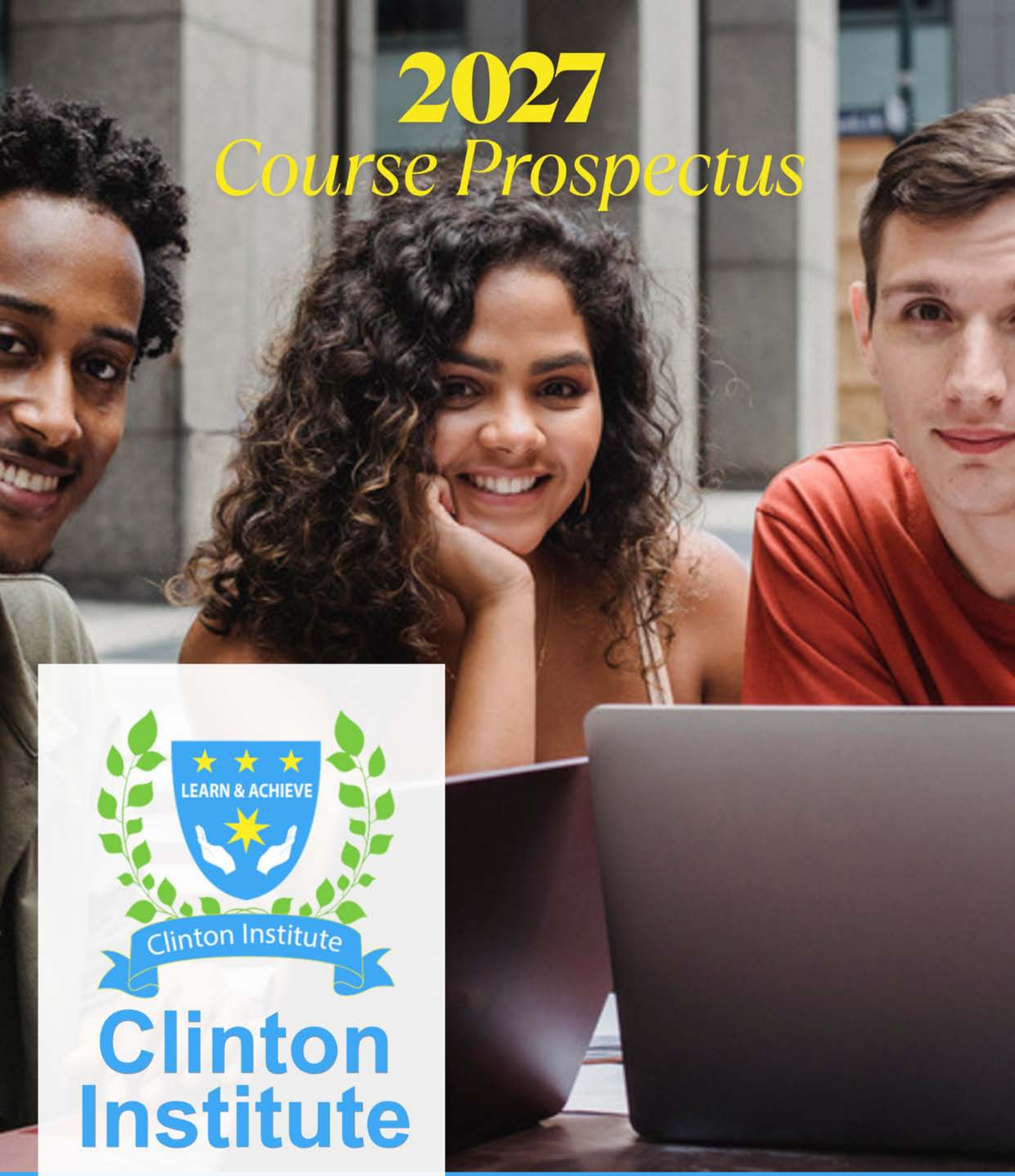
2027
Course Prospectus



Clinton Institute

MELBOURNE CAMPUS

CRICOS Provider Code: 03540C
RTO ID: 41597

Training Skills
Creating Careers

www.clinton.edu.au

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WELCOME TO CLINTON

EMPOWERING YOUR FUTURE THROUGH QUALITY EDUCATION

Clinton Institute is an established Australian Registered Training Organisation (RTO 41597) and CRICOS-registered education provider (03540C), offering nationally recognised vocational qualifications to domestic and international students.

Located in the heart of Melbourne CBD, Clinton Institute provides a supportive and multicultural learning environment where students can develop practical skills, professional knowledge and confidence for their future careers.

Our courses cover a range of industries, including Aged Care, Community Services, Hospitality, Business and Management, with training designed to reflect industry expectations and workplace practices.

At Clinton Institute, we believe education goes beyond the classroom. Through practical training, industry engagement and dedicated student support, we aim to equip our graduates with the skills and confidence to pursue their career goals.

WHY CHOOSE US?

Clinton Institute looks forward to helping you develop your vocational skills and knowledge to prepare you for a rewarding career.

- Provide professional training courses with sufficient qualified trainers.
- Experienced supporting staffs
- Nationally recognised courses
- Help you develop skills.
- Prepare you for a rewarding career.
- Develop comprehensive internal policies, procedures and systems to ensure the best service.
- CBD location and close to everything!
- Multi intake and some flexible timetable to fit your available study time.
- Quick offer letter and COE procedure
- Easy payment plan and students can choose monthly/ quarterly/ semi-annual instalments.



