



WELLS
INTERNATIONAL
COLLEGE

TURN YOUR
INTEREST
TO YOUR CAREER



2021 - 2022 International
Course Guide

www.wic.edu.au

Welcome Message

From Times Education Group

With 6 colleges, 10 campuses in 3 states, and thousands of satisfied students, Times Education is a leader in private international education in Australia.

As the founder and CEO, I am proud of the programs and educational opportunities that Times Education Group offers to its many students across our bright modern campuses in Sydney, Brisbane, and Perth. With programs in business, IT, accounting, marketing, leadership & management, aged & community care, childcare, and hospitality, our vocational programs are continuing to grow and change to meet the needs of the growing and challenging workforce.

Our vocational classes offer students real-world experiences and simulations to prepare them to succeed in the Australian context. Students are given practical, hands-on knowledge from current industry professionals which prepare them for successful job opportunities with their internationally recognised qualifications.

The International Institute of Business & Technology provides higher education diplomas and pathways to prestigious universities and degrees in Australia.

Times Education Group provides NEAS quality endorsed English language education as Times Academy and Charleston English prepare students for their lives and further studies in Australia. With interactive preparatory English courses for children, teens, and adults, we have a class that meets the language needs for all groups of students.

Our focus across the whole group is excellence in learning and teaching. We have well-qualified professors, teachers and trainers who have relevant wisdom, knowledge, and skills that they are eager to share with their students. With a focus on student services, we aim to support and care for our students inside and outside of the classroom.

Education is the key to the future.
Let Times Education open that door for you.



Content

About Wells International College

| | |
|---|---|
| Why choose WIC ? | 4 |
| Student support services and facilities | 5 |
| Further Studies and Pathways | 6 |

Management Courses

| | |
|---|---|
| Certificate IV in Leadership and Management | 7 |
| Diploma of Leadership and Management | 8 |
| Advanced Diploma of Leadership and Management | 8 |

IT Courses

| | |
|---|----|
| Certificate IV in Information Technology | 9 |
| Diploma of Information Technology | 10 |
| Advance Diploma of Information Technology | 10 |

Hospitality Courses

| | |
|--|----|
| Certificate III in Hospitality | 12 |
| Certificate IV in Hospitality | 12 |
| Diploma of Hospitality Management | 13 |
| Advanced Diploma of Hospitality Management | 13 |

Commercial Cookery

| | |
|---------------------------------------|----|
| Certificate III in Commercial Cookery | 15 |
| Certificate IV in Commercial Cookery | 15 |

| | |
|--|----|
| Graduate Diploma of Management (Learning) | 18 |
|--|----|

| | |
|---|----|
| Living and studying in Australia | 19 |
| Fees and charge | 21 |
| Intake dates & Study timetable | 21 |
| How to apply | 21 |



WHY CHOOSE WELLS INTERNATIONAL COLLEGE ?

Wells International College (WIC) is a progressive Registered Training Organisation (RTO) located in Sydney and Brisbane. We enroll students from all around the world and offer first class courses and facilities. Our management team and teaching staff are committed to giving you the best possible educational experience whilst you study with WIC. We have been producing satisfied graduates since 1998 and aim to continue this tradition.



What we offer?

- 14 Hours face-to-face & 6 Hours online per week with both theory and practical classes
- Classes are held in well equipped computer labs
- Study in a small group under direct supervision
- Learners' guide and study materials will be provided for each class
- Assessments can take form of role plays, case studies, practical demonstrations and written tests





Student Welfare and Support

To assist you while studying at WiC, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.



Orientation and Enrolment

Our Orientation is usually held on the Thursday prior to the course commencement dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At the Orientation, students will get to meet our friendly staff, have a tour of the campus, receive your timetable, your student ID card and have a chance to ask any questions about your course and living in Australia. Students will be provided with their USB lanyard which contains all the information they need to know about WiC and a copy of all forms they will need whilst studying with us.



