



LEADING THE  
**WAY FOR THE  
FUTURE.**

# **COURSE GUIDE**

[www.WIC.edu.au](http://www.WIC.edu.au)

# WELCOME

At Wells International College (WiC), we aim to deliver the highest quality Information Technology, Management and Hospitality Training within our state-of-the-art computer laboratories, modern campuses and rigorous curriculum. Our college is registered and accredited by the Australian Skills Quality Authority (ASQA) and is listed on the Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS). We are also registered on the National Training Register and authorised to deliver Nationally Recognised Training within the Australian Qualifications Framework.

Every graduate from Wells International College can be assured that they will have the necessary employment skills at the end of their course. Our courses are constantly monitored and reviewed for any trends emerging from industry which will assist our students to keep abreast of the most current changes.

Principal Executive Officer,  
Wells International College

## About WIC 04

Living and studying in Australia	4 - 6
Why choose WiC ?	7
Student support services and facilities	8
Engage learning & Entry requirements	9
Further Studies and Pathways	10

## Skills for Vocational Pathways 12

Certificate I in Skills for Vocational Pathways	12
Certificate II in Skills for Works and Vocational Pathways	12

## Business Courses 13

Certificate II in Business	13
Certificate III in Business	14

## IT Courses 14

Certificate IV in Information Technology	15
Diploma of Website Development	15
Diploma of Software Development	16
Diploma of Systems Analysis and Design	16
Advanced Diploma of Information Technology	17
Business Analysis	17

## Management Courses 18

Certificate IV in Leadership and Management	18
Diploma of Leadership and Management	18
Advanced Diploma of Leadership and Management	19

## Hospitality Courses 19

Certificate III in Hospitality	20
Certificate IV in Hospitality	20
Diploma of Hospitality Management	21
Advanced Diploma of Hospitality Management	21
Hospitality Courses Qualification Structure	22

## Commercial Cookery 23

Certificate III in Commercial Cookery	24
Certificate IV in Commercial Cookery	24

## Other Information 27

Fees and charge, Intake dates & Study timetable	27
How to apply	27



# LIVING AND STUDYING IN AUSTRALIA

Australia is one of the world's most loved countries and it has a sunny and vibrant vibe that attracts people from around the world!

## Brisbane

A sophisticated modern economy, cultural diversity, and world-class industry capabilities support Brisbane's growing reputation as a global investment destination.

From the natural pleasures of parklands to the urban appeal of art galleries - it's right here.

Average temperature: 15°C – 26°C

Population: 2.27 million

283 days of sunshine a year

One of the world's most liveable cities

Cultural diversity

State capital of Queensland



## Sydney

Sydney dazzles day or night, with great theatre, wonderful museums and delicious delights. The Sydney Opera House is the jewel on sparkling Sydney Harbour. In the heart of this vibrant city are many hidden gems too, such as Forgotten Songs, an artwork canopy of 120 birdcages in Angel Place.



Average temperature: 8.8°C – 25.8°C



Population: 4.627 million



236 days of sunshine a year



One of the world's most liveable cities

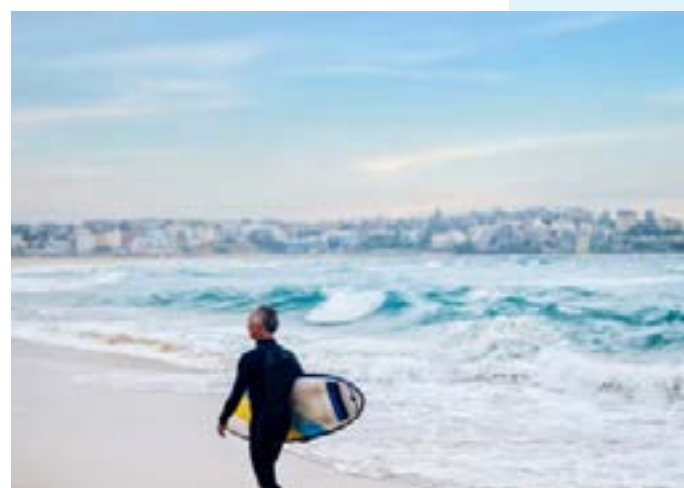


Cultural diversity



State capital of New South Wales





## Estimated cost of living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$20,000 to cover the whole year of study in Sydney and Brisbane (excluding tuition fees). Rents are fairly high in Sydney and Brisbane but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail lead to the CBD.

You should have at least AUD \$2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## Find work while you study

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses.

Working offers you the right to minimum wage as well as superannuation. For more information, visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

## Overseas Student Health Cover

The Australian government requires that all international students have Overseas Student Health Cover (OSHC).

OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia; however, it can become quite costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.



# WHY CHOOSE WELLS INTERNATIONAL COLLEGE ?

Wells International College (WiC) is a progressive Registered Training Organisation (RTO) located in Sydney and Brisbane. We enroll students from all around the world and offer first class courses and facilities. Our management team and teaching staff are committed to giving you the best possible educational experience whilst you study with WiC. We have been producing satisfied graduates since 1998 and aim to continue this tradition.

## What we offer?

- 15 Hours face-to-face & 5 Hours online per week with both theory and practical classes
- Classes are held in well equipped computer labs
- Study in a small group under direct supervision
- Learners' guide and study materials will be provided for each class.
- Assessments can take form of role plays, case studies, practical demonstrations and written tests.







# STUDENT SUPPORT SERVICES & FACILITIES

## Student Welfare and Support

To assist you while studying at WiC, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.

