

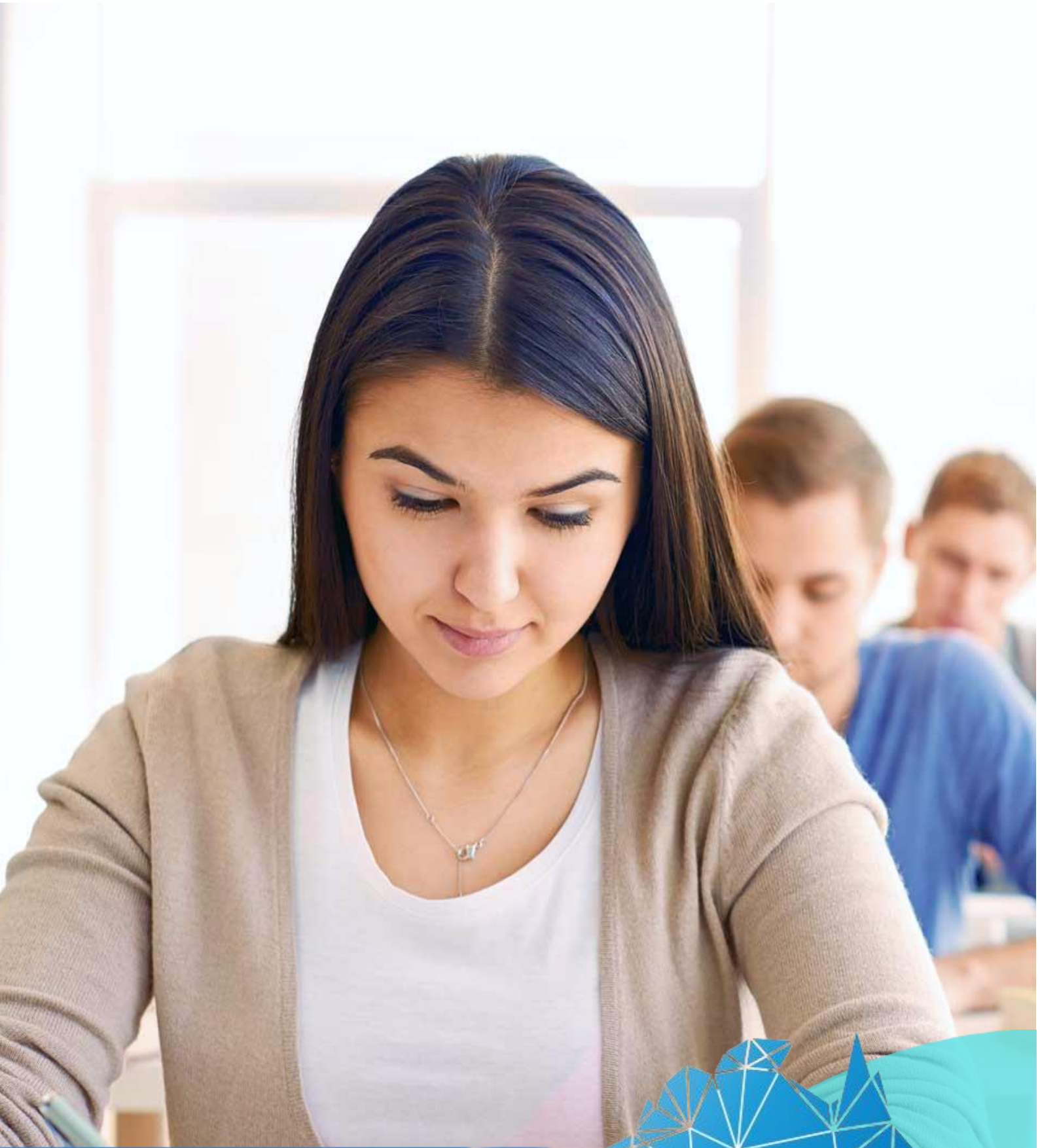


FUTURE
COLLEGE

RTO Code: 45852 Cricos Code: 04017C



COURSE INFORMATION GUIDE



FUTURE COLLEGE
AUSTRALIA

+61 2 9159 9141

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WELCOME MESSAGE

Thank you for choosing Future College to expand your academic aspirations.