Academic Support

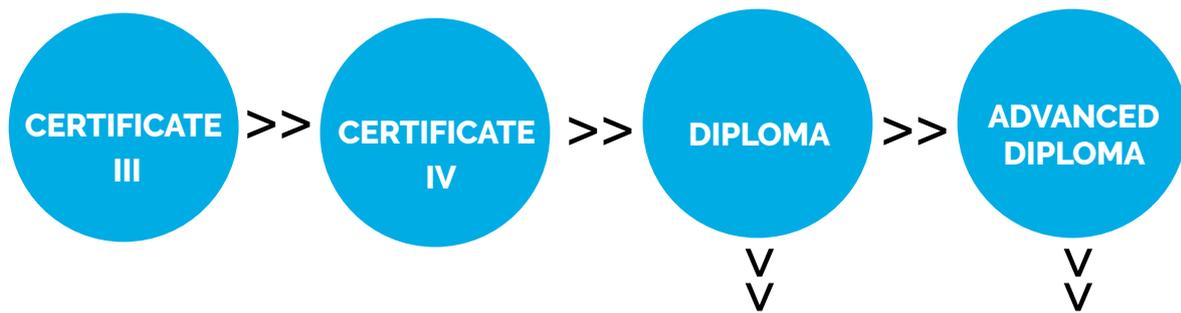
Academic staff at WiC are all highly qualified and are up-to-date with the most current industry information as well as having all the required academic credentials to ensure you, as a student, are trained for success in your future career.





FURTHER STUDIES AND PATHWAYS

By studying Vocational Education and Training courses students can use the qualification gained to enter a range of tertiary institutions like universities and other colleges of tertiary education. Credit packages and articulation arrangements will vary from institution to institution depending on the course you wish to study, you will need to apply for this separately.



Credit packages and articulation arrangements will vary from Institution to Institution depending upon the course you wish to study

Articulation Partners

To find out more about your entry and credit pathways, Please contact us for more details at: info@wic.edu.au



CRICOS PROVIDER CODE
00233E



CRICOS PROVIDER CODE
00003G



CRICOS PROVIDER CODE
01241G



CRICOS PROVIDER CODE
03389E

BSB
40520

CRICOS COURSE CODE: 103944F

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Pathways from the qualification:

BSB50420 Diploma of Leadership management

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.0 or equivalent

Job Roles:

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

Qualification Structure

Duration: 52 Weeks

.....
5 Core units & 7 Elective units. (Total 12 units)

Units Name

- +BSBLDR411 Demonstrate leadership in the workplace
- +BSBXCM401 Apply communication strategies in the workplace
- +BSBXTW401 Lead and facilitate a team
- +BSBLDR413 Lead effective workplace relationships
- +BSBOPS402 Coordinate business operational plans
- +BSBWH411 Implement and monitor WHS policies, procedures and programs
- +BSBPEF402 Develop personal work priorities
- +BSBOPS403 Apply business risk management processes
- +BSBSTR401 Promote innovation in team environments
- +BSBLDR414 Lead team effectiveness
- +BSBOPS404 Implement customer service strategies
- +BSBLDR412 Communicate effectively as a workplace leader



CRICOS COURSE CODE: 104138F

DIPLOMA OF LEADERSHIP AND MANAGEMENT

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

Pathways from the qualification:

BSB60420 Advanced Diploma of Leadership management

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

- Managers
- Supervisors

Qualification Structure Duration: 52 Weeks

6 Core units & 6 Elective units. (Total 12 units)

| Units Name | |
|------------|--|
| +BSBPEF502 | Develop and use emotional intelligence |
| +BSBOPS502 | Manage business operational plans |
| +BSBLDR523 | Lead and manage effective workplace relationships |
| +BSBTWK502 | Manage team effectiveness |
| +BSBCMM511 | Communicate with influence |
| +BSBCRT511 | Develop critical thinking in others |
| +BSBTWK503 | Manage meetings |
| +BSBOPS505 | Manage organisational customer service |
| +BSBOPS504 | Manage business risk |
| +BSBLDR522 | Manage people performance |
| +BSBPEF501 | Manage personal and professional development |
| +BSBSUS511 | Develop workplace policies and procedures for sustainability |



CRICOS COURSE CODE: 105171H

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Pathways from the qualification:

BSB Vocational Graduate Certificate qualifications or other higher education sector qualifications

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Job Roles:

- Business unit Manager
- Area Manager
- Department Manager
- Regional Manager

Qualification Structure Duration: 52 Weeks

5 Core units & 5 Elective units. (Total 10 units)

| Units Name | |
|------------|---|
| +BSBLDR601 | Lead and manage organisational change |
| +BSBLDR602 | Provide leadership across the organisation |
| +BSBOPS601 | Develop and implement business plans |
| +BSBSTR601 | Manage innovation and continuous improvement |
| +BSBCRT611 | Apply critical thinking for complex problem solving |
| +BSBSTR602 | Develop organisational strategies |
| +BSBSUS601 | Lead corporate social responsibility |
| +BSBSTR801 | Lead innovative thinking and practice |
| +BSBHRM615 | Contribute to the development of diversity and inclusion strategies |
| +BSBPMG633 | Provide leadership for the program |



CRICOS COURSE CODE: 103189C

CERTIFICATE IV IN INFORMATION TECHNOLOGY

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

Pathways from the qualification:

ICT50120 Diploma of Information Technology

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.0 or equivalent

Job Roles:

- Junior Computer Technician
- Junior Customer support
- Junior Information systems operator
- Junior PC support
- Junior Systems administrator
- Junior Systems support
- Junior Technical support
- Junior User support technician

Qualification Structure

Duration: 52 Weeks

7 Core units & 13 Elective units. (Total 20 units)

| Units Name | |
|-------------|---|
| + BSBORT404 | Apply advanced critical thinking to work processes |
| + BSBXCS404 | Contribute to cyber security risk management |
| + ICTICT426 | Identify and evaluate emerging technologies and practices |
| + ICTICT443 | Work collaboratively in the ICT industry |
| + ICTICT451 | Comply with IP, ethics and privacy policies in ICT environments |
| + ICTPRG302 | Apply introductory programming techniques |
| + ICTSAS432 | Identify and resolve client ICT problems |
| + ICTPRG434 | Automate processes |
| + ICTPRG430 | Apply introductory object-oriented language skills |
| + ICTPRG441 | Apply skills in object-oriented design |
| + ICTPRG446 | Prepare software development review |
| + ICTICT430 | Apply software development methodologies |
| + ICTICT435 | Create technical documentation |
| + ICTICT441 | Provide one-to-one instruction |
| + ICTSAD402 | Develop and present ICT feasibility reports |
| + ICTWEB441 | Produce basic client-side script |
| + ICTWEB444 | Create responsive website layouts |
| + ICTWEB447 | Build basic website using development software and ICT tools |
| + ICTWEB452 | Create a markup language document |
| + ICTPMG411 | Support small scale ICT projects |



CRICOS COURSE CODE: 105172G

DIPLOMA OF INFORMATION TECHNOLOGY

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

Pathways from the qualification:

ICT60220 Advanced Diploma of Information Technology, or a range of other ICT Advanced Diploma or Vocational Graduate Certificate qualifications or other higher education sector qualifications

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

- Web developer
- Web administrator
- Web programmer
- Web Back End Developer
- Webmaster

Qualification Structure

Duration: 52 Weeks

6 Core units & 14 Elective units. (Total 20 units)

| Units Name | |
|-------------|--|
| + BSBCRT512 | Originate and develop concepts |
| + BSBXCS402 | Promote workplace cyber security awareness and best practices |
| + ICTSAS527 | Manage client problems |
| + BSBXTW401 | Lead and facilitate a team |
| + ICTICT532 | Apply IP, ethics and privacy policies in ICT environments |
| + ICTICT517 | Match ICT needs with the strategic direction of the organisation |
| + ICTPMG505 | Manage ICT projects |
| + ICTICT523 | Gather data to identify business requirements |
| + ICTSAS502 | Establish and maintain client user liaison |
| + ICTSAS526 | Review and update disaster recovery and contingency plans |
| + ICTDBS506 | Design databases |
| + ICTICT530 | Design user experience solutions |
| + ICTWEB525 | Implement quality assurance process for websites |
| + ICTWEB517 | Create web-based programs |
| + ICTPRG533 | Debug and monitor applications |
| + ICTWEB522 | Develop website information architecture |
| + ICTWEB514 | Create dynamic web pages |
| + ICTPRG553 | Create and develop REST APIs |
| + ICTDBS507 | Integrate databases with websites |
| + ICTPRG554 | Manage data persistence using noSQL data stores |



CRICOS COURSE CODE: 105173F

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

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).