MELBOURNE CAMPUS







Level 9,
313 La Trobe Street,
Melbourne VIC 3000

Clinton Institute is located in the corner of Elizabeth street and Little Collins street in the heart of Melbourne CBD, and is surrounded by shops, hotels, testaurants, and cafes.

Melbourne is the world's most liveable city.

Melbourne is named as one of the world's most liveable cities.
The title is awarded to a city with the highest score for stability, heathcare, culture, enviroment, education and infrastructure.

When you study in Melbourne, you'll be living in a safe and vibrant city that offers world-class tudy options, services and the widest range of things to do.

Your new life in Melbourne

Australian Culture

Events

From: www.studymelbourne.vic.gov.au/why-study-in-melbourne/top-reason-to-study-in-mebourne

We Focus On Pratical Training

Age Care Simulation room in Campus





In campus
SIMULATION ROOM





Commercial Training Kitchen





arcare
AGED CARE





Work placement
IN REPUTABLE GROUPS



Part of our Reputable Host Companies



benetas

Cookery Stream

Single Course study:

	Course Duration	Work Placement
SIT30821 Certificate III in Commercial Cookery	52 Weeks	198 hours
SIT40521 Certificate IV in Kitchen Management	78 Weeks	198 hours
SIT50422 Diploma of Hospitality Management (Cookery stream)	92 Weeks	198 hours

Package Course study:

SIT30821 Certificate III in Commercial Cookery SIT40521 Certificate IV in Kitchen Management	78 Weeks	198 hours
SIT40521 Certificate IV in Kitchen Management SIT50422 Diploma of Hospitality Management (Cookery stream)	108 Weeks	198 hours
SIT30821 Certificate III in Commercial Cookery SIT40521 Certificate IV in Kitchen Management SIT50422 Diploma of Hospitality Management (Cookery stream)	108 Weeks	198 hours
Further Study After SIT50422 Diploma of Hospitality Management (Cookery stream): SIT60322 Advanced Diploma of Hospitality Management (Cookery stream)	+26 Weeks	N/A



SIT30821 Certificate III in Commercial Cookery

CRICOS Course Code: 107712A

Course Description

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

Completion of this qualification contributes to recognition as a trade cook.

Pathway

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards, and industry codes of practice.
Graduated students could continue study SIT40521 Certificate IV in Kitchen Management with CT granted

Course Outline

- **Duration 52 weeks in total included 198 hrs Work placement**
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twenty-five (25) units must be completed:

- **Twenty (20) core units**
- **Five (5) elective units**

Australian Qualifications Framework

Nationally Recognised Training

SIT30821 Certificate III in Commercial Cookery

Units of competency

Cookery Stream

Core Units

- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITHCCC027* Prepare dishes using basic methods of cookery

The delivery sequence of the below units marked with an *asterisk and the procedure required to complete the Pre-requisite Checking Completion Records, ensures all students successfully complete the pre-requisite unit above, prior to commencing any unit requiring pre-requisite unit completion.

- SITHCCC023* Use food preparation equipment
- 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
- SITHKOP009* Clean kitchen premises and equipment
- SITHKOP010 Plan and cost recipes
- SITHPAT016* Produce desserts
- SITXHRM007 Coach others in job skills
- SITXWHS005 Participate in safe work practices
- SITXINV006* Receive, store, and maintain stock

Elective Units

- SITHCCC025* Prepare and present sandwiches
- SITHCCC03*9 Produce pates and terrines
- SITHCCC040* Prepare and serve cheese
- SITXWHS006 Identify hazards, assess, and control safety risks
- BSBSUS211 Participate in sustainable work practices

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 11
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



SIT40521 Certificate IV in Kitchen Management

CRICOS Course Code: 109514B

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

Pathways

Individuals may typically enter SIT40521 Certificate IV in Kitchen Management following completion of SIT30821 Certificate III in Commercial Cookery or similar hospitality qualifications. However, individuals wishing to enter Certificate IV would be expected to have gained some relevant cookery and be working in the industry. Candidates with limited or no vocational experience or a lower-level qualification would be advised to enrol in SIT30821 Certificate III in Commercial Cookery before attempting SIT40521 Certificate IV in Kitchen Management.

After achieving SIT40521 Certificate IV in Kitchen Management, individuals could progress to SIT50422 Diploma in Hospitality Management, or to Diploma qualifications in other service industry fields.
This qualification provides a pathway to work as a supervising commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Students who complete this course can expect to gain work as a **CHEF**.

Course Outline

- **Duration 78 weeks in total included:**
  - 72 scheduled weeks and
  - up to 6 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Thirty-three (33) units must be completed:

- Twenty-seven (27) core units
- Six (6) elective units

Australian Qualifications Framework

Nationally Recognised Training

SIT40521 Certificate IV in Kitchen Management

Units of competency

Cookery Stream

Pre-requisites Core units

- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITHCCC027* Prepare dishes using basic methods of cookery

The delivery sequence of the below units marked with an *asterisk and the procedure required to complete the Pre-requisite Checking Completion Records, ensures all students successfully complete the pre-requisite unit above, prior to commencing any unit requiring pre-requisite unit completion.

