MELBOURNE METRO COLLEGE
Prospectus

MELBOURNE
Metro College
Learn. Grow. Become | RTO NO.: 52791; Cricos Code: 03831C

RTO ID: 52791 | CRICOS CODE: 03831C

melmc.edu.au

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WELCOME TO
MELBOURNE METRO

Thank you for your interest in studying at iLearn Oz Pty Ltd t/a Melbourne Metro College. Melbourne Metro College is a registered training provider that meets quality standards for providing training to students as set by the regulatory authorities in Australia. All course delivered by Melbourne Metro College are nationally recognised qualification under the Australian Qualifications Framework.
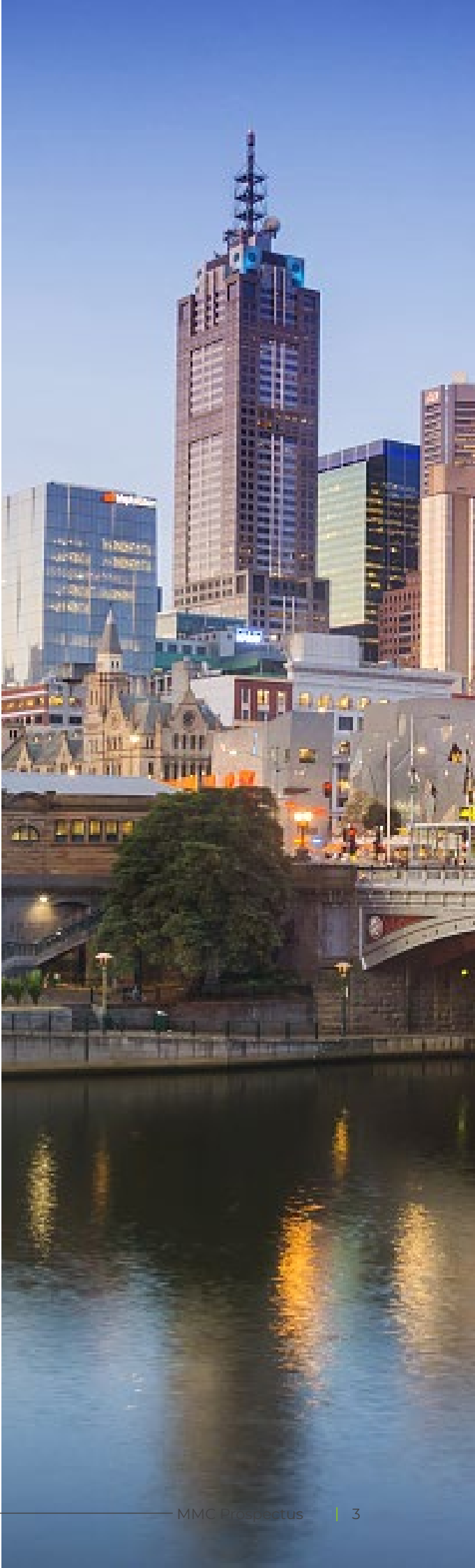
This Student Prospectus has been developed to provide you with important information in order to make an informed decision about your future study plans. It contains information about courses we offer, fees and costs, admission procedures at Melbourne Metro College and other vital information. It also provides different processes and procedures which will help you understand more about your rights and responsibilities as a prospective or current student at Melbourne Metro College.

It is imperative that you read all the information carefully. Rest assured that the Melbourne Metro College and its friendly staff are here to support you in order for you to. We are committed to ensure that you make a right choice selecting your course of study and that you have the best learning experience possible.

If there are any queries about our college and courses, please feel free to contact us via phone, email or visit our college. The contact details are listed below.

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We look forward to seeing you at Melbourne Metro College.

Experience in Australia

Studying in Australia offers world-class education, research opportunities, and a diverse learning environment. The system fosters independent thinking, creativity, and practical skills for global careers.

Beyond academics, Australia's multicultural society ensures a welcoming experience. Cities like Melbourne offers vibrant lifestyles, cultural events, and stunning natural attractions.

International students benefit from strong support, career services, and part-time work opportunities. With a safe environment and high living standards, Australia provides a balanced and fulfilling study experience.

Here are 5 reasons to Study in Australia

Quality Education

Australia is home to world-class universities and institutions known for their high academic standards, innovative research, and globally recognized qualifications. The education system emphasizes critical thinking, hands-on learning, and industry connections to prepare students for successful careers.