Pathways from the qualification:

ICT Vocational Graduate Certificate qualifications or other higher education sector qualifications

Entry Requirement:

- Be 18 years of age or over; AND
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent

Job Roles:

- Business analyst
- Business process analyst
- Business systems analyst
- Project manager
- Quality assurance, IT projects
- Requirements analyst
- Solution analyst

Qualification Structure

Duration: 52 Weeks

6 Core units & 10 Elective units. (Total 16 units)

| Units Name | |
|-------------|---|
| + ICTICT608 | Interact with clients on a business level |
| + ICTICT618 | Manage IP, ethics and privacy in ICT environments |
| + ICTSAD609 | Plan and monitor business analysis activities in an ICT environment |
| + BSBCRT611 | Apply critical thinking for complex problem solving |
| + BSBTWK502 | Manage team effectiveness |
| + BSBXCS402 | Promote workplace cyber security awareness and best practices |
| + ICTICT611 | Develop ICT strategic business plans |
| + ICTSAD608 | Perform ICT-focused enterprise analysis |
| + ICTSAD610 | Analyse stakeholder requirements |
| + ICTSAD605 | Elicit ICT requirements |
| + ICTSAD508 | Develop technical requirements for business solutions |
| + ICTSAD611 | Manage assessment and validation of ICT solutions |
| + ICTSAD604 | Manage and communicate ICT solutions |
| + ICTPMG617 | Plan and direct complex ICT projects |
| + ICTPMG613 | Manage ICT project planning |
| + ICTPMG612 | Manage ICT project initiation |



COMMERCIAL COOKERY AND HOSPITALITY



CRICOS COURSE CODE: 093158G
**CERTIFICATE III
 IN HOSPITALITY**

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

Potential career:

Espresso coffee machine operator / Food and beverage attendant / Function host and attendant / Guest service agent and housekeeper / Restaurant host, bar attendant and waiter

Skills you will be developing:

- Communicating with others and promoting participative workplace practice
- Developing solutions to new and emerging issues
- Contributing to the development of other team members
- Working under supervision and completing assigned tasks
- Applying risk management processes to hospitality operations
- Encouraging creative and innovative workplace solutions
- Developing personal hospitality skill and participating in team work activities
- Developing practical hospitality skills to ensure high standards of customer service
- Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

Qualification Structure **Duration:** 40 Weeks

7 Core units & 8 Elective units. (Total 15 units)

See units details on page 14



CRICOS COURSE CODE: 093170A
**CERTIFICATE IV IN
 HOSPITALITY**

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 in hospitality organisations.

Potential career:

Concierge / Front office supervisor or team leader / Housekeeper / Duty manager or Shift manager

Skills you will be developing:

- Communicating effectively with operational staff & negotiating acceptable solutions to problems and complaints.
- Developing Initiative and enterprise skills to improve operational and service efficiency in the hospitality sector
- Planning and organising tasks to deliver a positive service outcome for hospitality customers
- Improving problem-solving skills as well as using discretion & judgement to implement predetermined policies and procedures
- Having knowledge & understanding of legal compliance issues and providing advice to team members
- Motivating and leading teams

Qualification Structure **Duration:** 53 Weeks

9 Core units & 12 Elective units. (Total 21 units)

| Units Name |
|--|
| + SITXHRM003 Lead and manage people |
| + SITXMG001 Monitor work operations |
| + SITXWHS002 Identify hazards, assess and control safety risks |
| + SITXHRM001 Coach others in job skills |
| + SITHIND002 Source and use information on the hospitality industry |
| + SITTTSL002 Access and interpret product information |
| + SITXFSA001 Use hygienic practices for food safety |
| + SITHFAB002 Provide responsible service of alcohol |
| + SITHGAM001 Provide responsible gambling services |
| + SITHFAB007 Serve food and beverage |
| + SITXCCS006 Provide service to customers |
| + SITXFIN004 Prepare and monitor Budgets |
| + SITHIND001 Use hygienic practices for hospitality service |
| + SITXFIN003 Manage finances within a budget |
| + SITXWHS003 Implement and monitor work, health and safety practices |
| + SITHIND004 Work effectively in hospitality service |
| + BSBADM502 Manage meetings |
| + BSBDIV501 Manage diversity in the workplace |
| + BSBMGT517 Manage operational plan |
| + SITXCOM005 Manage conflict |
| + SITXCCS007 Enhance the customer service experience |



