also have multilingual staff to make communication easier.
- ◉ SBDI is located in the center of the city, very close to the Central Station, Darling Harbour and the main shopping district.



Student *Information*



Pathway to Higher Education

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter Tertiary Institutions like Universities and other Colleges of Higher Learning. Credits will vary from Institutes depending upon the courses you wish to study.

Teaching Methods

SBDI offers a 20 hours per week program, 15 hours on campus (face-to-face learning) and 5 hours completed by online learning.

Assessment Methods

Assessment tasks and strategies cover a wide range of methods and may include the creation of specific written documents, projects or reports, formal questions (multiple choice, short and long answer), practical demonstrations, small or large group tasks, oral presentations, problem solving tasks, case studies and discussions. As a general rule for major assessments, you will be provided with task assessment instructions including the date the task is due for completion. In Vocational Education and Training (VET) an exam is called an assessment. After you complete your assessment you will be either Competent (C) or Not Competent (NC).

Recognition of Prior Learning (RPL)

Students who have successfully completed accredited courses e.g. Certificate, Diploma, etc., from a recognised training organisation in Australia or overseas prior to enrolling at SBDI may be eligible for Course Credit/RPL towards their current studies. For details regarding RPL application, please refer to the Student Handbook.





living in *Sydney*



Sydney's fame as a **world-class city**, its warm, sunny climate and its strong economy guarantee its place as **the most popular choice** for people moving to Australia. Sea temperatures around Sydney are very pleasant and SidneySiders make full use of their ocean playground for swimming, yatching and watersports.

Sydney is Australia's most populated city, which means it's always bustling. Every year, Sydney welcomes a large number of **international students**, so you'll always feel connected to a big support network. Chances are, you'll meet and shares stories with not only Australians, but people from all over the globe as well.

Population: 5.230.330

Average Temperature: 7.1 -26.4°C

Total Days a year with sun: 236

Landmark: Sydney Opera House, Sydney Harbour Bridge, Australian Museum, Art Gallery of NSW

Estimated cost of living

The costs below are an approximate guide only and don't take into account your budget and spending

Accomodation

- **Hotels and Guesthouses** — \$90 to \$150 per week
- **Shared Rental** — \$95 to \$215 per week
- **On Campus** — \$110 to \$280 per week
- **Homestay** — \$235 to \$325 per week
- **Rental** — \$155 to \$440 per week
- **Boarding School** — \$11.000 to \$22.000 per year

Other living expenses

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

Admission Information



Entry Requirements

- All students must be aged 18 years or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications.
- Must demonstrate English level of IELTS 5.5 with no band less than 5.0 or equivalent, such as: TOEFL 527, PTE Academic 42, IBT 46, CAE 162, OET B, General English Upper Intermediate, MOI Certificate.
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma or Advanced Diploma course.

Application Process

- Complete all sections of the attached Application Form
- Attached certified copies of all academic certificates, transcripts, English language proficiency results, and any other relevant documents.
- Attached a certified copy of the pages of your passport bearing your signature and personal details.
- The application may be submitted online to admissions@sbdi.edu.au. Once you submit your application, SBDI staff will contact you to confirm receipt and to take you through the next steps.

Intake Dates

January ————— April ————— July ————— October
Mid intake available

Sample Timetable

Shift 1	Monday to Tuesday	08.00 - 16.00
Shift 2	Wednesday to Thursday	
Shift 3	Friday to Saturday	
Shift 4	Monday to Wednesday	16.30 - 21.45
Shift 5	Thursday to Saturday	

Fees and Charges

Course Code and Course Name	Duration	CRICOS Code
RII60520 Advanced Diploma of Civil Construction Design	104 weeks	106638C
BSB50820 Diploma of Project Management	78 weeks	106636E
BSB60720 Advanced Diploma of Program Management	78 weeks	106637D
BSB80120 Graduate Diploma of Management (Learning)	104 weeks	103491H
ICT50220 Diploma of Information Technology (Specialisation: Advanced Programming and Front-End Web Development)	78 weeks	106633H
ICT60220 Advanced Diploma of IT (Telecommunications Network Engineering / IT Strategy and Organizational Development)	104 weeks	106635F
SIT40521 Certificate IV in Kitchen Management	78 weeks	109659G
SIT50422 Diploma of Hospitality Management	78 weeks	111140J
SIT60322 Advanced Diploma of Hospitality Management	117 weeks	111141H