The Great Outdoors

From stunning beaches and lush rainforests to breathtaking mountains and unique wildlife, Australia offers endless opportunities for adventure and exploration. Students can enjoy outdoor activities like surfing, hiking, and wildlife spotting, making their study experience both exciting and refreshing.

Work and Internship Experience

International students have access to part-time work opportunities and industry internships, allowing them to gain valuable experience while studying. These opportunities help build professional networks, develop skills, and enhance employability after graduation.

Multiculturalism

With people from all over the world calling Australia home, students experience a rich blend of cultures, traditions, and cuisines. This diverse and inclusive society ensures a welcoming environment where international students can feel at home and build global friendships.

Vibrant Cities

Australian cities like Sydney, Melbourne, and Brisbane are known for their lively atmosphere, world-class entertainment, and thriving arts and food scenes. Students can enjoy modern infrastructure, excellent public transport, and numerous cultural festivals throughout the year.

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World-Class Education

Melbourne is home to top-ranked universities and institutions offering high-quality education, cutting-edge research, and industry-focused learning. Students benefit from a supportive academic environment that fosters innovation and critical thinking.

Exciting Lifestyle & Entertainment

From live music and art galleries to major sporting events, Melbourne offers endless entertainment options. The city is known for its vibrant nightlife, coffee culture, and dynamic arts scene, ensuring there is always something to explore.

Career and Work Opportunities

As Australia's business and innovation hub, Melbourne provides excellent job and internship opportunities in various industries. International students can gain valuable work experience while studying, boosting their future career prospects.

Multicultural and Inclusive

As one of the most multicultural cities in the world, Melbourne welcomes people from diverse backgrounds. International students can enjoy a rich cultural experience with various festivals, global cuisines, and a friendly community.

Sporting Capital of Australia

Melbourne is famous for its love of sports, hosting major events like the Australian Open, AFL Grand Final, and Formula 1 Grand Prix. Students can participate in various sports, including soccer, cricket, basketball, and tennis, or enjoy world-class stadiums and live matches

Safe and Student-Friendly

With a strong public transport system, a high standard of living, and a focus on student well-being, Melbourne is one of the safest and most liveable cities in the world. It offers a welcoming and enriching environment for students to thrive.
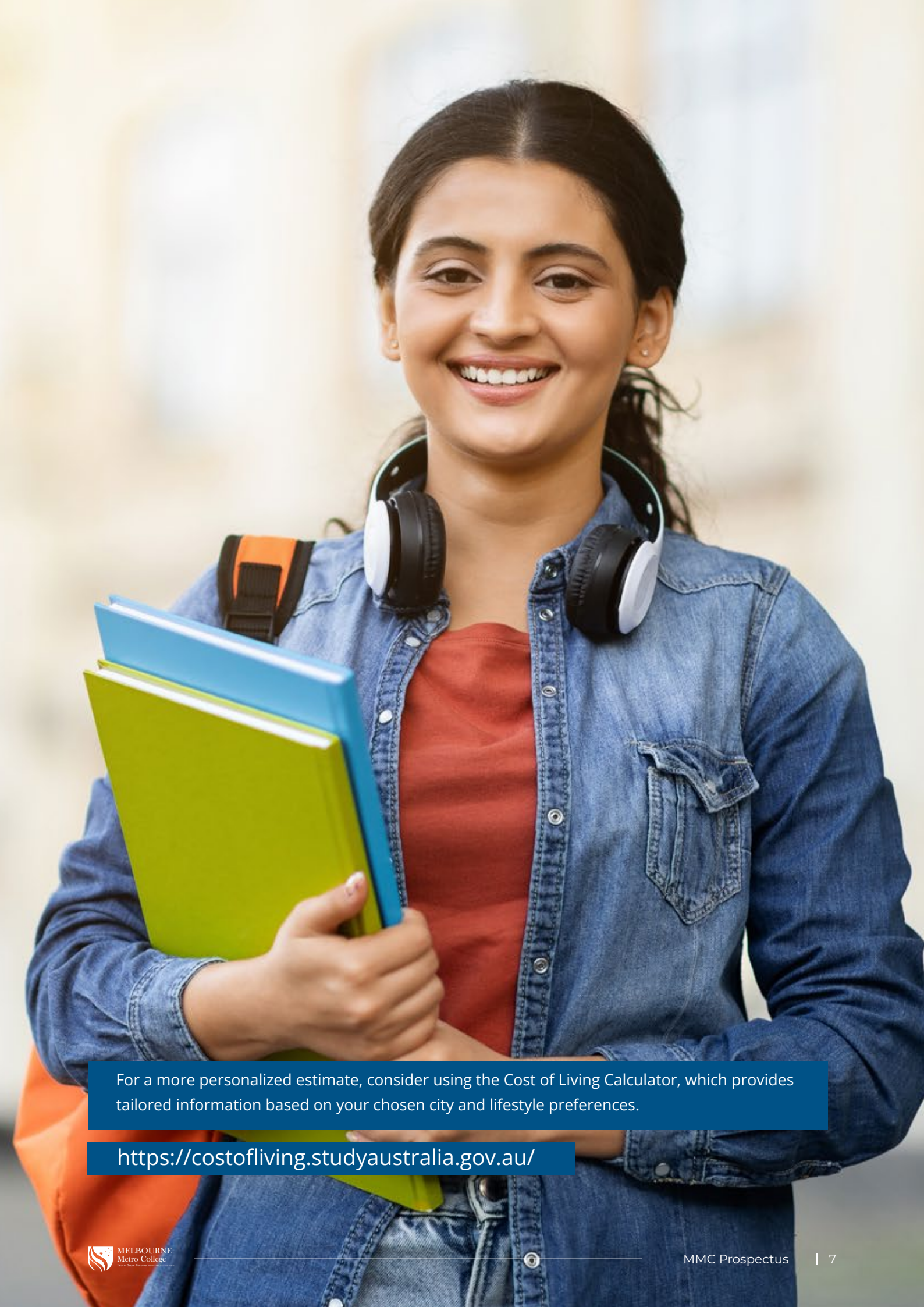
Cost of Living **in Australia**

