

## our Locations

### ADELAIDE

Level 4, Level 5 (Reception) & 14, 90 King William Street,  
Adelaide, SA 5000

Kitchen: West Kiosk 2, Adelaide Oval, War Memorial Drive, North  
Adelaide SA 5006

### BRISBANE

Level 6 & 7, 15 Adelaide St. Brisbane City, QLD 4000

### MELBOURNE

Ground (Reception), Level 2, 4 & 8, 341-345 Queen St, Melbourne,  
VIC 3000

Kitchen : Ground Floor, 54 – 56 Latrobe Street, Melbourne, VIC  
3000

CPC Workshop: 4/5-7 Macaulay Street, Williamstown, VIC 3016

### SYDNEY

Ground (Reception), Level 2 & Level 3, 10 Quay St Haymarket  
NSW 2000

Kitchen: 91-93 Riley St, Darlinghurst, NSW, 2010

## Contact us

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🌐 [albrightinstitute.edu.au](http://albrightinstitute.edu.au)

## Courses

ADELAIDE

BRISBANE

MELBOURNE

SYDNEY

# VOCATIONAL

Follow us:







**Welcome  
to Australia.  
Welcome to  
Albright.**

**Join us  
and say,  
#iamalbright**

Albright Institute of Business and Language aims to be the source of inspiration, motivation, and drive for students from all around the world.

We understand the challenges you may face in your new life, be it personal, professional, or educational, and we are always here for you to provide support and assistance.

Our mission is to guide you through your chosen pathway, offering the best available resources, solutions, and opportunities.

Albright is the place for you to call your new home, and we are delighted to welcome you to our family!



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# The pathway to your future is bright.

Albright Institute of Business and Language offers a number of vocational courses and pathways to help you achieve your career goals and become an accomplished professional.

## Reasons to count on us

- Albright Institute has become successful because of the quality of its courses and trainers. We are continually working hard to improve our courses so that our students benefit from our determination to succeed.
- We tailor our courses in accordance with our students' individual needs, providing a well-balanced combination of theoretical and practical knowledge.
- Your learning will be engaging, interactive, and productive.
- VET Courses offered by Albright Institute can be combined with ELICOS courses.



### WORKSHOPS & SEMINARS

Practical skills essential for working and living in Australia.



### INDUSTRY TALKS

Industry professionals share their hands-on experience and expert knowledge.



### COMPUTER LAB

Modern equipment provided for self-study and extensive practice.



### TAILORED SUPPORT

Student support services catered to individual needs.



### NETWORK MEET-UPS

Organised events to explore your industry and make new connections.



### INDIVIDUAL MENTORING

Professional mentoring by trainers and industry professionals.



# Innovate yourself at Albright



[albrightinstitute.edu.au](http://albrightinstitute.edu.au)

# Vocational Courses



ICT50220 | CRICOS 111405M  
**DIPLOMA OF INFORMATION TECHNOLOGY (CYBER SECURITY)**

ICT60220 | CRICOS 106175G  
**ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY**

BSB50820 | CRICOS 104077C  
**DIPLOMA OF PROJECT MANAGEMENT**

BSB60720 | CRICOS 104459M  
**ADVANCED DIPLOMA OF PROGRAM MANAGEMENT**

BSB80120 | CRICOS 106172K  
**GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)**

R1160520 | CRICOS 111404A  
**ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN**

CPC30220 | CRICOS 116694A  
**CERTIFICATE III IN CARPENTRY**

CPC31320 | CRICOS 116693B  
**CERTIFICATE III IN WALL AND FLOOR TILING**

CPC50220 | CRICOS 116695M  
**DIPLOMA OF BUILDING AND CONSTRUCTION**

SIT30821 | CRICOS 111406K  
**CERTIFICATE III IN COMMERCIAL COOKERY**

SIT40521 | CRICOS 111408H  
**CERTIFICATE IV IN KITCHEN MANAGEMENT**

SIT50422 | CRICOS 111407J  
**DIPLOMA OF HOSPITALITY MANAGEMENT**

CHC52021 | CRICOS 115213J  
**DIPLOMA OF COMMUNITY SERVICES**



ICT50220 | CRICOS 111405M

# Diploma of Information Technology (Cyber Security)

COURSE DELIVERY:  
**MELBOURNE**  
**SYDNEY**

Cyber security engineers are in high demand all over the world as the entire world is changing to digital transformation. Due to this the data is moved to the cloud which increases the cyber security risks and threats. Hence the organizations require constant vigilance and preparation to thwart attacks and have contingency and disaster recovery plans to protect IP and data.

Albright Institute's ICT50220 Diploma of Information Technology (Cyber Security) promotes the foundation skills for cyber security individuals for understanding cyber security awareness and learning to respond to cyber security threats.

You will also develop the skills required to design, build and test network servers, apply IP, ethics and privacy policies in ICT environments, identify, confirm and respond to cyber security incidents, manage network security, utilise design methodologies for secure architecture, lead and facilitate a team, manage ICT infrastructure projects, and develop, implement and evaluate incident response and disaster recovery plans.

Individuals in the ICT roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

## COURSE DURATION COURSE STRUCTURE

- 20 hours per week
- Total number of units is 20
- 2 years (104 weeks)
- 6 core units and 14 elective units.

### EMPLOYMENT PATHWAYS:

- This qualification provides opportunity in roles like.
- Cyber Security Analyst
- ICT Systems Administrator
- Network Support Technician
- IT Support Analyst/Technician
- Assistant IT Manager
- ICT Consultant
- IP Based Optical Network Designer.

### EMPLOYMENT REQUIREMENTS

There are no qualification specific entry requirements.

## CORE UNITS

<b>BSBCRT512</b>	Originate and develop concepts.
<b>BSBXCS402</b>	Promote workplace cyber security awareness and best practices.
<b>BSBXTW401</b>	Lead and facilitate a team.
<b>ICTICT517</b>	Match ICT needs with the strategic direction of the organisation.
<b>ICTICT532</b>	Apply IP, ethics and privacy policies in ICT environments.
<b>ICTSAS527</b>	Manage client problems.

