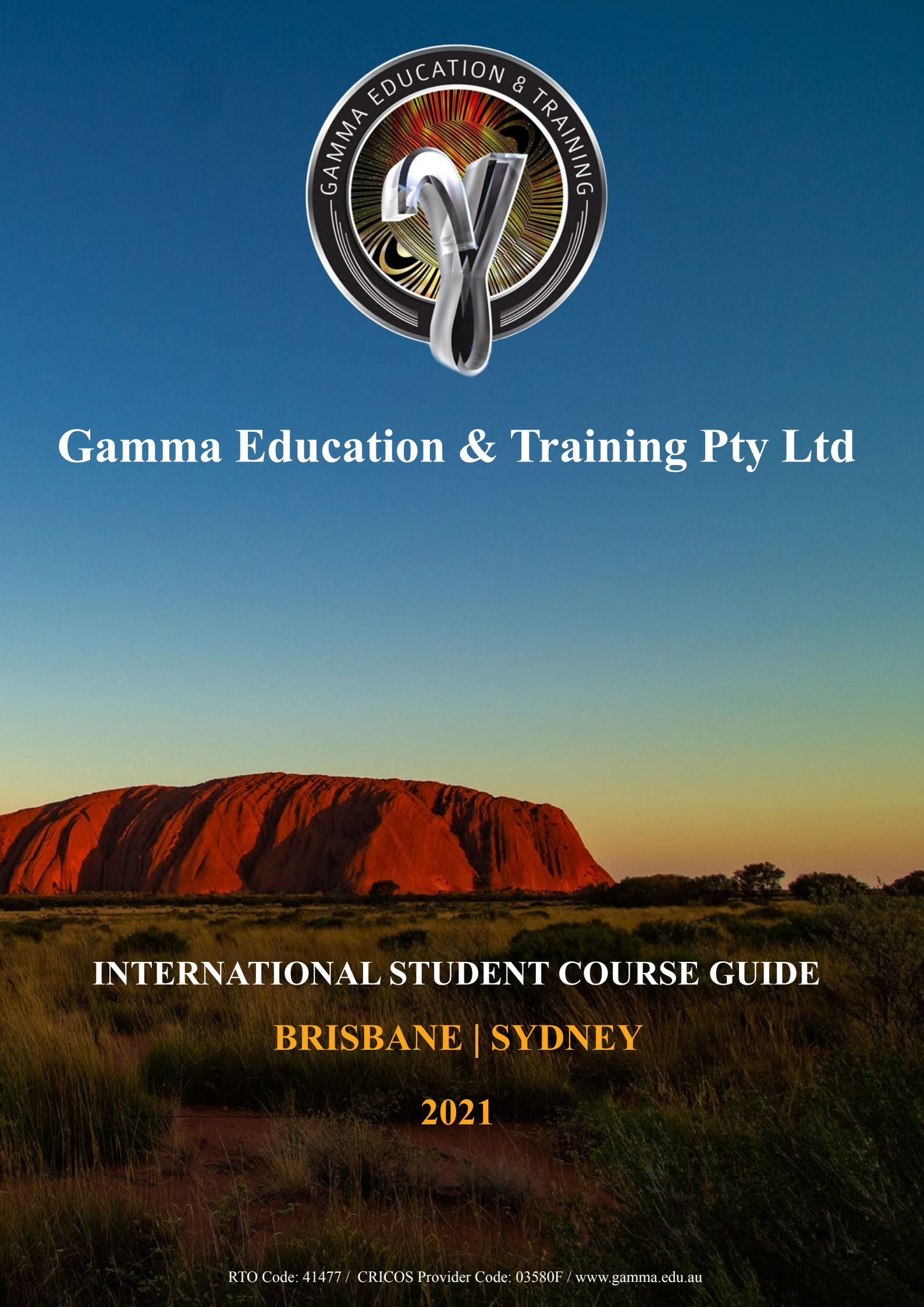

Gamma Education & Training Pty Ltd

INTERNATIONAL STUDENT COURSE GUIDE

BRISBANE | SYDNEY

2021

RTO Code: 41477 / CRICOS Provider Code: 03580F / www.gamma.edu.au

WELCOME TO
GAMMA EDUCATION & TRAINING

CEO MESSAGE

Guided by five (5) core values; engage, immerse, learn, reflect, & grow – Gamma Education & Training strives to uphold quality education. Vocational education and training (VET) is all about developing industry-specific skills and applied knowledge. Therefore, industry relevance is at the heart of our delivery. To optimise learning, we proactively identify and support the needs of our students.

Since immersive training is associated with higher student engagement, we hope that you enjoy every single training session with us. Gamma Education & Training continuously collects student feedback about training delivery, learning resources and staff. This feedback allows our staff to make training even more immersive and enjoyable for you. Our aim is to turn every element of classroom training into a real-world skill for you.

As assessment is the only way to reliably measure students' learning, our assessment practices are fair, flexible, valid and reliable.

At Gamma Education & Training, each learner is properly informed and protected. We systematically provide accurate, transparent and accessible information on courses to inform prospective and current students. As it is not possible that all students remain happy with our practices all the time, students have timely access to complaints and appeals that are recorded, acknowledged and dealt with fairly, efficiently and effectively.

To conclude, I wish that you enjoy your study with Gamma Education & Training. I hope that Gamma Education & Training lives up to your expectations.

KIRAN WIRRING
Chief Executive Officer (CEO)

"Knowledge makes us effective at a task, and skills make us economical"

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WHY STUDY WITH US?

"Knowledge makes us effective at a task, and skills make us economical"

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Gamma Education & Training Pty Ltd offers courses in the areas of: Learning and Development, Commercial Cookery, Hospitality, Project Management, Leadership and Management, Business and Administration to both Domestic and International students.

We offer rigorous student support that includes support on academic, non-academic and administration matters. Our courses are structured by integrating industry feedback on current workplace-standards. Industry engagement ensures that our graduates receive education tailored to the needs of industry.

Our courses are recognised under the Australian Qualifications Framework (AQF) allowing pathways which provide access to qualifications and assist students to move easily between different education and training sectors.

Gamma Education & Training has a friendly enrolment process that will allow you to showcase your attitude, knowledge and skills. Australian Qualification Framework (AQF) recognition of our courses enables the alignment of the AQF with International qualifications frameworks. If enough evidence is provided by the student, We will provide you recognition for knowledge and skills you already have.

Furthermore, learning under the AQF framework supports individuals' lifelong learning goals as it provides the basis for individuals to progress through education and training across different training providers.

Currently, Gamma Education and Training have convenient central locations in Brisbane and Sydney, well serviced by public transport and easily accessible. Our Student Handbook provides more specific information on transport and amenities.

OUR COMMITMENT

Gamma Education & Training Pty Ltd is committed to providing quality and industry-relevant education while supporting students throughout their study.

WHY STUDY IN BRISBANE?

BRISBANE CAMPUS

Ground Floor 252 St Pauls Tce,
Fortitude Valley, QLD 4006

Phone: + 61 7 3075 7099
Website: www.gamma.edu.au
Email: enquire@gamma.edu.au

Gamma's Brisbane Campus is located a one-minute walk from Fortitude Valley Train Station, in turn a one-minute train ride from Brisbane Central, and very accessible to bus commuters. The college is located in Brisbane's most famous entertainment precinct and right next door to China Town. The Internationally acclaimed Gold Coast is a short drive down the highway and is easily accessible by train.

CLIMATE

Brisbane is a subtropical paradise, blessed with wonderful, warm sunshine throughout the year. Boasting a long-term annual average high temperature of 26.4C and minimum low of 16C, Brisbane has the perfect climate for life in the great outdoors.

BRISBANE FESTIVALS

Asia Pacific Triennial of Contemporary Art
Brisbane Festival
Parklife
Valley Fiesta
Soundwave
Paniyiri Greek Festival
Caxton Street Food and Wine Festival
and many more!

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ABOUT BRISBANE

Brisbane prides itself on being green and its sustainability, so it's no wonder that public transport is one of the best ways to get around the city.
With the TransLink go card you can travel seamlessly on all TransLink bus, ferry and rail services across south-east Queensland. It's the perfect travel companion.
The Translink website has updated its online translations to include public transport information in 17 different languages. For any inquiries regarding public transport, please contact Translink on 13 12 30 or visit the website https://translink.com.au

There is a super convenient free transport network in Brisbane including Ferries and Buses Brisbane's ferries, affectionately known as CityCats, are one of the most enjoyable ways to explore The City.
Take advantage of special NightLink bus services running after midnight on Fridays and Saturdays for late-night travellers.