Australia offers a high standard of living, and it's essential for international students to plan their finances accordingly. On average, students can expect monthly expenses ranging from AUD 1,400 to AUD 2,500, covering accommodation, food, transportation, and other necessities.

Accommodation: Costs vary based on the type and location. Options include on-campus residences, homestays, and private rentals. Prices can range from AUD 440 to AUD 1,200 per month.

Food and Groceries: Monthly expenses for food typically fall between AUD 500 and AUD 1,000, depending on dining habits and preferences.

Transportation: Public transport is widely used in Australian cities. Students might spend between AUD 100 and AUD 150 per month on transportation, with discounts often available for student passes.

Utilities and Miscellaneous: Utilities such as electricity, gas, and internet can add an additional AUD 140 to AUD 200 monthly. Entertainment and social activities might cost around AUD 200 per month, depending on individual lifestyles.

For a more personalized estimate, consider using the Cost of Living Calculator, which provides tailored information based on your chosen city and lifestyle preferences.

https://costofliving.studyaustralia.gov.au/

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Working in Australia
While You Study

International students in Australia can work up to 48 hours per fortnight during the semester and full-time during scheduled breaks. This allows students to support themselves financially while gaining valuable work experience. Part-time jobs are available in various sectors, including hospitality, retail, administration, and tutoring. Australia has fair workplace laws ensuring students receive proper wages and conditions, making it a great place to work while studying.

Undertaking Internship
Work-Based Training

Many courses in Australia offer internship or work-based training as part of the curriculum, allowing students to gain hands-on industry experience. These opportunities help students develop practical skills, build professional networks, and enhance their employability after graduation. Some internships may be paid, while others are unpaid but offer valuable exposure to real-world work environments.

Finding Paid Work

Students can find paid work through online job portals or by applying directly to businesses. Websites such as Seek, Indeed, and CareerOne list a variety of part-time job opportunities. Melbourne Metro College also conducts workshops and seminars from time to time to help students find work and prepare resumes. Networking and referrals from fellow students or teachers can also be helpful in securing employment.