## ELECTIVE UNITS

<b>ICTCYS407</b>	Gather, analyse and interpret threat data.
<b>ICTCYS610</b>	Protect critical infrastructure for organisations.
<b>ICTCYS613</b>	Utilise design methodologies for security architecture.
<b>ICTSAS524</b>	Develop, implement and evaluate an incident response plan.
<b>ICTSAS526</b>	Review and update disaster recovery and contingency plans.
<b>ICTICT519</b>	Develop detailed component specifications from project specifications.
<b>ICTNPL413</b>	Evaluate networking regulations and legislation for the telecommunications industry.
<b>ICTNWK423</b>	Manage network and data integrity.
<b>ICTNWK541</b>	Configure, verify and troubleshoot WAN links and IP services.
<b>ICTPMG505</b>	Manage ICT projects.
<b>ICTTEN519</b>	Design network building projects.
<b>ICTNWK529</b>	Install and manage complex ICT networks.
<b>ICTNWK536</b>	Plan, implement and test enterprise communication solutions.
<b>ICTNWK540</b>	Design, build and test network servers.

## MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

ICT60220 | CRICOS 106175G

# Advanced Diploma of Information and Technology (Telecommunications)

COURSE DELIVERY:  
**ADELAIDE** **MELBOURNE**  
**BRISBANE** **SYDNEY**

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.

The course gives the opportunity for graduating students to work as an ICT specialist who has gained the skills and knowledge to plan, design, manage and monitor an enterprise information and communications technology network.

## COURSE STRUCTURE

- The total number of units is 16;
- 6 core units and 10 elective units.

## COURSE DURATION

- 20 hours per week
- 104 weeks including holidays

## ENTRY REQUIREMENTS

- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Minimum age of 18
- Minimum of year 12 or equivalent
- Meet LLN requirements
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status
- Have basic computer and MS Office skills Satisfy Pre-Training Review (PTR) Assessment requirement

## CORE UNITS

<b>BSBCRT611</b>	Apply critical thinking for complex problem solving.
<b>BSBTWK502</b>	Manage team effectiveness.
<b>BSBXCS402</b>	Promote workplace cyber security awareness and best practices.
<b>ICTICT608</b>	Interact with clients on a business level.
<b>ICTICT618</b>	Manage IP, ethics and privacy in ICT environments.
<b>ICTSAD609</b>	Plan and monitor business analysis activities in an ICT environment.

## ELECTIVE UNITS

<b>ICTNPL413</b>	Evaluate networking regulations and legislation for the telecommunications industry.
<b>ICTNWK612</b>	Plan and manage troubleshooting advanced integrated IP networks.
<b>ICTPMG613</b>	Manage ICT project planning
<b>ICTTEN615</b>	Manage network traffic
<b>ICTTEN622</b>	Produce ICT network architecture designs
<b>BSBLDR523</b>	Lead and manage effective workplace relationships.
<b>BSBPMG530</b>	Manage project scope
<b>BSBPMG430</b>	Undertake project work
<b>ICTNWK546</b>	Manage network security
<b>ICTNWK540</b>	Design, build and test network servers

### EMPLOYMENT PATHWAYS:

- This qualification provides opportunity in roles like.
- Telecommunication Technical Officer or Technologist
- Telecommunications Network Planner or Manager.
- Network Engineering Technical Officer.
- Managing Network Security Manager.
- IP based Convergence Integrator.
- IP Based Optical Network Designer.



BSB50820 | CRICOS 104077C

# Diploma of Project Management

COURSE DELIVERY:

ADELAIDE MELBOURNE  
BRISBANE SYDNEY

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

## COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

## COURSE STRUCTURE

- 8 core units plus
- 4 elective units

## ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, for enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course.
- Have successful completion of Australian Equivalent Year 12 qualification.
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Complete the Albright Language, Literacy & Numeracy (LLN) test.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).  
Satisfy Pre-Training Review (PTR) Assessment requirement.

## CORE UNITS

- BSBPMG530** Manage project scope
- BSBPMG531** Manage project time
- BSBPMG532** Manage project quality
- BSBPMG533** Manage project cost
- BSBPMG534** Manage project human resources
- BSBPMG535** Manage project information and communication
- BSBPMG536** Manage project risk
- BSBPMG540** Manage project integration

## ELECTIVE UNITS

- BSBLDR522** Manage people performance
- BSBPMG537** Manage project procurement
- BSBPMG538** Manage project stakeholder engagement
- BSBWHS513** Lead WHS risk management

## EMPLOYMENT PATHWAYS:

- Business Manager
- Team Leader
- Business Development Manager

BSB60720 | CRICOS 104459M

# Advanced Diploma of Program Management

COURSE DELIVERY:

ADELAIDE MELBOURNE  
BRISBANE SYDNEY

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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.

## COURSE DURATION

- 52 weeks (12 months) including holidays
- 20 hours per week

## COURSE STRUCTURE

- 4 core units plus
- 8 elective units

## EMPLOYMENT PATHWAYS:

- Project Director
- Project Manager
- Business Manager

## CORE UNITS

- BSBPMG635** Implement program governance
- BSBPMG630** Enable program execution
- BSBPMG636** Manage benefits
- BSBPMG634** Facilitate stakeholder engagement

## ELECTIVE UNITS

- BSBFIN601** Manage organisational finances
- BSBHRM521** Facilitate performance development processes
- BSBPMG633** Provide leadership for the program
- BSBWHS612** Develop and implement a strategy to support a positive WHS culture
- BSBPMG632** Manage program risk
- BSBSUS601** Lead corporate social responsibility
- BSBAUD601** Establish and manage compliance management systems
- BSBINS601** Manage knowledge and information

## ENTRY REQUIREMENTS\*

Entry to this qualification is limited to those who: Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version) OR Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

**Additionally,**

For enrolment in this course at Albright Institute a student must:

- Be 18 years of age at the time of commencement of the course.
- Have successful completion of Australian Equivalent Year 12 qualification.
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Complete the Albright Language, Literacy & Numeracy (LLN) test.
- Have a valid Student Visa status which allows them to study in Australia in Vocational levels for international student.
- Have basic computer and MS Office skills (Word, Excel and Power Point).
- Satisfy Pre-Training Review (PTR) Assessment requirement.