## Orientation and enrolment

Our Orientation is usually held on the Thursday prior to the course commencement dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At the Orientation, students will get to meet our friendly staff, have a tour of the campus, receive your timetable, your student ID card and have a chance to ask any questions about your course and living in Australia. Students will be provided with their USB lanyard which contains all the information they need to know about WiC and a copy of all forms they will need whilst studying with us.

## Academic Support

Academic staff at WiC are all highly qualified and are up-to-date with the most current industry information as well as having all the required academic credentials to ensure you, as a student, are trained for success in your future career.



## ENGAGING LEARNING

- 1 Simulated environments allow learners to practice new skills risk-free so they are more relaxed about attempting a task that may be daunting in real-life.
- 2 Our resources are written and produced to support a seamless transition from training to workplace.
- 3 Content is designed to capture and maintain learner attention. Information is delivered in a variety ways with various levels of interaction to ensure this is achieved.
- 4 We utilise the VAK (visual, auditory, kinesthetic) model so that all learning styles are supported. The use of audio, video, picture and interactive elements allow learners to succeed.
- 5 Through the use of rich media, video transcripts and reduced on-screen text, we help ensure that no learner is disadvantaged due to physical or mental capability.
- 6 Our resources encourage learners to develop their critical thinking abilities. We want learners to be able to demonstrate the practical applications of new knowledge, not just passively recall facts.



## ENTRY REQUIREMENTS

Below are academic entry requirements for both domestic and international students. \*

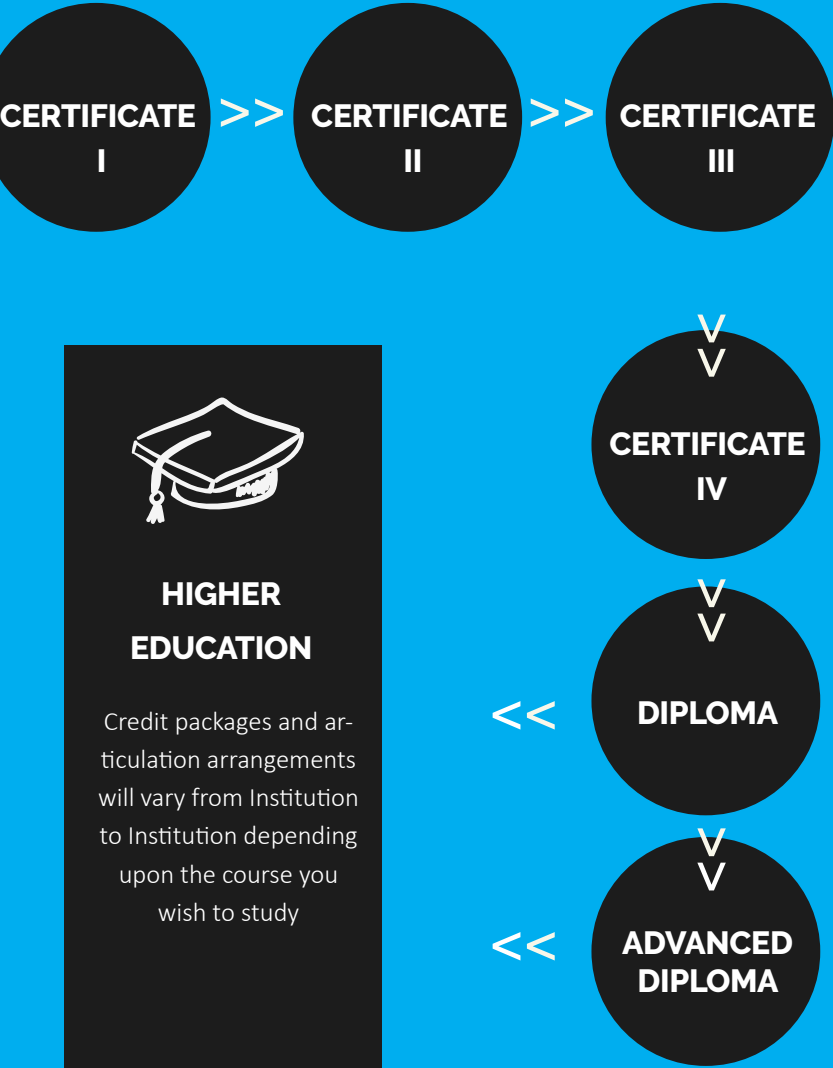
International students MUST

- Be 18 years of age or over; AND
- Satisfactorily completed Australian year 12 (or equivalent); AND
- Language proficiency level; Upper Intermediate; IELTS score of at least 5.5 (or equivalent).

\* entry requirements vary from course to course. Please refer for the applicable entry requirements for each specific course on our website [www.wic.edu.au](http://www.wic.edu.au)

# FURTHER STUDIES AND PATHWAYS

By studying Vocational Education and Training courses students can use the qualification gained to enter a range of tertiary institutions like universities and other colleges of tertiary education. Credit packages and articulation arrangements will vary from institution to institution depending on the course you wish to study, you will need to apply for this separately.



**EXPLORE OUR COURSES  
TO YOUR CAREER**

FSK  
10213

CERTIFICATE I IN  
SKILLS FOR  
VOCATIONAL  
PATHWAYS

Course Summary:

This qualification is designed for individuals who need skills to prepare for a vocational pathway qualification or further foundation skills development. It is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 2
- entry level digital technology and employability skills education, training and employment goals.

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

Entry Requirements:

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 10 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 3 or equivalent.