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Course Information

CHC30121 Certificate III in Early Childhood Education and Care

National Code	**CHC30121**
CRISCOS CODE	**108578E**
Intakes	**Monthly**
Duration	**52 Weeks**
Delivery Mode:	**On Campus**

& 160 hours of work placement in a regulated education & care service

Course Description

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Course Unit

HLTWHS001	Participate in workplace health and safety
CHCECE034	Use an approved learning framework to guide practice
HLTAID012	Provide First Aid in an education and care setting
CHCECE055	Meet legal & ethical obligations in children's education & care
CHCPRT001	Identify and respond to children and young people at risk
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE033	Develop positive and respectful relationships with children
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE037	Support children to connect with the natural environment
CHCECE032	Nurture babies and toddlers
CHCECE038	Observe children to inform practice
CHCECE031	Support children's health, safety and wellbeing
CHCECE030	Support inclusion and diversity
CHCECE056	Work effectively in children's education and care

Elective units

BSBSTR401	Promote innovation in team environments.
BSBSUS411	Implement and monitor environmentally sustainable work practices

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent Plus,

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Early Childhood Educator: Entry-level role assisting with children's care and learning, typically with a Certificate III.

• Room Leader/Lead Educator: Mid-level role managing a group of children and overseeing educational programs, often requiring further experience or a Diploma.

• Family Day Care Educator (Flexible Work Option)

CHC50121 Diploma of Early Childhood Education and Care

National Code	**CHC50121**
CRISCOS CODE	**108579D**
Intakes	**Monthly**
Duration	**52 Weeks**
Delivery Mode:	**On Campus**

& 280 hours of work placement in a regulated education & care service

Course Description

This course provides comprehensive training for early childhood education and care services that is applicable in a broad range of work environments. This course will prepare you for a role within childcare education. They may have responsibility for supervision of volunteers or other staff.

You'll develop skills in providing activities and care to children, with an emphasis on play-based learning. You'll learn to facilitate learning and play in order to enable children to achieve developmental outcomes.

This qualification will prepare you for the roles such as Children's Services Co-ordinator, Family Day Care Co-ordinator and Early Childhood Teacher.

Core Units

CHCECE041	Maintain a safe and healthy environment for children
CHCECE047	Analyse information to inform children's learning
CHCECE050	Work in partnership with children's families
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE048	Plan and implement children's education and care curriculum
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE049	Embed environmental responsibility in service operations
CHCECE043	Nurture creativity in children
CHCECE046	Implement strategies for the inclusion of all children
CHCPRP003	Reflect on and improve own professional practice
BSBTWK502	Manage team effectiveness

Elective units

CHCPOL003	Research and apply evidence to practice ECEC
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent Plus.
hold a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Early Childhood Educator
• Room Leader
• Family Day Care Educator

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CHC33021
Certificate III in Individual Support

National Code
CHC33021

CRISCOS CODE
113678C

Intakes
Monthly

Duration
52 Weeks

Delivery Mode:
On Campus
& 120 hours of work placement in a regulated education & care service

Course Description

This qualification reflects the role of workers in the community and or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Course Structure

The students enrolled in this course are required to complete 15 units of competency to attain a qualification.

Core Units

CHCCCS031	Provide individualised support Core
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

Elective units

CHCAGE011	Provide support to people living with dementia (Group A)
CHCAGE013	Work effectively in aged care (Group A)
CHCPAL003	Deliver care services using a palliative approach (Group A)
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach (Group B)
CHCDIS012	Support community participation and social inclusion (Group B)
CHCDIS020	Work effectively in disability support (Group B)

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Aged Care Worker.
• Disability Support Worker
• Home Care
• Pathway to Further Study

CHC43015
Certificate IV in Ageing Support

National Code
CHC43015

CRISCOS CODE
102384H

Intakes
Monthly

Duration
52 Weeks

Delivery Mode:
On Campus
& 120 hours of work placement in a regulated education & care service

Course Description

This course combines classroom learning with hands-on training led by expert staff. Students practice their skills during placements at registered aged care facilities, using industry-standard resources and equipment. Delivery includes face-to-face teaching, lectures, discussions, research, group work, and supervised practical sessions, plus work placements with leading providers.

Graduates will be ready to work independently and manage client-focused services, including:

• Managing compliance for Legal and Ethical requirements
• Client intervention strategy
• Leadership in Service Delivery
• Provision of Holistic and Personal care

Course Structure

The students enrolled in this course are required to complete 18 units of competencyto attain a qualification.