Non Tuition Fee (Non-Refundable)

Application Form **\$500 (Overseas)** and **\$250 (Australia)**

Re-Assessment of unit **\$500 per unit** (the first two attempts are included in the tuition fees)

RPL fee per unit **\$500**

Re-issue of Certificate **\$80**

Student Letter by Request **\$150**

Course Deferment Administration Fee **\$150**

Student ID Card **\$35.00**

Late Payment Fee **\$100.00** (Per week after due date)

RII60520

Advanced Diploma of Civil Construction Design



CRICOS CODE 106638C

Duration: 104 weeks



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. The students 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

Units of Competency

Core unit - 5

- BSBPMG632 Manage program risk
- BSBTWK502 Manage team effectiveness
- BSBWHS616 Apply safe design principles to control WHS risks
- RIICWD601E Manage civil works design processes
- RIIQUA601E Establish and maintain a quality system

Elective unit - 7

- BSBOPS601 Develop and Implement Business Plans
- BSBPMG534 Manage project human resources
- MEM30031A Operate Computer-Aided Design (CAD) system to produce basic drawing elements
- RIICWD507D Prepare detailed geotechnical design
- RIICWD533E Prepare detailed design of civil concrete structures
- RIICWD534E Prepare detailed design of civil steel structures
- RIILAT402E Provide leadership in the supervision of diverse work teams

Pathway From Qualification

After successfully completing the Advanced Diploma of Civil Construction Design, students may apply for the **Bachelor of Engineering (Civil)**

Career Outcome

Upon successful completion of this course, the types of occupations that you can seek include:

- **Sewage Reticulation Drafting Officer**
- **Structural Engineering Drafting Officer**
- **Site Manager**
- **Estimator**
- **Contract Administrator**
- **Civil Engineering Draftsperson**
- **Civil Engineering Design Draftsperson**
- **Civil Engineering Technician**

BSB50820

Diploma of Project Management

Australian
Qualifications
Framework



CRICOS CODE 106636E

Duration: 78 weeks



Course Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Pre-Requisite Requirements

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

Units of Competency

Core unit - 8

- BSBPMG530 Manage project scope
- BSBPMG531 Manage project time
- BSBPMG532 Manage project quality
- BSBPMG533 Manage project cost
- BSBPMG534 Manage project human resources
- BSBPMG535 Manage project information and communication
- BSBPMG536 Manage project risk
- BSBPMG540 Manage project integration

Elective unit - 4

- BSBLDR522 Manage people performance
- BSBLDR601 Lead and manage organisational change
- BSBSTR502 Facilitate continuous improvement
- BSBTWK502 Manage team effectiveness

Pathway From Qualification

After successfully completing the Diploma of Project Management, students may apply for **Advanced Diploma of Program Management**.

Career Outcome

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following role/s:

- Project contract manager
- Project manager (industry specific)
- Project leader/team leader
- Project vendor manager

BSB60720

Advanced Diploma of Program Management

Australian
Qualifications
Framework



CRICOS CODE 106637D

Duration: 78 weeks



Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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

- Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version). Or
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise

Units of Competency

Core unit - 4

- BSBPMG630 Enable program execution
- BSBPMG634 Facilitate stakeholder engagement
- BSBPMG635 Implement program governance
- BSBPMG636 Manage benefits

Elective unit - 8

- BSBLDR601 Lead and manage organisational change
- BSBPMG631 Manage program delivery
- BSBPMG633 Provide leadership for the program
- BSBINS601 Manage knowledge and information
- BSBSTR601 Manage innovation and continuous improvement
- BSBPMG637 Engage in collaborative alliances
- BSBPMG632 Manage program risk
- BSBFIN601 Manage organisational finances

Pathway From Qualification

After successfully completing Advanced Diploma of Program Management, students may apply for the **Associate Degree in Universities**.