Pathways from the qualification:

FSK20113 Certificate II in Skills for Work and Vocational Pathways or a range of Certificate II qualifications.

Qualification Structure

7 Core units & 4 Elective units. (Total 11 units)

Units Name	
+ FSKDIG02	Use digital technology for simple workplace tasks
+ FSKLRG08	Use simple strategies for work-related learning
+ FSKNUM08	Identify and use whole numbers and simple fractions, decimals and percentages for work
+ FSKNUM09	Identify, measure and estimate familiar quantities for work
+ FSKOCMO3	Participate in simple spoken interactions at work
+ FSKRDG07	Read and respond to simple workplace information
+ FSKWTG06	Write simple workplace information
+ FSKLRG07	Use strategies to identify job opportunities
+ SIRXWHS001	Work safely
+ SIRXCEG001	Engage the customer
+ SITXCCS001	Provide customer information and assistance

FSK  
20113

CERTIFICATE II IN  
SKILLS FOR WORKS  
AND VOCATIONAL  
PATHWAYS

Course Summary:

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital technology and employability skills
- a vocational training and employment plan.

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

Entry Requirements:

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 10 or its equivalent or successful completion Certificate I in Skills for Vocational pathways.
- International Students are also required to have an English ability at the IELTS 4 or equivalent.

Pathways from the qualification:

BSB20115 Certificate II in Business or relevant Certificate II qualifications.

Qualification Structure

8 Core units & 6 Elective units. (Total 14 units)

Units Name	
+ FSKDIG03	Use digital technology for routine workplace tasks
+ FSKLRG09	Use strategies to respond to routine workplace problems
+ FSKLRG11	Use routine strategies for work-related learning
+ FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work
+ FSKNUM15	Estimate, measure and calculate routine metric measurements for work
+ FSKOCMO7	Interact effectively with others at work
+ FSKRDG10	Read and respond to routine workplace information
+ FSKWTG09	Write routine workplace texts
+ FSKLRG10	Use routine strategies for career planning
+ SITXFIN001	Process financial transactions
+ SITXWHS001	Participate in safe work practices
+ SITXCOM001	Source and present information
+ SIRXCEG002	Assist with customer difficulties
+ SIRXCOM002	Work effectively in a team

BSB  
20115

CERTIFICATE II IN  
BUSINESS

Course Summary:

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Entry Requirements:

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 10 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 4 or equivalent.

Pathways from the qualification:

BSB30115 Certificate III in Business or a range of Certificate III qualifications

Qualification Structure

1 Core units & 11 Elective units. (Total 12 units)

Units Name	
+ BSBWHS201	Contribute to health and safety of self and others
+ BSBCUS201	Deliver a service to customers
+ BSBIND201	Work effectively in a business environment
+ BSBINM201	Process and maintain workplace information
+ BSBINM202	Handle mail
+ BSBINN201	Contribute to workplace innovation
+ BSBITU201	Produce simple word processed documents
+ BSBITU202	Create and use spreadsheets
+ BSBITU213	Use digital technologies to communicate remotely
+ BSBWOR202	Organise and complete daily work activities
+ BSBWOR203	Work effectively with others
+ BSBWOR204	Use business technology



BSB  
30115

CERTIFICATE III IN  
BUSINESS

Course Summary:

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Entry Requirements:

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5 or equivalent.

Pathways from the qualification:

BSB40215 Certificate IV in Business or a range of Certificate IV qualifications

Qualification Structure

1 Core units & 11 Elective units. (Total 12 units)

Units Name	
+ BSBWHS302	Apply knowledge of WHS legislation in the workplace
+ BSBCMM311	Maintain business resources
+ BSBCMM301	Process customer complaints
+ BSBCUS301	Deliver and monitor a service to customers
+ BSBDIV301	Work effectively with diversity
+ BSBFIA301	Maintain financial records
+ BSBFLM303	Contribute to effective workplace relationships
+ BSBINM301	Organise workplace information
+ BSBITU312	Create electronic presentations
+ BSBITU313	Design and produce digital text documents
+ BSBITU315	Purchase goods and services online
+ BSBITU306	Design and produce business documents



ICT  
40118

CERTIFICATE IV IN  
INFORMATION  
TECHNOLOGY

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and to support small to medium enterprises (SMEs) that require broader rather than more specialised ICT support. Persons working at this level apply a wide range of knowledge and skills in basic networking, IT support, database development, programming and web development support; and working safely and ethically in a sustainable work environment.

Potential career:

- ICT Technician/Customer Support
- Information Systems
- Operator/Administrator
- User Support Technician
- Network Operations Technician

Skills you will be developing:

- Troubleshooting and running diagnostic tests
- Providing solutions to hardware or software faults
- Selecting, installing and using computer software
- Hardware products based on analysis of technical needs
- Producing documents
- Liaising with clients
- Consulting with end users to determine requirement sign-off

Qualification Structure

5 Core units & 15 Elective units. (Total 20 units)

Units Name	
+ ICTWEB411	Produce basic client-side script for dynamic web pages
+ ICTWEB429	Create a mark-up language document to specification
+ ICTWEB414	Design simple web page layouts
+ ICTWEB418	Use development software and ICT tools to build a basic website
+ ICTPMG401	Support small scale ICT projects
+ ICTICT424	Address cyber security requirements
+ ICTICT425	Implement WHS, environmental sustainability and anti-discrimination practices in an ICT workplace
+ ICTICT426	Identify and evaluate emerging technologies and practices
+ ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
+ ICTPRG405	Automate processes
+ ICTPRG415	Apply skills in object-oriented design
+ ICTPRG406	Apply introductory object-oriented language skills
+ ICTPRG414	Apply introductory programming skills in another language
+ ICTICT401	Determine and confirm client business requirements
+ ICTICT413	Relate to clients on a business level
+ ICTICT408	Create technical documentation
+ ICTSAD401	Develop and present feasibility reports
+ ICTICT415	Provide one-to-one instruction
+ ICTICT403	Apply software development methodologies
+ ICTPRG426	Prepare software development review