CRICOS COURSE CODE: 093160C

DIPLOMA OF HOSPITALITY MANAGEMENT

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

Potential career:

Espresso coffee machine operator / Food and beverage attendant / Function host and attendant / Guest service agent and housekeeper / Restaurant host, bar attendant and waiter

Skills you will be developing:

- Communicating with others and promoting participative workplace practice
- Developing solutions to new and emerging issues
- Contributing to the development of other team members
- Working under supervision and completing assigned tasks
- Applying risk management processes to hospitality operations
- Encouraging creative and innovative workplace solutions
- Developing personal hospitality skill and participating in team work activities
- Developing practical hospitality skills to ensure high standards of customer service
- Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

Qualification Structure

Duration: 80 Weeks

13 Core units & 15 Elective units. (Total 28 units)

See units details on page 14



CRICOS COURSE CODE: 093145B

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

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 in hospitality organisations.

Potential career:

Concierge / Front office supervisor or team leader / Housekeeper / Duty manager or Shift manager

Skills you will be developing:

- Communicating effectively with operational staff & negotiating acceptable solutions to problems and complaints.
- Developing Initiative and enterprise skills to improve operational and service efficiency in the hospitality sector
- Planning and organising tasks to deliver a positive service outcome for hospitality customers
- Improving problem-solving skills as well as using discretion & judgement to implement predetermined policies and procedures
- Having knowledge & understanding of legal compliance issues and providing advice to team members
- Motivating and leading teams

Qualification Structure

Duration: 105 Weeks

16 Core units & 17 Elective units. (Total 33 units)

See units details on page 14

Hospitality Courses Qualification Structure

| | | | | |
|--------------------------------|---|-----------------------------------|--|--|
| Certificate III in Hospitality | Certificate III & Certificate IV in Hospitality | Diploma of Hospitality Management | Advanced Diploma of Hospitality Management | YEAR 1 |
| | | | | TERM 01 + SITHFAB016 Provide advice on food + SITXCOM002 Show social and cultural sensitivity + BSBWOR203 Work effectively with others + SITXHRM001 Coach others in job skills + SITHIND002 Source and use information on the hospitality industry + SITTTSL002 Access and interpret product information + SITXFSA001 Use hygienic practices for food safety |
| | | | | TERM 02 + SITHFAB002 Provide responsible service of alcohol + SITHGAM001 Provide responsible gambling services + SITHFAB007 Serve food and beverage + SITXCCS006 Provide service to customers + SITXFIN001 Process financial transactions + SITHIND001 Use hygienic practices for hospitality service + SITXWHS001 Participate in safe work practices |
| | | | | TERM 03 + SITHIND004 Work effectively in hospitality service and workplacement# |
| | | | | TERM 04 + SITXCCS002 Provide visitor information + BSBDIV501 Manage diversity in the workplace + BSBMGT517 Manage operational plan + SITXCOM005 Manage conflict + SITXCCS007 Enhance the customer service experience |
| | | | | YEAR 2 |
| | | | | TERM 01 + SITXFIN003 Manage finances within a budget + SITXHRM003 Lead and manage people + SITXMGT001 Monitor work operations + SITXWHS002 Identify hazards, assess and control safety risks + SITXWHS003 Implement and monitor work health and safety practices + SITXFIN004 Prepare and monitor Budgets |
| | | | | TERM 02 + SITXHRM002 Roster staff + SITXCCS008 Develop and Manage quality customer service practices + SITXGLC001 Research and comply with regulatory requirements + SITXMGT002 Establish and conduct business relationships |
| | | | | TERM 03 + BSBFIM601 Manage finances + SITXWHS004 Establish and maintain a work health and safety system + SITXFIN005 Manage physical assets + SITXHRM004 Recruit, select and induct staff |
| | | | | TERM 04 + BSBMGT617 Develop and implement a business plan + SITXHRM006 Monitor staff performance + SITXMPR007 Develop and implement marketing strategies |