Career Outcome

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following role/s:

- **Project Director**
- **Project Management Section Leader**
- **Project Manager**

BSB80120

Graduate Diploma of Management (Learning)



CRICOS CODE 103491H

Duration: 104 weeks



Course Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within 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. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Pre-Requisite Requirements

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

Units of

Core unit - 3

- BSBHRM613 Contribute to the development of learning and development strategies
- BSBLDR811 Lead strategic transformation
- TAELED803 Implement improved learning practice

Elective unit - 5

- BSBLDR812 Develop and cultivate collaborative partnerships and relationships
- BSBSTR802 Lead strategic planning processes for an organisation
- BSBINS603 Initiate and lead applied research
- PSPMGT012 Facilitate knowledge management
- BSBSTR801 Lead innovative thinking and practice

Pathway From Qualification

After successfully completing Graduate Diploma of Management (Learning), students may apply for their education into **higher education qualifications in organisation learning and capability**.

Career Outcome

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following role/s:

- Career Development Manager (Education Sector)
- Learning and development manager
- Learning and development consultant
- RTO Manager
- RTO Education Advisor

ICT50220

Diploma of Information Technology

(Specialisation: Advanced Programming and Front end Web development)

Australian
Qualifications
Framework



CRICOS CODE 106633H

Duration: 78 weeks



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).

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

- Advanced programming: applying intermediate and advanced programming skills, managing data and building advanced user interfaces to manage organisational requirements.
- Front end web development: designing dynamic and complex websites, user experience solutions and documents using extensible mark-up languages

Pre-Requisite Requirements

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

Units of Competency

Core unit - 6

- BSBCRT512 Originate and develop concepts
- ICTSAS527 Manage client problems
- BSBXCS402 Promote workplace cyber security awareness and best practices
- BSBXTW401 Lead and facilitate a team
- ICTICT517 Match ICT needs with the strategic direction of the organisation
- ICTICT532 Apply IP, ethics and privacy policies in ICT environments

Elective unit - 14

- ICTICT523 Gather data to identify business requirements
- ICTICT530 Design user experience solutions
- ICTPRG533 Debug and monitor applications
- ICTPRG535 Build advanced user interfaces
- ICTPRG547 Apply advanced programming skills in another language
- ICTPRG549 Apply intermediate object-oriented language skills
- ICTPRG554 Manage data persistence using noSQL data stores
- ICTPRG556 Implement and use a model view controller framework
- ICTPMG505 Manage ICT projects
- ICTWEB513 Build dynamic websites
- ICTWEB514 Create dynamic web pages
- ICTWEB518 Build a document using extensible markup language
- ICTWEB519 Develop complex web page layouts
- ICTWEB520 Develop complex cascading style sheets

Pathway From Qualification

After successfully completing the Diploma of Information Technology, students may apply for **Advanced Diploma of Information Technology**

Career Outcome

Successfully completing this training provides the knowledge and skills required for students to gain fulltime/part time or casual employment in the following role/s:

- General Application Support Officer
- IT Office Manager
- ICT Support Officer
- IT administrator
- IT operations administrator

ICT60220

Advanced Diploma of Information Technology

(Specialisation: Telecommunications network engineering and IT strategy and organisational development)



CRICOS CODE 106635F

Duration: 104 weeks



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:

- Telecommunications network engineering: managing logistics, organisational specifications, regulations and legislative requirements across network projects.
- IT strategy and organisational development: managing and communicating strategic ICT business solutions

Pre-Requisite Requirements

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

Units of Competency

Core unit - 6

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBTWK502 Manage team effectiveness
- BSBXCS402 Promote workplace cyber security awareness and best practices
- ICTICT608 Interact with clients on a business level
- ICTICT618 Manage IP, ethics and privacy in ICT environments
- CTSAD609 Plan and monitor business analysis activities in an ICT environment

Elective Unit - 10

Telecommunications network engineering specialisation - 5

- ICTNPL413 Evaluate networking regulations and legislation for the telecommunications industry
- ICTNWK612 Plan and manage troubleshooting advanced integrated IP networks
- ICTPMG613 Manage ICT project planning
- ICTTEN615 Manage network traffic
- ICTTEN622 Produce ICT network architecture designs

IT Strategy and organisational development specialisation - 4

- ICTICT611 Develop ICT strategic business plans
- ICTSAD604 Manage and communicate ICT solutions
- ICTSAD608 Perform ICT-focused enterprise analysis
- ICTSAD611 Manage assessment and validation of ICT solutions

IT Work Ready Skills - 1

- ICTSUS603 Integrate sustainability in ICT planning and design projects

Pathway From Qualification

After successfully completing the Diploma of Information Technology, students may apply for *Advanced Diploma of Information Technology*

Career Outcome

Upon successful completion of this course, the types of occupations that you can seek include:

- Radiocommunications Technician
- Telecommunications Field Engineer
- Telecommunications Network Planner
- Telecommunications Technical Officer or Technologist
- Enterprise Architecture Manager
- Enterprise Application Integration Consultant
- Knowledge Manager
- Software Manager
- eLearning Manager

SIT40521

Certificate IV in Kitchen Management

Australian
Qualifications
Framework



CRICOS CODE 109659G

Duration: 78 weeks



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 mandatory 200 hours of work placement requirement for this qualification as per course training package.

