



mint

RTO 21524 CRICOS 03700C

MINT International College





MINT International College

RTO 21524 CRICOS 03700C

Advance Your *Skills* Advance Your *Career*

Our mix mode courses enables you to create a balance in your work and life.

With a choice of face to face classroom and practical learning, you'll be able to enhance your learning experience with hands-on industry education and training, mentoring, and career development.



Welcome to Mint International College (MIC)

Mint International College (MIC) was registered as a training organisation in 2004 and has continued to make a unique and substantial contribution as a vibrant education provider with active and enthusiastic students and faculty. MIC takes immense pride in its long-standing reputation within the education industry.

Choosing the right college is one of the most important decisions you will ever make because your time as a student should be one of the most exciting periods in your life. We at MIC ensure each and every student enrolled with us achieves the best outcome academically and personally.

We believe as an education provider it is our responsibility to understand the challenges international students have to face when they leave their home country and arrive in a new land to achieve their career goals. To support and make our international students comfortable, MIC ensures we accept students from diversified multicultural backgrounds. MIC also provides the best industry experience to our students as part of their learning at MIC, with assistance from our valued industry partners.

In choosing MIC you will join a team of peers from across the globe and the faculty with immense academic knowledge and industry experience. Quality is always the result of hard work, sincere efforts, vision, and skilful execution. Our leading-edge infrastructure along with our dedication to teaching and learning gives our students the ideal platform to succeed at MIC and beyond.

As proud as we are of our ability to educate the mind, we are equally proud of our ability to nurture our students' individual qualities. Preparing students for meaningful and purposeful lives is the core of our mission.

We believe that all students should be challenged to achieve their highest standards. This can only be attained through our sustained focus on the quality of our courses. Our dedicated teachers and support staff ensure that the College is a safe, happy and caring environment for all.

We look forward to seeing you
at MIC Campuses



CONTENTS

Introduction

Welcome	02
MIC Code of Conduct	05
MIC Course Overview	07

International Courses

Graduate Diploma of Strategic Leadership	08
Graduate Diploma of Management (Learning)	10
Advanced Diploma of Leadership and Management	12
Diploma of Leadership and Management	14
Certificate IV in Leadership and Management	16
Advanced Diploma of Hospitality Management	18
Diploma of Hospitality Management	20
Certificate IV in Commercial Cookery	22
Certificate III in Commercial Cookery	24
How to Apply	26
How to Enrol	27
Live in Australia	28
Student Visa Obligations	29
International Student Information	30
Helpful Contacts	31



“
Set your goals high,
and don't stop
until you get there
”

MIC Code of Conduct

The code outlines students' rights and responsibilities in regard to their participation at Mint International College programs. All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Not be harassed, victimised or discriminated against on any basis.
- Learn in a supportive environment, which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- Receive training and assessment that is in accordance with the requirements of the accredited course and endorsed Training Package.
- Be issued with qualifications and/or statements of attainment when a program of study has been successfully completed.
- Access the information Mint International College holds about them by providing reasonable time-frame.
- Have their complaints dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Provide feedback to Mint International College on the student services, training, assessment and support services they receive.



All students, throughout their training and involvement with Mint International College, have the responsibility and are expected to:

- Treat all staff and other students and their property with respect and value their cultural diversity.
- Respect the opinions and backgrounds of others.
- Not harass, victimise, discriminate against or disrupt others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Respect school's facilities and resources and follow relevant policies and procedures.
- Not to bring any articles or items that may threaten the safety of self or others.
- Notify RTO's administration staff as soon as possible in writing if any of their personal or contact details change.
- Refrain from using mobile phones or other technology devices when advised by the trainer/assessor during class and/or during assessment/exam activities.
- Attend all training/placement on time and ensure that behaviour meets both the expectations of Mint International College and the requirements of the particular workplace facility.
- Follow Training Plan and complete all assessment tasks, learning activities and assignments honestly and without plagiarism and cheating.
- Make regular contact with their Trainer/Assessor and submit all assessment tasks, assignments and other evidence of their work in original and on time (please make a copy of your assessments before submitting originals).
- Notify the trainer if they are unable to attend the training session for any reason at least 24 hours prior to the commencement of the activity.
- Refrain from smoking at training/placement venues and on the premises of Mint International College.
- Provide up-to-date, accurate and timely information when required.