As part of the students Hospitality qualification at Wells International College they are required to undertake work placement to demonstrate that they have acquired the skills and knowledge in these qualifications and can apply practical skills in an actual workplace. Therefore, students are required to complete a minimum of 36 complete service periods (shifts) on the job prior to graduating from their qualification.



CRICOS COURSE CODE: 0100193
**CERTIFICATE III
 IN COMMERCIAL
 COOKERY**

This qualification reflects the role of commercial 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. This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops. The diversity of employers includes restaurants, cafes, clubs, pubs, coffee shops and catering companies, event venues, or organisations that organise their own catering. Work could be undertaken on-site at venues, commercial kitchens or on-site for outdoor events or a combination of both.

Potential career:

Cook/ Commercial Cook/ Banquet Cook/ Café Cook/ Bistro Cook/ Kitchen hand/ Salad Hand/ Assistant Cook

Skills you will be developing:

- Build a broad range of skills including with specialised food preparation, menu planning and management skills and knowledge of industry to coordinate planning and the safe delivery of operations.
- Learn to operate with autonomy and are be responsible for making business decisions
- Learn knowledge and skills required to work as a skilled operator using a broad range of cookery skills combined with sound knowledge of industry operations.
- Learn to operate with limited guidance from others and use discretion to solve non-routine problems
- Have some supervisory responsibilities and need to plan, monitor and evaluate the work of team members.
- procedures are adhered to
- Assisting others to acquire new knowledge and skills to improve team and individual performance
- Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

Qualification Structure **Duration:** 52 Weeks

21 Core units & 4 Elective units. (Total 25 units)

See units details on page 18



CRICOS COURSE CODE: 0100194
**CERTIFICATE IV IN
 COMMERCIAL
 COOKERY**

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. The diversity of employers includes restaurants, cafes, clubs, pubs, coffee shops and catering companies, event venues, or organisations that organise their own catering. Work could be undertaken on-site at venues, commercial kitchens or on-site for outdoor events or a combination of both.

Potential career:

Chef/ Chef de partie/ Sous Chef/ Commis Chef/ Demi Chef

Skills you will be developing:

- Build a broad range of skills including with specialised food preparation, menu planning and management skills and knowledge of industry to coordinate planning and the safe delivery of operations
- Learn to operate with autonomy and are be responsible for making business decisions
- Learn knowledge and skills required to work as a skilled operator using a broad range of cookery skills combined with sound knowledge of industry operations.
- Take a leadership role and learn to operate with limited guidance from others and use discretion to solve non-routine problems
- Have some supervisory responsibilities and need to plan, monitor and evaluate the work of team members.
- Gain understanding of kitchen management, be part of a Team management, understanding finance management as well as work health and safety practices

Qualification Structure **Duration:** 81 Weeks

26 Core units & 7 Elective units. (Total 33 units)

See units details on page 18

YEAR 1

TERM 01

- + SITXFSA001 Use hygienic practices for food safety
- + SITXWHS002 Identify hazards, assess and control safety risks
- + SITXWHS001 Participate in safe work practices
- + SITHCCC008 Prepare vegetables, fruit, eggs and farinaceous dishes
- + SITHKOP001 Clean kitchen premises and equipment
- + SITHCCC001 Use food preparation equipment
- + SITHCCC005 Prepare dishes using basic methods of cookery

TERM 02

- + SITHCCC007 Prepare stocks, sauces and soups
- + SITHCCC014 Prepare meat dishes
- + SITXINV002 Maintain the quality of perishable items
- + SITXCCC012 Prepare poultry dishes
- + SITXFSA002 Participate in safe food handling practices
- + SITHCCC013 Prepare seafood dishes
- + SITHCCC006 Prepare appetisers and salads
- + SITHCCC020 Work effectively as a cook (Work placement)