ICT  
50615

DIPLOMA OF  
WEBSITE  
DEVELOPMENT

This qualification provides the skills and knowledge for an individual to design, build and manage websites as an independent web developer or as part of a team. You will learn about HTML, CSS, JavaScript, PHP and Content Management Systems. Students will get to practice and gain knowledge from our practical and hands on classes.

Potential career:

- Web developer
- Web developer manager
- Web programmer

Skills you will be developing:

- Communicating concepts and solutions for complex issues to colleagues and clients
- Writing complex reports for business
- Transferring and applying theoretical concepts and technical or creative skills to a range of situations information from a variety of sources
- Developing and implementing risk management plans

Qualification Structure

8 Core units & 12 Elective units. (Total 20 units)

Units Name	
+ ICTPRG418	Apply intermediate programming skills in another language
+ ICTPRG509	Build using rapid application development
+ ICTWEB503	Create web-based programs
+ ICTPRG503	Debug and monitor applications
+ ICTPRG527	Apply intermediate object-oriented language skills
+ ICTPRG520	Validate an application design against specifications
+ ICTPRG504	Deploy an application to a production environment
+ ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
+ ICTSAS505	Review and update disaster recovery and contingency plans
+ ICTWEB516	Research and apply emerging web technology trends
+ ICTWEB501	Build a dynamic website
+ ICTDBS504	Integrate database with a website
+ ICTWEB505	Develop complex web page layout
+ ICTWEB502	Create dynamic web pages
+ BSBWHS501	Ensure a safe workplace
+ ICTICT515	Verify client business requirements
+ ICTICT517	Match ICT needs with the strategic direction of the organisation
+ ICTPMG501	Manage ICT projects
+ ICTSAS502	Establish and maintain client user liaison
+ ICTICT509	Gather data to identify business requirements



ICT  
50718

DIPLOMA OF  
SOFTWARE  
DEVELOPMENT

This qualification provides the skills and knowledge for an individual to design and develop computer software. We provide practical and hands on classes. This course will provide you with the skills to develop web services and mobile applications in Android and Apple. You will also learn how to build software applications for cloud services and work on a large scale project as part of a team.

Potential career:

- Analyst programmer support
- Database support programmer
- Web support programmer

Skills you will be developing:

- Using project planning skills in relation to project scope, time, cost, quality, communications and risk management
- Transferring and applying theoretical concepts and technical or creative skills to a range of situations with variety of sources
- Taking personal responsibility and autonomy in performing complex technical operations or organising others

Qualification Structure

10 Core units & 6 Elective units. (Total 16 units)

Units Name	
+ ICTPRG418	Apply intermediate programming skills in another language
+ ICTPRG509	Build using rapid application development
+ ICTPRG503	Debug and monitor applications
+ ICTPRG529	Apply testing techniques for software development
+ ICTSAS502	Establish and maintain client user liaison
+ ICTICT509	Gather data to identify business requirements
+ ICTICT517	Match ICT needs with the strategic direction of the organisation
+ ICTPMG501	Manage ICT projects
+ ICTPRG527	Apply intermediate object-oriented language skills
+ ICTPRG520	Validate an application design against specifications
+ ICTPRG504	Deploy an application to a production environment
+ ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
+ ICTSAS505	Review and update disaster recovery and contingency plans
+ ICTPRG502	Manage a project using software management tools
+ ICTPRG532	Apply advanced object-oriented language skills
+ ICTPRG523	Apply advanced programming skills in another language

ICT  
50818

DIPLOMA OF  
SYSTEM ANALYSIS  
AND DESIGN

This qualification provides the skills and knowledge for an individual to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs. In our Diploma of Systems Analysis and Design, students can gain the knowledge and skills to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs.

Potential career:

- Applications architect
- Business analyst
- Information technology analyst

Skills you will be developing:

- Managing information technology projects in relation to project scope, time, cost, quality, communications and risk management
- Participating in teams concerned with planning and evaluation functions
- Analysing requirements and devising solutions to technical problems or management issues
- Holding discussions on quality issues with development staff and establishing agreed actions

Qualification Structure

9 Core units & 12 Elective units. (Total 21 units)

Units Name	
+ ICTPRG418	Apply intermediate programming skills in another language
+ ICTPRG509	Build using rapid application development
+ ICTSAS502	Establish and maintain client user liaison
+ ICTICT509	Gather data to identify business requirements
+ ICTPRG527	Apply intermediate object-oriented language skills
+ ICTPRG520	Validate an application design against specifications
+ ICTPRG504	Deploy an application to a production environment
+ ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
+ ICTSAS505	Review and update disaster recovery and contingency plans
+ ICTICT517	Match ICT needs with the strategic direction of the organisation
+ ICTPMG501	Manage ICT projects
+ ICTNVK519	Design an ICT security framework
+ ICTICT502	Develop detailed component specifications from project specifications
+ ICTSUS601	Integrate sustainability in ICT planning and design projects
+ ICTICT401	Determine and confirm client business requirements
+ ICTICT515	Verify client business requirements
+ ICTTEN516	Produce technical solutions from business specifications
+ ICTICT403	Apply software development methodologies
+ ICTDBS502	Design a database
+ ICTSAD501	Model data objects
+ ICTSAD502	Model data processes

ICT  
60315

ADVANCED DIPLOMA OF  
INFORMATION  
TECHNOLOGY  
BUSINESS ANALYSIS

This qualification provides the skills and knowledge for an individual to be competent in business analysis in an information and communications technology (ICT) environment, either as an independent ICT specialist or as team leader. Individuals who complete this qualification will be competent to analyse, identify and coordinate relevant ICT business solutions to meet given organisational goals.