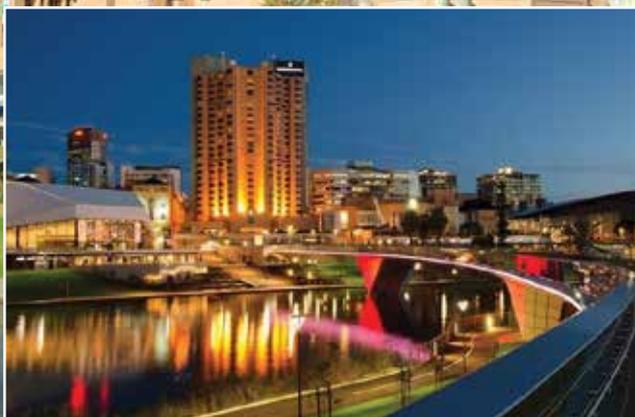
MELBOURNE



 **mint**
RTO 21524 CRICOS 03700C
MINT International College

Melbourne campus:
Level 1, 540 Elizabeth Street
Melbourne VIC 3000

Adelaide campus:
Level 1, 12 Pirie Street
Adelaide SA 5000

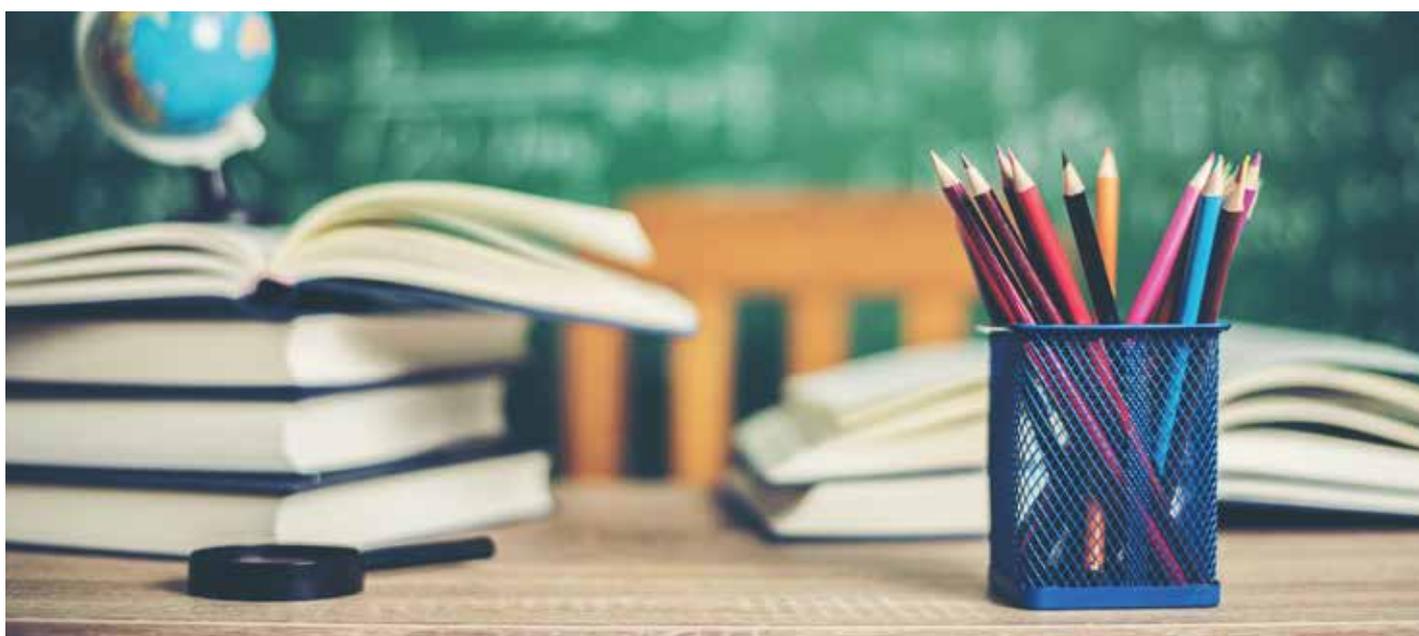


ADELAIDE



MIC International Courses Overview

National Code	CRICOS Code	Courses	Tuition Fees	Duration
BSB80320	104481B	Graduate Diploma of Strategic Leadership	\$12,000	52 weeks
BSB80120	106557D	Graduate Diploma of Management	\$12,000	52 weeks
BSB60420	106556E	Advanced Diploma of Leadership and Management	\$10,000	72 weeks
BSB50420	104373F	Diploma of Leadership and Management	\$10,000	52 weeks
BSB40520	104003K	Certificate IV in Leadership and Management	\$10,000	52 weeks
SIT60316	099980G	Advanced Diploma of Hospitality Management	\$12,000	87 weeks
SIT50416	097559C	Diploma of Hospitality Management	\$15,000	68 weeks
SIT40516	099291K	Certificate IV in Commercial Cookery	\$15,000	78 weeks
SIT30816	097558D	Certificate III in Commercial Cookery	\$12,000	52 weeks



Other Fee & Charges

Fee Type	Amount	Fee Type	Amount
Enrolment Fee (non refundable)	\$300.00	OSHC Fee	www.nib.com.au/overseas-students
Late Payment Fee (per week)	\$50.00	Airport Pickup (on request)	\$200.00
Re-enrolment / Extension of COE fee	\$300.00	Accommodation assistance fee (on request)	\$200.00
Repeat a Unit Fee	\$300.00	Replacement / Re-issue of Certificate / Statement of Attainment (plus postage charges)	\$100.00
Re-assessment Fee per assessment	\$125.00	Credit Transfer processing fee (per application)	\$150.00
RPL Fee per unit	\$300.00		

Graduate Diploma of Strategic Leadership

National Code BSB80320 CRICOS Code 104481B

Duration 52 weeks Tuition Fees AU \$12,000 Materials Fee AU \$200

Course Overview

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles.

Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others. They use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

Career Pathways

This course will provide you with skills required for roles such as:



- Small Business Manager
- Director
- Managing Director
- Training Manager
- Educational Professional
- Workforce Capability Development Leader
- Workforce Capability Development Leader
- Workforce Planner



Key Learning Outcomes and Skills

This course will arm you with the following key skills:

- Communicate to influence the relevant individuals and stakeholders
- Develop knowledge management strategy
- Analyse effectiveness of systems to meet organisational goals
- Research strategy
- Model and cultivate collaborative thinking

01 Entry Requirements

- Student must be minimum 21 years of age on commencement of the course
- A minimum IELTS test score of 6.0 overall with a minimum individual band score of 5.0, or approved equivalent
- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

or

Have completed a Bachelor degree in related fields of study and 2 years of equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

or

Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

02 Delivery Method

Classroom based delivery[Face-to-Face].

03 Course Structure

Course Units (2 Core units)

BSBLDR811	Lead strategic transformation
BSBSTR802	Lead strategic planning processes for an organisation

Course Units (6 Elective units)

BSBFIN801	Lead financial strategy development
BSBPMG810	Priorities projects and programs
BSBINS603	Initiate and lead applied research
BSBLDR812	Develop and cultivate collaborative partnership and relationships
BSBSTR803	Establish business continuity management strategies
BSBHRM615	Contribute to the development of diversity and inclusion strategies

04 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

05 Assessments

Assessment methods vary and may include written assignments, knowledge tests, research tasks, projects, case studies, observations, practical tasks and role plays/demonstrations.

Graduate Diploma of Management

National Code BSB80120 CRICOS Code 106557D

Duration 52 weeks Tuition Fees AU \$12,000 Materials Fee AU \$200

Course Overview

This qualification reflects the roles 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.



Key Learning Outcomes and Skills

This course will arm you with the following key skills:



- Generate innovative thinking and creativity
- Research strategy
- Identify change requirements and opportunities
- Model and cultivate collaborative thinking
- Plan, develop and monitor mentoring program
- Implement career development services strategies
- Develop and implement change management strategy
- Establish reporting mechanisms for partnership program

01 Entry Requirements

- Student must be over 20 years of age on commencement of the course
- A minimum IELTS test score of 6.0 overall with a minimum individual band score of 5.0 or equivalent
- With a relevant Diploma or Advanced Diploma qualification or higher or can demonstrate suitable work or life experience

02 Delivery Method

Classroom based delivery[Face-to-Face].

03 Course Structure

Course Units (3 Core units)

BSBLDR811	Lead strategic transformation
BSBHRM613	Contribute to the development of learning and development strategies
TAELED803	Implement improved learning practice

Course Units (5 Elective units)

BSBINS603	Initiate and lead applied research
BSBLDR601	Lead and manage organisational change
BSBLDR812	Develop and cultivate collaborative partnerships and relationships
BSBHRM611	Contribute to organisational performance development
BSBSTR801	Lead innovative thinking and practice

04 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

05 Assessments

Assessment methods vary and may include written assignments, knowledge tests, research tasks, projects, case studies, observations, practical tasks and role plays/demonstrations.

Advanced Diploma of Leadership & Management

National Code BSB60420 CRICOS Code 106556E

Duration 72 weeks Tuition Fees AU \$13,000 Materials Fee AU \$300

Course Overview

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. People in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Career Pathways

This course will provide you with skills required for roles such as:



● Manager

● Team Leader

● Supervisor

Key Learning Outcomes and Skills

This course will arm you with the variety of skills and content, including but not limited to:



01 Entry Requirements

- 1) Academic: Recognised secondary education qualification, assessed as at Australian Year 12 level, or approved vocational qualifications and
 - 2) English: Minimum IELTS test score of 5.5 overall (with a minimum individual band score of 5.0), or approved equivalent
 - 3) Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

02 Delivery Method

Classroom based delivery[Face-to-Face].

03 Course Structure

Course Units (5 Core units)

BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBLDR601	Lead and manage organisational change
BSBCRT611	Apply critical thinking for complex problem solving

Course Units (5 Elective units)

BSBSUS601	Lead corporate social responsibility
BSBPMG633	Provide leadership for the program
BSBSTR602	Develop organizational strategies
BSBPMG634	Facilitate stakeholder engagement
BSBHRM614	Contribute to strategic workforce planning

04 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

05 Assessments

Assessment methods may include written assignments, projects, case studies, observations and portfolios.