Pre-Requisite Requirements

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

Units of Competency

Core unit - 27

- SITHCCC023* Use food preparation equipment
- SITHCCC027* Prepare dishes using basic methods of cookery
- SITHCCC028* Prepare appetisers and salads
- SITHCCC029* Prepare stocks, sauces and soups
- SITHCCC030* Prepare vegetable, fruit, eggs and farinaceous dishes
- SITHCCC031* Prepare vegetarian and vegan dishes
- SITHCCC035* Prepare poultry dishes
- SITHCCC036* Prepare meat dishes
- SITHCCC037* Prepare seafood dishes
- SITHCCC041* Produce cakes, pastries and breads
- SITHCCC042* Prepare food to meet special dietary requirements
- SITHCCC043* Work effectively as a cook
- SITHKOP010 Plan and cost recipes
- SITHKOP012* Develop recipes for special dietary requirements
- SITHKOP013* Plan cooking operations
- SITHKOP015* Design and cost menus
- SITHPAT016* Produce desserts
- SITXCOM010 Manage conflict
- SITXFIN009 Manage finances within a budget
- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITXFSA008* Develop and implement a food safety program
- SITXHRM008 Roster staff
- SITXHRM009 Lead and manage people
- SITXINV006* Receive, store and maintain stock
- SITXMGTO04 Monitor work operations
- SITXWHS007 Implement and monitor work health and safety practices

Elective unit - 6

- SITXHRM010 Recruit, select and induct staff
- SITXWHS006 Identify hazards, assess and control safety risks
- SITHKOP014 Plan catering for events or functions
- SITHKOP011 Plan and implement service of buffets
- SITHCCC038 Produce and serve food for buffets
- SITXCCS015 Enhance customer service experiences

Pathway From Qualification

After completing SIT40521 Certificate IV in Kitchen Management (CRICOS COURSE CODE:109659G), students may progress to *SIT50416 Diploma of Hospitality Management*.

Career Outcome

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shop; possible job title includes –

- Chef
- Chef de partie

SIT50422

Diploma of Hospitality Management



CRICOS CODE 111140J

Duration: 78 weeks



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 accommodation services, cookery, food and beverage and gaming.

Pre-Requisite Requirements

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

Units of Competency

Core unit - 11

- SITXCCS015 Enhance customer service experiences
- SITXCCS016 Develop and manage quality customer service practices
- SITXCOM010 Manage conflict
- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXHRM008 Roster staff
- SITXHRM009 Lead and manage people
- SITXMGTO04 Monitor work operations
- SITXMGTO05 Establish and conduct business relationships
- SITXWHS007 Implement and monitor work health and safety practices

Elective Unit - 17

- SITXHRM010 Recruit, select and induct staff
- SITXWHS006 Identify hazards, assess and control safety risks
- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITHCCC023 Use food preparation equipment
- SITHCCC027 Prepare dishes using basic methods of cookery
- SITXINV006 Receive, store and maintain stock
- SITHKOP014 Plan catering for events or functions
- SITHKOP011 Plan and implement service of buffets
- SITHCCC038 Produce and serve food for buffets
- SITHIND008 Work effectively in hospitality service
- BSBTWK503 Manage meetings
- SITHACS009 Clean premises and equipment
- SITHIND006 Source and use information on the hospitality industry
- SITXCCS014 Provide services to customers
- SITXCCS010 Provide visitor information
- SITXCOM007 Show social and cultural sensitivity

Pathway From Qualification

After completing SIT50416 Diploma of Hospitality Management, students may progress a **Bachelor of Hotel Management** at University of their choice.