Brisbane's speedy network of electric trains has the Greater Brisbane region covered and provides direct access to the city, quirky neighbourhood precincts and outer suburbs. There is also a handy Airtrain service that is completely integrated into the Queensland Rail suburban network, with regular trains running from Brisbane Airport directly to Brisbane City and the Gold Coast.Taxi ranks are available at the Brisbane international and domestic airports, as well as throughout The City and inner-city precincts. Rideshare services are also accessible, Brisbane is home to Uber, DiDi, Ola, Lyft and GoCatch.

There are extensive bicycle paths running throughout the city and pedal-power offers a healthy and inexpensive way of getting around. Hire a Brisbane City Council CityCycle bike at key inner-city destinations and set off to explore.

For a comprehensive breakdown of the above information please follow this link https://www.brisbane.qld.gov.au http://www.citycycle.com.au

ENTERTAINMENT IN BRISBANE

South Bank Parklands

South Bank is Brisbane's premier lifestyle and cultural destination. Located on the southern banks of the Brisbane River, its 17 hectares of lush parklands, world-class eateries, stunning river views and hundreds of delightful events all year round make it the perfect place to relax and unwind.

Gold Coast

The Gold Coast features immaculate beaches running almost the entire length of the region's coastline which faces the beautiful blue Pacific Ocean. Match this with a favorable climate, endless attractions, nightlife, dining, friendly people, along with a safe environment, and you have Australia's favourite holiday destination that's open to the world.

Fortitude Valley

Fortitude Valley is packed with nightlife, offering everything from dive bars and mellow live music venues to rooftop cocktail lounges and pumping dance clubs. Relaxed brunch cafes mix with cosy Chinatown eateries and upmarket European restaurants. Indie record stores and art galleries add a bohemian vibe, while the Judith Wright Centre showcases performing arts from contemporary dance to poetry recitals.

Eat Street Northshore

There is nothing like Eat Street anywhere in the world - a special one of a kind experience they created for you to enjoy. Priceless city and river views saturate and surround the 180 dining and entertainment shipping containers that add a blazing coloured landmark to the Brisbane and South East Queensland dining and entertainment scene.
For more exciting things to explore follow this link https://www.eatstreetmarkets.com

WHY STUDY IN SYDNEY?

SYDNEY CAMPUS

Level 3, Suite 3.09-3.11, 22-36 Mountain Street, Ultimo, NSW 2007

Phone: + 61 2 8970 4623
Website: www.gamma.edu.au
Email: sydney@gamma.edu.au

Gamma Sydney Campus is located 10-minute walk from Sydney Central train station and in Sydney's education hub (Ultimo). With one of the highest standards of living in the world, Australia offers modern, safe and economical transport systems.

CLIMATE

Sydney enjoys a temperate climate with four distinct seasons in the year. Below is a guide to the average daily temperatures.

- Spring September - November 12-22 degrees
- Autumn March to May 12 - 20 degrees
- Summer December to February 28-32 degrees
- Winter June to August 10 - 15 degrees.

Sydney does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year. Students are advised to bring clothes to suit varied weather conditions during their Sydney stay.

SYDNEY FESTIVALS

Mardi Gras
Chinese New Year
NRL Grand Final
Vivid Sydney
Sydney V8 Supercars
and many more!

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ABOUT SYDNEY

Sydney has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long.

To travel, you are required tov have a validated ticket. The OPAL card is the smart card ticketing system, it validates for travel on trains, buses and ferries between major regional towns. For more information and costs please follow this link https://transportnsw.info/

Tourist students may drive in Australia on a valid overseas driver's license, but if the document is not in English the visitor must carry a translation with the permit. An international driving license is not sufficient by itself

Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres, or you can simply hail taxis on the street. A light and sign on the roof indicates that a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped. Share ride cars like UBER are also readily available in Sydney.

For a comprehensive breakdown of the above information please follow this link:
https://www.sydney.com/things-to-do

ENTERTAINMENT IN SYDNEY

Bangarra Dance Theatre

Bangarra is an Aboriginal and Torres Strait Islander organisation, and one of Australia's leading performing arts companies. They are widely acclaimed, nationally and around the world, for their powerful dancing.

Skyline Drive In Blacktown

In Imagine a night out under the stars watching a blockbuster, having a beverage and enjoying a tasty treat from the diner menu. Sounds like a perfect night out.

Descendance

Descendance preserves and promotes Aboriginal culture. They represent Aboriginal and Torres Strait Islander performers from many diverse tribes. Descendance has both traditional and contemporary performances.

Belvoir St Theatre

Belvoir is one of Australia's most respected and celebrated theatre companies, Developed under the original charter.
'[to create] contemporary, politically sharp, hard-edged Australian theatre… radical interpretations of the classics and work that is surprising, diverse and passionate'.

Darlinghurst Theatre Company

Darlinghurst Theatre Company is one of Australia's most prominent theatre companies, it develops, produces and presents outstanding professional artist-driven theatre. It's headquarters are the iconic Eternity Playhouse in Darlinghurst.

Walking Distance from the Campus

- Sydney Opera House
- Darling Harbor
- University of Sydney
- Queen Victoria Building
- University of Technology Sydney
- China Town

QUALIFICATIONS WE OFFER

Qualification Name

01 **SIT40516 Certificate IV in Commercial Cookery**

CRICOS Course Code : 102231C | Duration : 78 Weeks

02 **BSB40520 Certificate IV in Leadership and Management**

CRICOS Course Code : 103988E | Duration : 52 Weeks

03 **SIT50416 Diploma of Hospitality Management**

CRICOS Course Code : 095266K | Duration : 78 Weeks

04 **BSB50420 Diploma of Leadership and Management**

CRICOS Course Code : 104317C | Duration : 78 Weeks

05 **BSB50820 Diploma of Project Management**

CRICOS Course Code : 104079A | Duration : 78 Weeks

06 **BSB50415 Diploma of Business Administration**

CRICOS Course Code : 095263B| Duration : 52 Weeks

07 **BSB50215 Diploma of Business**

CRICOS Course Code : 095261D| Duration : 52 Weeks

08 **BSB60215 Advanced Diploma of Business**

CRICOS Course Code : 095264A| Duration : 52 Weeks

09 **SIT60316 Advanced Diploma of Hospitality Management**

CRICOS Course Code : 095269G | Duration : 104 Weeks

10 **BSB61015 Advanced Diploma of Leadership and Management**

CRICOS Course Code : 095268G | Duration : 78 Weeks

11 **BSB80615 Graduate Diploma of Manegement (Learning)**

CRICOS Course Code : 102232B| Duration : 104 Weeks

NATIONALLY RECOGNISED TRAINING

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The key to your future

ITEMISED FEES

All fees and charges are presented in the Table below. It is noteworthy that these are maximum fees that can be charged by Gamma Education & Training. Individual student offer will reflect exact fees and refund conditions relevant to the offered qualification. Students are to carefully read fees and refunds outlined in the Student offer before accepting it.

	Qualification Name	CRICOS Course Code	Tuition Fee	Non-refundable enrolment fees	Material Fee
01	SIT40516 Certificate IV in Commercial Cookery	102231C	$14,450	$250	$1,500
02	BSB40520 Certificate IV in Leadership and Management	103988E	$8,000	$250	$750
03	SIT50416 Diploma of Hospitality Management	095266K	$15,000	$250	$750
04	BSB50420 Diploma of Leadership and Management	104317C	$11,000	$250	$750
05	BSB50820 Diploma of Project Management	104079A	$13,000	$250	$750
06	BSB50415 Diploma of Business Administration	095263B	$9,000	$250	$750
07	BSB50215 Diploma of Business	095261D	$9,000	$250	$750
08	BSB60215 Advanced Diploma of Business	095264A	$11,000	$250	$750
09	SIT60316 Advanced Diploma of Hospitality Management	095269G	$21,000	$250	$750
10	BSB61015 Advanced Diploma of Leadership and Management	095268G	$13,000	$250	$750
11	BSB80615 Graduate Diploma of Management (Learning)	102232B	$22,000	$500	$1,500

* Disclaimer: Be aware that these prices are just for your reference. Contact us for Promotion price.

NATIONALLY RECOGNISED TRAINING

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PACKAGED PRICES

It is noteworthy that packaged prices only imply fee discount and not study pathways. Students are to meet admission requirements as per each qualification.

* Disclaimer: Be aware that these prices are just for your reference. Contact us for Promotion price.