Diploma of Leadership & Management

National Code BSB50420 CRICOS Code 104373F

Duration 52 weeks Tuition Fees AU \$10,000 Materials Fee AU \$200

Course Overview

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Career Pathways

This course will provide you with skills required for roles such as:



- Branch manager
- Operations/facilities manager
- Store manager
- Team leader
- Business manager
- Production manager
- Retail manager
- Department manager
- Office coordinator

Key Learning Outcomes and Skills

This course will arm you with the following key skills:



- Staff performance management
- Effective leadership skills
- Recruitment and induction
- Project management
- Responsive customer service
- Ability to design & implement Process improvements

01 Entry Requirements

- Students must be 18 years of age on commencement of the course
- A minimum IELTS score of 5.5 or equivalent
- Satisfactory completion of Australian Year 12 (or equivalent)

02 Delivery Method

Classroom based delivery[Face-to-Face].

03 Course Structure

Course Units (6 Core units)

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

Course Units (6 Elective units)

BSBSTR502	Facilitate continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS505	Manage organisational customer service
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk

04 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

05 Assessments

Assessment methods may include written assignments, projects, case studies, observations and portfolios.

Certificate IV in Leadership & Management

National Code BSB40520 CRICOS Code 104003K

Duration 52 weeks Tuition Fees AU \$10,000 Materials Fee AU \$200

Course Overview

This nationally accredited qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Conversely it may also apply to those with little or no experience but who are seeking to develop their skills in order to create further education and re-employment opportunities.



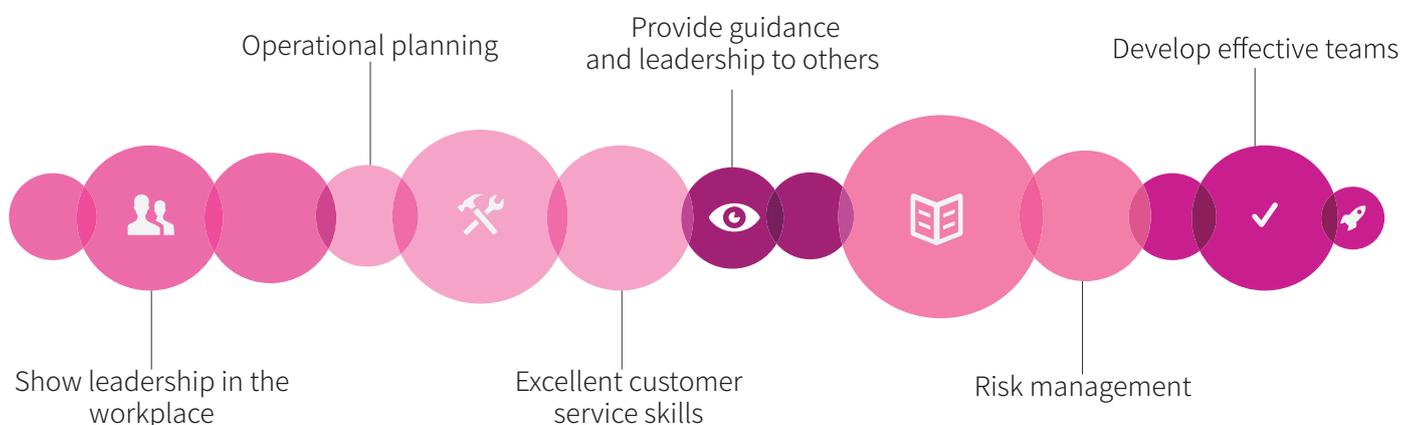
Career Pathways

This course will provide you with skills required for roles such as:

- Operations
- Facilities supervisor
- Store supervisor
- Team leader
- Business coordinator
- Production leader
- Retail coordinator
- Department supervisor
- Office coordinator

Key Learning Outcomes and Skills

This course will arm you with the variety of skills and content, including but not limited to:



01 Entry Requirements

- Students must be 18 years of age on commencement of the course
- A minimum IELTS score of 5.5 or equivalent
- Satisfactory completion of Australian Year 12 (or equivalent)

02 Delivery Method

Classroom based delivery[Face-to-Face].

03 Course Structure

Course Units (5 Core units)

BSBXC401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
BSBOPS402	Coordinate business operational plans
BSBBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships

Course Units (7 Elective units)

BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBOPS403	Apply business risk management process	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBSTR401	Promote Innovation in team environment	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBCRT411	Apply critical thinking to work practices	Elective
BSBPMG430	Undertake project work	Elective

04 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

05 Assessments

Assessment methods may include written assignments, projects, case studies, observations and portfolios.

Advanced Diploma of Hospitality Management

National Code SIT60316 CRICOS Code 099980G

Duration 87 weeks Tuition Fees AU \$12,000 Materials Fee AU \$300

Course Overview

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Career Pathways

Further pathways include but not limited to:

- | | |
|--------------------------------------|-----------------------------|
| 1 Area manager or operations manager | 6 Executive sous chef |
| 2 Cafe owner or manager | 7 Food and beverage manager |
| 3 Club secretary or manager | 8 Head chef |
| 4 Executive chef | 9 Motel owner or manager |
| 5 Executive housekeeper | 10 Rooms division manager |

Key Learning Outcomes and Skills



01 Entry Requirements

- Students must be 18 years of age on commencement of the course
- A minimum IELTS score of 5.5 or equivalent
- Satisfactory completion of Australian Year 12 (or equivalent)

02 Delivery methods

The course is delivered in a classroom setting.