BSB80120 | CRICOS: 106172K

## Graduate Diploma of Management (Learning)

COURSE DELIVERY:

ADELAIDE MELBOURNE  
BRISBANE SYDNEY

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.

### COURSE DURATION

- 104 weeks including holidays
- 20 hours per week

### COURSE STRUCTURE

- The total number of units is 8;
- 3 core units and 5 elective units.

### EMPLOYMENT PATHWAYS:

- General manager human resources
- General manager/head of school registered training organisation (RTO)
- Director, workforce planning and development
- Learning and development senior consultant
- Manager, learning and change management
- Manager, learning and development

### CORE UNITS

- |                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>BSBHRM613</b> | Contribute to the development of learning and development strategies |
| <b>BSBLDR811</b> | Lead strategic transformation                                        |
| <b>TAELED803</b> | Implement improved learning practice                                 |

### ELECTIVE UNITS

- |                  |                                                      |
|------------------|------------------------------------------------------|
| <b>BSBTEC601</b> | Review organisational digital strategy               |
| <b>BSBMKG621</b> | Develop organisational marketing strategy            |
| <b>BSBHRM611</b> | Contribute to organisational performance development |
| <b>BSBINS603</b> | Initiate and lead applied research                   |
| <b>BSBST801</b>  | Lead innovative thinking and practice                |

### ENTRY REQUIREMENTS\*

- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Minimum age of 18
- Minimum of year 12 or equivalent
- Meet LLN requirements
- Complete the Albright Language, Literacy & Numeracy (LLN) test
- Have a valid Student Visa status
- Have basic computer and MS Office skills
- Satisfy Pre-Training Review (PTR) Assessment requirement

### Course Specific Requirement:

Any Australian Diploma or Advanced Diploma from the Nationally Recognised Training Packages (current or superseded equivalent versions). OR Any International Diploma or Advanced Diploma. OR Australian/ International bachelor's degree level of qualification in related fields of study. OR Have 1.5 years equivalent full-time relevant workplace experience in an operational / leadership or management role in an enterprise.

# Keep It Bright.





Study what  
you love while  
living the life  
you dream of.  
Albright.

RII60520 | CRICOS 111404A

## Advanced Diploma of Civil Construction Design

COURSE DELIVERY:

ADELAIDE MELBOURNE  
BRISBANE SYDNEY

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They 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.

### Licensing, legislative, regulatory or certification considerations

Licensing, legislative, regulatory and certification requirements that apply to this qualification can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the qualification.

### STUDY PATHWAYS

After completing RII60520 Advanced Diploma of Civil Construction Design you may progress to higher education courses.

### COURSE STRUCTURE

- The total number of units is 12;
- 5 core units and 7 elective units.

### COURSE DURATION

- 20 hours per week
- 104 weeks including holidays
- 2 years

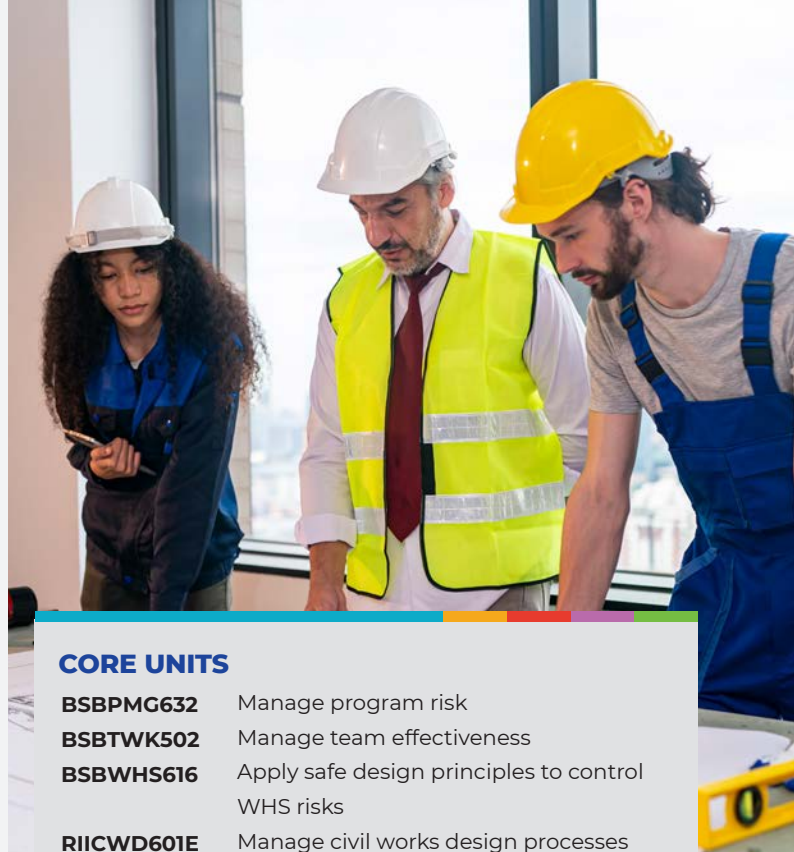
### EMPLOYMENT PATHWAYS:

This qualification provides Opportunities in roles like:

- Civil Engineering Construction Supervisor
- Civil Engineering Draftsperson
- Civil Engineering Design Draftsperson
- Civil Engineering Technician
- Senior Civil Works Designer

### QUALIFICATION ENTRY REQUIREMENTS

There are no qualification specific entry requirements.