Potential career:

- ICT business manager
- ICT manager
- Project manager

Skills you will be developing:

- Developing plans
- Planning for controls and contingencies when designing ICT frameworks
- Managing group facilitation and presentation skills in relation to transferring and collecting information
- Reviewing strategy with security approved key stakeholders
- Having knowledge of current industry-accepted hardware and software products

Qualification Structure

9 Core units & 6 Elective units. (Total 15 units)

Units Name	
+ BSBMGT608	Manage innovation and continuous improvement
+ BSBINN601	Lead and manage organisational change
+ ICTSAD606	Analyse stakeholder requirements
+ ICTSAD605	Elicit ICT requirements
+ ICTSAD505	Develop technical requirements for business solutions
+ ICTSAD607	Manage assessment and validation of ICT solutions
+ ICTSAD604	Manage and communicate ICT solutions
+ ICTICT601	Develop ICT strategic and action plans
+ ICTICT608	Interact with clients on a business level
+ ICTICT610	Manage copyright, ethics and privacy in an ICT environment
+ ICTSAD603	Plan and monitor business analysis activities in an ICT environment
+ ICTSAD601	Perform ICT-focused enterprise analysis
+ ICTPMG609	Plan and direct complex ICT projects
+ ICTPMG603	Manage ICT project planning
+ ICTPMG606	Manage ICT project quality



BSB  
42015

CERTIFICATE IV IN  
LEADERSHIP AND  
MANAGEMENT

This qualification provides skills and knowledge for an individual to be competent in the role of developing and emerging leader and manager in a range of enterprise and industry contexts. Individuals who complete this qualification will learn how to provide leadership, guidance and support to others along with responsibly organising and monitoring the output of their team. They will also be able to apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Potential career:

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

Skills you will be developing:

- Leadership skills
- Organising and monitoring skills
- Problem solving skills

Qualification Structure

4 Core units & 8 Elective units. (Total 12 units)

Units Name	
+ BSBCMM401	Make a presentation
+ BSBCUS402	Address customer needs
+ BSBRSK401	Identify risk and apply risk management processes
+ BSBLDR402	Lead effective workplace relationships
+ BSBMGT402	Implement operational plan
+ BSBINN301	Promote innovation in a team environment
+ BSBWOR404	Develop work priorities
+ BSBLDR401	Communicate effectively as a workplace leader
+ BSBLDR403	Lead team effectiveness
+ BSBMGT401	Show leadership in the workplace
+ BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
+ BSBSUS401	Implement and monitor environmentally sustainable work practices

BSB  
51918

DIPLOMA OF  
LEADERSHIP AND  
MANAGEMENT

This qualification reflects the role of individuals who will apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level will learn how to display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They will also learn to use communication skills to support individuals and teams to meet organisational or enterprise requirements. This qualification will make the individuals competent to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Potential career:

- Managers of various types
- Supervisor

Skills you will be developing:

- Leadership skills
- Team management skills in the area of planning, organising, analysing information and problem solving
- Applying communication skills in management process

Qualification Structure

4 Core units & 8 Elective units. (Total 12 units)

Units Name	
+ BSBLDR511	Develop and use emotional intelligence
+ BSBMGT517	Manage operational plan
+ BSBLDR502	Lead and manage effective workplace relationships
+ BSBWOR502	Lead and manage team effectiveness
+ BSBFIM501	Manage budgets and financial plans
+ BSBCUS501	Manage quality customer service
+ BSBHRM405	Support the recruitment, selection and induction of staff
+ BSBPMG522	Undertake project work
+ BSBRSK501	Manage risk
+ BSBMGT502	Manage people performance
+ BSBADM506	Manage business document design and development
+ BSBADM502	Manage Meetings

BSB  
61015

ADVANCED DIPLOMA OF  
LEADERSHIP AND  
MANAGEMENT

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 to respond to complex problems.

Potential career:

- Managers of various types
- Senior managers

Skills you will be developing:

- Developing leadership skills
- Management skills in the area of communication, solving problems, making and executing strategic decisions for business
- Organisational change management skills

Qualification Structure

4 Core units & 8 Elective units. (Total 12 units)

Units Name	
+ BSBMKG609	Develop a Marketing Plan
+ BSBFIM601	Manage finances
+ BSBMGT616	Develop and Implement Strategic Plans
+ BSBMKG603	Manage the Marketing Process
+ BSBMKG607	Manage market research
+ BSBSUS501	Develop workplace policy and procedures for sustainability
+ BSBMGT608	Manage innovation and Continuous Improvement
+ BSBMGT617	Develop and Implement a Business Plan
+ BSBWHS605	Develop, implement and maintain WHS management systems
+ BSBMGT605	Provide Leadership Across the organization
+ BSBINN601	Lead and Manage Organizational change
+ BSBINM601	Manage Knowledge and Information