Future College is committed to providing quality, progressive, innovative, and job-ready vocational qualifications to students who are striving for excellence.

We are dedicated to empowering students with education and training for them to gain the required skills and knowledge to maximize their full potential.

As an international student, you enhance the already diverse mix of students studying at our campus by bringing your own culture and life experiences while integrating into campus life.

Our excellent team of academics and friendly support staff are dedicated to assisting students in making their learning experiences an exceptional one. We hope that you enjoy Future College's supportive learning environment during your stay with us and we wish you every success in your future endeavours.

CEO

Future College



ABOUT US

Future College, RTO No: 45852 and CRICOS Provider Code: 04017C is a Registered Training Organisation located at:
Sydney Campus: Level 8, Suite 45 8- 24 Kippax Street, Sydney, NSW 2010

Future operates under the National Vocational Education and Training (VET) Quality Framework. This is a regulated framework administered by the Australian Skills Quality Authority (ASQA). Our registration details are located on the National Register for VET and our qualifications are recognised under the Australian Qualifications Framework.

As a registered training organisation delivering courses to international students, Future College is required to maintain the registration with the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS). Australian Skills Quality Authority (ASQA) is the regulatory body that regulates all the CRICOS registered training organisations under The Education Services for Overseas Students Act 2000 (ESOS Act 2000) and The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

We offer courses in Business, Aging Care, Early Childhood Education, and Graphic Design. These courses range from Certificate III to Advanced Diploma Level and have been designed to offer students industry skills and expertise to meet their academic and professional goals.

STUDENT SUPPORT SERVICES

- Access to helpful & friendly student support staff
- USI creation and support
- Flexible Fee payment options
- Literacy, Language and Numeracy support services
- Additional tutorial sessions
- Mentoring from trainers
- Referral to external support services
- Additional support for learners who come from a non-English speaking background
- Disability access services
- Counselling support
- Emergency services
- Medical, legal services referral

FACILITIES

- Modern, spacious, and fully equipped classrooms
- On-campus library and computer lab
- Easy to use course management apps
- Free Wi-Fi





LIVING IN AUSTRALIA

Australia is one of the safest and best countries in the world to live, study, and grow. Australia is the sixth-largest nation in the world by area and the biggest island nation. Being an international student in Australia means you can rely on receiving world-class education as Australia continues to be a top study destination for international students.

Sydney is the state capital of New South Wales and the most populous city in Australia. It has emerged as a global financial, cultural, and education hub for people from all over the world. Sydney is culturally and ethnically diverse and is home to approximately 5.1 million people and is surrounded by beautiful harbours, beaches, parks, museums.

OVERSEAS STUDENT HEALTH COVER

All international students must have adequate health insurance known as Overseas Student Health Cover (OSHC) for the entire duration of their study visa to cover them and their family members during their stay in Australia. This is one of the student visa conditions. Department of Home Affairs requires an international student to purchase OSHC before they arrive in Australia.

OSHC is provided by below registered health insurers;

| Health Insurer | Insurers website |
|---------------------------|--|
| OSHC BUPA | www.ahmoshc.com |
| Australia | www.overseasstudenthealth.com |
| Medibank Private | www.medibank.com.au |
| NIB OSHC | www.nib.com.au |
| Allianz Global Assistance | www.allianzassistancehealth.com.au |

Medical treatment in Australia is expensive. Your insurance may cover most of the expenses of many unforeseen accidents or sicknesses. OSHC can assist international students to meet the costs of medical and hospital care if needed while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

OSHC does not pay for general treatment (ancillary or extra cover) such as dental, optical or, physiotherapy. If you or your family members would like to be covered for these treatments, you will need to buy extra covers. Please contact your OSHC provider for any additional cover.

Future College is proud to partner with BUPA as the leading health insurance provider in Australia and we are able to arrange OSHC on behalf of our students.