TERM 03

- + SITHCCC017 Handle and serve cheese
- + SITHCCC015 Produce and serve food for buffets
- + SITHCCC018 Prepare food to meet special dietary requirements
- + SITHCCC019 Produce cakes, pastries and breads
- + SITHPAT006 Produce desserts

TERM 04

- + SITHKOP002 Plan and cost basic menus
- + SITHIND002 Source and use information on the hospitality industry
- + SITXHRM001 Coach others in job skills
- + BSBWOR203 Work effectively with others * Cert III only
- + BSBUS201 Participate in environmentally sustainable work practices * Cert III only

YEAR 2

TERM 05

- + BSBDIV501 Manage diversity in the workplace
- + SITXCOM005 Manage conflict
- + SITXHRM003 Lead and manage people
- + SITXFIN003 Manage finances within a budget
- + SITHKOP005 Coordinate cooking operations (Work placement)

TERM 06

- + SITHKOP004 Develop menus for special dietary requirements
- + SITXWHS003 Implement and monitor work health and safety practices
- + BSBUS401 Implement and monitor environmentally sustainable work practices
- + SITXMG001 Monitor work operations
- + SITHFAB016 Provide advice on food



GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)



CRICOS COURSE CODE: 106193E

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

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.

Pathways from the qualification:

After achieving the BSB80120 Graduate Diploma of Management (Learning), candidates may undertake other higher education sector qualifications.

Entry Requirement:

- Be 18 years or older;
- Have completed Year 12 or its equivalent with suitable English language skills.
- International students are also required to have an English ability at the IELTS 5.5 or equivalent.
- Bachelor degree (or equivalent) in a related field of study; OR
- Advanced Diploma qualification in a related field of study; OR
- Diploma qualification in a related field of study + 2 years full-time relevant work experience

Job Roles:

- RTO Manager
- RTO Director

Qualification Structure: Duration: 52 Weeks

3 Core units & 5 Elective units. (Total 8 units)

| Units Name | |
|-------------|--|
| + BSBHRM613 | Contribute to the development of learning and development strategies |
| + BSBLDR811 | Lead strategic transformation |
| + TAELED803 | Implement improved learning practice |
| + BSBFIN801 | Lead financial strategy development |
| + BSBHRM611 | Contribute to organisational performance development |
| + BSBINS603 | Initiate and lead applied research |
| + BSBLDR812 | Develop and cultivate collaborative partnerships and relationships |
| + BSBSTR802 | Lead strategic planning processes for an organisation |



Living in

AUSTRALIA

Costs at a glance

You will need approximately AUD \$20,000 to cover the whole year of study in Sydney and Brisbane (excluding tuition fees). Rents are fairly high in Sydney and Brisbane but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail lead to the CBD.

You should have at least AUD \$2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit www.studyinaustralia.gov.au

-  Food: \$80-200/week
-  Entertainment: \$80-150/week
-  Transport : \$30-50/week
-  Rent: \$170-420/week
-  Mobile phone: \$20-80/Month



Find work while you study

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses.

Working offers you the right to minimum wage as well as superannuation.

For more information, visit www.fair-work.gov.au.

Overseas Student Health Cover



The Australian government requires that all international students have Overseas Student Health Cover (OSHC).

OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia; however, it can become quite costly. Having OSHC can assist in mitigating these costs.

BUPA is a popular insurance company with international students.

Sydney

Sydney dazzles day or night, with great theatre, wonderful museums and delicious delights. The Sydney Opera House is the jewel on sparkling Sydney Harbour. In the heart of this vibrant city are many hidden gems too, such as Forgotten Songs, an artwork canopy of 120 birdcages in Angel Place.

-  Average temperature: 8.8°C – 25.8°C
-  Population: 4.627 million
-  236 days of sunshine a year
-  One of the world's most liveable cities
-  Cultural diversity
-  State capital of New South Wales



Brisbane

A sophisticated modern economy, cultural diversity, and world-class industry capabilities support Brisbane's growing reputation as a global investment destination.

From the natural pleasures of parklands to the urban appeal of art galleries - it's right here.