03 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

04 Course Structure

Course Units (16 Core Units)

BSBMGT517	Manage operational plan
SITXCCS008	Develop and manage quality customer service practices
BSBFIM601*	Manage finances
BSBMGT617*	Develop and implement a business plan
SITXFIN005	Manage physical assets
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXFIN003	Manage finances within a budget
SITXMGT001	Monitor work operations
BSBDIV501	Manage diversity in the workplace
SITXMGT002	Establish and conduct business relationships
SITXHRM003	Lead and manage people

Course Units (17 Elective units)

SITXFSA001	Use hygienic practices for food safety
SITXCCS007	Enhance customer service experiences
BSBADM502	Manage meetings
SITXCOM005	Manage conflict
BSBCMM401	Make a presentation
SITXFSA002	Participate in safe food handling practices
SITXFIN002	Interpret financial information
SITXHRM002	Roster staff
BSBRES401	Analyze and present research information
SITHKOP004	Develop menus for special dietary requirements
SITXWHS003	Implement and monitor work health and safety practices
SITHKOP005	Coordinate cooking operations
BSBITU302	Create electronic presentations
SITXINV004	Control stock
BSBINN601*	Lead and manage organisational changes
BSBSUS501*	Develop workplace policy and procedures for sustainability
BSBMKG609*	Develop a marketing plan

05 Assessments

Assessment methods vary and may include written assignments, knowledge tests, research tasks, projects, case studies, observations and role plays/demonstrations

Diploma of Hospitality Management

National Code SIT50416 CRICOS Code 097559C

Duration 68 weeks Tuition Fees AU \$15,000 Materials Fee AU \$300

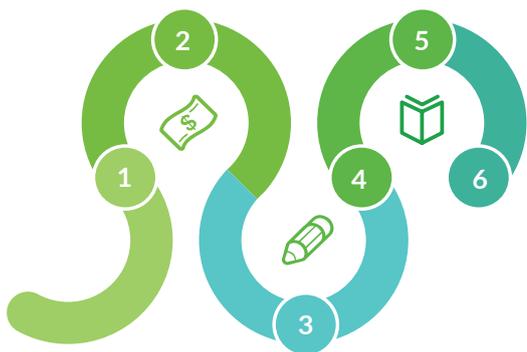
Course Overview

This nationally accredited qualification develops key skills and knowledge to excel as a team leader within the thriving hospitality industry. The Diploma of Hospitality Management helps you craft an in-depth understanding of many facets of the industry and equips you to work independently and within teams in a range of different settings.

Career Pathways

This course will provide you with skills required for roles such as:

- Café manager
- Restaurant manager
- Banquet or function manager
- Bar manager
- Front office manager
- Executive housekeeper
- Motel manager
- Catering operations
- Kitchen manager



Key Learning Outcomes and Skills

This course will arm you with the following key skills within hospitality industry:

- 1 Rosters
- 2 Leading teams
- 3 Customer service
- 4 Financial acumen
- 5 Food and beverage
- 6 General operations

01 Entry Requirements

- Students must be 18 years of age on commencement of the course
- A minimum IELTS score of 5.5 or equivalent
- Satisfactory completion of Australian Year 12 (or equivalent)

02 Delivery methods

The course is delivered in a classroom setting.

03 Course Structure

Course Units (13 Core Units)

BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance the customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices

Course Units (15 Elective Units)

SITXFSA001	Use hygienic practices for food safety
SITHKOP005	Coordinate cooking operations
SITHIND002	Source and use information on the hospitality industry
BSBCMM401	Make a presentation
BSBADM502	Manage meetings
SITXINV003	Purchase goods
SITXWHS002	Identify hazards assess and control safety risks
SITXFIN002	Interpret Financial Information
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITHKOP007	Design and cost menus
SITHKOP004	Develop menus for special dietary requirements
SITXFSA004	Develop and implement a food safety program
SITXINV004	Control stock
SITXFSA002	Participate in safe food handling practices

04 Resources

- Students are required to bring general stationery for study (pens, notebooks, etc.)
- Students may bring their personal laptop or computer tablet
- MINT International College will provide the students with other resources such as Wi-Fi internet connection, printouts, etc. (included in the course fee)

05 Assessments

Assessment methods include written assignments, knowledge tests, research tasks, projects, case studies, observations and role plays/demonstrations.

Certificate IV in Commercial Cookery

National Code SIT40516 CRICOS Code 099291K

Duration 78 weeks Tuition Fees AU \$15,000 Materials & Equipment Fee AU \$1,500

Course Overview

The nationally accredited Certificate IV in Commercial Cookery is designed to enable graduates to start careers in a range of hospitality establishments and have a supervisory or team leading role in the kitchen.