SIT40516 Certificate IV in Commercial Cookery. CRICOS Course Code : 102231C

SIT50416 Diploma of Hospitality Management. CRICOS Course Code : 095266K

Duration : 102 Weeks

Packaged Price: $22,200

SIT40516 Certificate IV in Commercial Cookery. CRICOS Course Code : 102231C

SIT50416 Diploma of Hospitality Management. CRICOS Course Code : 095266K

SIT60316 Advanced Diploma of Hospitality Management. CRICOS Course Code : 095269G

Duration : 134 Weeks

Packaged Price: $28,200

SIT50416 Diploma of Hospitality Management. CRICOS Course Code : 095266K

SIT60316 Advanced Diploma of Hospitality Management. CRICOS Course Code : 095269G

Duration : 110 Weeks

Packaged Price: $22,000

BSB40520 Certificate IV in Leadership and Management. CRICOS Course Code : 103988E

BSB50420 Diploma of Leadership and Management. CRICOS Course Code : 104317C

BSB61015 Advanced Diploma of Leadership and Management. CRICOS Course Code : 095268G

Duration : 172 Weeks

Packaged Price: $32,000

BSB50420 Diploma of Leadership and Management. CRICOS Course Code : 104317C

BSB61015 Advanced Diploma of Leadership and Management. CRICOS Course Code : 095268G

Duration : 138 Weeks

Packaged Price: $24,000

BSB61015 Advanced Diploma of Leadership and Management. CRICOS Course Code : 095268G

BSB80615 Graduate Diploma of Management (Learning). CRICOS Course Code : 102232B

Duration : 156 Weeks

Packaged Price: $32,000

BSB50215 Diploma of Business. CRICOS Course Code : 095261D

BSB60215 Advanced Diploma of Business. CRICOS Course Code : 095264A

Duration : 104 Weeks

Packaged Price: $20,000

BSB50415 Diploma of Business Administration. CRICOS Course Code : 095263B

BSB60215 Advanced Diploma of Business. CRICOS Course Code : 095264A

Duration : 104 Weeks

Packaged Price: $20,000

BSB50820 Diploma of Project Management. CRICOS Course Code : 104079A

BSB61015 Advanced Diploma of Leadership and Management. CRICOS Course Code : 095268G

Duration : 130 Weeks

Packaged Price: $24,000

01

SIT40516 CERTIFICATE IV IN COMMERCIAL COOKERY

CRICOS COURSE CODE : 102231C

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION 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

COURSE DURATION

- 78 weeks

DURATION BREAKDOWN

- Study Weeks = 60
- Holiday Weeks = 18

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

33 UNITS MUST BE COMPLETED:

- 26 core units
- 7 elective units,

SITXCOM005	Manage conflict
SITXHRM003	Lead and manage people
SITXHRM002	Roster staff
BSBITU302	Create electronic presentations
BSBDIV501	Manage diversity in the workplace
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXWHS003	Implement and monitor work health and safety practices
SITHCCC001	Use food preparation equipment
SITHKOP001	Clean kitchen premises and 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
SITHCCC014	Prepare meat dishes
SITXWHS001	Participate in safe work practices
SITHCCC013	Prepare seafood dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHKOP004	Develop menus for special dietary requirements
SITHKOP002	Plan and cost basic menus (Project)
SITHPAT006	Produce desserts
SITXINV002	Maintain the quality of perishable items
SITHFAB002	Provide responsible service of alcohol
SITHKOP005	Coordinate cooking operations
SITHCCC020	Work effectively as a cook (48 shifts)
SITXHRM001	Coach others in job skills
BSBWOR203	Work effectively with others
BSBCMM401	Make a presentation
SITXFIN003	Manage finances within a budget
SITXMGT001	Monitor work operations
BSBSUS401	Implement and monitor environmentally sustainable work practices

POSSIBLE JOB TITLES

- Chef
- Chef de partie

02

SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS COURSE CODE : 095266K

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION 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 industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

COURSE DURATION

- 78 weeks

DURATION BREAKDOWN

- Study Weeks = 60
- Holiday Weeks = 18

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

28 UNITS MUST BE COMPLETED:

- 13 core units
- 15 elective units,

BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
BSBADM502	Manage meetings
BSBRES401	Analyse and present research information
BSBCMM401	Make a presentation
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT516	Facilitate continuous improvement
BSBADM503	Plan and manage conferences
BSBRSK501	Manage risk
BSBLDR502	Lead and manage effective workplace relationships
SITHFAB002	Provide responsible service of alcohol
SITHIND004	Work effectively in hospitality services
SITXFSA001	Use hygienic practices for food safety
SITHIND002	Source and use information on the hospitality industry
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXCOM005	Manage conflict
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXMPR007	Develop and implement marketing strategies
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXGLC001	Research and comply with regulatory requirements
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXWHS003	Implement and monitor work health and safety practices

POSSIBLE JOB TITLES

- Banquet or function manager
- Bar manager
- Café manager
- Chef de cuisine
- Chef patisserie
- Club manager
- Executive housekeeper
- Front office manager
- Gaming manager
- Kitchen manager
- Motel manager
- Restaurant manager
- Sous chef
- Unit manager catering operations

03

SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code : 095269G

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION DESCRIPTION

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialized 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, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

COURSE DURATION

- 104 weeks

DURATION BREAKDOWN

- Study Weeks = 80
- Holiday Weeks = 24

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

33 UNITS MUST BE COMPLETED:

- 16 core units
- 17 elective units,

BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
BSBADM502	Manage meetings
BSBRES401	Analyse and present research information
BSBCMM401	Make a presentation
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT516	Facilitate continuous improvement
BSBADM503	Plan and manage conferences
BSBRSK501	Manage risk
BSBLDR502	Lead and manage effective workplace relationships
HLTAID003	Provide first aid
SITHIND004	Work effectively in hospitality services
SITXFSA001	Use hygienic practices for food safety
SITHIND002	Source and use information on the hospitality industry
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXCOM005	Manage conflict
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXMPR007	Develop and implement marketing strategies
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXGLC001	Research and comply with regulatory requirements
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
BSBFIM601	Manage finances
BSBFIA401	Prepare financial reports
SITXFIN002	Interpret financial information
SITXFIN005	Manage physical assets
SITXWHS004	Establish and maintain a work health and safety system
BSBMGT617	Develop and implement a business plan

POSSIBLE JOB TITLES

- Area manager or operations manager
- Café owner or manager
- Club secretary or manager
- Executive chef
- Executive housekeeper
- Executive sous chef
- Food and beverage manager
- Head chef
- Motel owner or manager
- Rooms division manager

04

BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE : 103988E

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION 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 provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

COURSE DURATION

- 52 weeks

DURATION BREAKDOWN

- Study Weeks = 40
- Holiday Weeks = 12

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

12 UNITS MUST BE COMPLETED:

- 5 core units
- 7 elective units,

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
BSBPEF502	Develop and use emotional intelligence
BSBSTR502	Facilitate continuous improvement
BSBTWK503	Manage meetings
BSBSTR401	Promote innovation in team environments
BSBPEF402	Develop personal work priorities
BSBSTR402	Implement continuous improvement
BSBOPS404	Implement customer service strategies

POSSIBLE JOB TITLES

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent
- Small Business Manager (Franchise)
- Small Business Manager (Retail)
- Team Leader (Contact Centre)

05

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

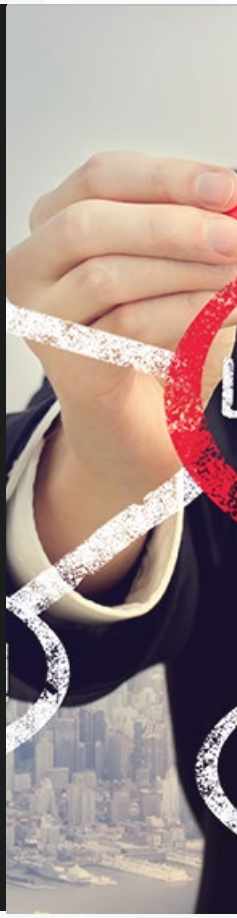
CRICOS COURSE CODE : 104317C

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION 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.



COURSE DURATION

- 78 weeks

DURATION BREAKDOWN

- Study Weeks = 60
- Holiday Weeks = 18

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

12 UNITS MUST BE COMPLETED:

- 6 core units
- 6 elective 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
BSBOPS504	Manage business risk
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBPEF501	Manage personal and professional development
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement

POSSIBLE JOB TITLES

- Business Development Manager
- Business Manager
- Corporate Services Manager
- Distribution Centre Manager
- Information Services Manager

06

BSB50820 DIPLOMA OF PROJECT MANAGEMENT

CRICOS COURSE CODE : 104079A

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

COURSE DURATION

- 78 weeks

DURATION BREAKDOWN

- Study Weeks = 60
- Holiday Weeks = 18

DELIVERY LOCATIONS

- Brisbane
- Sydney

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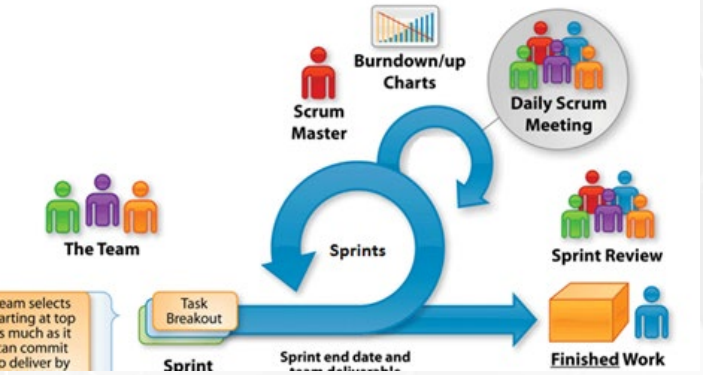
QUALIFICATION STRUCTURE

12 UNITS MUST BE COMPLETED:

- 8 core units
- 4 elective units,

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBOPS504	Manage business risk
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK502	Manage team effectiveness
BSBSTR502	Facilitate continuous improvement



POSSIBLE JOB TITLES

- Project contract manager
- Project leader/team leader
- Project manager (industry specific)
- Project vendor manager

07

BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS COURSE CODE : 095268G

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION 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.