For more information please visit, <https://www.bupa.com.au/health-insurance/oshc>

<https://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/overseas-student-health-c>

ACCOMMODATION

International students are required to arrange temporary accommodation for their initial period in Australia until permanent accommodation can be established. Temporary accommodation can be a hotel, hostel or shared accommodations. Students can find temporary accommodation through:

- <https://www.gumtree.com.au/>
- <https://www.airbnb.com.au>
- <https://www.bedssi.com/>

International students will be able to rent apartments or flats and the costs vary depending on the conditions and the location. For rental properties please visit;

- <https://www.domain.com.au/>
- <https://www.realestate.com.au/>

If you know someone in Australia, this is a great way to settle into life here. Your friends or family can provide advice, support, and encouragement during your initial days in Australia.

For more information regarding accommodation, please contact admissions@futurecollege.com.au

LIVING EXPENSES

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student Visa. This includes funds to cover tuition fees, living, and travel expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

Student visa holders and their family members must have access to the following funds to meet the living costs requirements:

| | |
|------------------------------|---------------------|
| For students or guardians | AUD \$21,041 / year |
| For partners coming with you | AUD \$7,362 / year |
| For a child coming with you | AUD \$3,152 / year |

For more information, please visit: -

- <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>
- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/financial-requirement>





TEACHING ARRANGEMENTS

At Future College, all qualifications are delivered 14 hours face-to-face on campus and 6 hours online per week. Each qualification consists of different Units of Competencies (UOC) and our qualified trainers will explain UOC outlines at the beginning of the training of each UOC.

All our sessions are held in fully equipped classrooms and in a simulated work environment. Each training session is facilitated with learner resources such as PowerPoint presentation, student learner guide, and formative activities and where applicable, supported with simulated case studies, policies and procedures, software and necessary hardware, etc.

Students can bring their own laptop that must have Microsoft Office or other necessary software installed. Laptops must be fully charged and students must also bring a USB flash drive.

ASSESSMENT ARRANGEMENT

All our Units of Competencies (UOC) are assessed through a combination of assessment types. These may include practical demonstrations, role plays, writing reports, group projects, presentations, and written questionnaires, etc.

PATHWAYS TO FURTHER EDUCATION

After graduating from Future College, students have several options available to continue with their studies to pursue higher-level qualifications or another field of study. Future College provides pathways to Higher Education.

RECOGNITION OF PRIOR LEARNING

In accordance with the requirements of the VET Quality Framework, Future College provides the opportunity for students to apply to have prior learning, skills, and knowledge recognised and counted in relation to the qualification or units of competence for which they are enrolled.



SIT40521

CERTIFICATE IV IN KITCHEN MANAGEMENT

CRICOS Course Code 110638B

Duration: 78 weeks (60 weeks study & 18 weeks holidays)

Study Mode: The delivery mode of this qualification is 6 hours Online and 14 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

This qualification reflects the role of commercial 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.

TARGET GROUP

- Individuals seeking to pursue a career in the Hospitality Industry.
- Individuals seeking to enhance their current skills.
- Individuals seeking to pursue a higher education qualification.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent or have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years; or have successfully passed Future College's English Placement Test

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Chef, chef de partie.

FUTURE PATHWAY

Students who completed this course may pursue SIT50416 Diploma of Hospitality Management or higher education.

UNITS OF COMPETENCY

CORE

| | |
|------------|--|
| SITHCCC023 | Use food preparation equipment |
| SITHCCC027 | Prepare dishes using basic methods of cookery |
| SITHCCC028 | Prepare appetisers and salads |
| SITHCCC029 | Prepare stocks, sauces and soups |
| SITHCCC030 | Prepare vegetable, fruit, eggs and farinaceous dishes |
| SITHCCC031 | Prepare vegetarian and vegan dishes |
| SITHCCC035 | Prepare poultry dishes |
| SITHCCC036 | Prepare meat dishes |
| SITHCCC037 | Prepare seafood dishes |
| SITHCCC041 | Produce cakes, pastries and breads |
| SITHCCC042 | Prepare food to meet special dietary requirements |
| SITHCCC043 | Work effectively as a cook |
| SITHKOP10 | Plan and cost recipes |
| SITHKOP12 | Develop recipes for special dietary requirements |
| SITHKOP13 | Plan cooking operations |
| SITHKOP15 | Design and cost menus |
| SITHPAT016 | Produce desserts |
| SITXCOM010 | Manage conflict |
| SITXFIN009 | Manage finances within a budget |
| SITXFSA005 | Use hygienic practices for food safety |
| SITXFSA006 | Participate in safe food handling practices |
| SITXFSA008 | Develop and implement a food safety program |
| SITXHRM008 | Roster staff |
| SITXHRM009 | Lead and manage people |
| SITXINV006 | Receive, store and maintain stock |
| SITXMGTO04 | Monitor work operations |
| SITXWHS007 | Implement and monitor work health and safety practices |