Covering a broad range of skills, knowledge and application within a diverse range of the cooking industry, participants gain skills, knowledge and experience in practical food production, hygiene, menu costing, OHS, team work and basic nutrition.

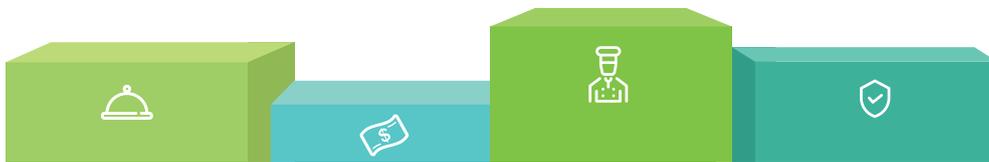
Career Pathways

Successful completion of this course provides the skills and knowledge to perform as a qualified cook or chef in a restaurant, hotel, cafe, or health care environment.

● Chef

● Chef de partie

Key Learning Outcomes and Skills



- ✓ Technical culinary proficiency
- ✓ Menu planning & costing
- ✓ Prepare food & dietary requirements
- ✓ Hygiene and Safety

01 Entry Requirements

- Students must be 18 years of age on commencement of the course
- A minimum IELTS score of 5.5 or equivalent
- Satisfactory completion of Australian Year 12 (or equivalent)

02 Delivery methods

The course is delivered in the classroom and kitchen.

During the course you are required to complete a minimum of (48 service periods (shifts) where you'll safely and hygienically prepare, cook and present menu items)

03 Resources

- Students are required to have their own knife set for training sessions.
- Mint International College provides students with all resources such as Wi-Fi connection and other facilities.

04 Course Structure

Course Units (26 Core Units)

BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBDIV501	Manage diversity in the workplace
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXINV002	Maintain the quality of perishable items
SITXWHS003	Implement and monitor work health and safety practices
SITXMGT001	Monitor work operations
SITXFIN003	Manage finances within a budget
SITXCOM005	Manage conflict

Course Units (7 Elective Units)

SITXHRM002	Roster staff
SITHCCC015	Produce and serve food for buffets
SITHCCC017	Handle and serve cheese
SITXFIN002	Interpret financial information
SITXCCS006	Provide service to customers
SITHIND002	Source and use information on the hospitality industry
SITHFAB005	Prepare and serve espresso coffee

05 Assessments

The following assessment methods including but not limited to: will be used during this qualification: Formative Activities, Assignments, Case Studies, Student Presentations, Practical Training Classes, Written Assessments and Log Book.

- Work Placement Duration: 240 hours for Cert IV Commercial Cookery

Certificate III in Commercial Cookery

National Code SIT30816 CRICOS Code 097558D

Duration 52 weeks Tuition Fees AU \$12,000 Materials & Equipment Fee AU \$1,500

Course Overview

This qualification provides you with the practical cookery skills and knowledge required to work safely in a commercial kitchen environment. As well as the practical skills, you will also learn the skills needed to work effectively and safely as part of team.

As a graduate you will have an understanding of knife skills, basic methods of cookery, nutrition and menu development. This course leads to employment in a restaurant as a chef or assistant chef.



Career Pathways

Successful completion of this course provides the skills and knowledge to perform as a qualified cook or chef in a restaurant, hotel, cafe, or health care environment.

Key Learning Outcomes and Skills

This course will arm you with the following key skills within hospitality industry:



01 Entry Requirements

- Students must be 18 years of age on commencement of the course
- A minimum IELTS score of 5.5 or equivalent
- Satisfactory completion of Australian Year 12 (or equivalent)

02 Delivery methods

The course is delivered in the classroom and kitchen.

During the course you are required to complete a minimum of 48 service periods (shifts) where you'll safely and hygienically prepare, cook and present menu items.

03 Course Structure

Course Units (21 Core Units)

BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP001	Clean kitchen premises and equipment
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices

Course Units (4 Elective Units)

SITHCCC015	Produce and serve food for buffets
SITHCCC017	Handle and serve cheese
HLTAID003	Provide first aid
SITXCCS006	Provide service to customers

04 Resources

- Students are required to bring a note-pad to every training session and may bring their own Laptop / Computer Tablet.
- Students are required to wear chef's uniform for training sessions in the kitchen and for work placement.
- Students are required to have their own knife set.
- MIC will provide you with all other resources such as raw food (for kitchen training), Wi-Fi internet connection and are included in the fee above.

05 Assessments

The following assessment methods (including but not limited to) will be used during this qualification: Formative Activities, Assignments, Case Studies, Student Presentations, Practical Training Classes, Written Assessments and Log Book.