Core units

- SITHCCC023* Use food preparation equipment
- 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
- SITHPAT016* Produce desserts
- SITXINV006* Receive, store, and maintain stock
- SITHKOP012* Develop recipes for special dietary requirements
- SITHKOP013* Plan cooking operations
- SITHKOP015* Design and cost menus
- SITXCOM010 Manage conflict
- SITXFIN009 Manage finances within a budget
- SITXFSA008* Develop and implement a food safety program
- SITXHRM008 Roster staff
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations
- SITXWHS007 Implement and monitor work health and safety practices

Elective Units

- SITHCCC040* Prepare and serve cheese
- SITXWHS006 Identify hazards, assess, and control safety risks
- BSBSUS211 Participate in sustainable work practices
- SITXFSA007 Transport and store food
- BSBTWK501 Lead diversity and inclusion

ENTRY REQUIREMENTS



To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 11
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



SIT50422 Diploma of Hospitality Management (Cookery stream)

CRICOS Course Code: 111104B

Course Description

This Cookery stream for this qualification provides a pathway to advance careers in work in the commercial cookery and kitchen management sectors of hospitality and event/functions industries as a head chef, business, or operations manager, and to provide a background for key required skills for making operational decisions including managing staff, planning, marketing, and finances within a hospitality setting. Graduates also have detailed knowledge of industry requirements, safety, and legislation.

Graduates will be prepared for roles that require them to operate independently where they may have responsibility for supervising or managing others and making a range of operational business decisions. The course covers skills and knowledge that are generally applicable across a wide range of more specific settings (café, bar, restaurant, hotel, event and function venues, etc). Some roles in these environments may require additional basic training to meet specific requirements in relation to additional training or licenses not included in this course.

This course is suitable for someone who has been working in commercial cookery in a hospitality or kitchen management context in the past and has completed SIT30821 Certificate III in Commercial Cookery and SIT40521 Certificate IV in Kitchen Management.

Course Outline

- **Duration 92 weeks in total included:**
  - 58 scheduled weeks and
  - up to 34 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twenty-eight (28) units must be completed:

- Eleven (11) core units
- Seventeen (17) elective units

Australian Qualifications Framework

Nationally Recognised Training

SIT50422 Diploma of Hospitality Management (Cookery stream)

Units of competency

Cookery Stream

Core units

- SITXCCS015 Enhance customer service experiences
- SITXCCS016 Develop and manage quality customer service practice
- SITXCOM010 Manage conflict
- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets
- SITXGLC002 Identify and manage legal risks and comply with the law
- SITXHRM008 Roster staff
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations
- SITXMGT005 Establish and conduct business relationships
- SITXWHS007 Implement and monitor work health and safety practices

Elective Units

- SITEEVT020 Source and use information on the events industry
- SITEEVT023 Plan in-house events
- SITEEVT026 Manage event production components
- SITEEVT028 Manage on-site event operations
- SITHFAB021 Provide responsible service for alcohol
- SITHIND005 Use hygienic practice for hospitality service
- SITHIND006 Source and use information on the hospitality industry
- SITHIND008 Work effectively in hospitality service
- SITHKOP014 Plan catering for events or functions
- SITXCCS010 Provide visitor information
- SITXCRI003 Respond to a customer in crisis
- SITXHRM007 Coach others in job skills
- BSBTEC301 Design and produce business documents
- BSBTWK501 Lead diversity and inclusion
- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITXFSA008 Develop and implement a food safety program

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 12
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



SIT60322 Advanced Diploma of Hospitality Management (Cookery stream)

CRICOS Course Code: 111106M

Course Description

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

Pathways

Individuals may typically enter SIT60322 Advanced Diploma of Hospitality Management (Cookery stream) following completion of SIT50422 Diploma of Hospitality Management (Cookery Stream) or similar hospitality qualifications.

The SIT60322 Advanced Diploma of Hospitality Management (Tourism stream) will provide a pathway to work in the hospitality, events and tourism industries in small and large organisations, such as cafes & restaurants, nightclubs, pubs & bars, casinos, event venues, tourism organisations and accommodation establishments.

Possible job titles include:

- restaurant manager
- functions centre manager
- operations manager
- events manager
- banquet or function manager
- business manager

Course Outline

- **Duration 108 weeks in total included:**
  - 82 scheduled weeks and
  - up to 26 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Thirty -three (33) units must be completed:

- Fourteen (14) core units
- Nineteen (19) elective units

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Cookery Stream

Core units

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

Elective Units

- 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
- 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
- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITXCOM010 Manage conflict
- SITXHRM008 Roster staff
- BSBTWK501 Lead diversity and inclusion
- SITEEVT023 Plan in-house events
- SITEEVT026 Manage event production components
- SITEEVT028 Manage on-site event operations
- SITXCCS015 Enhance customer service experiences

ENTRY REQUIREMENTS



To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have successfully completed Diploma or higher qualification in Australia, or an equivalent overseas qualification.
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.

Hospitality Management Stream

Hospitality Stream

Single Course study:

	Course Duration	Work Placement
SIT40422 Certificate IV Hospitality	54 Weeks	256 hours
SIT50422 Diploma of Hospitality Management (Tourism stream)	92 Weeks	256 hours
SIT60322 Advanced Diploma of Hospitality Management (Tourism stream)	108 Weeks	256 hours

Package Course study:

SIT40422 Certificate IV Hospitality SIT50422 Diploma of Hospitality Management (Tourism stream)	108 Weeks	256 hours
SIT50422 Diploma of Hospitality Management (Tourism stream) SIT60322 Advanced Diploma of Hospitality Management (Tourism stream)	144 Weeks	256 hours
SIT40422 Certificate IV Hospitality SIT50422 Diploma of Hospitality Management (Tourism stream) SIT60322 Advanced Diploma of Hospitality Management (Tourism stream)	160 Weeks	256 hours



SIT40422 Certificate IV Hospitality

CRICOS Course Code: 111103C

Course Description

This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems. This qualification provides a pathway to work as a supervisor/team leader in hospitality organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

This qualification allows for multi-skilling and specialisation in accommodation services, food and beverage, and gaming. The SIT40422 Certificate IV in Hospitality will provide a pathway to work as a supervisor in hospitality organisations. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, food and beverage, events, and gaming.