### CORE UNITS

- |                   |                                                   |
|-------------------|---------------------------------------------------|
| <b>BSBPMG632</b>  | Manage program risk                               |
| <b>BSBTWK502</b>  | Manage team effectiveness                         |
| <b>BSBWHS616</b>  | Apply safe design principles to control WHS risks |
| <b>RIICWD601E</b> | Manage civil works design processes               |
| <b>RIIQUA601E</b> | Establish and maintain a quality system           |

### ELECTIVE UNITS

- |                   |                                                                               |
|-------------------|-------------------------------------------------------------------------------|
| <b>MEM30031A</b>  | Operate computer-aided design (CAD) system to produce basic drawing elements. |
| <b>BSBPMG534</b>  | Manage project human resources.                                               |
| <b>BSBSTR601</b>  | Manage innovation and continuous improvement.                                 |
| <b>RIICWD507D</b> | Prepare detailed geotechnical design.                                         |
| <b>RIICWD533E</b> | Prepare detailed design of civil concrete structures.                         |
| <b>RIICWD534E</b> | Prepare detailed design of civil steel structures.                            |
| <b>RIICWD509E</b> | Prepare detailed design of urban roads                                        |

### MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);





#### COURSE STRUCTURE

- The total number of units is 34;
- 27 core units and 7 elective units.

#### COURSE DURATION

- 52 weeks (40 weeks study and 12 weeks of Term Break)

#### EMPLOYMENT PATHWAYS:

This qualification provides Opportunities in roles like:

- Carpenter – Commercial
- Carpenter – Formwork

#### QUALIFICATION ENTRY REQUIREMENTS

There are no qualification specific entry requirements.

#### ENTRY REQUIREMENTS

- Be 18 years of age at the time of commencement of the course;
- Have successful completion of Australian Equivalent Year 11 qualification;
- Have a valid IELTS score of 5.0 Bands OR PTE score of 36 OR Cambridge score 154 OR TOEFL iBT 36 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum AQF Level from Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 11 qualification – Within the last 3 Calendar Years;
- Complete the Albright Language, Literacy & Numeracy (LLN) test;
- Have a valid Student Visa status OR will be granted the Student Visa which would allow them to study in Australia in Vocational AQF levels before the commencement of the course at Albright Institute;
- Have basic computer and MS Office skills (Word, Excel and Power Point); Students are required to bring a laptop or similar device for the study of this course.
- Satisfy Pre-Training Review (PTR) Assessment requirement.

#### CORE UNITS

<b>CPCCCA2002</b>	Use carpentry tools and equipment
<b>CPCCCA2011</b>	Handle carpentry materials
<b>CPCCCA3001</b>	Carry out general demolition of minor building structures
<b>CPCCCA3002</b>	Carry out setting out
<b>CPCCCA3003</b>	Install flooring systems
<b>CPCCCA3004</b>	Construct and erect wall frames
<b>CPCCCA3005</b>	Construct ceiling frames
<b>CPCCCA3006</b>	Erect roof trusses
<b>CPCCCA3007</b>	Construct pitched roofs
<b>CPCCCA3008</b>	Construct eaves
<b>CPCCCA3010</b>	Install windows and doors
<b>CPCCCA3016</b>	Construct, assemble and install timber external stairs
<b>CPCCCA3017</b>	Install exterior cladding
<b>CPCCCA3024</b>	Install lining, panelling and moulding
<b>CPCCCA3025</b>	Read and interpret plans, specifications and drawings for carpentry work
<b>CPCCCA3028</b>	Erect and dismantle formwork for footings and slabs on ground
<b>CPCCCM2006</b>	Apply basic levelling procedures
<b>CPCCCM2008</b>	Erect and dismantle restricted height scaffolding
<b>CPCCCM2012</b>	Work safely at heights
<b>CPCCCO2013</b>	Carry out concreting to simple forms
<b>CPCCOM1012</b>	Work effectively and sustainably in the construction industry
<b>CPCCOM1014</b>	Conduct workplace communication
<b>CPCCOM1015</b>	Carry out measurements and calculations
<b>CPCCOM3001</b>	Perform construction calculations to determine carpentry material requirements
<b>CPCCOM3006</b>	Carry out levelling operations
<b>CPCCWHS2001</b>	Apply WHS requirements, policies and procedures in the construction industry
<b>CPCCWHS3001</b>	Identify construction work hazards and select risk control strategies

#### ELECTIVE UNITS

<b>CPCCCM3001</b>	Operate elevated work platforms up to 11 metres
<b>CPCCCA3014</b>	Construct and install bulkheads
<b>CPCCCA3027</b>	Set up, operate and maintain indirect action powder-actuated power tools
<b>CPCCCA3012</b>	Frame and fit wet area fixtures
<b>CPCCOM1013</b>	Plan and organise work
<b>CPCCCM2002</b>	Carry out excavation
<b>CPCCCM3005</b>	Calculate Costs Of Construction Work

#### PREQUISITE UNIT

<b>CPCCWHS2001</b>	Apply WHS requirements, policies and procedures in the construction industry.
--------------------	-------------------------------------------------------------------------------

CPC30220 | CRICOS 116694A

## Certificate III in Carpentry

COURSE DELIVERY:  
**MELBOURNE**

This is a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

State and territory jurisdictions may have different licensing, legislative, regulatory or certification requirements. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

This qualification is suitable for an Australian apprenticeship pathway.

#### Licensing, legislative, regulatory or certification considerations

State and territory jurisdictions may have different licensing, legislative, regulatory or certification requirements. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

#### STUDY PATHWAYS

Pathway to the CPC50220 Diploma of Building and Construction (Building) will also be available for Albright Institute students who have completed this CPC30220 Certificate III in Carpentry



CPC31320 | CRICOS 116693B

# Certificate III in Wall and Floor Tiling

COURSE DELIVERY:  
MELBOURNE

This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as the specialist field of work, wall and floor tiling. Tilers work with materials like ceramic, glass, slate, marble and clay. They cut these materials and lay tiles on walls and floors, both interior and exterior. They may also add decorative touches to their basic work.