COURSE DURATION

- 78 weeks

DURATION BREAKDOWN

- Study Weeks = 60
- Holiday Weeks = 18

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

12 UNITS MUST BE COMPLETED:

- 4 core units
- 8 elective units,

BSBMGT605	Provide leadership across the organisation
BSBINN601	Lead and manage organisational change
BSBHRM602	Manage human resources strategic planning
BSBINM601	Manage knowledge and information
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBLDR511	Develop and Use Emotional Intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBMKG609	Develop a marketing plan
BSBRSK501	Manage risk
BSBMGT608	Manage innovation and continuous improvement
BSBMGT617	Develop and implement a business plan

POSSIBLE JOB TITLES

- Executive Director.
- Executive Manager.
- General Manager.
- Senior Executive.
- Business Manager.
- Human Resources Manager.
- Sales Team Manager.

08

BSB50215 DIPLOMA OF BUSINESS

CRICOS COURSE CODE: 095261D

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION DESCRIPTION

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

COURSE DURATION

- 52 weeks

DURATION BREAKDOWN

- Study Weeks = 40
- Holiday Weeks = 12

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

8 UNITS MUST BE COMPLETED

BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBCUS501	Manage quality customer service
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
BSBHRM501	Manage human resources services
BSBHRM513	Manage workforce planning

POSSIBLE JOB TITLES

- Administration manager.
- General office manager.
- Office manager.
- Executive officer.
- Program consultant and/or program coordinator

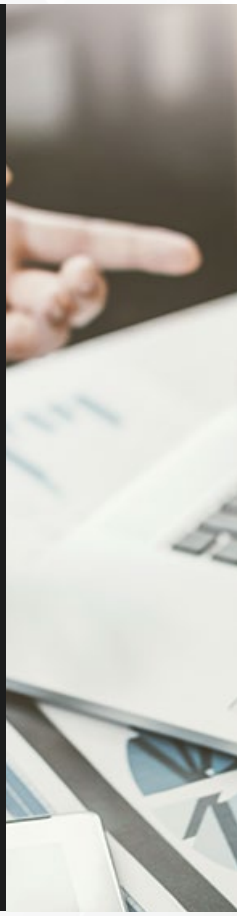
09

BSB50415 - DIPLOMA OF BUSINESS ADMINISTRATION

CRICOS COURSE CODE: 095263B

Nationally Recognised Training

Australian Qualifications Framework



QUALIFICATION DESCRIPTION

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

COURSE DURATION

- 52 weeks

DURATION BREAKDOWN

- Study Weeks = 40
- Holiday Weeks = 12

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

8 UNITS MUST BE COMPLETED

BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBCUS501	Manage quality customer service
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBADM503	Plan and manage conferences

POSSIBLE JOB TITLES

- Administration Manager
- Administration Manager (Local Government)
- Administrator
- Legal Practice Manager
- Office Manager

10

BSB60215 - ADVANCED DIPLOMA OF BUSINESS

CRICOS COURSE CODE: 095264A

Nationally Recognised Training

Australian Qualifications Framework

QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals with considerable experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

COURSE DURATION

- 52 weeks

DURATION BREAKDOWN

- Study Weeks = 40
- Holiday Weeks = 12

DELIVERY LOCATIONS

- Brisbane
- Sydney

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QUALIFICATION STRUCTURE

8 UNITS MUST BE COMPLETED

BSBADM502	Manage meetings
BSBINN601	Lead and manage organisational change
BSBHRM602	Manage human resources strategic planning
BSBINM601	Manage knowledge and information
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBHRM501	Manage human resources services
BSBMKG609	Develop a marketing plan

POSSIBLE JOB TITLES

- Business Analyst,
- Quarry Business Manager,
- Senior Administrator
- Senior Executive,
- Business Development Director

11 BSB80615 - GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS COURSE CODE 102232B

Nationally Recognised Training

Australian Qualifications Framework

COURSE DURATION

- 104 weeks

DURATION BREAKDOWN

- Study Weeks = 80
- Holiday Weeks = 24

DELIVERY LOCATIONS

- Brisbane
- Sydney

QUALIFICATION DESCRIPTION

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Learning and development is a key management function. Organisational Learning and Capability Development are central to organisational performance. Learning and development encompasses a wide range of activities designed to improve the capabilities of people. Capabilities comprise not only the technical skills and knowledge people have, but also their attributes, attitudes and behaviours. Learning and development activities can be designed to deliver specific skills in a short period of time to meet an immediate need or designed to achieve broader requirements over a longer period. Activities to enable people to acquire new capabilities can include on-the-job training, development opportunities, such as special projects, conferences, secondments, and mentoring, as well as formal classroom training.

Currently, there is a need for systematic management approach to learning and development as an integral part of workforce planning. The approach includes planning, integration, delivery and evaluation of learning and development to inform organisation's performance. 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.

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Students will be trained on how learning and development practitioners can shape "Values" with:

- effective leadership and management styles
- effective and economical learning and development activities
- effective values, attitudes and behaviours
- effective and economical workforce profile, recruitment, induction and outplacement
- effective and economical reward and recognition systems (both formal and informal)
- effective and economical systems, structures and processes.

The following practitioners play a vital role for learning and capability development in Australian organisations:

- Senior Managers
- Line Managers
- Human Resource Practitioners

Students will learn to align and integrate their learning and development initiatives with corporate and business planning. Gamma Education & Training Pty Ltd will train and assess individuals from the perspective of the following Core principles:

I. Align learning with the business strategy
II. Integrate learning with HR and other business processes
III. Create a learning culture
IV. Provide appropriate learning options
V. Manage learning effectively
VI. Support application of skills in the workplace
VII. Evaluate learning and development

QUALIFICATION STRUCTURE

8 UNITS MUST BE COMPLETED:

- 2 core units
- 6 elective units,

BSBRES801	Initiate and lead applied research	Core
BSBINM601	Manage knowledge and information	Elective
BSBHRM602	Manage human resources strategic planning	Elective
BSBINN601	Lead and manage organisational change	Elective
BSBINN801	Lead innovative thinking and practice	Core
BSBLDR801	Lead personal and strategic transformation	Elective
BSBLED802	Lead learning strategy implementation	Elective
BSBLED805	Plan and implement a mentoring program	Elective

POSSIBLE JOB TITLES

Gamma Education & Training Pty Ltd does not guarantee that international graduates will obtain the listed jobs as international student employment will depend on factors in the student's home country and home country corporate environment. However, Graduates will gain skills relevant to the learning and development functions performed by:

- Senior Manager
- Line Manager
- Human Resource Practitioner
- Learning and development manager
- Learning and development consultant
- Career development manager
- RTO Manager
- Head of department
- Workforce capability development leader
- Workforce planner

11

BSB80615 - GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS COURSE CODE 102232B

NATIONALLY RECOGNISED TRAINING

Australian Qualifications Framework

ASSESSMENT METHODS

Various evidence gathering techniques will be used to assess each unit of competency. The assessment is conducted in conformity with the principles of assessment (fairness, flexibility, validity & reliability) and rules of the evidence (validity, sufficiency, authenticity & currency). The range of assessment methods

A	Written Response	Students are to provide answers to a range of questions. Case study or alternative context will be provided for students to base their answers.
B	Portfolio	Students are to submit completed work in real or simulated work context. The evidence could take the form of reports, minutes of meetings, agenda, action plan, implementation of project, project plan, recommendations, operational plans, data analyses, reports, emails and some other portfolio item.
C	Group Discussions	Evidence could take the form of a report from work colleague, work supervisor and / or a work observer either in a real or simulated & contextual group-discussions. Assessor or fellow students may also provide the third-party report if simulated scenario is provided with specific instructions.
D	Holistic Tasks	In Holistic tasks, students are required to demonstrate knowledge and skills in a single integrated task as required in the real workplace using current technology. Holistic tasks address various dimensions of competence. Holistic tasks may take the form of a professional presentation, interview, role play, leading teams, conducting meetings, hiring and firing, managing conflicts and preparing and presenting strategic directions. Current industry tools will be utilised during assessments. For example, VIIMA as innovation management app, PREZI for high-level presentation, SPSS package to process applied statistical data, EXCEL reports, Knowledge management systems).
E	Role Play	The individual student will be observed by the assessor performing roles as performed in the real workplace.
F	Presentation	Students will be required to conduct a formal presentation using preferred formats (Prezi, Power-Points)

