



INTERNATIONAL STUDENT COURSE GUIDE



NT PROVIDER WINS GOLD AT AUSTRALIAN TRAINING AWARDS

The Institute of Skills and Training Australia (ISTA) has been awarded the gold award for Small Training Provider of the Year at the 2023 Australian Training Awards.

This win comes after ISTA was named the NT Small Training Provider of the Year at the 2023 NT Training Awards, before being shortlisted to the top 3 in Australia for the Australian Training Awards. ISTA celebrated a consecutive win for Small Training Provider of the Year at the 2024 NT Training Awards.

"We are thrilled to have won this prestigious award," said Kathryn Stenson. "It is a testament to the hard work and dedication of our small yet extremely passionate team, and the quality of training we provide to our students and the employers we work with".

The Australian Training Awards are the peak national awards for the vocational education and training (VET) sector, recognising individuals, businesses, and registered training organisations for their contribution to skilling Australia.

INTRODUCTION

As a Registered Training Organisation, Institute of Skills and Training Australia (ISTA) seeks to maintain the highest standards of competency-based training that is effectively targeted at building individual and organisational capability.

Institute of Skills and Training Australia wants to make your study experience in Australia worthwhile and beneficial to your future career in the global environment that we live in. Studying with us will expose you to a variety of experiences and challenges and our courses will provide you with a mix of theory and practical training. We will work closely with you to ensure that you have a good understanding of how to work and live in Australia and to fit in with the Australian business culture.

Participants entering these programs may obtain recognition of prior learning for previous relevant experience and study using the Institute of Skills and Training Australia recognition process.

As part of the Institute of Skills and Training Australia commitment to the delivery of quality training this Handbook is designed to provide accurate information to participants about the program that it offers as well as the rights and responsibilities of Institute of Skills and Training Australia and its participants.

As a Registered Training Organisation we have an obligation and responsibility to you the learner to ensure the quality of training and assessment delivered to you is compliant with the Standards for RTOs 2015 and that the issuance of your Qualifications and Statement of Attainment meet the requirements of the Australian Qualification Framework (AQF).

The Institute of Skills and Training Australia was awarded the gold award for Small Training Provider of the Year at the 2023 Australian Training Awards. The Australian Training Awards are the peak national awards for the vocational education and training (VET) sector, recognising individuals, businesses, and registered training organisations for their contribution to skilling Australia. **We also hold the title for Small Training Provider of the Year in the Northern Territory for 2023 and 2024 respectively.**

KEY PERSONNEL

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COURSES AND QUALIFICATIONS



BSB40920

Certificate IV in Project Management Practice

CRICOS Course Number: 115430M

Duration: 52 weeks, 40 weeks of face to face training,
4 terms, 20 hours per week

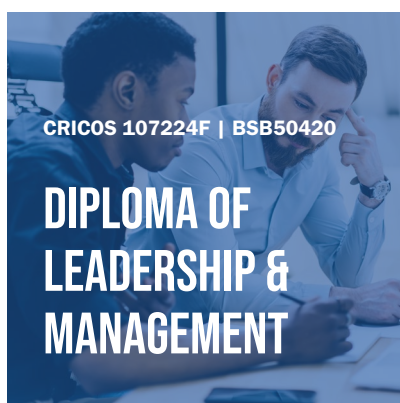


BSB50120

Diploma of Business

CRICOS Course Number: 115431K

Duration: 52 weeks, 40 weeks of face to face training,
4 terms, 20 hours per week



BSB50420

Diploma in Leadership and Management

CRICOS Course Number: 107224F

Duration: 52 weeks, 40 weeks of face to face training,
4 terms, 20 hours per week




SIT50422

Diploma in Hospitality Management

CRICOS Course Number: 106801H

Duration: 104 weeks, 80 weeks of face to face training,
8 terms, 20 hours per week

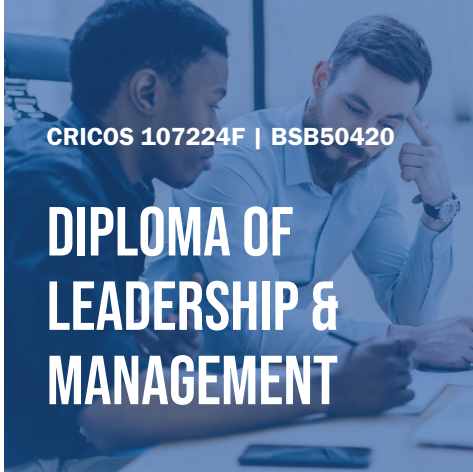
BUSINESS COURSE PACKAGES



CRICOS 115430M | BSB40920

**CERTIFICATE IV
IN PROJECT
MANAGEMENT
PRACTICE**

+



CRICOS 107224F | BSB50420

**DIPLOMA OF
LEADERSHIP &
MANAGEMENT**

=

**TOTAL:
\$13,000**

**DURATION:
2 YEARS**



CRICOS 107224F | BSB50420

**DIPLOMA OF
LEADERSHIP &
MANAGEMENT**

+



CRICOS 115431K | BSB50120

**DIPLOMA OF
BUSINESS**

=

**TOTAL:
\$14,000**

**DURATION:
2 YEARS**



CRICOS 115431K | BSB50120

**DIPLOMA OF
BUSINESS**

+



CRICOS 115430M | BSB40920

**CERTIFICATE IV
IN PROJECT
MANAGEMENT
PRACTICE**

=

**TOTAL:
\$10,500**

**DURATION:
2 YEARS**



CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

COURSE CODE: BSB40920

CRICOS QUALIFICATION CODE: 115430M

The Certificate IV in Project Management Practice will give you the skills and knowledge to effectively contribute to the management of a project or support wider operations. You may use project tools and methodologies selectively to support organisational or business activities.

