



Advance Australia
International College

COURSE BROCHURE



Advance Australia International College (AAIC)
RTO Code: 46004 | CRICOS Provider Code: 04141K



About Us.



Introduction

Welcome to AAIC College, nestled in the heart of Gosford and proud to be a part of Group Institutes Australia. At AAIC, we offer a diverse range of courses designed to empower individuals and enhance career prospects. Whether you aspire to excel in leadership, master the art of kitchen management, delve into civil construction, or explore the dynamic world of IT telecommunications, AAIC College provides the perfect platform for your educational journey. Our experienced faculty and state-of-the-art facilities ensure that students receive a comprehensive and immersive learning experience. Join us at AAIC College and unlock your potential for success

Studying with AAIC College offers:

1. Expert faculty with industry experience.
2. Hands-on, practical learning approach.
3. Strong industry connections for networking and internships.
4. Dedicated support services for student success and well-being.
5. Modern facilities conducive to learning.





COURSES WE OFFER

Course code	Course Title	CRICOS Code	Duration
RII60520	Advanced Diploma of Civil Construction Design	115192J	104 Weeks
SIT40521	Certificate IV in Kitchen Management	114489M	75 Weeks
SIT50422	Diploma of Hospitality Management	114490G	75 Weeks
ICT60220	Advanced Diploma of IT (Telecommunications)	115191K	104 Weeks
BSB40520	Certificate IV in Leadership and Management	113209K	49 Weeks
BSB50420	Diploma of Leadership and Management	113210F	75 Weeks
BSB60420	Advanced Diploma of Leadership and Management	113211E	62 Weeks
BSB80120	Graduate Diploma of Management (Learning)	114491F	101 Weeks



Training and assessment information

This course is delivered face-to-face in a classroom-based setting.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 20 hours per week for 50 study weeks (5 terms of 10 weeks each). Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

In addition to classroom-based learning, you will also need to complete approximately 5 hours of additional, unsupervised study per week, including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in a modern classroom, and you will be able to access Wi-Fi. You will be provided with a Student Guide relevant to each unit in your course.

What are the entry requirements?

Advance Australia International College (AAIC) has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed the equivalent of Year 12 for Diploma, Advanced Diploma and Graduate Diploma and Year 11 for Certificate IV.
- English IELTS overall 6 with no bands less than 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Successfully completed a Certificate IV level course in an Australian RTO; or
 - Successful completion of an English Placement Test

How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence.



Where to from here?

If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you an invoice for the first payment.

Then only we will issue you with a Confirmation of Enrolment letter.

The first day of each course will include orientation and induction. Orientation will include information about the campus, accessing our support services, and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with our Student Handbook. This can be found online at www.aaic.nsw.edu.au

Course progress and attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Course progress and attendance

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in the assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees.

Course credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.aaic.nsw.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.



RII60520 Advanced Diploma of Civil Construction Design (CRICOS Course Code: 115192J)

This brochure provides all the information you need to know about enrolling in the RII60520 Advanced Diploma of Civil Construction Design

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 104 weeks, including 80 weeks of training and assessment spread over 8 terms of 10 weeks each and 24 weeks of holidays.
Study load	20 hours per week.



Overview of course

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. The students perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities.

They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/RII60520>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Civil Construction Design
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include Civil Engineering Draftsperson and Civil Engineering Design Draftsperson.



Units of Competency

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBPMG632	Manage program risk	Core
BSBTWK502	Manage team effectiveness	Core
BSBWHS616	Apply safe design principles to control WHS risks	Core
RIICWD601E	Manage civil works design processes	Core
RIIQUA601E	Establish and maintain a quality system	Core
RIICWD507D	Prepare detailed geotechnical design	Elective
RIICWD533E	Prepare detailed design of civil concrete structures	Elective
RIICWD534E	Prepare detailed design of civil steel structures	Elective
RIILAT402E	Provide leadership in the supervision of diverse work teams	Elective
MEM30031A	Operate Computer-Aided Design (CAD) system to produce basic drawing elements	Elective
BSBOPS601	Develop and Implement Business Plans	Elective
BSBPMG534	Manage project human resources	Elective



SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 114489M)

This brochure provides all the information you need to know about enrolling in the SIT40521 Certificate IV in Kitchen Management

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 75 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 15 weeks of holidays.
Study load	20 hours per week.