Pathway

The SIT40422 Certificate IV in Hospitality will provide a pathway to work in the hospitality industry in small and large organisations, such as cafes & restaurants, nightclubs, pubs & bars, casinos, event venues and accommodation establishments.

Students who complete this course may also wish to continue their vocational studies by undertaking other specialist Certificate IV qualifications in the Tourism, Travel and Hospitality or other Training Packages, or the Diploma or Advanced Diploma of Hospitality Management or other management or hospitality qualifications.

Possible job titles include:

- bar supervisor or team leader
- concierge
- food and beverage supervisor or team leader
- front office supervisor or team leader
- housekeeping supervisor or team leader
- gaming supervisor or team leader
- duty manager or shift manager

Course Outline

- **Duration 54 weeks in total included:**
  - 44 scheduled weeks and
  - up to 10 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twenty-one (21) units must be completed:

- Nine (9) core units
- Twelve (12) elective units

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Hospitality Stream

Work placement cluster units

- SITHIND008 Work effectively in hospitality service
- SITXCCS015 Enhance customer service experiences
- SITXCCS016 Develop and manage quality customer service practices
- SITXCOM010 Manage conflict
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations

Working in industry cluster Units

- SITHIND006 Source and use information on the hospitality industry
- SITEEVT020 Source and use information on the events industry

Manage workplace cluster Units

- SITXHRM007 Coach others in job skills
- SITHIND005 Use hygienic practice for hospitality service

Stand-alone Units

- SITXFIN009 Manage finances within a budget
- SITXHRM008 Roster staff
- SITXWHS007 Implement and monitor work health and safety practices
- SITEEVT022 Provide event production support
- SITEEVT023 Plan in-house events
- SITHKOP014 Plan catering for events or functions
- SITHFAB021 Provide responsible service of alcohol
- SITXCCS010 Provide visitor information
- SITXCRI003 Respond to a customer in crisis
- BSBTEC301 Design and produce business documents
- BSBTWK501 Lead diversity and inclusion

ENTRY REQUIREMENTS



To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 11
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



SIT50422 Diploma of Hospitality Management (Tourism stream)

CRICOS Course Code: 111104B

Course Description

This qualification provides a pathway to work in the hospitality and events industries as a business or operations manager, and to provide a background for key required skills for making operational decisions including managing staff, planning, marketing, and finances within a hospitality setting. Graduates also have detailed knowledge of industry requirements, safety, and legislation.

Graduates will be prepared for roles which require them to operate independently where they may have responsibility for supervising or managing others and make a range of operational business decisions.

This course covers skills and knowledge that is generally applicable across a wide range of more specific settings (café, bar, restaurant, hotel, casino, event venues, tourism organisations, etc). While this course is suitable for someone who has not worked in a hospitality or management context in the past, some roles which include general service provision in these environments may require additional basic training to meet specific requirements in relation to food handling, alcohol service, cooking operations or gambling, for example, which may require additional training or licenses not included in this course.

Pathways & Licensing

The SIT50422 Diploma of Hospitality Management (Tourism stream) will provide a pathway to work in the hospitality, events, and tourism industries in small and large organisations, such as cafes & restaurants, nightclubs, pubs & bars, casinos, event venues, tourism organisations and accommodation establishments.

Possible job titles include:

- front of house manager
- operations manager
- event manager
- banquet or function manager
- front office manager
- hotel services manager
- business manager
- team leader

Students who complete this course may also wish to continue their vocational studies by undertaking other specialist qualifications in the Tourism, Travel and Hospitality or other Training Packages, including the Advanced Diploma of Hospitality Management or other management or hospitality qualifications

Course Outline

- **Duration 92 weeks in total included:**
  - 59 scheduled weeks and
  - up to 33 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twenty-eight (28) units must be completed:

- Eleven (11) core units
- Seventeen (17) elective units

Australian Qualifications Framework

Nationally Recognised Training

SIT50422 Diploma of Hospitality Management (Tourism stream)

Units of competency

Hospitality Stream

Work placement cluster units

- SITHIND008 Work effectively in hospitality service
- SITXCCS015 Enhance customer service experiences
- SITXCCS016 Develop and manage quality customer service practices
- SITXCOM010 Manage conflict
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations

Working in industry cluster Units

- SITHIND006 Source and use information on the hospitality industry
- SITEEVT020 Source and use information on the events industry

Manage workplace cluster Units

- SITXHRM007 Coach others in job skills
- SITHIND005 Use hygienic practice for hospitality service

Finance cluster Units

- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets

Tourism cluster Units

- SITTTVL001 Access and interpret product information
- SITXCCS019 Prepare quotations

Events operations cluster Units

- SITEEVT026 Manage event production components
- SITEEVT028 Manage on-site event operations