LOCATIONS OF DELIVERY

The online delivery will be completed within the ISTA training rooms.

DELIVERY AND ASSESSMENT METHODS

We offer face-to-face training for 20 hours per week Tuesday-Thursday 9am – 2.30pm. We also encourage that learners set aside 5-7 hours per week for homework, reading and assessment tasks. The online learning platform consists of structured activities, theory questions and on-the-job assessments.

INCLUSIONS

- Course learning and assessment material
- Qualified industry expert trainer
- Student support via phone, email and face-to-face
- Coffee and Tea

CAREER PATHWAYS

Possible job titles relevant to this qualification includes:

- Communications Liaison
- Contracts Officer
- Estimator and Scheduler
- Project Administrator
- Project Analyst
- Project Assistant
- Project Coordinator
- Project Officer
- Project Records Officer
- Project Team Member
- Quality Officer
- Small Business Operator



ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test must meet one of the below:

TEST	MINIMUM SCORE
International English Language Testing System (IELTS)	6.0
Test of English as a Foreign Language (TOEFL)	73
Pearson Test of English Academic	54
Cambridge English Test	169
Occupational English Test	Pass (A or B)

COST AND DURATION INFORMATION

CRICOS CODE	COURSE TITLE	DURATION	ENROLMENT FEE*	TUITION FEE	RESOURCE FEE	OVERALL FEE
115430M	BSB40920 Certificate IV in Project Management Practice	52 WEEKS	\$300	\$4,700	-	\$5,000

*NON-REFUNDABLE

COURSE STRUCTURE

You are required to complete 9 units of competency for this course. 3 core units and 6 elective units.

Unit Code	Unit Name	Unit Type
BSBPMG420	Apply project scope management techniques	Core
BSBPMG421	Apply project time management techniques	Core
BSBPMG422	Apply project quality management techniques	Core
BSBPMG423	Apply project cost management techniques	Elective
BSBPMG427	Apply project procurement procedures	Elective
BSBPMG429	Apply project stakeholder engagement techniques	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBLDR413	Lead effective workplace relationships	Elective
BSBTWK503	Manage meetings	Elective



DIPLOMA OF BUSINESS

COURSE CODE: BSB50420

CRICOS QUALIFICATION CODE: 115431K

The Diploma of Leadership and Management develops leadership skills to effectively manage teams, improve workplace relationships, manage human resources, and contribute to strategic and business planning across a range of enterprises. The course develops skills in project planning, budgeting, people performance and managing team effectiveness for business improvement.

The Diploma of Leadership and Management 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.

LOCATIONS OF DELIVERY

The online delivery will be completed within the ISTA training rooms.

DELIVERY AND ASSESSMENT METHODS

We offer face-to-face training for 20 hours per week Tuesday-Thursday 9am – 2.30pm. We also encourage that learners set aside 5-7 hours per week for homework, reading and assessment tasks. The online learning platform consists of structured activities, theory questions and on-the-job assessments.

INCLUSIONS

- Course learning and assessment material
- Qualified industry expert trainer
- Student support via phone, email and face-to-face
- Coffee and Tea

CAREER PATHWAYS

Possible job titles relevant to this qualification includes:

- Executive Officer
- Project Consultant
- Administrator
- Project Coordinator
- Corporate Services Manager
- Business Development Manager
- Business Sales Team Leader
- Legal Practice Manager



ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test must meet one of the below:

TEST	MINIMUM SCORE
International English Language Testing System (IELTS)	6.0
Test of English as a Foreign Language (TOEFL)	73
Pearson Test of English Academic	54
Cambridge English Test	169
Occupational English Test	Pass (A or B)

COST AND DURATION INFORMATION

CRICOS CODE	COURSE TITLE	DURATION	ENROLMENT FEE*	TUITION FEE	RESOURCE FEE	OVERALL FEE
115431K	BSB50120 Diploma of Business	52 WEEKS	\$500	\$7,500	-	\$7,500

*NON-REFUNDABLE

COURSE STRUCTURE

You are required to complete 12 units of competency for this course. 5 core units and 7 elective units.

Unit Code	Unit Name	Unit Type
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBOPS502	Manage business operational plans	Elective
BSBTWK503	Manage meetings	Elective
BSBLDR522	Manage people performance	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBOPS504	Manage business risk	Elective



DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE: BSB50420

CRICOS QUALIFICATION CODE: 107224F

The Diploma of Leadership and Management develops leadership skills to effectively manage teams, improve workplace relationships, manage human resources, and contribute to strategic and business planning across a range of enterprises. The course develops skills in project planning, budgeting, people performance and managing team effectiveness for business improvement.