Overview of course

This qualification reflects the role of chefs and 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 skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/SIT40521>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Kitchen Management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shop.



Units of Competency

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXHRM009	Lead and manage people	Core
SITXMGT004	Monitor work operations	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITHCCC023	Use food preparation equipment	Core
SITHCCC027	Prepare dishes using basic methods of cookery	Core
SITXHRM008	Roster staff	Core
SITXINV006	Receive, store and maintain stock	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITHCCC031	Prepare vegetarian and vegan dishes	Core
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC035	Prepare poultry dishes	Core
SITHCCC037	Prepare seafood dishes	Core
SITHCCC036	Prepare meat dishes	Core
SITHCCC042	Prepare food to meet special dietary requirements	Core
SITHKOP012	Develop recipes for special dietary requirements	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP015	Design and cost menus	Core
SITXFSA008	Develop and implement a food safety program	Core
SITHCCC041	Produce cakes, pastries and breads	Core
SITHPAT016	Produce desserts	Core



Unit code	Unit title	Core / Elective
SITHCCC028	Prepare appetisers and salads	Core
SITHCCC029	Prepare stocks, sauces and soups	Core
SITHCCC043	Work effectively as a cook	Core
SITHKOP013	Plan cooking operations	Core
SITXHRM010	Recruit, select and induct staff	Elective
SITXWHS006	Identify hazards, assess and control safety risks	Elective
SITHCCC026	Package prepared foodstuffs	Elective
SITHCCC044	Prepare specialised food items	Elective
SITHCCC038	Produce and serve food for buffets	Elective
SITXCCS015	Enhance customer service experiences	Elective



SIT50422 Diploma of Hospitality Management (CRICOS Course Code: 114490G)

This brochure provides all the information you need to know about enrolling in the SIT50422 Diploma of Hospitality Management

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 75 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 15 weeks of holidays.
Study load	20 hours per week.



Overview of course

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

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/SIT50422>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Hospitality Management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shop.



Units of Competency

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXHRM009	Lead and manage people	Core
SITXMGT004	Monitor work operations	Core
SITXHRM008	Roster staff	Core
SITXCCS015	Enhance customer service experiences	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXMGT005	Establish and conduct business relationships	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXHRM010	Recruit, select and induct staff	Elective
SITXWHS006	Identify hazards, assess and control safety risks	Elective
SITXFSA005	Use hygienic practices for food safety	Elective
SITXFSA006	Participate in safe food handling practices	Elective
SITHCCC023	Use food preparation equipment	Elective
SITHCCC027	Prepare dishes using basic methods of cookery	Elective
SITXINV006	Receive, store and maintain stock	Elective
SITHCCC026	Package prepared foodstuffs	Elective
SITHCCC044	Prepare specialised food items	Elective
SITHCCC038	Produce and serve food for buffets	Elective
SITHIND008	Work effectively in hospitality service	Elective



Unit code	Unit title	Core / Elective
BSBTWK503	Manage meetings	Elective
SITHACS009	Clean premises and equipment	Elective
SITHIND006	Source and use information on the hospitality industry	Elective
SITXCCS014	Provide services to customers	Elective
SITXCCS010	Provide visitor information	Elective
SITXCOM007	Show social and cultural sensitivity	Elective



ICT60220 Advanced Diploma of IT (Telecommunications) (CRICOS Course Code: 115191K)

This brochure provides all the information you need to know about enrolling in the ICT60220 Advanced Diploma of IT (Telecommunications)

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 104 weeks, including 80 weeks of training and assessment spread over 8 terms of 10 weeks each and 24 weeks of holidays.
Study load	20 hours per week.