Stand-alone Units

- SITXHRM008 Roster staff
- SITXWHS007 Implement and monitor work health and safety practices
- SITXGLC002 Identify and manage legal risks and comply with law
- SITEEVT023 Plan in-house events
- SITHKOP014 Plan catering for events or functions
- SITHFAB021 Provide responsible service of alcohol
- SITXCCS010 Provide visitor information
- SITXCRI003 Respond to a customer in crisis
- SITXMGT005 Establish and conduct business relationships
- BSBTEC301 Design and produce business documents
- BSBTWK501 Lead diversity and inclusion



ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 12
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



SIT60322 Advanced Diploma of Hospitality Management (Tourism stream)

CRICOS Course Code: 111106M

Course Description

This qualification provides a pathway to work in the hospitality and events industries as a business or operations manager and provides a background for key required skills for making operational decisions including managing staff, planning, marketing, and finances within a hospitality setting. Graduates also have detailed knowledge of industry requirements, safety, and legislation.

Graduates will be prepared for roles that require them to operate independently where they may have responsibility for supervising or managing others and making a range of operational business decisions.

This course covers skills and knowledge that is generally applicable across a wide range of more specific settings (café, bar, restaurant, hotel, casino, event venues, tourism organisations, etc). While this course is suitable for someone who has not worked in a hospitality or management context in the past, some roles which include general service provision in these environments may require additional basic training to meet specific requirements in relation to food handling, alcohol service, cooking operations or gambling, for example, which may require additional training or licenses not included in this course.

Pathways

The SIT60322 Advanced Diploma of Hospitality Management (Tourism stream) will provide a pathway to work in the hospitality, events, and tourism industries in small and large organisations, such as cafes & restaurants, nightclubs, pubs & bars, casinos, event venues, tourism organisations and accommodation establishments.

Possible job titles include:

- restaurant manager
- functions centre manager
- operations manager
- events manager
- banquet or function manager
- business manager

Students who complete this course may also wish to continue their vocational studies by undertaking other specialist qualifications in the Tourism, Travel and Hospitality or other Training Packages, or in higher education management or hospitality qualifications.

Course Outline

- **Duration 108 weeks in total included:**
  - 78 scheduled weeks and
  - up to 30 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Thirty-three (33) units must be completed:

- **Fourteen (14) core units**
- **Nineteen (19) elective units**

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Hospitality Stream

Work placement cluster units

- SITHIND008 Work effectively in hospitality service
- SITXCCS015 Enhance customer service experiences
- SITXCCS016 Develop and manage quality customer service practices
- SITXCOM010 Manage conflict
- SITXHRM009 Lead and manage people
- SITXMGT004 Monitor work operations

Working in industry cluster Units

- SITHIND006 Source and use information on the hospitality industry
- SITEEVT020 Source and use information on the events industry

Finance cluster Units

- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets

Tourism cluster Units

- SITTTVL001 Access and interpret product information
- SITXCCS019 Prepare quotations

Events operations cluster Units

- SITEEVT026 Manage event production components
- SITEEVT028 Manage on-site event operations

Stand-alone Units

- BSBFIN601 Manage organisational finances
- BSBOPS601 Develop and implement business plans
- SITXFIN011 Manage physical assets
- SITXHRM008 Roster staff
- SITXHRM010 Recruit, select and induct staff
- SITXHRM012 Monitor staff performance
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXMPR014 Develop and implement marketing strategies
- SITEEVT023 Plan in-house events
- SITHKOP014 Plan catering for events or functions
- SITEEVT031 Determine event feasibility
- SITHFAB021 Provide responsible service of alcohol
- SITXCCS010 Provide visitor information
- SITXCCS012 Provide lost and found services
- SITHIND005 Use hygienic practice for hospitality service
- SITXMGT005 Establish and conduct business relationships
- BSBTWK503 Manage business resources
- BSBTWK501 Lead diversity and inclusion
- SITXWHS008 Establish and maintain a work health and safety system

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have successfully completed Diploma or higher qualification in Australia, or an equivalent overseas qualification.
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 5.5 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 5.5 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.

Health Care

Health Care Study

Single Course study:

	Course Duration	Work Placement
CHC33021 Certificate III in Individual Support	13 or 26 Weeks	120 hours
CHC43015 Certificate IV in Ageing Support	52 Weeks	120 hours
CHC52025 Diploma of Community Services	78 Weeks	200 hours

Package Course study:

CHC33021 Certificate III in Individual Support CHC43015 Certificate IV in Ageing Support	78 Weeks	240 hours
CHC33021 Certificate III in Individual Support CHC43015 Certificate IV in Ageing Support CHC52025 Diploma of Community Services	156 Weeks	440 hours
CHC43015 Certificate IV in Ageing Support CHC52025 Diploma of Community Services	130 Weeks	320 hours



CHC33021 Certificate III in Individual Support

CRICOS Course Code: 115261A

Course Description

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support

Career Opportunities

This qualification will provide a pathway to work as an individ
organisations, such as: NDIS providers, In-home support or

- • Disability support worker
- • Support Worker/ Carer
- • In-Home support worker
- • Personal care support worker
- • Youth support worker
- • Aged care worker

Students who complete this course may also wish to continue their vocational studies by undertaking other specialist Certificate III qualifications in the Community Services or other Training Packages, or CHC43015 Certificate IV in Ageing Support other management or Community Services qualifications