The Diploma of Leadership and Management 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.

LOCATIONS OF DELIVERY

The online delivery will be completed within the ISTA training rooms.

DELIVERY AND ASSESSMENT METHODS

We offer face-to-face training for 20 hours per week Tuesday-Thursday 9am – 2.30pm. We also encourage that learners set aside 5-7 hours per week for homework, reading and assessment tasks. The online learning platform consists of structured activities, theory questions and on-the-job assessments.

INCLUSIONS

- Course learning and assessment material
- Qualified industry expert trainer
- Student support via phone, email and face-to-face
- Coffee and Tea

CAREER PATHWAYS

Possible job titles relevant to this qualification includes:

- Executive Officer
- Project Consultant
- Administrator
- Project Coordinator
- Corporate Services Manager
- Business Development Manager
- Business Sales Team Leader
- Legal Practice Manager



ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test must meet one of the below:

TEST	MINIMUM SCORE
International English Language Testing System (IELTS)	6.0
Test of English as a Foreign Language (TOEFL)	73
Pearson Test of English Academic	54
Cambridge English Test	169
Occupational English Test	Pass (A or B)

COST AND DURATION INFORMATION

CRICOS CODE	COURSE TITLE	DURATION	ENROLMENT FEE*	TUITION FEE	RESOURCE FEE	OVERALL FEE
107224F	BSB50420 Diploma of Leadership and Management	52 WEEKS	\$500	\$10,000	-	\$10,500

*NON-REFUNDABLE

COURSE STRUCTURE

You are required to complete 12 units of competency for this course. 6 core units and 6 elective units.

Unit Code	Unit Name	Unit Type
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
BSBTWK503	Manage meetings	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBOPS504	Manage business risk	Elective
BSBLDR522	Manage people performance	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSTR502	Facilitate continuous improvement	Elective



DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE CODE: SIT50422

CRICOS QUALIFICATION CODE: 115432J

The Diploma of Hospitality Management 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.

The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

ISTA's offers the Diploma of Hospitality Management for both the Back of House (Cookery) and Front of House (Food and Beverage) pathways. Our students are encouraged to gain part-time work within the hospitality industry.

LOCATIONS OF DELIVERY

The online delivery will be completed within your nominated classroom or simulated workplace.

DELIVERY AND ASSESSMENT METHODS

We offer face-to-face training for 20 hours per week Tuesday-Thursday 9am - 2.30pm. We also encourage that learners set aside 3-5 hours per week for homework, reading and assessment tasks. The online learning platform consists of structured activities, theory questions and on-the-job assessments.

INCLUSIONS

- Course learning and assessment material
- Qualified industry expert trainer
- Student support via phone, email and face-to-face
- Coffee and Tea

CAREER PATHWAYS

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, cafes, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

ENTRY REQUIREMENTS

1. Students must be aged 18 years or above
2. English language test must meet one of the below:

TEST	MINIMUM SCORE
International English Language Testing System (IELTS)	6.0
Test of English as a Foreign Language (TOEFL)	73 (internet-based testing)
Pearson Test of English Academic	54
Cambridge English: Advanced (Certificate in Advanced English)	169
Occupational English Test	Pass (A or B)



COST AND DURATION INFORMATION

CRICOS CODE	COURSE TITLE	DURATION	ENROLMENT FEE*	TUITION FEE	RESOURCE FEE	OVERALL FEE
115432J	SIT50422 Diploma of Hospitality Management	104 WEEKS	\$300	\$13,000	\$1,500	\$14,800


*NON-REFUNDABLE

COURSE STRUCTURE

You are required to complete 28 units of competency for this course. 11 core units and 17 elective units.

Unit Code	Unit Name	Unit Type
SITXWHS007	Implement and monitor work health and safety practices	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXMGT005	Establish and conduct business relationships	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXMGT004	Monitor work operations	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXCCS015	Enhance customer service experiences	Core
SITXFSA005	Use hygienic practices for food safety	Elective
SITHIND008	Work effectively in hospitality service	Elective
SITHIND006	Source and use information on the hospitality industry	Elective
SITXFSA006	Participate in safe food handling practices	Elective
SITXFSA008*	Develop and implement a food safety program	Elective
SITHFAB023**	Operate a bar	Elective
SITHFAB024*	Prepare and serve non-alcoholic beverages	Elective
SITHFAB030***	Prepare and serve cocktails	Elective
SITHFAB025*	Prepare and serve espresso coffee	Elective
SITHFAB038	Plan and monitor espresso coffee service	Elective
SITHFAB027*	Serve food and beverage	Elective
SITHFAB034**	Provide table service of food and beverage	Elective
SITHFAB036	Provide advice on food	Elective
SITXWHS006	Identify hazards, assess and control safety risks	Elective
SITXFIN008	Interpret financial information	Elective
SITXHRM010	Recruit, select and induct staff	Elective
SITXFIN007	Process financial transactions	Elective

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