SIT  
30616

CERTIFICATE III  
IN **HOSPITALITY**

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

**Potential career:**  
Espresso coffee machine operator / Food and beverage attendant / Function host and attendant / Guest service agent and housekeeper / Restaurant host, bar attendant and waiter

- Skills you will be developing:**
- Communicating with others and promoting participative workplace practice
  - Developing solutions to new and emerging issues
  - Contributing to the development of other team members
  - Working under supervision and completing assigned tasks
  - Applying risk management processes to hospitality operations
  - Encouraging creative and innovative workplace solutions
  - Developing personal hospitality skill and participating in team work activities
  - Developing practical hospitality skills to ensure high standards of customer service
  - Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
  - Assisting others to acquire new knowledge and skills to improve team and individual performance
  - Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

**Qualification Structure**  
.....  
7 Core units & 8 Elective units. (Total 15 units)

See units details on page 22

SIT  
40416

CERTIFICATE IV IN  
**HOSPITALITY**

This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems. This qualification provides a pathway to work as a supervisor in hospitality organisations.

**Potential career:**  
Concierge / Front office supervisor or team leader / Housekeeper / Duty manager or Shift manager

- Skills you will be developing:**
- Communicating effectively with operational staff & negotiating acceptable solutions to problems and complaints.
  - Developing Initiative and enterprise skills to improve operational and service efficiency in the hospitality sector
  - Planning and organising tasks to deliver a positive service outcome for hospitality customers
  - Improving problem-solving skills as well as using discretion & judgement to implement predetermined policies and procedures
  - Having knowledge & understanding of legal compliance issues and providing advice to team members
  - Motivating and leading teams

**Qualification Structure**  
.....  
9 Core units & 12 Elective units. (Total 21 units)

Units Name	
+ SITXHRM003	Lead and manage people
+ SITXMGTO01	Monitor work operations
+ SITXWHS002	Identify hazards, assess and control safety risks
+ SITXHRM001	Coach others in job skills
+ SITHIND002	Source and use information on the hospitality industry
+ SITTTSL002	Access and interpret product information
+ SITXFSA001	Use hygienic practices for food safety (The Coffee School)
+ SITHFAB002	Provide responsible service of alcohol(The Coffee School)
+ SITHFAB005	Prepare and serve espresso coffee (The Coffee School)
+ SITHFAB007	Serve food and beverage
+ SITXCCS006	Provide service to customers
+ SITXFIN004	Prepare and monitor Budgets
+ SITHIND001	Use hygienic practices for hospitality service
+ SITXFIN003	Manage finances within a budget
+ SITXWHS003	Implement and monitor work, health and safety practices
+ SITHIND004	Work effectively in hospitality service
+ BSBADM502	Manage meetings
+ BSBDIV501	Manage diversity in the workplace
+ BSBMGT517	Manage operational plan
+ SITXCOM005	Manage conflict
+ SITXCCS007	Enhance the customer service experience

SIT  
50416

DIPLOMA OF  
**HOSPITALITY  
MANAGEMENT**

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops.

**Potential career:**  
Espresso coffee machine operator / Food and beverage attendant / Function host and attendant / Guest service agent and housekeeper / Restaurant host, bar attendant and waiter

- Skills you will be developing:**
- Communicating with others and promoting participative workplace practice
  - Developing solutions to new and emerging issues
  - Contributing to the development of other team members
  - Working under supervision and completing assigned tasks
  - Applying risk management processes to hospitality operations
  - Encouraging creative and innovative workplace solutions
  - Developing personal hospitality skill and participating in team work activities
  - Developing practical hospitality skills to ensure high standards of customer service
  - Managing own time and priorities taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
  - Assisting others to acquire new knowledge and skills to improve team and individual performance
  - Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

**Qualification Structure**  
.....  
13 Core units & 15 Elective units. (Total 28 units)

See units details on page 22

SIT  
60316

ADVANCED DIPLOMA  
OF **HOSPITALITY  
MANAGEMENT**

This qualification reflects the role of skilled operators who use a broad range of hospitality service, sales or operational skills combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems. This qualification provides a pathway to work as a supervisor in hospitality organisations.

**Potential career:**  
Concierge / Front office supervisor or team leader / Housekeeper / Duty manager or Shift manager

- Skills you will be developing:**
- Communicating effectively with operational staff & negotiating acceptable solutions to problems and complaints.
  - Developing Initiative and enterprise skills to improve operational and service efficiency in the hospitality sector
  - Planning and organising tasks to deliver a positive service outcome for hospitality customers
  - Improving problem-solving skills as well as using discretion & judgement to implement predetermined policies and procedures
  - Having knowledge & understanding of legal compliance issues and providing advice to team members
  - Motivating and leading teams