Course Outline

- **Duration 26 weeks in total included (fast track 3 months)**
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Work placement (120 hrs)
- **Assessment Modes**
  - Written Assessment in the Classroom
  - Simulated Practical Assessment
  - Work placement

Qualification requirements:

Fifteen (15) units must be completed:

- Nine (9) core units
- Six (6) elective units

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Health Care

Core units

- CHCCCS031 Provide individualised support
- HLTINF006 Apply basic principles and practices of infection prevention and control
- HLTWHS002 Follow safe work practices for direct client care
- CHCLEG001 Work legally and ethically
- CHCCCS038 Facilitate the empowerment of people receiving support
- CHCCCS040 Support independence and wellbeing
- CHCCCS041 Recognise healthy body systems
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people

Elective Units

- HLTAID011 Provide First Aid
- CHCAGE013 Work effectively in aged care
- CHCAGE007 Recognise and report risk of falls
- CHCDIS020 Work effectively in disability support
- CHCGRP001 Support group activities
- CHCDIS011 Contribute to ongoing skills development using a strengths-based approach

Students need to complete the pre-requistes before start the Work placement

- HLTAID011 Provide first aid with CPR
- SITXFSA005 Use hygienic practices for food safety
- Completion of Infection Control
- Completion of Manual Handling
- Working with Children Check (WWCC);
- NDIS Worker Screening Check;
- NDIS Worker Orientation completion certificate
- COVID Vaccination

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have successfully completed Diploma or higher qualification in Australia, or an equivalent overseas qualification.
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 11 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



CHC43015 Certificate IV in Ageing Support

CRICOS Course Code: 115262M

Course Description

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

Work Placement

To achieve this qualification, Student must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency

Students need to complete the pre-requistes before start the Work placement

- HLTAID011 Provide first aid with CPR
- SITXFSA005 Use hygienic practices for food safety
- Completion of Infection Control
- Completion of Manual Handling
- Working with Children Check (WWCC);
- NDIS Worker Screening Check;
- NDIS Worker Orientation completion certificate
- COVID Vaccination

Course Outline

- **Duration 52 weeks in total included:**
  - 48 scheduled weeks and
  - 4 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Eighteen [18] units must be completed

- **Fifteen [15] core units**
- **Three [3] elective units**

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Health Care

Core units

- HLTAAP001 Recognise healthy body systems
- CHCCCS023 Support independence and wellbeing
- CHCLEG003 Manage legal and ethical compliance
- HLTWHS002 Follow safe work practices for direct client care
- CHCDIV001 Work with diverse people
- CHCAGE001 Facilitate the empowerment of older people
- CHCCCS011 Meet personal support needs
- CHCAGE005 Provide support to people living with dementia
- CHCPAL001 Deliver care services using a palliative approach
- CHCCCS025 Support relationships with carers and families
- CHCADV001 Facilitate the interests and rights of clients
- CHCAGE003 Coordinate services for older people
- CHCCCS006 Facilitate individual service planning and delivery
- CHCAGE004 Implement interventions with older people at risk
- CHCPRP001 Develop and maintain networks and collaborative partnerships

Elective Units

- HLTAID011 Provide first aid*
- CHCCOM005 Communicate and work in health or community services
- CHCDIS007 Facilitate the empowerment of people with disability

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have successfully completed Diploma or higher qualification in Australia, or an equivalent overseas qualification.
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 11 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



CHC52025 Diploma of Community Services

CRICOS Course Code: 118753A

Course Description

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

To achieve this qualification, students must have completed at least 120 hours of work as detailed in the Assessment Requirements of units of competency

Career Opportunities

Students who complete this course may be able to seek employment in a range leadership and management roles such as;

- Community Care Manager
- Coordinator of Volunteer Work
- Team Leader
- Care Team Leader
- Family Services Coordinator
- Support Facilitator (Community Services)
- Community Housing Resources Worker
- Community Development Worker for Social Housing
- Community Recreation Coordinator
- Housing Manager
- Housing Assistant
- Assistant Community Worker
- Community Worker
- Aboriginal Housing Worker
- Community Services Coordinator
- Case Coordinator (Disability)
- Youth Housing Support Worker
- Family Support Worker
- Community Access Coordinator
- Pastoral Care Counsellor
- Aboriginal Neighbourhood House Coordinator
- Case Coordinator (Community Services)
- Welfare Support Worker
- Senior Youth Worker
- Disability Team Leader
- Support Facilitator (Disability)
- Community Housing Worker
- Community Work Coordinator
- Early Intervention Worker
- Community Program Coordinator
- Pastoral Care Worker
- Assistant Community Services Worker

Course Outline

- **Duration 78 weeks in total included:**
  - 72 scheduled weeks and 6 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
  - Workplace Training Delivery
- **Assessment Modes**
  - Workplace Assessment
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twenty (20) units must be completed:

- **Twelve (12) core units**
- **Eight (8) elective units**

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Health Care

Core units

- CHCCCS004 Assess co-existing needs
- CHCCCS007 Develop and implement service programs
- CHCCCS019 Recognise and respond to crisis situations
- CHCCSM017 Facilitate and review case management
- CHCDEV005 Analyse impacts of sociological factors on people in community work and services
- CHCDFV001 Recognise and respond appropriately to domestic and family violence
- CHCDIV001 Work with diverse people
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCLEG003 Manage legal and ethical compliance
- CHCMGT005 Facilitate workplace debriefing and support processes
- CHCPRP003 Reflect on and improve own professional practice
- HLTWHS003 Maintain work health and safety

Elective Units

- BSBPEF401 Manage personal health and wellbeing
- CHCSOH019 Manage head lease
- CHCSOH020 Develop quality systems in line with registration standards
- CHCSOH022 Develop social housing enterprise opportunities
- CHCSOH023 Acquire properties by purchase or transfer
- CHCDFV009 Establish change promoting relationship with users of domestic and family violence
- CHCDFV012 Make safety plans with people who have been subjected to domestic and family violence
- CHCMHS007 Work effectively in trauma informed care

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have successfully completed Diploma or higher qualification in Australia, or an equivalent overseas qualification.
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 11 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.