Unit code	Unit name	A	B	C	D	E	F
BSBRES801	Initiate and lead applied research	x	x	x	x	x	x
BSBINM601	Manage knowledge and information	x	x	x	x		
BSBHRM602	Manage human resources strategic planning	x	x	x	x		x
BSBINN601	Lead and manage organisational change	x	x	x	x	x	x
BSBINN801	Lead innovative thinking and practice	x	x	x	x		x
BSBLDR801	Lead personal and strategic transformation	x	x	x	x	x	x
BSBLED802	Lead learning strategy implementation	x	x	x	x	x	x
BSBLED805	Plan and implement a mentoring program	x	x	x	x	x	x

01 LEARNING RESOURCE REQUIREMENT

- Access to high-speed internet and Computer
- Access to Software (i.e., Zoom, You Tube, Microsoft Word, Excel, Power-Point, SPSS, Prezi)
- Access to computer hardware (i.e., Webcam, Microphone, Speakers)
- Access to Google Scholar

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02 CASE STUDIES

The Following Case studies will be provided to students for the purpose of training and assessment:

- TATA Steel
- Toyota Motors
- British Petroleum
- World Bank
- XEROX
- IBM
- Fujitsu
- Amazon
- You Tube Channel

https://www.youtube.com/watch?v=WfttORNwbU8&t=23s

03 STUDENT STUDY MATERIALS

- Learner Workbooks
- Learner Assessment Tools
- Power-points
- You Tube lecture recording (after lecture)
- Access to relevant journals and textbooks
- Invitation to Whats App class groups
- Invitation via Zoom meetings
- Timetable for face to face sessions

04 IDENTIFYING SUPPORT DURING STUDY PROGRESSION

Our trainers and assessors will support students throughout the studies by using available means possible as per our training and assessment strategies and student Support Policy. The available support includes:

- Using extra online sessions, face to face sessions using safe distances,
- Using extended trainer contact via Zoom, whats-app and You Tube
- Making the You Tube lecture recordings available after every lecture
- Making a virtual study group for the student
- Inviting students to ap¬peals process
- Zoom support for technical aspects
- Troubleshooting student computer software using Zoom
- Prompt email support concerning assignments
- Promptly answering questions via email and phone
- Providing reasonable adjustments during assessment if the need arises
- Allowing 2 free attempts for assessment comple¬tions
- Reasonable adjustments with assessments
- Non-academic support such as adjusting to life in Australia
- Support during complaints and appeals
- Increasing or decreasing student study load
- Deferment & suspension of studies
- Providing access to Gamma's LMS
- By providing extensive information via Student Handbook

Award Upon Completion

Students completing all 8 units of competency will receive AQF Certification for: BSB80615 - Graduate Diploma of Management (Learning). All Qualifications will be given to students within 30 Calendar days. Records of results will be retained for 30 years from the date of assessment judgement.

- Access to relevant journals and textbooks
- Invitation to Whats App class groups
- Invitation via Zoom meetings
- Timetable for face to face sessions

GAMMA'S
ENROLMENT STEPS

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01

STEP 1

Read the marketing information carefully. Check if the qualification is in line with his/her professional development needs. Ensure that he/she is happy with the College fees, elective units, location of the College, hours of operation, available student support, and meet admission and visa requirements

02

STEP 2

Fill out the Enrolment Application form with supporting documents as required with the enrolment form.
Verified evidence of the following factors must be included with your application.
• Proof of being 18 years or older at the proposed date of commencement
• Work experience,
• Previous academic results,

03

STEP 3

Complete a Pre-enrolment Analysis

04

STEP 4

Successful applicants will be sent a student offer and a course acceptance written agreement and a request for payment by the Institute. Written agreements must be completed in full, signed by the applicant, dated and returned to the Institute.
Pay the relevant fees after signing the agreement.

05

STEP 5

Once the completed written agreement and the fee is received (and cleared by the bank) an Electronic Confirmation of enrolment (eCOE) will be generated by the College and sent to the student via email.

06

STEP 6

When a student's Visa is granted, the student will travel to Australia prior to the course Orientation date, then attend the College Orientation and start studying.

INTAKE DAT

Commercial Cookery and Hospitality Management	MID-INTAKE 3	INTAKE 4	MID-INTAKE 4	INTAKE 1
	AUGUST	SEPTEMBER	OCTOBER	JANUARY
SIT40516 Certificate IV in Commercial Cookery	03/08/2020	28/09/2020	19/10/2020	11/01/2021
SIT50416 Diploma of Hospitality Management	10/08/2020	28/09/2020	19/10/2020	11/01/2021
SIT60316 Advanced Diploma of Hospitality Management	24/08/2020	28/09/2020	19/10/2020	11/01/2021

Leadership Management	MID-INTAKE 3	INTAKE 4	MID-INTAKE 4	INTAKE 1
	AUGUST	SEPTEMBER	NOVEMBER	JANUARY
BSB40520 Certificate IV in Leadership and Management	10/08/2020	28/09/2020	02/11/2020	11/01/2021
BSB50420 Diploma of Leadership and Management	10/08/2020	28/09/2020	02/11/2020	11/01/2021
BSB50820 Diploma of Project Management	03/08/2020	28/09/2020	02/11/2020	11/01/2021
BSB61015 Advanced Diploma of Leadership and Management	10/08/2020	28/09/2020	02/11/2020	11/01/2021
BSB80615 Graduate Diploma of Management (Learning)	10/08/2020	28/09/2020	02/11/2020	11/01/2021

Business	MID-INTAKE 3	INTAKE 4	MID-INTAKE 4	INTAKE 1
	AUGUST	SEPTEMBER	NOVEMBER	JANUARY
BSB50215 Diploma of Business	10/08/2020	28/09/2020	02/11/2020	11/01/2021
BSB50415 Diploma of Business Administration	10/08/2020	28/09/2020	02/11/2020	11/01/2021
BSB60215 Advanced Diploma of Business	10/08/2020	28/09/2020	02/11/2020	11/01/2021

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TES 2020 & 2021

MID-INTAKE 1	INTAKE 2	MID-INTAKE 2	INTAKE 3	MID-INTAKE 3	INTAKE 4	MID-INTAKE 3
FEBRUARY	APRIL	MAY	JULY	AUGUST	SEPTEMBER	NOVEMBER
15/02/2021	12/04/2021	24/05/2021	05/07/2021	02/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	17/05/2021	05/07/2021	02/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	17/05/2021	05/07/2021	16/08/2021	27/09/2021	01/11/2021

MID-INTAKE 1	INTAKE 2	MID-INTAKE 2	INTAKE 3	MID-INTAKE 3	INTAKE 4	MID-INTAKE 3
FEBRUARY	APRIL	MAY	JULY	AUGUST	SEPTEMBER	NOVEMBER
22/02/2021	12/04/2021	10/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	17/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	24/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	17/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021
-	12/04/2021	-	05/07/2021	-	27/09/2021	-

MID-INTAKE 1	INTAKE 2	MID-INTAKE 2	INTAKE 3	MID-INTAKE 3	INTAKE 4	MID-INTAKE 3
FEBRUARY	APRIL	MAY	JULY	AUGUST	SEPTEMBER	NOVEMBER
15/02/2021	12/04/2021	17/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	17/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021
15/02/2021	12/04/2021	17/05/2021	05/07/2021	09/08/2021	27/09/2021	01/11/2021

Nationally Recognised Training

ADMISSION REQUIREMENT

ADMISSION REQUIREMENT | MINIMUM QUALIFICATION

Qualification Code	Qualification Name	CRICOS Course Code
SIT40516	Certificate IV in Commercial Cookery	102231C
BSB40520	Certificate IV in Leadership and Management	103988E
SIT50416	Diploma of Hospitality Management	095266K
BSB50420	Diploma of Leadership and Management	104317C
BSB50820	Diploma of Project Management	104079A
BSB50415	Diploma of Business Administration	095263B
BSB50215	Diploma of Business	095261D
SIT60316	Advanced Diploma of Hospitality Management	095269G
BSB60215	Advanced Diploma of Business	095264A
BSB61015	Advanced Diploma of Leadership and Management	095268G
BSB80615	Graduate Diploma of Management (Learning)	102232B