**Qualification Structure**  
.....  
16 Core units & 17 Elective units. (Total 33 units)

See units details on page 22

# Hospitality Courses Qualification Structure

Certificate III in Hospitality	
Certificate III & Certificate IV in Hospitality	
Diploma of Hospitality Management	
Advanced Diploma of Hospitality Management	
YEAR 1	
TERM 01	
+ BSBITU213	Use digital technologies to communicate remotely
+ SITXCOM002	Show social and cultural sensitivity
+ BSBWOR203	Work effectively with others
+ SITXHRM001	Coach others in job skills
+ SITHIND002	Source and use information on the hospitality industry
+ SITTTSL002	Access and interpret product information
+ SITXFSA001	Use hygienic practices for food safety*
TERM 02	
+ SITHFAB002	Provide responsible service of alcohol*
+ SITHFAB005	Prepare and serve espresso coffee*
+ SITHFAB007	Serve food and beverage
+ SITXCCS006	Provide service to customers
+ SITXFIN001	Process financial transactions
+ SITHIND001	Use hygienic practices for hospitality service
+ SITXVHS001	Participate in safe work practices
TERM 03	
+ SITHIND004	Work effectively in hospitality service and workplacement#
TERM 04	
+ BSBADM502	Manage meetings
+ BSBDIV501	Manage diversity in the workplace
+ BSBMGT517	Manage operational plan
+ SITXCOM005	Manage conflict
+ SITXCCS007	Enhance the customer service experience
YEAR 2	
TERM 01	
+ SITXFIN003	Manage finances within a budget
+ SITXHRM003	Lead and manage people
+ SITXMGTO01	Monitor work operations
+ SITXVHS002	Identify hazards, assess and control safety risks
+ SITXVHS003	Implement and monitor work health and safety practices
+ SITXFIN004	Prepare and monitor Budgets
TERM 02	
+ SITXHRM002	Roster staff
+ SITXCCS008	Develop and Manage quality customer service practices
+ SITXGLC001	Research and comply with regulatory requirements
+ SITXMGTO02	Establish and conduct business relationships
TERM 03	
+ BSBFIM601	Manage finances
+ SITXVHS004	Establish and maintain a work health and safety system
+ SITXFIN005	Manage physical assets
+ SITXHRM004	Recruit, select and induct staff
TERM 04	
+ BSBMGT617	Develop and implement a business plan
+ SITXHRM006	Monitor staff performance
+ SITXMPPRO07	Develop and implement marketing strategies

\* These Units will be delivered by "The Coffee School"

# As part of the students Hospitality qualification at Wells International College they are required to undertake work placement to demonstrate that they have acquired the skills and knowledge in these qualifications and can apply practical skills in an actual workplace. Therefore, students are required to complete a minimum of 36 complete service periods (shifts) on the job prior to graduating from their qualification.



## “ Commercial Cookery Course

Turn your passion into a profession.

”



SIT  
30816

CERTIFICATE III IN  
COMMERCIAL  
COOKERY

This qualification reflects the role of commercial 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. This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops. The diversity of employers includes restaurants, cafes, clubs, pubs, coffee shops and catering companies, event venues, or organisations that organise their own catering. Work could be undertaken on-site at venues, commercial kitchens or on-site for outdoor events or a combination of both.

**Potential career:**  
Cook/ Commercial Cook/ Banquet Cook/ Café Cook/ Bistro Cook/ Kitchen hand/ Salad Hand/ Assistant Cook

- Skills you will be developing:**
- Build a broad range of skills including with specialised food preparation, menu planning and management skills and knowledge of industry to coordinate planning and the safe delivery of operations.
  - Learn to operate with autonomy and are be responsible for making business decisions
  - Learn knowledge and skills required to work as a skilled operator using a broad range of cookery skills combined with sound knowledge of industry operations.
  - Learn to operate with limited guidance from others and use discretion to solve non-routine problems
  - Have some supervisory responsibilities and need to plan, monitor and evaluate the work of team members.
  - procedures are adhered to
  - Assisting others to acquire new knowledge and skills to improve team and individual performance
  - Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports

Qualification Structure

21 Core units & 4 Elective units. (Total 25 units)

See units details on page 25

SIT  
40516

CERTIFICATE IV IN  
COMMERCIAL  
COOKERY

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. The diversity of employers includes restaurants, cafes, clubs, pubs, coffee shops and catering companies, event venues, or organisations that organise their own catering. Work could be undertaken on-site at venues, commercial kitchens or on-site for outdoor events or a combination of both.

**Potential career:**  
Chef/ Chef de partie/ Sous Chef/ Commis Chef/ Demi Chef

- Skills you will be developing:**
- Build a broad range of skills including with specialised food preparation, menu planning and management skills and knowledge of industry to coordinate planning and the safe delivery of operations
  - Learn to operate with autonomy and are be responsible for making business decisions
  - Learn knowledge and skills required to work as a skilled operator using a broad range of cookery skills combined with sound knowledge of industry operations.
  - Take a leadership role and learn to operate with limited guidance from others and use discretion to solve non-routine problems
  - Have some supervisory responsibilities and need to plan, monitor and evaluate the work of team members.
  - Gain understanding of kitchen management, be part of a Team management, understanding finance management as well as work health and safety practices