Core Units

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

Elective units

CHCAGE002	Implement falls prevention strategies
BSBLDR413	Lead effective workplace relationships
CHCCCS017	Provide loss and grief support

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Aged Care Supervisor
• Personal Care Worker
• Care Manager
• Community Care Coordinator

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CHC43121 Certificate IV in Disability Support

National Code
CHC43121

CRISCOS CODE
113679B

Intakes
Monthly

Duration
52 Weeks

Delivery Mode:
On Campus

Course Description

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Course Structure

The students enrolled in this course are required to complete 10 units of competency to attain a qualification.

Core Units

CHCCCS044	Follow established person-centred behaviour supports
CHCDIS017	Facilitate community participation and social inclusion
CHCDIS018	Facilitate ongoing skills development using a person-centred approach
CHCDIS019	Provide person-centred services to people with disability with complex needs
CHCLEG003	Manage legal and ethical compliance
CHCMHS001	Work with people with mental health issues
HLTWHS003	Maintain work health and safety

Elective units

BSBLDR411	Demonstrate leadership in the workplace
CHCCCS017	Provide loss and grief support
BSBLDR413	Lead effective workplace relationships

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

Completion of: CHC33021 Certificate III in Individual Support (Disability) OR

Completion of: CHC33015 Certificate III in Individual Support (Disability) OR

Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Disability Support Worker
• Team Leader in Disability Services
• Behavioural Support Practitioner
• Disability Service Coordinator

CHC52021 Diploma of Community Services

National Code
CHC52021

CRISCOS CODE
113680J

Intakes
Monthly

Duration
104 Weeks

Delivery Mode:
On Campus
& 200 hours of work placement in a regulated education and care service

Course Description

This qualification prepares community services, case management, and social housing workers to manage, coordinate, and deliver person-centred services for individuals, groups, and communities.

At this level, workers have specialised community services skills, working autonomously under broad guidance from senior management. Roles may involve direct support, supervising other workers and volunteers, case management, program coordination, or developing new business opportunities.

The qualification requires at least 200 hours of work as per the Assessment Requirements. To be eligible to register with the Australian Community Workers Association (ACWA), students must complete a total of 400 hours of work placement.

Course Structure

The students enrolled in this course are required to complete 20 units of competency to attain a qualification.

Core Units

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

Elective units

CHCADV002	Provide advocacy and representation services
CHCCOM003	Develop workplace communication strategies
CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCDIV003	Manage and promote diversity
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCADV001	Facilitate the interests and rights of clients
HLTWHS004	Manage work health and safety

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Community Services Manager
• Case Manager
• Youth Worker
• Program Coordinator

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SIT40521
Certificate IV in
Kitchen Management

National Code
SIT40521

CRISCOS CODE
109579G

Intakes
Monthly

Duration
78 Weeks

Delivery Mode:
60 weeks of scheduled structured face to face delivery classroom and simulated training

- 48 Weeks training and assessment
- 12 weeks of work placement (192 hours) which will be completed in Term 5 & 6.

Course Description

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Course Structure

The students enrolled in this course are required to complete 33 units of competency to attain a qualification.

Core Units

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

- Head Chef
- Sous Chef
- Catering Manager
- Kitchen Operations Manager

SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008*	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

Elective units

BSBTWK401	Build and maintain business relationships
SITHCCC038*	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITHCCC044*	Prepare specialised food items
SITXCCS014	Provide service to customers
SITXFIN010	Prepare and monitor budgets

Simulated Training Kitchen

The simulated training environment is achieved by using equipment, tools, technology, workplace conditions, legislation, quality standards and approaches to work that match those currently employed in industry. Melbourne Metro College has a training kitchen facility room for practical training and skills demonstration for hospitality courses. The commercial kitchen environment replicates the realistic operational kitchen facility and full equipped to provide hands-on learning environment where students can see theory applied in a realistic, simulated setting.

MELBOURNE Metro College

SIT50422 Diploma of Hospitality Management

National Code
SIT50422

CRISCOS CODE
111654E

Intakes
Monthly

Duration
104 Weeks

Delivery Mode:
- 60 weeks of scheduled structured face to face delivery classroom and simulated training environment (6 terms of 10 weeks each)
- 12 weeks of work placement (192 hours) which will be completed in Term 5 & 6. Up to 24 weeks of breaks

Course Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of 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, cafes, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Possible job titles include:

- Banquet Or Function Manager
- Bar Manager
- Cafe Manager
- Chef De Cuisine
- Chef Patissier
- Club Manager
- Executive Housekeeper
- Front Office Manager
- Gaming Manager
- Kitchen Manager
- Motel Manager
- Restaurant Manager
- Sous Chef
- Unit Manager Catering Operations.