-Work Placement Duration: 192 hours for Cert III Commercial Cookery

How to Apply

To enrol in a training program at Mint International College, you will need to contact our head office in Melbourne. Mint International College will arrange for a representative to contact you to:

- Discuss your training requirements
- Discuss undertaking a training program including information of work-placement (if applicable)
- Confirm course fees and any Administration/Resources costs
- Conduct a Pre training Review and Language, Literacy & Numeracy (LLN) Assessment to determine your learning needs
- Advise about the date of the mandatory orientation/induction session
- Organise course commencement

Mint International College is committed to the enrolment of student when the organisation has the capacity to deliver the course for which the student is enrolling and where the student has:



Meets the selection requirements for the relevant course



Provide all required information /documentation



Understand and agree to the organisation's policies, procedures and code of conduct



Pays the prescribed fees

On enrolment day, Mint International College will collect your personal information such as your contact number, email ID, address etc. Under Privacy Act 2014, Mint International College cannot disclose the information to third parties without your written consent. However your personal information may be required to be made available by Mint International College to Commonwealth and State Government and other related authorities.

By signing the Mint International College enrolment form, you agree for Mint International College to disclose your personal information to Commonwealth and State Government authorities upon request.



How to Enrol

STEP 1

Select the courses to study in Australia

- Check entry requirements of the courses
- Check the course outlines and details
- Complete international student application form
(<http://www.mintraining.edu.au/resource/student-information/>)

STEP 2

Submit the application form with supporting documents

- A certified copy of passport
- Australian Years 12 equivalent Academic Transcripts and Completion Certificates
- English proficiency statements (e.g. IELTS, PTE Academic, CAE, CPE, FCE, OET)
- C.V. (if applicable)
- Employment Reference (if applicable)
- Employment payment history (if applicable)

STEP 4

Letter of Offer

will be issued upon successful assessment of application

STEP 3

Send to Admissions Department, Mint International College

- Email: contact@mintraining.edu.au / admissions@mintraining.edu.au
- Contact through MINT Pre-enrolment
(Location: www.mintraining.edu.au - student - student pre-enrolment)

STEP 5

Payment & Insurance

- Pay tuition fee
- Organise OSHC (Overseas Student Health Cover)
- Submit Signed copy of Agreement

STEP 6

C.o.E

C.o.E. (Confirmation of Enrolment) will be issued

STEP 7

Apply

Apply your International Student Visa

STEP 8

Ready for Study

- Study 'Pre-departure Information'
- Attend International Orientation

APPLY NOW!

www.mintraining.edu.au

contact@mintraining.edu.au

Tel: +61 451 188 743

www.facebook.com/mintgroupmelbourne

[@college_mint](https://www.instagram.com/college_mint)

Live in Australia

Plan Your Departure To Australia

Once you have been accepted to study at Mint International College and have received confirmation of your student visa, the next step is to start planning for your arrival.

Here is a checklist to help you plan your departure:

<p>01</p> <p>Passport & Visa</p> <p>Check that your passport is valid for at least 6 months prior to your entry arrival in Australia, and that you have all your visa documentation. It is also a good idea to make copies of your passport in case you lose your passport.</p>	<p>02</p> <p>Student enrolment & orientation documents</p> <p>You will need your electronic Confirmation of Enrolment (eCoE) and student information pack, which you will have received from Mint International College.</p>	<p>03</p> <p>Overseas Student Health Cover (OSHC)</p> <p>This is a requirement for entry to Australia, so make sure you have your health cover policy arranged before you leave home.</p>
<p>04</p> <p>Travel Insurance</p> <p>You should also consider travel insurance, which covers things your OSHC may not - such as cancelled flights, lost documents, dental or optical care, etc.</p>	<p>05</p> <p>Airfares</p> <p>Make sure you are aware of the date and time of your flight. Keep your flight details in a safe and secure place, with your passport and visa.</p>	<p>06</p> <p>Contact details</p> <p>You may want to have a list of emergency contact details for family, as well as your embassy, accommodation and institution details. If you have used an education agent, keep their contact details on you, in case you need to contact them once you arrive in Australia.</p>
<p>07</p> <p>Australian currency</p> <p>There are money exchange places available at Australian airports and in cities, but it is recommended to have some Australian currency on you prior to leaving your home country.</p>	<p>08</p> <p>Transport from the airport</p> <p>Whether you are taking public transport, a taxi, or you are being picked up from the airport by the College, it is important that you have all the details including the time, the route and, if your travel has been arranged by the College, our contact details. If you need a map to assist you in getting to your accommodation from the airport, the information will be available at the airport, or you can print one prior to leaving.</p>	<p>09</p> <p>Accommodation details</p> <p>Make sure you have the address of where you will be staying as well as their phone number and payment confirmation</p> <p>(if you have already paid for your accommodation).</p>

INTERNATIONAL STUDENT INFORMATION

Student Visa Obligations

01 | Full Time Study

Australian law requires international students to study, a full time study load. A full-time study load is normally a minimum of 20 hours per week for at least 40 weeks each calendar year continuous 12-month period.

02 | Attendance

International students are expected to attend all classes. At Mint International College, we take attendance of students at campus very seriously. Strict action will be taken if student does not attend two classes for consecutively two weeks.

03 | Academic Progress

If students do not make satisfactory academic progress they may be reported to DOHA which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any two consecutive study periods (one study period equals one term). Failure in more than 50% of units in one study period will trigger a review of academic progress by the institute and the implementation of an intervention strategy.

Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit.

In order to have the best chance of maintaining satisfactory progress you must:

- Attend the theory and practical sessions and participate in the activities undertaken;
- Study the theory and practice the skills that are taught in class;
- Ensure that you are present for all scheduled assessment activities;
- Make an appointment with the Student Support Officer if you are having any difficulties with your studies.

In addition to the above minimum requirements, the College may implement counselling procedures and an intervention strategy when your trainers think you may be in danger of not meeting the requirements. Counselling and intervention may be triggered by any of the following events:

- Failing key units in a study period
- Failing two or more core units in any study period

If student fail to meet the requirements of satisfactory course progress, they may be reported to DOHA.

04 | Change of Address

You are obliged to notify Mint International College of any change of your address at least every 6 months while enrolled at the institute. This is to ensure that any notifications sent to you of visa breaches are sent to your current address. Failure to update your contact details to MIC means you may receive important information which may affect your course, your enrolment or your visa.

05 | UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015 if you are undertaking nationally recognised training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards.

It is free and easy to create your own USI online. Follow simple steps by visiting www.usi.gov.au or give your written consent to MIC to create your USI on your behalf.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training

INTERNATIONAL STUDENT INFORMATION

06 | LANGUAGE, LITERACY AND NUMERACY (LLN) ASSISTANCE

At MIC, all courses are delivered in the English language with a number of written assessments and research assignments. MIC makes every effort to ensure that all students have equal understanding of the assessment requirements. Regarding LLN, MIC will ensure that:

- Appropriate LLN assessment is undertaken, which may include oral questioning, demonstration, reading, writing and numeracy.
- The LLN assessment does not involve assessing higher level of LLN skills than those required for the applied qualification.
- Existing LLN skills are taken into account
- In cases where you may need further assistance with LLN, your trainer will endeavour to guide you to the most appropriate service and/or resource that may be of assistance to you.

07 | TUITION PROTECTION SERVICE

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees.

Australia has a well established international education sector with over 1200 education providers delivering a high quality education to international students. For many years now Australia has been a world leader in protecting the tuition fees of international students studying in Australia on a student visa. Recent changes to the Education Services for Overseas Students (ESOS) Act have further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS).

08 | OVERSEAS STUDENT HEALTH COVER

International students undertaking formal studies in Australia, and their dependents (for example, spouses and children under 18 years old), must obtain OSHC. It includes cover for visits to the doctor, some hospital treatment, ambulance cover and limited pharmaceuticals (medicines).

OSHC insurers can provide a range of different OSHC products. These may range from a basic product which covers only the compulsory minimum services to comprehensive products which cover, in addition to the compulsory minimum services, extra services as specified under the particular policy. Learn more about OSHC, including a list of the providers at www.privatehealth.gov.au/.

The Department of Home Affairs requires overseas students to maintain OSHC for the duration of time they are in Australia. For further information please visit the Department of Home Affairs website.

Helpful Contacts

Emergency

Fire, ambulance, police (life-threatening emergencies): Ring 000

Hospitals and Medical Issues: The Alfred: (03) 9076 2000

Austin Hospital: (03) 9496 5000

Royal Children's Hospital: (03) 9345 5522

Royal Women's Hospital: (03) 8345 2000

Royal Melbourne Hospital: (03) 9342 7000

St Vincent's Hospital: (03) 9411 7111

Refer to www.yellowpages.com.au for services near you.

The National Translating and Interpreting Service: 131 450

Life Line 24-hour Counselling Services: 131 114

Solicitors/ Lawyer:

Institute of Arbitrators & Mediators Australia: Free call 1800 651 650

Victoria Legal Aid: www.legalaid.vic.gov.au

Study in Australia: www.studyinaustralia.gov.au

Youth Central: www.youthcentral.vic.gov.au

Other Support Services

The following support services are free. They are able to provide you with referrals to help you deal with the issue you are facing.

Lifeline: 13 11 14 (24-hour counselling service)

Men's line Australia: 1300 78 99 78

Grief line (Telephone Counselling Service): 1300 845 745 (12 noon - 3 am, 7 days a week, all year)

Direct Line (Drug and alcohol service): 1800 888 236

Crisis Help: 1800 627 727

Women's Domestic Violence Crisis: 1800 015 188 or (03) 9322 3555

Direct Line (Drug and alcohol service): 1800 888 236

Crisis Accommodation Information (Homelessness Help Services): 1800 627 727

Women's Domestic Violence Crisis: 1800 015 188 or (03) 9322 3555

The Gambling Help Line: 1800 858 858



- +61 451 188 743
- contact@mintraining.edu.au
- www.mintraining.edu.au
- Melbourne campus:** Level 1, 540 Elizabeth Street, Melbourne VIC 3000
- Adelaide campus:** Level 1, 12 Pirie Street, Adelaide SA 5000
- www.facebook.com/mintgroupmelbourne
- @college_mint