Career Outcome

This qualification enables the student to seek employment in the following job roles:

- **Banquet of Functions Manager**
- **Bar Manager**
- **Café Manager**
- **Chef De Cuisine**
- **Club Manager**
- **Executive Housekeeper**
- **Kitchen Manager**
- **Restaurant Manager**
- **Unit Manager Catering Operations**

SIT60322

Advanced Diploma of Hospitality Management

Australian
Qualifications
Framework



CRICOS CODE 111141H

Duration: 117 weeks



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 accommodation services, cookery, food and beverage and gaming.

Pre-Requisite Requirements

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

Units of Competency

Core unit - 14

- BSBFIN601 Manage organisational finances
- BSBOPS601 Develop and implement business plans
- SITXCCS016 Develop and manage quality customer service practices
- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets
- SITXFIN011 Manage physical assets
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXHRM009 Lead and manage people
- SITXHRM010 Recruit, select and induct staff
- SITXHRM012 Monitor staff performance
- SITXMGT004 Monitor work operations
- SITXMGT005 Establish and conduct business relationships
- SITXMPR014 Develop and implement marketing strategies
- SITXWHS008 Establish and maintain a work health and safety system

Elective Unit - 19

- SITXCOM010 Manage conflict
- SITXWHS006 Identify hazards, assess and control safety risks
- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITHCCC023 Use food preparation equipment
- SITHCCC027 Prepare dishes using basic methods of cookery
- SITXHRM008 Roster staff
- SITXINV006 Receive, store and maintain stock
- SITHKOP014 Plan catering for events or functions
- SITHKOP011 Plan and implement service of buffets
- SITHCCC038 Produce and serve food for buffets
- SITHIND008 Work effectively in hospitality service
- BSBTWK503 Manage meetings
- SITHACS009 Clean premises and equipment
- SITHFAB036 Provide advice on food
- SITTTVL001 Access and interpret product information
- BSBOPS504 Manage business risk
- SITXINV007 Purchase goods
- SITXINV008 Control stock

Pathway From Qualification

Students who complete this course may wish to continue their education into **higher education qualifications in hospitality management**.

Career Outcome

This qualification enables the student to seek employment in the following job roles:

- Area manager or operations manager
- Café owner or manager
- Club secretary or manager
- Executive chef
- Executive housekeeper
- Executive sous chef
- Food and beverage manager
- Head chef
- Motel owner or manager
- Rooms division manager



**ENROLMENT
FORM**



SYDNEY BUSINESS & DEVELOPMENT INSTITUTE

ENROLMENT FORM

IS THIS THE FIRST TIME YOU HAVE ENROLLED AT THIS ORGANISATION?

YES ☐

NO ☐

PERSONAL DETAILS

TITLE: ☐ MR ☐ MISS ☐ MRS ☐ MS ☐ OTHERS _____

UNIQUE STUDENT IDENTIFIER: _____ (get your USI at: www.usi.gov.au)

** PLEASE PROVIDE A COPY OF THE ID USED TO OBTAIN YOUR USI.*

GENDER: ☐ MALE ☐ FEMALE

FAMILY NAME: _____ GIVEN NAME: _____

DATE OF BIRTH: (DD/MM/YYYY) _____

PASSPORT NO: _____

PHONE: _____ WORK: _____ MOBILE: _____

EMAIL: _____

ADDRESS (☐ AUSTRALIA / ☐ OVERSEAS)

NUMBER AND STREET: _____

SUBURBS: _____ STATE/TERRITORY: _____ POSTCODE: _____

POSTAL ADDRESS

NUMBER AND STREET: _____

PO BOX OR ROADSIDE DELIVERY BOX: _____

SUBURBS: _____ STATE/TERRITORY: _____ POSTCODE: _____

EMERGENCY CONTACT

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

SUBURBS: _____ STATE/TERRITORY: _____ POSTCODE: _____

PHONE: _____

Student Visa Applicants:

Overseas students must provide evidence of English language qualifications.

PROFICIENCY IN ENGLISH: ☐ Very Well ☐ Well ☐ Not Well ☐ Not at All

Have you undertaken an English Language Proficiency Test in last 2 years? ☐ Yes ☐ No

Name of English Language Proficiency Test: _____

Test Date: _____ Score: _____

Have you previously held a Visa for study in Australia? ☐ Yes ☐ No

Are you applying for your visa from Australia? ☐ Yes ☐ No

If not, which country will you apply for your visa from?