ELECTIVES

| | |
|------------|--|
| SITHKOP14 | Plan catering for events or functions |
| SITHKOP11 | Plan and implement service of buffets |
| SITHCCC038 | Produce and serve food for buffets |
| SITHCCC032 | Produce cook-chill and cook-freeze foods |
| SITXINV007 | Purchase goods |



SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 110645C

Duration: 52 weeks (48 weeks study & 4 weeks holidays)

Study Mode: The delivery mode of this qualification is 16 hours Online and 28 hours face to face blended delivery mode combined with classroom and practical training in a commercial kitchen setting.

COURSE DESCRIPTION

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 the 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.

TARGET GROUP

- Individuals seeking to pursue career in the Hospitality Industry.
- Individuals seeking to enhance their current skills.
- Individuals seeking to pursue a higher education qualification.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent; have completed AQF Certificate IV or relevant qualification.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed Future College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Banquet or function manager, bar manager, café manager, chef de cuisine, chef pâtissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef, unit manager catering operations.

FUTURE PATHWAY

Students who complete this course may pursue SIT60316- Advanced Diploma of Hospitality Management or higher education qualifications in Hospitality Management or Business Management.

UNITS OF COMPETENCY

CORE

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

ELECTIVES

| | |
|------------|--|
| SITXFSA005 | Use hygienic practices for food safety |
| SITHIND008 | Work effectively in hospitality service |
| SITHFAB021 | Provide responsible service of alcohol |
| SITXCCS017 | Use a computerised booking system |
| SITHACS016 | Provide accommodation reception services |
| SITXCCS013 | Provide club reception services |
| SITXCRI003 | Respond to a customer in crisis |
| SIRXSTR001 | Develop an ecommerce strategy |
| SITEEVT023 | Plan in-house events |
| SITXINV006 | Receive, store and maintain stock |
| SITXINV008 | Control stock |
| SITHKOP014 | Plan catering for events or functions |
| SITHGAM022 | Provide responsible gambling services |
| BSBTEC301 | Design and produce business documents |
| BSBTEC402 | Design and produce complex spreadsheets |
| SITXHRM010 | Recruit, select and induct staff |
| SITXHRM012 | Monitor staff performance |



FNS40222

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 110614K

Duration: 52 weeks (40 weeks study & 12 weeks holidays)

Study Mode: 14 hours face-to-face on campus and 6 hours online per week.

COURSE DESCRIPTION

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contracts, bookkeepers; and of those employees performing bookkeeping tasks for organizations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing routine and non-routine.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent; have completed AQF Certificate III qualification or above.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Future College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Accounts Assistant, payroll clerk, payroll payable or receivable clerk, bookkeeper or financial clerks

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS50222- Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE

| | |
|-----------|---|
| BSBFIN401 | Report on financial activity |
| BSBTEC404 | Use digital technologies to collaborate in a work environment |
| FNSACC311 | Process financial transactions and extract interim reports |
| FNSACC312 | Administer subsidiary accounts and ledgers |
| FNSACC408 | Work effectively in the accounting and bookkeeping industry |
| FNSACC416 | Set up and operate a computerised accounting system |
| FNSTPB401 | Complete business activity and instalment activity statements |
| FNSTPB402 | Establish and maintain payroll systems |

ELECTIVE

| | |
|-----------|---|
| BSBTEC301 | Design and produce business documents |
| BSBTEC402 | Design and produce complex spreadsheets |
| FNSACC405 | Maintain inventory records |
| FNSACC412 | Prepare operational budgets |
| FNSACC413 | Make decisions in a legal context |



FNS50222 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 110632H

Duration: 52 weeks (40 weeks study & 12 weeks holidays)

Study Mode: 14 hours face-to-face on campus and 6 hours online per week.