ADMISSION REQUIREMENT | ENGLISH PROFICIENCY & NUMERACY

Qualification Code	Qualification Name	CRICOS Course Code
SIT40516	Certificate IV in Commercial Cookery	102231C
BSB40520	Certificate IV in Leadership and Management	103988E
SIT50416	Diploma of Hospitality Management	095266K
BSB50420	Diploma of Leadership and Management	104317C
BSB50820	Diploma of Project Management	104079A
BSB50415	Diploma of Business Administration	095263B
BSB50215	Diploma of Business	095261D
SIT60316	Advanced Diploma of Hospitality Management	095269G
BSB60215	Advanced Diploma of Business	095264A
BSB61015	Advanced Diploma of Leadership and Management	095268G
BSB80615	Graduate Diploma of Management (Learning)	102232B

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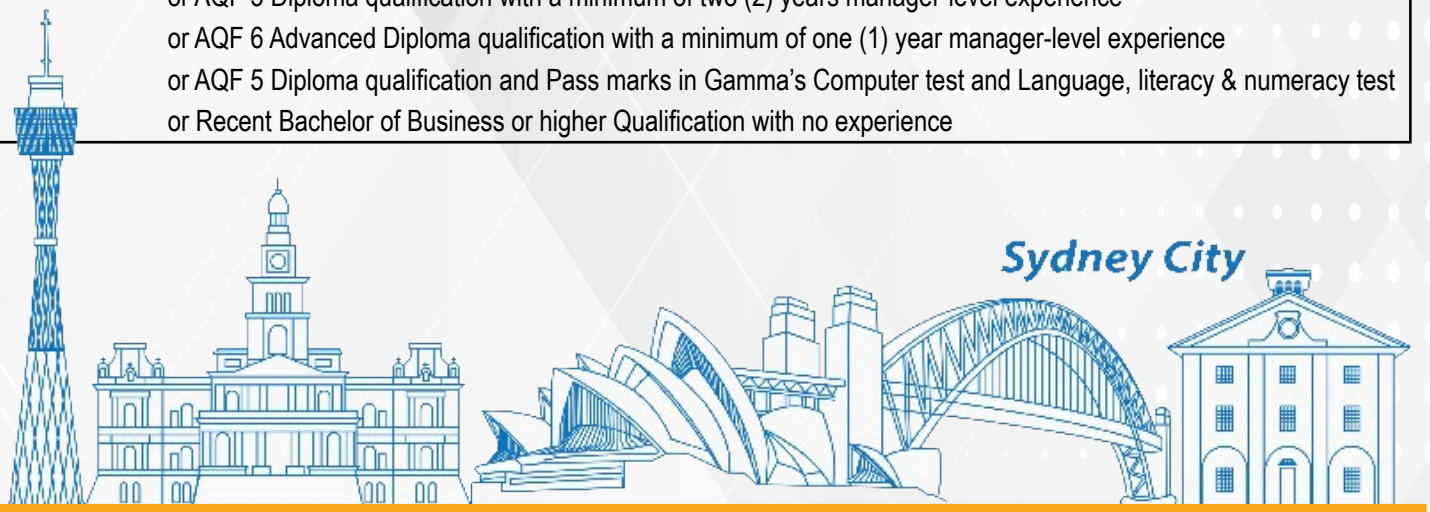
Minimum Qualification (Academic Requirement)
Year 12 or equivalent plus admission requirements
Year 12 or equivalent plus admission requirements
Year 12 or equivalent plus admission requirements
Year 12 or equivalent plus admission requirements
Year 12 or equivalent plus admission requirements
Year 12 or equivalent plus admission requirements
Year 12 or equivalent plus admission requirements
Certificate IV in Commercial Cookery
Diploma Level Qualification in either field; Business, leadership, management
Diploma Level Qualification in Business, leadership, management
Year 12 and a minimum of five (5) years of manager-level experience : or AQF 5 Diploma qualification with a minimum of two (2) years manager-level experience or AQF 6 Advanced Diploma qualification with a minimum of one (1) year manager-level experience or AQF 5 Diploma qualification and Pass marks in Gamma's Computer test and Language, literacy & numeracy test or Recent Bachelor of Business or higher Qualification with no experience



Learning	Reading	Writing	Oral Communication	Numeracy
2 (out of 5)	2 (out of 5)	2 (out of 5)	2 (out of 5)	2 (out of 5)
2 (out of 5)	2 (out of 5)	2 + (out of 5)	2 (out of 5)	2 (out of 5)
3 (out of 5)	2 (out of 5)	3 (out of 5)	2 (out of 5)	2 (out of 5)
3 (out of 5)	2 (out of 5)	3 (out of 5)	2 (out of 5)	2 (out of 5)
3 (out of 5)	3 (out of 5)	3 (out of 5)	3 (out of 5)	3 + (out of 5)
3 (out of 5)	2 (out of 5)	3 (out of 5)	2 (out of 5)	2 (out of 5)
2 + (out of 5)	2 (out of 5)	3 (out of 5)	2 (out of 5)	2 (out of 5)
3 (out of 5)	3 (out of 5)	3 (out of 5)	3 (out of 5)	2 + (out of 5)
3 (out of 5)	3 (out of 5)	3 (out of 5)	3 (out of 5)	3 (out of 5)
3 (out of 5)	3 (out of 5)	3 (out of 5)	3 (out of 5)	3 (out of 5)
4 (out of 5)	4 (out of 5)	4 (out of 5)	4 (out of 5)	4 (out of 5)

OVERSEAS STUDENT ENGLISH ASSESSMENTS

CISL SF Level	CISL SF Course	CISL SD Level	CISL SD Course	CISL SD Entrance Score	CEFR	Cambridge English Scale
C1/C2	Advanced	10	Proficient	100%-95%	C2	230-200
		9	Advanced	94%-90%	C1	199-180
B2	Upper-Intermediate	8	Low Advanced	89%-80%	B2+	179-160
		7	Upper-Intermediate	79%-70%	B2	
B1	Intermediate	6	Intermediate	69%-60%	B1+	159-140
		5		59%-50%	B1	
A2	Low Intermediate	4	Low Intermediate	49%-40%	A2+	139-120
		3		39%-30%	A2	
A1	Basic	2	Basic	29%-20%	A1+	119-100

Admission Requirement | Student Visa

Along with other conditions, Attendance and course progress are fundamental requirements of the student visa. Since student visa requirements are covered in considerable detail in Student Handbook, this course guide only contains attendance and academic requirements

Course Attendance

All students' attendance is monitored and recorded daily. All qualifications require students to study twenty (20) hours per week. Students' attendance will be monitored to ensure that students are able to complete the studies within their enrolment time frame. For detailed information, students are to read Attendance Policy from the Student Handbook.

Academic Course Progress

Gamma Education & Training monitors each student's study progress every study period (i.e., 20 weeks). If any student does not successfully complete more than 50% of units undertaken during the 20-week study period, the student is considered to be in breach of the course progress. Course progress breaches are systematically reported to government agencies. For detailed information, students are to read Academic Course Progress Policy from the Student Handbook.

Students at Risk

The college has intervention strategies, including student support services available to enable students to complete the qualification within the expected time frame. Students at risk of not completing within the enrolment time frame are identified as per Academic Course Progress Policy and Attendance Policy and invited to access the available student support.

Student Support

We do what we do because we love it. Student welfare and timely support are at the heart of what we do. Not only we take the needs of our students seriously, we also proactively identify support needs in advance. This is accomplished via pre-enrolment assessment so that we timely prepare and deploy required support. We have a specialised support team who are there to help you when you need it. Support team members will be introduced to you during your orientation. For academic matters, trainers and assessors are the first point of contact. Concerning non-academic matters, you may contact our support staff during office hours. You may contact our specialised emergency support staff 24-hours for emergency situations. The Student Handbook contains direct phone numbers of student support staff for emergency.

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Pearson Test of English(PTE) Academic	CAE grad	Cambridge English Advanced (CAE)	IELTS band	IBT TOEFL	TOEIC	EIKEN
86 83 79 73	A	93 87 80 74	9 8.5 8.0	118-120 115-117 110-114	990	1+
65	B	67	7.5 7.0	102-109 94-101	945-990	1
58	C	58	6.5	79-93	785-940	Pre- 1
50		52	6.0	60-78		
42		47	5.5	46-59	550-780	2
36		41	5.0	35-45		2A
30		36	4.5	32-34	225-545	Pre- 2
29		32	4.0	31		
					120-220	3-5

Academic Support

We understand that studying overseas in a different country with a different study culture could be a daunting and difficult task. We have specialist support persons available to help you during your study. We have identified with our experience that students generally need support for the below listed tasks and scenarios. If you feel that you need any of the following support, we encourage you to ask for it.