Business & Management

Business & Management

Single Course study:

	Course Duration	Work Placement
BSB50120 Diploma of Business	52 Weeks	N/A
BSB50420 Diploma of Leadership and management	52 Weeks	N/A
BSB60420 Advanced Diploma of leadership and Management	52 Weeks	N/A

Package Course study:

BSB50420 Diploma of Leadership and management BSB60420 Advanced Diploma of leadership and Management	104 Weeks	N/A



BSB50120 Diploma of Business

CRICOS Course Code: 103719D

Course Description

The Diploma of Business will provide students with skills and knowledge to be a frontline manager in a variety of Business Services job roles. This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

Pathway

The BSB50120 Diploma of Business will provide a pathway to work in the private and public sectors of business, and small and large enterprises to lead, supervise and manage people and resources in addressing both systematic and unpredictable situations.

Possible job titles include:

- Operations Supervisor
- Operations Manager
- Department Manager
- Business Planning Manager
- Business Manager
- Project Manager

Students who complete this course may wish to continue their training by undertaking specialist Diploma and Advanced Diploma qualifications in the Business Services or other Training Packages or continue into Higher Education such as a Graduate Diplomas or Bachelor's Degrees in Business, Human Resources, Marketing, and Management.

Course Outline

- **Duration 52 weeks in total included:**
  - 41 scheduled weeks and
  - up to 11 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
- **Assessment Modes**
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twelve (12) units must be completed:

- Five (5) core units
- Seven (7) elective units

Australian Qualifications Framework

Nationally Recognised Training

BSB50120 Diploma of Business

Units of competency

Business & Management

Core units

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BBSBXCM501 Lead communication in the workplace

Elective Units

- BSBFIN601 Manage organisational finances
- BSBHRM525 Manage recruitment and onboarding
- BSBOPS504 Manage business risk
- BSBOPS502 Manage business operational plans
- BSBTWK503 Manage meetings
- BSBSTR602 Develop organisational strategies
- BSBOPS601 Develop and implement business plans

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 12
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



Business & Management

BSB50420 Diploma of Leadership and management

CRICOS Course Code: 103717F

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.

Pathways

While there are no entry requirements defined in the training package, Clinton Institute requires the following criteria to be met.
The BSB50420 Diploma of Leadership and Management will provide a pathway to work in the private and public sectors of business, and small and large enterprises to lead, supervise and manage people and resources in addressing both systematic and unpredictable situations.

Possible job titles include:

- Team Leader
- Department Manager
- HR Manager

Students who complete this course may wish to continue their training by undertaking specialist Diploma and Advanced Diploma qualifications in the Business Services or other Training Packages, or continue into Higher Education such as a Graduate Diplomas or Bachelor's Degrees in Business, Human Resources, Marketing, and Management.

Course Outline

- **Duration 52 weeks in total included:**
  - 40 scheduled weeks and
  - up to 12 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
- **Assessment Modes**
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Twelve (12) units must be completed:

- Six (6) core units
- Six (6) elective units

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

Business & Management



Core units

- BSBLDR523 Lead and manage effective workplace relationships
- BSBPEF502 Develop and use emotional intelligence
- BSBTWK502 Manage team effectiveness
- BSBOPS502 Manage business operational plan
- BSBCRT511 Develop critical thinking in others
- BSBCMM511 Communicate with influence

Elective units

- BSBOPS504 Manage business risk
- BSBSTR502 Facilitate continuous improvement
- BSBWHS521 Ensure a safe workplace for a work area
- BSBPEF501 Manage personal and professional development
- BSBHRM524 Coordinate workforce plan implementation
- BSBLDR522 Manage people performance

ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed at least the equivalent of Year 12
- Meet one of the following English proficiency requirements:

  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



Business & Management

BSB60420 Advanced Diploma of leadership and Management

CRICOS Course Code: 103718E

Course Description

This course 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.

Students 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.

Pathway

This qualification provides a pathway to work in the private and public sectors of business, and small and large enterprises. Possible job titles include:

- • Team Leader
- • Manager
- • HR Manager

Students who complete this course may wish to continue their training by undertaking qualifications such as Bachelor's Degrees in Business, Human Resources, and Management.