State and territory jurisdictions may have different licensing, legislative, regulatory or certification requirements. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

This qualification is suitable for an Australian apprenticeship pathway.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

## Licensing, legislative, regulatory or certification considerations

State and territory jurisdictions may have different licensing, legislative, regulatory or certification requirements. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

## STUDY PATHWAYS

Pathway to the CPC50220 Diploma of Building and Construction (Building) will also be available for Albright Institute students who have completed this CPC31320 Certificate III in Wall & Floor Tiling

## CORE UNITS

<b>CPCCCM2006</b>	Apply basic levelling procedures
<b>CPCCOM1012</b>	Work effectively and sustainably in the construction industry
<b>CPCCOM1013</b>	Plan and organise work
<b>CPCCOM1014</b>	Conduct workplace communication
<b>CPCCOM1015</b>	Carry out measurements and calculations
<b>CPCCOM2001</b>	Read and interpret plans and specifications
<b>CPCCWF2001</b>	Handle wall and floor tiling materials
<b>CPCCWF2002</b>	Use wall and floor tiling tools and equipment
<b>CPCCWF3001</b>	Prepare surfaces for tiling application
<b>CPCCWF3002</b>	Install floor tiles
<b>CPCCWF3003</b>	Install wall tiles
<b>CPCCWF3004</b>	Repair wall and floor tiling
<b>CPCCWF3005</b>	Install decorative tiling
<b>CPCCWF3006</b>	Install mosaic tiling
<b>CPCCWF3007</b>	Tile curved surfaces
<b>CPCCWF3009</b>	Apply waterproofing for wall and floor tiling
<b>CPCCWHS2001</b>	Apply WHS requirements, policies and procedures in the construction industry

## ELECTIVE UNITS

<b>BSBESB301</b>	Investigate business opportunities
<b>CPCCCM2012</b>	Work safely at heights
<b>CPCCCM3001</b>	Operate elevated work platforms up to 11 metres

## PREQUISITE UNIT

<b>CPCCWHS2001</b>	Apply WHS requirements, policies and procedures in the construction
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## COURSE STRUCTURE

- The total number of units is 20;
- 17 core units and 3 elective units.

## COURSE DURATION

- 92 weeks ( 70 Study weeks and 22 weeks of Term breaks

## EMPLOYMENT PATHWAYS:

This qualification provides Opportunities in roles like:

- Tiler
- Wall and Floor Tiler

## QUALIFICATION ENTRY REQUIREMENTS

There are no qualification specific entry requirements.

## ENTRY REQUIREMENTS

- Be 18 years of age at the time of commencement of the course;
- Have successful completion of Australian Equivalent Year 11 qualification;
- Have a valid IELTS score of 5.0 Bands OR PTE score of 36 OR Cambridge score 154 OR TOEFL iBT 36 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum AQF Level from Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 11 qualification – Within the last 3 Calendar Years;
- Complete the Albright Language, Literacy & Numeracy (LLN) test;
- Have a valid Student Visa status OR will be granted the Student Visa which would allow them to study in Australia in Vocational AQF levels before the commencement of the course at Albright Institute;
- Have basic computer and MS Office skills (Word, Excel and Power Point); Students are required to bring a laptop or similar device for the study of this course.
- Satisfy Pre-Training Review (PTR) Assessment requirement.



CPC50220 | CRICOS 116695M

# Diploma of Building and Construction (Building)

COURSE DELIVERY:  
**MELBOURNE**

This qualification reflects the role of building professionals who apply knowledge of structural principles, risk and financial management, estimating, preparing and administering building and construction contracts, selecting contractors, overseeing the work and its quality and managing construction work in building projects including residential and commercial with the following limitations:

Residential construction is limited to National Construction Code Class 1 and 10 buildings to a maximum of 3 storeys. Commercial construction is limited to National Construction Code Class 2 to 9 buildings, Type C and B construction.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment. To achieve this qualification, the candidate must have access to a live building and construction workplace to meet the requirements detailed in the Assessment Requirements of core unit CPCCBC4008 Supervise communication and administration processes for building and construction projects.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Builder licensing varies across States and Territories and requirements additional to the attainment of this qualification may be required.

## Licensing, legislative, regulatory or certification considerations

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Builder licensing varies across States and Territories and requirements additional to the attainment of this qualification may be required.

## STUDY PATHWAYS

Future study pathways are to continue to a higher education course, a bachelor's degree with one of Albright's University Partners.

## CORE UNITS

<b>BSBOPS504</b>	Manage business risk
<b>BSBWHS513</b>	Lead WHS risk management
<b>CPCCBC4003</b>	Apply building codes and standards to the construction process for Class 1 and 10 buildings
<b>CPCCBC4004</b>	Select, prepare and administer a construction contract
<b>CPCCBC4005</b>	Identify and produce estimated costs for building and construction projects
<b>CPCCBC4008</b>	Produce labour and material schedules for ordering
<b>CPCCBC4009</b>	Supervise site communication and administration processes for building and construction projects
<b>CPCCBC4010</b>	Apply legal requirements to building and construction projects
<b>CPCCBC4001</b>	Apply structural principles to residential and commercial constructions (pre-req units: CPCCBC4001; CPCCBC4053)
<b>CPCCBC4012</b>	Read and interpret plans and specifications
<b>CPCCBC4013</b>	Prepare and evaluate tender documentation
<b>CPCCBC4014</b>	Prepare simple building sketches and drawings
<b>CPCCBC4018</b>	Apply site surveys and set-out procedures to building and construction projects
<b>CPCCBC4053</b>	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
<b>CPCCBC5001</b>	Apply building codes and standards to the construction process for Type B construction
<b>CPCCBC5002</b>	Monitor costing systems on complex building and construction projects
<b>CPCCBC5003</b>	Supervise the planning of onsite building and construction work
<b>CPCCBC5005</b>	Select and manage building and construction contractors
<b>CPCCBC5007</b>	Administer the legal obligations of a building and construction contractor
<b>CPCCBC5010</b>	Manage construction work
<b>CPCCBC5011</b>	Manage environmental management practices and processes in building and construction
<b>CPCCBC5013</b>	Manage professional technical and legal reports on building and construction projects
<b>CPCCBC5018</b>	Apply structural principles to the construction of buildings up to 3 storeys (pre-req units: CPCCBC5001; CPCCBC4053)
<b>CPCCBC5019</b>	Manage building and construction business finances