Overview of course

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/ICT60220>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in IT (Telecommunications)
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include Telecommunication technical officer or technologist, Telecommunications network planner & Telecommunications network manager



Units of Competency

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
BSBTWK502	Manage team effectiveness	Core
ICTICT608	Interact with clients on a business level	Core
ICTICT618	Manage IP, ethics and privacy in ICT environments	Core
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	Core
ICTICT611	Develop ICT strategic business plans	Elective
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry	Elective
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks	Elective
ICTPMG613	Manage ICT project planning	Elective
ICTSAD604	Manage and communicate ICT solutions	Elective
ICTSAD608	Perform ICT-focused enterprise analysis	Elective
ICTSAD611	Manage assessment and validation of ICT solutions	Elective
ICTSUS603	Integrate sustainability in ICT planning and design projects	Elective
ICTTEN615	Manage network traffic	Elective
ICTTEN622	Produce ICT network architecture designs	Elective



BSB40520 Certificate IV in Leadership and Management (CRICOS Course Code: 113209K)

This brochure provides all the information you need to know about enrolling in the BSB40520 Certificate IV in Leadership and Management.

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 49 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 9 weeks of holidays.
Study load	20 hours per week.



Overview of course

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.

The latest release of the qualification and packaging rules can be found at the following link:
<https://training.gov.au/Training/Details/BSB40520>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Leadership and Management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of leadership and management roles. Further education pathways may include the BSB50420 Diploma of Leadership and Management.



Units of Competency

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBCRT411	Apply critical thinking to work practices	Elective
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBTWK401	Build and maintain business relationships	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBOPS405	Organise business meetings	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBWRT411	Write complex documents	Elective



BSB50420 Diploma of Leadership and Management (CRICOS Course Code: 113210F)

This brochure provides all the information you need to know about enrolling in the BSB50420 Diploma of Leadership and Management.

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 75 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 15 weeks of holidays.
Study load	20 hours per week.



Overview of course

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.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB50420>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Leadership and Management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of leadership and management roles. Further education pathways may include the BSB60420 Advanced Diploma of Leadership and Management.



Units of Competency

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBOPS504	Manage business risk	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBSTR501	Establish innovative work environments	Elective
BSBLDR522	Manage people performance	Elective
BSBOPS501	Manage business resources	Elective
BSBOPS505	Manage organisational customer service	Elective



BSB60420 Advanced Diploma of Leadership and Management (CRICOS Course Code: 113211E)

This brochure provides all the information you need to know about enrolling in the BSB60420 Advanced Diploma of Leadership and Management.

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 62 weeks, including 50 weeks of training and assessment spread over 5 terms of 10 weeks each and 12 weeks of holidays.
Study load	20 hours per week.



Overview of course

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.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB60420>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Leadership and Management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of leadership and management roles. Students who complete this course may wish to continue their higher education qualifications in leadership and management.



Units of Competency

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBXCM501	Lead communication in the workplace	Elective
BSBCRT511	Develop critical thinking in others	Elective
BSBSUS601	Lead corporate social responsibility	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTEC601	Review organisational digital strategy	Elective



BSB80120 Graduate Diploma of Management (Learning)(CRICOS Course Code: 114491F)

This brochure provides all the information you need to know about enrolling in the BSB80120 Graduate Diploma of Management (Learning)

Course details

Delivery mode	This program is delivered in the classroom.
Duration	This qualification will be delivered over 101 weeks, including 80 weeks of training and assessment spread over 8 terms of 10 weeks each and 21 weeks of holidays.
Study load	20 hours per week.



Overview of course

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB80120>

Who should apply for this course and why?

This course is targeted at students who are:

- Seeking to pursue a career in Management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.



Units of Competency

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core / Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective
BSBSTR802	Lead strategic planning processes for an organisation	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBFIN801	Lead financial strategy development	Elective
BSBSTR801	Lead innovative thinking and practice	Elective





Advance Australia International College (AAIC)

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