Course Outline

- **Duration 52 weeks in total included:**
  - 35 scheduled weeks and
  - up to 17 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
- **Assessment Modes**
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Ten (10) units must be completed:

- Five (5) core units
- Five (5) elective units

Australian Qualifications Framework

Nationally Recognised Training

Units of competency

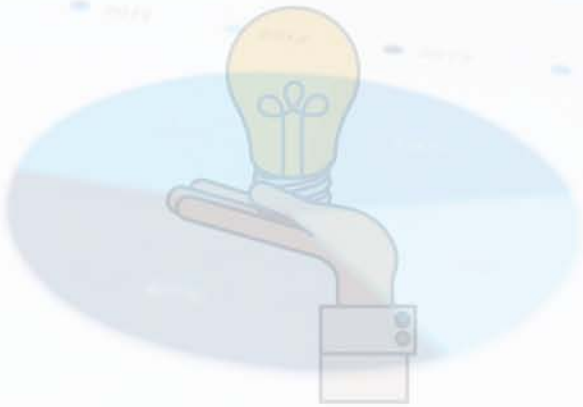
Business & Management

Core units

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

Elective units

- BSBCMM511 Communicate with influence
- BSBPEF501 Manage personal and professional development
- BSBSTR602 Develop organisational strategies
- BSBINS601 Manage Knowledge and information
- BSBFIN601 Manage organisational finances



ENTRY REQUIREMENTS

To enrol in this course, students must provide evidence that they:

- Are at least 18 years of age
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR Successful completion of Diploma or higher qualification within the business or another training package, or relevant business experience.
- Meet one of the following English proficiency requirements:
  - Evidence of a valid IELTS score of 6.0 or other equivalents in English Language tests including Test of English as a Foreign Language (TOEFL iBT), Pearson Test of English (PTE), Doulingo English Test, and Cambridge English (CAE).
  - Successfully complete the pathway with recognized ELICOS providers, as determined by Clinton Institute via exit score of IELTS score of 6.0 equivalents.
  - Student have successfully completed their Year 12 or equivalent in English Language

Have appropriate LLND assessment (Language, Literacy, Numeracy, and Digital Skills assessment), as determined by Clinton Institute via the LLND test administered prior to enrolment.



Business & Management

BSB80120 Graduate Diploma of Management (Learning)

Course Description

This course is aimed at developing the existing skills and knowledge of students who have competed related vocational education in Australia at Advanced Diploma level or higher within Australia and are wanting to continue their studies.
The BSB80120 Graduate Diploma in Management (Learning) will provide a pathway to work in the private and public sectors of business, government, and small and large enterprises to manage people and resources in a critical function.

Pathway

The BSB80120 Graduate Diploma of Management (Learning) will provide a pathway to work in the private and public sectors of business, and small and large enterprises to lead, supervise and manage people and human resources in addressing both systematic and unpredictable situations.

Possible job titles include:

- Operations Manager
- Department Manager
- Human Resources Manager
- Training Manager

Students who complete this course may wish to continue their training by undertaking specialist qualifications in the Business Services or other Training Packages or continue into Higher Education such as a other Graduate Diplomas, Graduate Certificates or Bachelor's Degrees in Business, Human Resources and Management.

Course Outline

- **Duration 58 weeks in total included:**
  - 41 scheduled weeks and
  - up to 17 weeks of holidays
- **Training Delivery:**
  - Classroom Delivery
  - Simulated Practical Training
- **Assessment Modes**
  - Written Assessment in the Classroom
  - Simulated Practical Assessment

Qualification requirements:

Eight (8) units must be completed:

- Three (3) core units
- Five (5) elective units

Australian Qualifications Framework

Nationally Recognised Training

BSB80120 Graduate Diploma of Management (Learning)

Units of competency

Business & Management

Core units

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

Elective units

- BSBINS603 Initiate and lead applied research
- BSBOPS601 Develop and implement business plans
- BSBFIN801 Lead financial strategy development
- BSBSTR601 Manage innovation and continuous improvement
- BSBSTR602 Develop organisational strategies

Domestic Student Only

HOW TO APPLY?

Step 1 - Choose the right course

See this prospectus or visit *www.clinton.edu.au*

Step 2 - complete the application form

- First Option

Contact us or a Clinton Institute education agent representative to request a paper application form or digital application version

- Second Option

Online application, go to *https://clinton.rtomanager.com.au/Publics/PublicsPages/StudentApply/PP_Application_Step0.aspx*

Step 3 - Supporting Documents

Attached the following documents to your application:

- Certified copies of your Photo ID
- Certified copies (and translated if necessary) of all your academic results and certificates
- Certified copies of your English test results
- Work experience documents if available
- Certified copies of course structure and unit syllabus from previous studies, if you are applying for credit transfer
- Course entry interview form

Step 4 - Lodge your application

- First Option

Submit, email, fax, or mail your completed application form and all required documents to: A Clinton Institute education agent representative

- Second Option

Admissions, Clinton Institute,
Level 9, 313 La Trobe Street,
Melbourne VIC 3000 Australia.
Email: admission@clinton.edu.au

welcome

Students

Support Service

ACADEMIC SUPPORT

If necessary we may involve our Director of Studies or Trainer/ Assessors to assist in a plan to support your needs.

- LLN Support (on class training in Clinton English)
- Additional classes, tutorials and workshops.
- Online support and exercises for some courses.
- Computer and technology support.
- Referral to external support services.

ADMISSION SUPPORT

We offer services to help student with information/advise about;

- Course Extension
- Course Leve absence
- Course Deferral
- Course Suspension
- Course Cancellation

FINANCIAL SUPPORT

We offer financial support incase of financial hardship for all the enrol student.

- Payment Extension
- Payment plan (monthly, quarterly)

Services will be provided at no additional cost to the student.

Clinton Institute

CAMPUS

Level 9, 313 La Trobe Street
Melbourne, VIC 3000 Australia
T: +61 (0)3 8394 2064

KITCHEN

12 Mary Street, Preston,
VIC 3072

NEED HELP?

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