Qualification Structure

26 Core units & 7 Elective units. (Total 33 units)

See units details on page 25



Certificate III in Commercial Cookery

YEAR 1	
Certificate III in Commercial Cookery	<b>TERM 01</b> <ul style="list-style-type: none"><li>+ SITXFSA001 Use hygienic practices for food safety</li><li>+ SITXWHS002 Identify hazards, assess and control safety risks</li><li>+ SITHKOP001 Clean kitchen premises and equipment</li><li>+ SITXWHS001 Participate in safe work practices</li><li>+ SITHCCCO01 Use food preparation equipment</li><li>+ SITHCCCO05 Prepare dishes using basic methods of cookery</li><li>+ SITHCCCO06 Prepare appetisers and salads</li><li>+ SITHCCCO08 Prepare vegetables, fruit, eggs and farinaceous dishes</li></ul>
	<b>TERM 02</b> <ul style="list-style-type: none"><li>+ SITXINV002 Maintain the quality of perishable items</li><li>+ BSBWOR203 Work effectively with others <b>(Cert III Only)</b></li><li>+ SITXHRM001 Coach others in job skills</li><li>+ SITXFSA002 Participate in safe food handling practices</li><li>+ SITHCCCO07 Prepare stocks, sauces and soups</li><li>+ SITHCCCO14 Prepare meat dishes</li><li>+ SITXCCCO12 Prepare poultry dishes</li></ul>
	<b>TERM 03</b> <ul style="list-style-type: none"><li>+ BSBSUS201 Participate in environmentally sustainable work practices</li><li>+ SITHKOP002 Plan and cost basic menus</li><li>+ SITHCCCO13 Prepare seafood dishes</li><li>+ SITHCCCO17 Handle and serve cheese</li><li>+ SITHCCCO15 Produce and serve food for buffets</li><li>+ SITHCCCO18 Prepare food to meet special dietary requirements</li><li>+ SITHCCCO19 Produce cakes, pastries and breads</li><li>+ SITHPAT006 Produce desserts</li><li>+ HLTAID003 Provide first Aid *</li></ul>
	<b>TERM 04</b> <ul style="list-style-type: none"><li>+ SITHCCCO20 Work effectively as a cook <b>(Workplacement) #</b></li></ul>
YEAR 2	
Certificate IV in Commercial Cookery	<b>TERM 05</b> <ul style="list-style-type: none"><li>+ BSBDIV501 Manage diversity in the workplace</li><li>+ SITXMGTO01 Monitor work operations</li><li>+ SITXCCMO05 Manage conflict</li><li>+ SITXHRM003 Lead and manage people</li><li>+ SITXFIN003 Manage finances within a budget</li><li>+ SITXWHS003 Implement and monitor work health and safety practices</li><li>+ BSBSUS401 Implement and monitor environmentally sustainable work practices</li></ul>
	<b>TERM 06</b> <ul style="list-style-type: none"><li>+ SITHKOP004 Develop menus for special dietary requirements</li><li>+ SITHKOP005 Coordinate cooking operations <b>(Workplacement) #</b></li></ul>

\*This Unit will be delivered by "Bondi Training Centre" "  
# These Units will be conducted in the workplace



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Every graduate from Wells International College can be assured that they will have the necessary employment skills at the end of their course.

Attila GASPAR  
Deputy Principal

”

## Fees and Charges

Enrolment / Application fee* (not refundable)	AUD \$200
Confirmation of Enrolment (CoE)	AUD \$50
Material Fee (per term)	AUD \$50/ \$75/ \$100
Deferment/ Suspension/ Cancellation Fee	AUD \$350
Priority Processing fee	AUD \$50
Change of Course Fee/ Course Location Fee ( Course variation fee )	AUD \$200

For full fee and charges please refer to [Student fees & charges](#) on the website, [www.wic.edu.au](http://www.wic.edu.au)

## Intake Dates

2019 Intakes	2020 Intakes	2021 Intakes
<input type="radio"/> 07 January	<input type="radio"/> 06 January	<input type="radio"/> 11 January
<input type="radio"/> 01 April	<input type="radio"/> 30 March	<input type="radio"/> 06 April
<input type="radio"/> 01 July	<input type="radio"/> 29 June	<input type="radio"/> 05 July
<input type="radio"/> 23 September	<input type="radio"/> 21 September	<input type="radio"/> 27 September

Choose when you want to study. WiC has 4 intake dates all year round. **Don't wait and start whenever you like!**  
For holidays please refer to the [Academic Calendar](#).

## Study Timetable

At WiC, we provided a flexible timetable for students to enjoy their student life to the maximum. Our students can choose the study timetable that suits their lifestyle and be able to enjoy life outside the classroom. We try to cater to all students need and hope they can enjoy their time in Sydney and Brisbane, Australia.

	MON	TUE	WED	THU	FRI	SAT
SHIFT 1	9.00 17.30	9.00 17.30				
SHIFT 2			9.00 17.30	9.00 17.30		
SHIFT 3	17.45 21.45	17.45 21.45	17.45 21.45	17.45 21.45		
SHIFT 4					9.00 17.30	9.00 17.30

## HOW TO APPLY

### 1 Choose the course

Check out our course outline for English and academic entry requirements.

### 2 Complete the enrolment form

Read the terms & conditions and the pre-enrolment information available from our website then complete the enrolment form online or request a paper enrolment form.

### 3 Provide relevant documents

Attached all relevant documents.

For example...

- Certified copies of your passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant).

### 4 Submit your application

Return your application form and the necessary documents to:

**Sydney: LG, 101 Sussex St. Sydney NSW 2000**  
**Brisbane: L5, 316 Adelaide St. Brisbane QLD 4000**

OR email to: [info@wic.edu.au](mailto:info@wic.edu.au)

### 5 Receiving an offer letter

If your application is successful you will receive a letter of offer in a nominated course along with a student agreement. When we receive your signed student agreement and fees, we will send you a confirmation of Enrolment Form (CoE). This form is used to apply for your student visa and you are ready go!



# WELLS INTERNATIONAL COLLEGE

[www.WIC.edu.au](http://www.WIC.edu.au)

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L5, 316 Adelaide St. Brisbane QLD 4000
-  +61 2 9283 4388 | +61 7 3051 0094
-  [info@wic.edu.au](mailto:info@wic.edu.au)

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**DISCLAIMER:** The information in this brochure is correct as of May 2019. Changes in circumstances after this date may alter the accuracy of the information. WIC reserves the right to alter any matter described in this brochure without notice. Reader are responsible for verifying information that pertains to them by contacting the College.

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