



# 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 including the Outcome Standards, Compliance Standards, and Credential Policy 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

---

### SHAUN STENSON

Training Manager  
shaun.stenson@skillsandtraining.com.au

### KIERAN REEKIE

Training Officer  
kieran.reekie@skillsandtraining.com.au

### JESSICA PORTER

Student Liaison Coordinator  
jessica.porter@skillsandtraining.com.au

### CONTACT INFORMATION

Telephone: +61 8 8980 0600  
Email: [info@skillsandtraining.com.au](mailto:info@skillsandtraining.com.au)  
Website: [www.skillsandtraining.com.au](http://www.skillsandtraining.com.au)

# 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

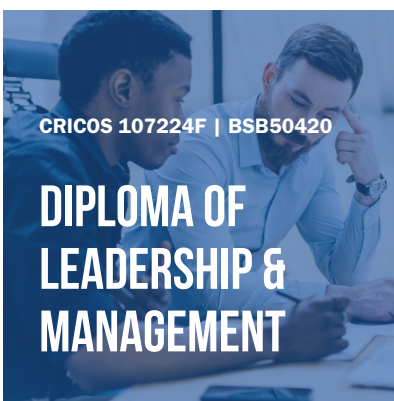


## **BSB50120**

### **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<br>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<br>(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  |

**INSTITUTE OF SKILLS AND TRAINING AUSTRALIA  
38 WOODS STREET, DARWIN, NT 0800, AUSTRALIA**

 +61 8980 0600

 [info@skillsandtraining.com.au](mailto:info@skillsandtraining.com.au)

 [www.skillsandtraining.com.au](http://www.skillsandtraining.com.au)