Do you have an Education consultant or immigration Lawyer? ☐ Yes ☐ No

Name of Agent _____

Contact Person _____

Telephone _____

Email address _____



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INTAKE DATES

☐ 09th January 2023

☐ 08th January 2024

☐ Other / Mid Intake:

☐ 10th April 2023

☐ 08th April 2024

☐ 10th July 2023

☐ 08th July 2024

☐ 09th October 2023

☐ 07th October 2024

SELECT THE COURSES	COURSE CODE & TITLE	CRICOS COURSE CODE	COURSE DURATION
<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	106638C	104 weeks
<input type="checkbox"/>	BSB50820 Diploma of Project Management	106636E	78 weeks
<input type="checkbox"/>	BSB60720 Advanced Diploma of Program Management	106637D	78 weeks
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	103491H	104 weeks
<input type="checkbox"/>	ICT50220 Diploma of Information Technology (<i>Specialisation: Advanced Programming and Front-End Web development</i>)	106633H	78 weeks
<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology (<i>Telecommunications network engineering and IT strategy and organizational development</i>)	106635F	104 weeks
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management (<i>Previously known as Cert-IV in Commercial Cookery</i>)	109659G	78 weeks
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	111140J	78 weeks
<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management	111141H	117 weeks



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PACKAGE	COURSE CODE & COURSE NAME	DURATION	CRICOS COURSE CODE
PACKAGE 1	SIT40521 Certificate IV in Kitchen Management	78 weeks	109659G
	SIT50422 Diploma of Hospitality Management	26 weeks	111140J
		2 years	
PACKAGE 2	SIT50422 Diploma of Hospitality Management	78 weeks	111140J
	SIT60322 Advanced Diploma of Hospitality Management	65 weeks	111141H
		2.8 years	
PACKAGE 3	SIT40521 Certificate IV in Kitchen Management	78 weeks	109659G
	SIT50422 Diploma of Hospitality Management	26 weeks	111140J
	SIT60322 Advanced Diploma of Hospitality Management	52 weeks	111141H
		3 years	
PACKAGE 4	BSB50820 Diploma of Project Management	78 weeks	106636E
	BSB60720 Advanced Diploma of Program Management	78 weeks	106637D
		3 years	
PACKAGE 5	BSB50820 Diploma of Project Management	78 weeks	106636E
	R1160520 Advanced Diploma of Civil Construction Design	104 weeks	106638C
		3.5 years	
PACKAGE 6	BSB50820 Diploma of Project Management	78 weeks	106636E
	BSB80120 Graduate Diploma of Management (Learning)	104 weeks	103491H
		3.5 years	
PACKAGE 7	ICT50220 Diploma of Information Technology (<i>Specialisation: Advanced Programming and Front-End Web development</i>)	78 weeks	106633H
	ICT60220 Advanced Diploma of Information Technology (<i>Telecommunications network engineering and IT strategy and organizational development</i>)	104 weeks	106635F
		3.5 years	



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STUDENT DECLARATION

I have read and accepted the terms and conditions of the fees and refund policy as described in the Pre-enrolment Information.

I give permission for Sydney Business & Development Institute to review and report my training progress with representatives from the Department of Education and Training, Department of Industry and my employer (if applicable).

I understand that I can authorise others to receive this information only by completing a Participant Records Access Form.

The information provided by you may be used by or on behalf of the State or Commonwealth Governments for statistical purposes, conducting surveys, enrolment, educational or strategic planning purposes.

I acknowledge that I have read the above and understand the information provided. I confirm that this information is true and correct.

SIGNATURE: _____

DATE: _____ / _____ / _____



DOCUMENT CHECKLIST

- ☐ Completed Enrolment Application Form
- ☐ Certified copy of education transcripts
- ☐ Certified copy of your passport
- ☐ Certified copy of your IELTS score or other English Proficiency Test
- ☐ Certified copy of your Visa stamp page (if applicable)
- ☐ Relevant employment details (if applicable)
- ☐ Overseas Student Health Cover if available
- ☐ Onshore Student Address proof is required (e.g., driver licence, bank statement)

OFFICE USE ONLY

Checked student details for accuracy ☐

Received By: _____ Signature: _____ Date: _____





SYDNEY BUSINESS &
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marketing@sbdi.edu.au



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