COURSE DESCRIPTION

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organizations in a range of industries.

Individuals in these roles apply solutions to a range of often complex problems and analyze and evaluate information from a variety of sources. They apply initiative to plan, coordinate, and evaluate their work and provide guidance to others within defined guidelines.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications, and have completed FNS40222 Certificate IV in Accounting or equivalent OR Completion of FNSSS00014 Accounting Principles Skill Set
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Future College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Assistant Accounts, BAS Agent, Payroll Payable or Receivable Officer, Bookkeeper, Senior Financial Clerks.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including FNS60222-Advanced Diploma of Accounting or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE

| | |
|-----------|--|
| BSBTEC402 | Design and produce complex spreadsheets |
| FNSACC521 | Provide financial and business performance information |
| FNSACC522 | Prepare tax documentation for individuals |
| FNSACC523 | Manage budgets and forecasts |
| FNSACC524 | Prepare financial reports for corporate entities |
| FNSACC526 | Implement and maintain internal control procedures |
| FNSACC527 | Provide management accounting information |

ELECTIVE

| | |
|-----------|---|
| BSBLDR413 | Lead effective workplace relationships |
| FNSTPB503 | Apply legal principles in contract and consumer law |
| BSBOPS504 | Manage business risk |
| BSBOPS505 | Manage organisational customer service |



FNS60222 ADVANCED DIPLOMA OF ACCOUNTING

CRICOS Course Code: 110633G

Duration: 75 weeks (60 weeks study & 15 weeks holidays)

Study Mode: 14 hours face-to-face on campus and 6 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers, and business analysts; and to employees performing a range of accounts management tasks for organizations in a range of industries.

At this level, individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgment in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating, and evaluating the work of others within broad but generally well-defined parameters.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector as an Accountant, Finance, and Accounting Manager.

ENTRY REQUIREMENTS

- Must be 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications and have completed FNS50222 Diploma of Accounting or FNS50217 Diploma of Accounting.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Future College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Assistant Accountant, Finance and Accounts Manager or Office Manager, Senior Financial Officers, Account Payable and Receivable Manager.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including Bachelor of Accounting or a range of other qualifications.

UNITS OF COMPETENCY

| | |
|-----------|--|
| FNSACC634 | Monitor corporate governance activities |
| FNSINC611 | Apply economic principles to work in the financial services industry |
| FNSINC612 | Interpret and use financial statistics and tools |
| FNSACC611 | Prepare and administer tax documentation for legal entities |
| FNSACC602 | Audit and report on financial systems and records |
| FNSACC603 | Implement tax plans and evaluate tax obligations |
| FNSACC606 | Conduct internal audit |
| FNSACC608 | Evaluate organisation's financial performance |
| FNSACC609 | Evaluate financial risk |
| FNSACC613 | Prepare and analyse management accounting information |
| FNSORG602 | Develop and manage financial systems |
| BSBLDR602 | Provide leadership across the organisation |
| BSBST602 | Develop organisational strategies |
| BSBOPS601 | Develop and implement business plans |



BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 110183F

Duration: 52 weeks (40 weeks study & 12 weeks holidays)

Study Mode: 14 hours face-to-face on campus and 6 hours online per week.

COURSE DESCRIPTION

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

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the leadership and management.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be at least 18 years of age or older at course commencement.
- Students must have completed Australian Year 11 or equivalent; have completed AQF Certificate III qualification or above.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Future College's English Placement Test.

** Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.*

CAREER OUTCOMES

Managers assistant, company mascot

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across leadership and management

UNITS OF COMPETENCY

CORE

| | |
|-----------|---|
| BSBLDR411 | Demonstrate leadership in the workplace |
| BSBLDR413 | Lead effective workplace relationships |
| BSBOPS402 | Coordinate business operational plans |
| BSBXCM401 | Apply communication strategies in the workplace |
| BSBXTW401 | Lead and facilitate a team |

ELECTIVES

| | |
|-----------|---|
| BSBCRT411 | Apply critical thinking to work practices |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| BSBPEF402 | Develop personal work priorities |
| BSBTWK401 | Build and maintain business relationships |
| BSBWRT411 | Write complex documents |
| BSBOPS405 | Organise business meetings |
| BSBCRT412 | Articulate, present and debate ideas |



BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 110184E

Duration: 78 weeks (60 weeks study & 18 weeks holidays)

Study Mode: 14 hours face-to-face on campus and 6 hours online per week.

COURSE DESCRIPTION

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the management sector.
- Individual seeking to enter a new industry sector.

ENTRY REQUIREMENTS

- Must be 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Future College's English Placement Test.
- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Team Leader, Business owner, Manager.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including BSB60420-Advanced Diploma of Leadership and Management or a range of other Diploma qualifications.

UNITS OF COMPETENCY

CORE

| | |
|-----------|---|
| 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 |

ELECTIVE

| | |
|------------|--|
| BSBXCM501 | Lead communication in the workplace |
| BSBPEF501 | Manage personal and professional development |
| BSBTWK503 | Contribute to the development of learning and development strategies |
| BSB LDR521 | Lead the development of diverse workforces |
| BSBOPS501 | Manage business resources |
| BSBLDR522 | Manage people performance |



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 110185D

Duration: 65 weeks (50 weeks study & 15 weeks holidays)

Study Mode: 14 hours face-to-face on campus and 6 hours online per week.

COURSE DESCRIPTION

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

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

TARGET GROUP

- Individual seeking to pursue higher education qualifications.
- Individual seeking to pursue a career in the accounting sector as an Accountant, Finance, and Accounting Manager.

ENTRY REQUIREMENTS

- Must be 18 years of age or older at course commencement.
- Students must have completed Australian Year 12 or equivalent or other relevant qualifications and have completed BSB50420 Diploma of Leadership and Management or 2 years' workplace experience.
- An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years, or have successfully passed the Future College's English Placement Test.
- For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification.

CAREER OUTCOMES

Assistant Manager or Office Manager, and its variations.

FUTURE PATHWAY

Students who complete this course may pursue higher level qualifications within and/or across the accounting and finance sector including Bachelor of Accounting or a range of other qualifications.

UNITS OF COMPETENCY

CORE

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

ELECTIVES

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|-----------|--|
| BSBSUS601 | Lead corporate social responsibility |
| BSBSTR602 | Develop organisational strategies |
| BSBTEC601 | Review organisational digital strategy |
| BSBHRM613 | Contribute to the development of learning and development strategies |
| BSBHRM614 | Contribute to strategic workforce planning |



ENTRY REQUIREMENTS CHECKLIST

- ☐ Must be at least 18 years of age or older at course commencement.
- ☐ Year 12 or equivalent or other relevant qualification; or can demonstrate suitable work or life experience. *
- ☐ An overall valid academic IELTS score of at least 5.5 or equivalent unless exempted (please refer to the DOHA website for Acceptable English Evidence and Exemptions); or an English proficiency of intermediate level or above from an approved ELICOS provider; or have successfully completed at least an Australian Certificate IV qualification within the last 2 years; or have successfully passed the Future College's English Placement Test.
- ☐ International Students must meet the Student Visa (SC500) requirements.

*Note: Each course may have different entry requirements. For full details, please read individual course entry requirements on our website and/ or contact our admissions team at admissions@futurecollege.com.au

DOCUMENTS CHECKLIST

- ☐ Application form
- ☐ Genuine temporary assessment form certified
- ☐ Copy of passport
- ☐ Certified copy of previous academic transcripts and
- ☐ Certified English language proficiency report
- ☐ Visa grant notification letter (International students)

INTAKE DATES

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|----|---------|----------|
| T1 | January | February |
| T2 | April | May |
| T3 | July | August |
| T4 | October | December |



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RTO CODE: 45852 | CRICOS PROVIDER CODE: 04017C

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