## ELECTIVE UNITS

<b>BSBPMG532</b>	Manage project quality
<b>BSBPMG538</b>	Manage project stakeholder engagement
<b>CPCCBC4052</b>	Lead and manage teams in the building and construction industry

## PREQUISITE UNITS

<b>CPCCWHS2001</b>	Apply WHS requirements, policies and procedures in the construction industry.
<b>CPCCBC4053</b>	Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings
<b>CPCCBC4001</b>	Apply building codes and standards to the construction process for Class 1 and 10 buildings
<b>CPCCBC5001</b>	Apply building codes and standards to the construction process for Type B construction

## COURSE STRUCTURE

→ The total number of units is 27; 24 core units and 3 elective units.

## COURSE DURATION

→ 52 weeks (40 weeks study and 12 weeks of Term Break)

## EMPLOYMENT PATHWAYS:

This qualification provides Opportunities in roles like:

- Builder
- General Foreperson
- Building Inspector

## QUALIFICATION ENTRY REQUIREMENTS

There are no qualification specific entry requirements.

## MINIMUM ENTRY REQUIREMENTS

- Be 18 years of age at the time of commencement of the course;
- Have successful completion of Australian Equivalent Year 12 qualification;
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Complete the Albright Language, Literacy & Numeracy (LLN) test;
- Have a valid Student Visa status OR will be granted the Student Visa which would allow them to study in Australia in Vocational AQF levels before the commencement of the course at Albright Institute;
- Have basic computer and MS Office skills (Word, Excel and Power Point); Students are required to bring a laptop or similar device for the study of this course.
- Satisfy Pre-Training Review (PTR) Assessment requirement.



SIT30821 | CRICOS 111406K

## Certificate III in Commercial Cookery

COURSE DELIVERY:

ADELAIDE MELBOURNE  
SYDNEY

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

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

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

### COURSE DURATION

- 52 weeks (1 year) including holidays
- 20 hours per week

### COURSE STRUCTURE

- 25 units must be completed:
- 20 core units
- 5 elective units

### EMPLOYMENT PATHWAYS:

Potential employment options are as a commercial cook in a restaurants, hotels, clubs, pubs, cafés, and coffee shops.

### CORE UNITS

<b>SITHCCC023*</b>	Use food preparation equipment
<b>SITHCCC027*</b>	Prepare dishes using basic methods of cookery
<b>SITHCCC028*</b>	Prepare appetisers and salads
<b>SITHCCC029*</b>	Prepare stocks, sauces and soups
<b>SITHCCC030*</b>	Prepare vegetable, fruit, eggs and farinaceous dishes
<b>SITHCCC031*</b>	Prepare vegetarian and vegan dishes
<b>SITHCCC035*</b>	Prepare poultry dishes
<b>SITHCCC036*</b>	Prepare meat dishes
<b>SITHCCC037*</b>	Prepare seafood dishes
<b>SITHCCC041*</b>	Produce cakes, pastries and breads
<b>SITHCCC042*</b>	Prepare food to meet special dietary requirements
<b>SITHCCC043*</b>	Work effectively as a cook WBT
<b>SITHKOP009*</b>	Clean kitchen premises and equipment
<b>SITHKOP010</b>	Plan and cost recipes
<b>SITHPAT016*</b>	Produce desserts
<b>SITXFSA005</b>	Use hygienic practices for food safety
<b>SITXFSA006</b>	Participate in safe food handling practices
<b>SITXHRM007</b>	Coach others in job skills
<b>SITXINV006*</b>	Receive, store and maintain stock
<b>SITXWHS005</b>	Participate in safe work practices

### ELECTIVE UNITS

<b>SITHCCC025*</b>	Prepare and present sandwiches
<b>SITHCCC038*</b>	Produce and serve food for buffets
<b>SITHCCC040*</b>	Prepare and serve cheese
<b>BSBSUS211</b>	Participate in sustainable work practices
<b>SITXCCS014</b>	Provide service to customers

\* Units marked with an \*asterisk have one or more prerequisites

\* SITXFSA001 Use hygienic practices for food safety – is a pre-requisite for all units marked with an \*asterisk

### MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- Have a valid IELTS score of 5.0 Bands OR PTE score of 36 OR Cambridge score 154 OR TOEFL iBT 36 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum AQF Level from Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 11 qualification – Within the last 3 Calendar Years;
- Successful completion of Australian Equivalent Year 11 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

SIT40521 | CRICOS 111408H

## Certificate IV in Kitchen Management

COURSE DELIVERY:

ADELAIDE MELBOURNE  
SYDNEY

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.

### STUDY PATHWAYS

After achieving SIT40521 Certificate IV in Kitchen Management, individuals could progress to SIT50422 Diploma of Hospitality Management at Albright Institute.

### COURSE DURATION

- 1.5 years (75 weeks) including holidays
- 20 hours per week

### COURSE STRUCTURE

- 33 units must be completed:
- 27 core units
- 6 elective units

### EMPLOYMENT PATHWAYS:

This industry-relevant course will prepare students' with skills and knowledge to work in the hospitality in the capacity of:

- Chef
- Chef de partie.

### MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

### CORE UNITS

<b>SITHCCC023*</b>	Use food preparation equipment
<b>SITHCCC027*</b>	Prepare dishes using basic methods of cookery
<b>SITHCCC028*</b>	Prepare appetisers and salads
<b>SITHCCC029*</b>	Prepare stocks, sauces and soups
<b>SITHCCC030*</b>	Prepare vegetable, fruit, eggs and farinaceous dishes
<b>SITHCCC031*</b>	Prepare vegetarian and vegan dishes
<b>SITHCCC035*</b>	Prepare poultry dishes
<b>SITHCCC036*</b>	Prepare meat dishes
<b>SITHCCC037*</b>	Prepare seafood dishes
<b>SITHCCC041*</b>	Produce cakes, pasties breads
<b>SITHCCC042*</b>	Prepare food to meet special dietary requirements
<b>SITHCCC043*</b>	Work effectively as a cook
<b>SITHKOP010</b>	Plan and cost recipes
<b>SITHKOP012*</b>	Develop recipes for special dietary requirements
<b>SITHKOP013*</b>	Plan cooking operations
<b>SITHPAT016*</b>	Produce desserts
<b>SITHKOP015*</b>	Design and cost menus
<b>SITXCOM010</b>	Manage conflict
<b>SITXFIN009</b>	Manage finances within a budget
<b>SITXFSA005</b>	Use hygienic practices for food safety
<b>SITXFSA006</b>	Participate in safe food handling practices
<b>SITXFSA008*</b>	Develop and implement a food safety program
<b>SITXHRM008</b>	Roster staf
<b>SITXHRM009</b>	Lead and manage people
<b>SITXINV006*</b>	Receive, store and maintain stock
<b>SITXMGTO04</b>	Monitor work operations
<b>SITXWHS007</b>	Implement and monitor work health and safety practices

### ELECTIVE UNITS

<b>SITHCCC038*</b>	Produce and serve food for buffets
<b>SITHCCC032</b>	Produce cook-chill and cook-freeze foods
<b>SITHCCC033*</b>	Re-thermalise chilled and frozen foods
<b>SITXCCS014</b>	Provide service to customers
<b>SITHCCC025*</b>	Prepare and present sandwiches
<b>SITXINV007</b>	Purchase goods

### ENTRY REQUIREMENTS

- There are no qualification specific entry requirements.
- Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.
- Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.
- Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.



SIT50422 | CRICOS 111407J

# Diploma of Hospitality Management

COURSE DELIVERY:

ADELAIDE MELBOURNE  
SYDNEY

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.

## STUDY PATHWAYS

After achieving the SIT50422 Diploma of Hospitality Management graduates may choose to undertake SIT60322 Advanced Diploma of Hospitality Management or continue their education in a range of higher education qualifications in hospitality.

## MINIMUM ENTRY REQUIREMENTS

- Applicants must be minimum 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia in Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Successful completion of Australian Equivalent Year 12 qualification;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point);

## EMPLOYMENT PATHWAYS:

Possible job titles relevant to this qualification include:

- Chef de Cuisine
- Restaurant Manager
- Sous Chef

## CORE UNITS

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

## ELECTIVE UNITS

<b>BSBMKG624</b>	Manage market research
<b>BSBMKG625</b>	Implement and manage international marketing programs
<b>BSBOPS601</b>	Develop and implement business plans
<b>BSBCRT611</b>	Apply critical thinking for complex problem solving
<b>BSBMKG626</b>	Develop advertising campaigns
<b>BSBMKG627</b>	Execute advertising campaigns
<b>BSBSUS601</b>	Lead corporate social responsibility
<b>BSBFIN601</b>	Manage organisational finances

## QUALIFICATION ENTRY REQUIREMENTS

- There are no qualification specific entry requirements.
- Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training.
- Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork.
- Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.



The pathway to your future is bright.



# The future needs you. Find your path at Albright.

CRICOS | 115213J

## Diploma of Community Services

CHC52021

COURSE DELIVERY:

ADELAIDE MELBOURNE  
BRISBANE SYDNEY

This qualification reflects the role of community service workers involved in the delivery, management, and coordination of person-centered services to individuals, groups, and communities. At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management. Workers support people to make changes in their lives to improve personal and social well-being and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

### MINIMUM ENTRY REQUIREMENTS

- Applicants must be a minimum of 18 years of age at the time of commencement;
- Have a valid Student visa status which allows them to study in Australia at Vocational levels.
- Must satisfy Albright Pre-training Review (PTR) Assessment.
- Successful completion of Australian Equivalent Year 12 qualification
- Have a valid IELTS score of 5.5 Bands OR PTE score of 42 OR Cambridge score 162 OR TOEFL iBT 46 OR its equivalent (Completed a minimum 10-weeks General English Course of Upper-Intermediate Level)- Within the last 3 Calendar Years OR Completed Australian Qualification minimum from AQF Level 3 (Certificate 3) to Advanced Diploma AQF Level 6 OR Successful completion of Australian Equivalent Year 12 qualification – Within the last 3 Calendar Years;
- Applicants must undertake the Albright LLN test;
- Applicants should have basic computer and MS Office skills (Word, Excel, and PowerPoint).

### COURSE DURATION

- 20 hours per week
- 2 year (104 weeks)
- 20 weeks including holidays

### COURSE STRUCTURE

- 20 units must be completed
- 12 core units
- 8 elective units

### CORE UNITS

CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM013	Facilitate and review case management
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCDFV001	Recognise and respond appropriately to domestic and family violence.
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety

### ELECTIVE UNITS

CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCCSM016	Undertake advanced assessments
CHCCDE027	Implement community development strategies
CHCCSM009	Facilitate goal directed planning
CHCMHS011	Assess and promote social, emotional and physical wellbeing
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCCSM010	Implement case management practice
CHCCSM012	Coordinate complex case requirements

### EMPLOYMENT PATHWAYS:

Possible job titles relevant to this qualification include:

- Case Worker or Manager
- Community Care or Case Coordinator
- Community Service Worker



# Albright Programs

## Hospitality & Management Program

Our Hospitality & Management Program is a 2 year course that combines SIT30821 Certification III in Commercial Cookery (1 year) leading to SIT40521 Certificate IV in Kitchen Management (6 months) leading to SIT50422 Diploma of Hospitality Management (6 months).

This program will prepare graduates to be competitive candidate in the Hospitality Industry with in-depth knowledge, practical skills and work experience. This program provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafeterias and coffee shops.

- SIT30821 **Certificate III in Commercial Cookery**
- SIT40521 **Certificate IV in Kitchen Management**
- SIT50422 **Diploma of Hospitality Management**

## Project Development Program

Our Project Development Program is a 2-year course that includes BSB50820 Diploma of Project Management and BSB60720 Advanced Diploma of Program Management.