- Writing
- Doing research
- Paraphrasing and referencing
- Presenting ideas in classrooms and group discussions
- Academic writing
- Operating various software
- Complete portfolio tasks
- Work-placement
- Time management
- Submitting assignments
- Accessing libraries
- Study tips
- Adjustment with Australian culture
- Emails and communications
- Student welfare
- Receiving assistance with personal issues
- Transport and accommodation
- Transition support

Although, our trainer and assessors and the CEO will provide general welfare-related and /or academic support, we are also committed to support you if you require professional counselling. We can refer you to a specialist in the area. However, any services that are external and beyond the scope of our expertise will attract fees payable directly by the student. We have reasonable adjustment policy in place if there needs to be any adjustments in the assessment due to any disability that a student may have. In such cases, an access plan will be put together by student and trainer and assessor.

Industry relevance

In this rapidly changing world, it is important that we deliver training aligned with current trends of the industry.
To ensure that you receive an up-to-date training as per the industry, from time to time we will invite career experts in the industry to give you career advice. However, our staff are well-equipped to provide you general advice relating to study and work pathways. Salient information is also provided at the level of each course in this Course Guide.

NATIONALLY RECOGNISED TRAINING

Nationally recognised training is any programme of training that leads to vocational qualifications and credentials that are recognised across Australia. It includes studying at a public (e.g. TAFE) or private training organisation, completing an apprenticeship, certificate or diploma course. Nationally recognised training courses are published on training.gov.au.
Gamma Education & Training is a registered training organisation with RTO Code 41477, delivering Nationally recognised training. The NRT logo is used to show that a specific qualification is a nationally recognised training.

Gamma Education & Training (CRICOS Provider Code 03580F) is also registered under the Education Services for Overseas Students Act 2000 to deliver education services to overseas students. All courses of Gamma Education & Training are registered for overseas students, being offered in two (2) states; Queensland and New South Wales.

ASSESSMENT POLICY

Gamma Education & Training acknowledges the critical role assessment plays in reliably measuring students' skills and knowledge. In developing the assessment (including RPL) for the units of competencies, we have ensured that assessment meets principles of assessment and rules of evidence. Gamma Education & Training recognises that each unit of competency contains assessment requirements relating to; performance evidence, knowledge evidence and assessment conditions outlined by the relevant training package. Numerous approaches to assessment are used by Gamma Education & Training. Assessment approaches may include observation of performance in class, workshops or laboratories, case studies, projects, assignments, presentations, role plays, written tests and exams. The course guide section, 'Assessment method' covers assessment methods used for each qualification. Students will be given advance notice of the due date and the nature of assessments and will not be expected to sit an assessment they have not prepared for. In other words, Assessment happens after Training.

NATIONALLY RECOGNISED TRAINING

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PRINCIPLES OF ASSESSMENT

Training and assessment strategies developed by Gamma Education & Training adhere to the assessment principles outlined below.

- Fair
- Flexible
- Valid
- Reliable

FAIR

- The individual learner's needs are considered in the assessment process.
- Where appropriate, reasonable adjustments are applied by Gamma Education & Training to take into account the individual learner's needs.
- Gamma Education & Training informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary. Learners have access to the appeal form online via our website, www.Gamma.edu.au.

FLEXIBLE

Assessment is flexible to the individual learner by:

- Reflecting the learner's needs;
- Assessing competencies held by the learner no matter how or where they have been acquired; and
- Drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associ¬ated assessment requirements, and the individual.

VALID

- Assessment is valid when the process is sound and assesses what it claims to assess. Validity requires that:
- Assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
- Assessment of knowledge and skills is integrated with their practical application;
- Assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
- Judgment of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements

RELIABLE

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

RULES OF EVIDENCE

Evidence that is collected from students meets the following rules of evidence:

Valid

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Sufficient

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgment to be made of a learner's competency.

Authentic

The assessor is assured that the evidence presented for assessment is the learner's own work.

Current

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past. This is particularly relevant to course credits.

In short, Gamma Education & Training's assessment system meets the following standards:

- Compliance with the assessment guidelines from the relevant training package and unit of competency.
- Assessment leads to a statement of attainment under the Australian Qualifications Framework (AQF).
- Assessment complies with the principles of competency-based assessment and informs the student of the purpose and context of the assessment.
- Evidence collected conforms to the rules of evidence.
- The application of knowledge and skills is relevant to the standard expected in the workplace, including skills for managing work tasks, contingencies and the job environment.
- Timely and appropriate feedback is given to students/learners.
- Assessment complies with Gamma Education & Training's access and equity policy.
- All students have access to a fair appeal system whereby assessment results can be challenged by the student.
- All students have up to two attempts free of charge in completing the assessment.

A complete qualification includes several units of competency. Each unit of competency includes multiple assessments and after each assessment the student's submission will be marked S – Satisfactory or U – Unsatisfactory. After each assessment, verbal and written feedback will be provided.

The result for an overall Unit of competency will be recorded as C – Competent and NC – Not Competent. Therefore, within a particular unit of competency, the student must get S – Satisfactory grade in each of the assessment task to get overall C-Competent grade.

Students will be given 3 attempts to demonstrate competency at each assessment. If students are unable to demonstrate competency after three attempts at an individual task, they will be deemed Not Competent (NC) and must re-enroll and undertake the unit again. This will incur a fee.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless: the student can provide a certificate from a registered medical practitioner indicating that the he/she was medically unable to attend the assessment; or the student can provide independent evidence of exceptional compassionate circumstances that are beyond the student's control. For example, an instance of serious illness or death of a close family member.

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AQF QUALIFICATION ISSUANCE

We will ensure that students receive AQF Certification in a timely manner. All Qualifications or Statements of attainment will be given to students within 30 Calendar days. All staff that is in immediate contact will support you for Certification-related requests.

Training Guarantee

Gamma Education & Training will take all reasonable steps to ensure we run the qualification once it has been confirmed and offered to students. In the unlikely event if Gamma Education & Training is not able to fulfil its commitment and obligation to provide a course at the agreed date, the RTO will offer the student a full refund of all pre-paid fees. Alternatively, the student will be provided the letter of release if the student is happy to transfer to another RTO. Gamma Education & Training takes a collaborative approach by providing necessary support to all students facilitating successful completion of the qualification within agreed timeframes. In other circumstances, Gamma Education & Training will refer you to contact Australian Government regarding Tuition Protection Service (TPS) for further assistance and to minimize any hardships.

Assessment Method Description

Gamma Education & Training uses variety of assessment methods to gain evidence of students' learning. Using a range of assessment methods helps produce valid decisions and recognises that students demonstrate competence in a variety of ways. A range of assessment methods used are outlined in the table below.

Questioning	Generally, more applicable to the assessment of knowledge evidence. Assessment could be by written or oral questioning, conducting interviews and questionnaires.
Direct observation	Assessed in real time in the workplace. Assessed in a simulated off-the-job situation that reflects the workplace.
Product based methods	Structured assessment activities such as reports, displays, work samples, role plays, and presentations
Portfolio	A purposeful collection of work samples of annotated and validated pieces of evidence, compiled by the learner. Evidence could include written documents, photographs, videos or logbooks.
Third-party evidence	Third-party evidence is additional evidence presented to assessors to support a candidate's claim of competence. This could include reports from supervisors, colleagues and/or clients, testimonials from employers, work diaries, evidence of training.

ASSESSMENT METHODS

Qualification Code	Qualification Name	CRICOS Course Code	Questioning
SIT40516	Certificate IV in Commercial Cookery	102231C	✓
BSB40520	Certificate IV in Leadership and Management	103988E	✓
SIT50416	Diploma of Hospitality Management	095266K	✓
BSB50420	Diploma of Leadership and Management	104317C	✓
BSB50820	Diploma of Project Management	104079A	✓
BSB50415	Diploma of Business Administration	095263B	✓
BSB50215	Diploma of Business	095261D	✓
SIT60316	Advanced Diploma of Hospitality Management	095269G	✓
BSB60215	Advanced Diploma of Business	095264A	✓
BSB61015	Advanced Diploma of Leadership and Management	095268G	✓
BSB80615	Graduate Diploma of Management (Learning)	102232B	✓

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Direct observation	Product based methods (i.e., role-play, presentation, work samples, reports,	Portfolio (logbook, photograph, video)	Third-party evidence
✓	✓	✓	✓
✓	✓	✓	
✓	✓	✓	✓
✓	✓	✓	
✓	✓	✓	
✓	✓	✓	
✓	✓	✓	
✓	✓	✓	✓
✓	✓	✓	
✓	✓	✓	
✓	✓	✓	✓

AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

Reference | The Department of Education, Skills and Employment

Website: https://www.aqf.edu.au/aqf

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. The AQF was introduced in 1995 to underpin the national system of qualifications in Australia encompassing higher education, vocational education and training and schools.