-  Average temperature: 15°C – 26°C
-  Population: 2.27 million
-  283 days of sunshine a year
-  One of the world's most liveable cities
-  Cultural diversity
-  State capital of Queensland



Fees and Charges

| | |
|--|-----------|
| Enrolment / Application fee* (not refundable) | AUD \$200 |
| Confirmation of Enrolment (CoE) | AUD \$50 |
| Material Fee (per term) | |
| <i>IT/Leadership and Management</i> | AUD \$50 |
| <i>Hospitality Courses</i> | AUD\$75 |
| <i>Commercial Cookery Courses</i> | AUD \$200 |
| <i>Graduate Diploma of Management (Learning)</i> | AUD \$50 |
| Deferment/ Suspension/ Cancellation Fee | AUD \$350 |
| Priority Processing fee | AUD \$50 |
| Change of Course Fee/ | AUD \$200 |
| Course Location Fee (Course variation fee) | |

For full fee and charges please refer to [Student fees & charges](#) on the website, www.wic.edu.au

Intake Dates

| 2021 Intakes | 2022 Intakes | 2023 Intakes |
|------------------------------------|------------------------------------|------------------------------------|
| <input type="radio"/> 11 January | <input type="radio"/> 10 January | <input type="radio"/> 09 January |
| <input type="radio"/> 06 April | <input type="radio"/> 04 April | <input type="radio"/> 03 April |
| <input type="radio"/> 05 July | <input type="radio"/> 04 July | <input type="radio"/> 03 July |
| <input type="radio"/> 27 September | <input type="radio"/> 26 September | <input type="radio"/> 25 September |

Choose when you want to study. WIC has 4 intake dates all year round. **Don't wait and start whenever you like!**

For holidays please refer to the [Academic Calendar](#).

Study Timetable

At WIC, we provided a flexible timetable for students to enjoy their student life to the maximum. Our students can choose the study timetable that suits their lifestyle and be able to enjoy life outside the classroom. We try to cater to all students need and hope they can enjoy their time in Sydney and Brisbane, Australia.

| | MON | TUE | WED | THU | FRI | SAT |
|---------|----------------|----------------|----------------|----------------|----------------|----------------|
| SHIFT 1 | 8:45 16:15 | 8:45 16:15 | | | | |
| SHIFT 2 | | | 8:45 16:15 | 8:45 16:15 | | |
| SHIFT 3 | | | | | 8:45 16:15 | 8:45 16:15 |
| SHIFT 4 | 16:45 21:45 | 16:45 21:45 | 16:45 21:45 | | | |
| SHIFT 5 | | | | 16:45 21:45 | 16:45 21:45 | 16:45 21:45 |

HOW TO APPLY

1 Choose the course

Check out our course outline for English and academic entry requirements.

2 Complete the enrolment form

Read the terms & conditions and the pre-enrolment information available from our website then complete the enrolment form online or request a paper enrolment form.

3 Provide relevant documents

Attached all relevant documents.
For example...

- Certified copies of your passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant).

4 Submit your application

Return your application form and the necessary documents to:

Sydney: LG, 101 Sussex St. Sydney NSW 2000
Brisbane: L5, 316 Adelaide St. Brisbane QLD 4000
OR email to: info@wic.edu.au

5 Receiving an offer letter

If your application is successful you will receive a letter of offer in a nominated course along with a student agreement. When we receive your signed student agreement and fees, we will send you a confirmation of Enrolment Form (CoE). This form is used to apply for your student visa and you are ready go!

WELLS INTERNATIONAL COLLEGE

ABN: 19 080 559 600 | CRICOS PROVIDER CODE: 01856K | RTO: 90501

Sydney Campus

-  LG, 101 Sussex St, Sydney NSW 2000
-  +61 2 9238 4388
-  info@wic.edu.au

Brisbane Campus

-  L5, 316 Adelaide St, Brisbane QLD 4000
-  +61 7 3051 0094
-  admission_brisbane@wic.edu.au

Like us on
Facebook

 **WeChat**

 **Instagram**



DISCLAIMER: The information in this brochure is correct as of May 2022. Changes in circumstances after this date may alter the accuracy of the information. Wells International College reserves the right to alter any matter described in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting us. May 2022 Version 1