As a result of extensive case studies and teamwork, Albright Institute of Business and Language courses focus on practical learning to ensure you are job ready across a broad range of industries

- BSB50820 **Diploma of Project Management** (CRICOS 104077C)
- BSB60720 **Advanced Diploma of Program Management** (CRICOS 104459M)



Your key to  
a future that  
challenges,  
inspires and  
excites.



The campuses of Albright Institute are located in the heart of Melbourne, Sydney, Adelaide, and Brisbane Central Business Districts (CBD). The campuses are moments away from the iconic landmarks and public transport surrounded by beautiful parks and world-class infrastructure.

## Discover Australia

**Change Campus Location**

# our Locations

### ADELAIDE

Level 4, Level 5 (Reception) & 14, 90 King William Street, Adelaide, SA 5000

Kitchen: West Kiosk 2, Adelaide Oval, War Memorial Drive, North Adelaide SA 5006

### BRISBANE

Level 6 & 7, 15 Adelaide St. Brisbane City, QLD 4000

### MELBOURNE

Ground (Reception), Level 2, 4 & 8, 341-345 Queen St, Melbourne, VIC 3000

Kitchen : Ground Floor, 54 – 56 Latrobe Street, Melbourne, VIC 3000

CPC Workshop: 4/5-7 Macaulay Street, Williamstown, VIC 3016

### SYDNEY

Ground (Reception), Level 2 & Level 3, 10 Quay St Haymarket NSW 2000

Kitchen: 91-93 Riley St, Darlinghurst, NSW, 2010

**Want more information?**

📞 1300 189 154

✉ [info@albrightinstitute.edu.au](mailto:info@albrightinstitute.edu.au)

🌐 [albrightinstitute.edu.au](http://albrightinstitute.edu.au)



# Melbourne

## THE CITY

Melbourne is Victoria's capital city and the 2nd largest city in Australia. According to "The Economist", Melbourne has been named the most liveable city in the world in recent years for its cost of living, healthcare, infrastructure, and education.

### MELBOURNE MUST-SEES

- Drink the world's best coffee
- Check out the amazing street art
- Wander through laneways
- Visit Flinders Street Station
- Stroll the botanic gardens
- Enjoy sport at the MCG
- Visit the Immigration Museum
- Admire Aboriginal art
- Visit Queen Victoria Market
- Go penguin-spotting at St Kilda

### EVENTS

- Australian Open
- Melbourne International Comedy Festival
- Melbourne Cup Carnival
- Moomba Festival
- Cricket Boxing Day Test
- AFL Grand Final
- Melbourne Chinese New Year
- White Night Melbourne
- Remembrance Day

# Sydney

## THE CITY

The Capital of New South Wales, Sydney is the most populous city in Australia and Oceania. Sydney is very well-known for the iconic Sydney Opera House and the Harbour Bridge, however, there is so much more that this city has to offer.

### SYDNEY MUST-SEES

- Sydney Opera House
- The Rocks
- Sydney Tower
- Darling Harbour
- The Sydney Harbour Bridge
- State Library of New South Wales
- The Royal Botanic Garden
- The Royal National Park
- The Australian Museum

### EVENTS

- The Sydney Festival
- Australia Day
- Mardi Gras
- Vivid Sydney
- City 2 Surf
- Night Noodle Market
- Sydney Zombie Walk
- Sculpture by the Sea
- Sydney to Hobart

**Note:** With effect from May 10, 2024 the recommended 12-month living cost for a single student is AUD \$29,710



# Adelaide

## THE CITY

The capital of South Australia, Adelaide is the fifth most populous city of Australia, and it offers a wide variety of experiences to its residents and visitors. From exquisite wine tasting to partying at an immersive festival – Adelaide has it all, just name it.

### ADELAIDE MUST-SEES

- Morialta Conservation Park
- Belair National Park
- Waterfall Gully
- Cleland Wildlife Park
- Gorge Wildlife Park
- Himeji Gardens
- Glenelg Beach
- Onkaparinga River National Park
- Wittunga Botanic Garden
- Adelaide Dolphin Sanctuary

### EVENTS

- Adelaide Fringe
- WOMAdelaide
- Adelaide Festival of Arts
- Glendi Greek Festival
- Touch Bass
- DreamBIG Children's Festival
- South Australia's History Festival
- Cabaret Festival
- Adelaide Film Festival

# Brisbane

## THE CITY

The capital of the Sunshine State – Queensland – Brisbane is the place where one can enjoy the lovely subtropical weather throughout the entire year. There is no place for boredom in Brisbane! Discover the gorgeous beaches, learn how to surf and astound your friends with your new skills.

### BRISBANE MUST-SEES

- South Bank
- The Epicurious Garden
- Queensland Art Gallery
- The State Library
- Queensland Museum
- The Gallery of Modern Art
- Catholic Old St. Stephen's Church
- St. John's Anglican Cathedral
- Albert Street Uniting Church

### EVENTS

- Laneway Festival
- Electric Gardens
- Brisbane Comedy Festival
- Brisbane Cycling Festival
- Six Day Brisbane
- Touch Bass
- Paniyiri Greek Festival
- Brisbane Marathon Festival
- The Ekka

**Note:** With effect from May 10, 2024 the recommended 12-month living cost for a single student is AUD \$29,710



# Enrolment Map

1.

Choose your  
course/**courses**

2.

Complete the  
**Albright**  
Application Form.

3.

Provide certified copies of:  
**Your Passport**  
**Your Visa**  
(if you have a current Australian visa)  
**Your academic documents**  
(if applicable)

4.

Receive the  
**Offer Letter**

5.

Sign acceptance  
form and **complete**  
the **payment**

6.

Receive the  
**Confirmation of**  
**Enrolment (COE)**

7.

Lodge your  
student visa  
(if applicable)

8.

Attend the **Orientation**  
**day** and complete a  
**placement test**


Enjoy  
Studying at  
**Albright!**







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