Gamma Education & Training offers AQF Qualifications. The Australian Qualifications Framework (AQF) enables the alignment of qualifications between different Australian education providers (e.g., University, Vocational college) and international education providers. It means that students with international qualifications can seek Australian recognition. AQF incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

AQF LEVEL 1 – CERTIFICATE I

The purpose of the Certificate I qualification type is to qualify individuals with basic functional knowledge and skills to undertake work, further learning and community involvement.
Certificate I qualifications are located at level 1 of the Australian Qualifications Framework.
Certificate I qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 1 criteria and the Certificate I descriptor.

AQF LEVEL 2 – CERTIFICATE II

The purpose of the Certificate II qualification type is to qualify individuals to undertake mainly routine work and as a pathway to further learning.
Certificate II qualifications are located at level 2 of the Australian Qualifications Framework.
Certificate II qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills Specified in the level 2 criteria and the Certificate II descriptor.

AQF LEVEL 3 – CERTIFICATE III

The purpose of the Certificate III qualification type is to qualify individuals who apply a broad range of knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.
Certificate III qualifications are located at level 3 of the Australian Qualifications Framework.
Certificate III qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 3 criteria and the Certificate III descriptor.

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AQF LEVEL 4 – CERTIFICATE IV

The purpose of the Certificate IV qualification type is to qualify individuals who apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.
Certificate IV qualifications are located at level 4 of the Australian Qualifications Framework.
Certificate IV qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 4 criteria and the Certificate IV descriptor.

AQF LEVEL 5 – DIPLOMA

The purpose of the Diploma qualification type is to qualify individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.
Diploma qualifications are located at level 5 of the Australian Qualifications Framework.
Diploma qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 5 criteria and the Diploma descriptor.
Diploma qualifications are available for accreditation and issuance in both higher education and vocational education and training.

AQF LEVEL 6 CRITERIA FOR THE ADVANCED DIPLOMA

The purpose of the Advanced Diploma qualification type is to qualify individuals who apply specialised knowledge in a range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.
Advanced Diploma qualifications are located at level 6 of the Australian Qualifications Framework.
Advanced Diploma qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 6 criteria and the Advanced Diploma descriptor.
Advanced Diploma qualifications are available for accreditation and issuance in both higher education and vocational education and training. Full qualification type specification.

AQF LEVEL 6 CRITERIA FOR THE ASSOCIATE DEGREE

The purpose of the Associate Degree qualification type is to qualify individuals who apply underpinning technical and theoretical knowledge in a range of contexts to undertake paraprofessional work and as a pathway for further learning. Associate Degree qualifications are located at level 6 of the Australian Qualifications Framework. Associate Degree qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 6 criteria and the Associate Degree descriptor.

AQF LEVEL 7 – BACHELOR DEGREE

The purpose of the Bachelor Degree qualification type is to qualify individuals who apply a broad and coherent body of knowledge in a range of contexts to undertake professional work and as a pathway for further learning.
Bachelor Degree qualifications are located at level 7 of the Australian Qualifications Framework.
Bachelor Degree qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 7 criteria and the Bachelor Degree descriptor.

AQF LEVEL 8 CRITERIA FOR THE BACHELOR HONOURS DEGREE

The purpose of the Bachelor Honours Degree qualification type is to qualify individuals who apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning. Bachelor Honours Degree qualifications are located at level 8 of the Australian Qualifications Framework. Bachelor Honours Degree qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 8 criteria and the Bachelor Degree descriptor. Full qualification type specification.

AQF LEVEL 8 CRITERIA FOR THE GRADUATE CERTIFICATE

The purpose of the Graduate Certificate qualification type is to qualify individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning. Graduate Certificate qualifications are located at level 8 of the Australian Qualifications Framework. Graduate Certificate qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 8 criteria and the Graduate Certificate descriptor.

Graduate Certificate qualifications are available for accreditation and issuance in both higher education and vocational education and training.

FULL QUALIFICATION TYPE SPECIFICATION

AQF LEVEL 8 CRITERIA FOR THE GRADUATE DIPLOMA

The purpose of the Graduate Diploma qualification type is to qualify individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning. Graduate Diploma qualifications are located at level 8 of the Australian Qualifications Framework. Graduate Diploma qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 8 criteria and the Graduate Diploma descriptor. Graduate Diploma qualifications are available for accreditation and issuance in both higher education and vocational education and training.

AQF LEVEL 9 – MASTERS DEGREE

There are three main forms of Master's Degrees within the Master's Degree qualification type: the Master's Degree (Research), the Master's Degree (Coursework) and the Master's Degree (Extended). The purpose of the Master's Degree (Research) is to qualify individuals who apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning. The purpose of the Master's Degree (Coursework) is to qualify individuals who apply an advanced body of knowledge in a range of contexts for professional practice or scholarship and as a pathway for further learning. The purpose of the Master's Degree (Extended) is to qualify individuals who apply an advanced body of knowledge in a range of contexts for professional practice and as a pathway for further learning. Master's Degree qualifications are located at level 9 of the Australian Qualifications Framework.

Master's Degree qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes specified in the level 9 criteria and either the Master's Degree (Research) descriptor, the Master's Degree (Coursework) descriptor or the Master's Degree (Extended) descriptor.

AQF LEVEL 10 – DOCTORAL DEGREE

The purpose of the Doctoral Degree is to qualify individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of investigation, scholarship or professional practice. Doctoral Degree qualifications are located at level 10 of the Australian Qualifications Framework. There are two forms of Doctoral Degree with the same descriptor within the Doctoral Degree qualification type: The Doctoral Degree (Research) and the Doctoral Degree (Professional). Research is the defining characteristic of all Doctoral Degree qualifications. The research Doctoral Degree (typically referred to as a Doctor of Philosophy) makes a significant and original contribution to knowledge; the professional Doctoral Degree (typically titled Doctor of [field of study]) makes a significant and original contribution to

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knowledge in the context of professional practice. The emphasis in the learning outcomes and research may differ between the different forms of Doctoral Degree qualifications but all graduates will demonstrate knowledge, skills and the application of the knowledge and skills at AQF level 10. Doctoral Degree qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes specified in the level 10 criteria and the Doctoral Degree.

Course Credits

Before the Enrolment is finalised, students' prior work experience and study from Australia and / or overseas will be acknowledged via course credits. Overseas study will be assessed by aligning the completed study with nationally recognised training as per AQF policy. Prior work experience will be formally assessed using recognition of prior learning processes of Gamma Education & Training. Hence, it is important that students indicate course credits eligibility by completing the Enrolment Form. Course credits will result in cost and time savings for the student.

AQF Levels of Gamma Education & Training Qualifications

Qualification Code	Qualification Name	CRICOS Course Code	AQF Level
SIT40516	Certificate IV in Commercial Cookery	102231C	AQF Level 4
BSB40520	Certificate IV in Leadership and Management	103988E	AQF Level 4
SIT50416	Diploma of Hospitality Management	095266K	AQF Level 5
BSB50420	Diploma of Leadership and Management	104317C	AQF Level 5
BSB50820	Diploma of Project Management	104079A	AQF Level 5
BSB50415	Diploma of Business Administration	095263B	AQF Level 5
BSB50215	Diploma of Business	095261D	AQF Level 5
SIT60316	Advanced Diploma of Hospitality Management	095269G	AQF Level 6
BSB60215	Advanced Diploma of Business	095264A	AQF Level 6
BSB61015	Advanced Diploma of Leadership and Management	095268G	AQF Level 6
BSB80615	Graduate Diploma of Management (Learning)	102232B	AQF Level 8

Itemised Study Materials

Table below contains items for which the student will be paying material fees. Students will receive materials on the day of orientation. Used materials are not subject to refund.

Qualification Code	Qualification Name	CRICOS Course Code	Material Fee	Item List for Materials
SIT40516	Certificate IV in Commercial Cookery	102231C	$1,500	Cookery Kit; 2 Textbooks, Printing
BSB40520	Certificate IV in Leadership and Management	103988E	$750	2 Textbooks; printing covered for 2000 pages
SIT50416	Diploma of Hospitality Management	095266K	$750	2 Textbooks; printing covered for 2000 pages
BSB50420	Diploma of Leadership and Management	104317C	$750	2 Textbooks; printing covered for 2000 pages
BSB50820	Diploma of Project Management	104079A	$750	Textbooks; printing covered for 2000 pages
BSB50415	Diploma of Business Administration	095263B	$750	2 Textbooks; printing covered for 2000 pages
BSB50215	Diploma of Business	095261D	$750	2 Textbooks; printing covered for 2000 pages
SIT60316	Advanced Diploma of Hospitality Management	095269G	$750	2 Textbooks; printing covered for 2000 pages

NATIONALLY RECOGNISED TRAINING

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