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

- Hotel Manager
- Restaurant Manager
- Event Coordinator
- Front Office Manage

Course Structure

The students enrolled in this course are required to complete 28 units of competency to attain a qualification.

Core Units

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

Elective units

BSBCMM411	Make a presentation
BSBOPS502	Manage business operational plans
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTEC301	Design and produce business documents
BSBTWK401	Build and maintain business relationships
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC040	Prepare and serve cheese
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC043*	Work effectively as a cook
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITHPAT016*	Produce desserts
SITXFSA005	Use hygienic practices for food safety
SITXFSA008*	Develop and implement a food safety program

SIT60322 Advance Diploma of Hospitality

Course Structure

The students enrolled in this course are required to complete 33 units of competency to attain a qualification.

Course Description

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

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming. services, cookery, food and beverage and gaming.

National Code
SIT60322

CRISCOS CODE
117805B

Intakes
Monthly

Duration
104 Weeks

Delivery Mode:
This course is delivered over a total of 104 weeks that includes

80 weeks of scheduled structured face to face delivery (8 terms of 10 weeks each)

including 78 Weeks training and assessment 2 weeks of work placement (48 hours)

Up to 24 weeks of terms breaks and public holidays in between. Holiday weeks and breaks may vary depending upon the intake date, but the volume of learning will remain the same.

Career Pathway for the new Graduates

- Entry-Level Management
- Operations Manager or Supervisor
- Specialization in Hospitality Areas
- Such as, Sales and Marketing Manager
- Event Coordinator
- Human Resources Manager.
- Entrepreneurship/Own Business

Entry Requirements:

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Core Units

BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system

Elective units

BSBCMM411	Make a presentation
BSBOPS502	Manage business operational plans
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTEC301	Design and produce business documents
SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHKOP013*	Plan cooking operations
SITXFSA006	Participate in safe food handling practices
SITHCCC031	Prepare vegetarian and vegan dishes
SITXCOM010	Manage conflict
SITXFSA005	Use hygienic practices for food safety
SITXHRM008	Roster staff

BSB40520
Certificate IV in Leadership & Management

National Code
BSB40520

CRISCOS CODE
104015F

Intakes
Monthly

Duration
52 Weeks

Delivery Mode
On campus or Face to face

Course Description

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

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

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

Course Structure

The students enrolled in this course are required to complete 12 units of competency to attain a qualification.

Core 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

Elective units

BSBSTR401	Promote innovation in team environments
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBPEF402	Develop personal work priorities
BSBOPS403	Apply business risk management processes
BSBOPS405	Organise business meetings
BSBCRT412	Articulate, present and debate ideas
BSBOPS404	Implement customer service strategies

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Team Leader
• Supervisor
• Project Coordinator
• Office Manager

BSB50420
Diploma of Leadership & Management

National Code
BSB50420

CRISCOS CODE
104411E

Intakes
Monthly

Duration
52 Weeks

Delivery Mode
On campus or Face to face

Course Description

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

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

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

Course Structure

The students enrolled in this course are required to complete 12 units of competency to attain a qualification.

Core Units

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

Elective units

BSBXCM501	Lead communication in the workplace
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBPEF501	Manage personal and professional development
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• General Manager
• Department Manager
• Business Development Manager
• Project Director

MELBOURNE Metro College

BSB40520 Advance Diploma of Leadership & Management

National Code
BSB60420

CRISCOS CODE
105541J

Intakes
Monthly

Duration
52 Weeks

Delivery Mode
On campus or Face to face

Course Description

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

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

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

Course Structure

The students enrolled in this course are required to complete 10 units of competency to attain a qualification.

Core Units

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

Elective units

BSBHRM613	Contribute to the development of learning and development strategies
BSBSTR602	Develop organisational strategies
BSBTEC601	Review organisational digital strategy
BSBFIN601	Manage organisational finances
BSBLDR811	Lead strategic transformation

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Executive Manager
• Organizational Development Manager
• Senior Project Manager
• Business Consultant

Additional entry requirements:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). or

Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

BSB40520 Graduate Diploma of Management (Learning)

National Code
BSB80120

CRISCOS CODE
114017K

Intakes
Monthly

Duration
52 Weeks

Delivery Mode
On campus or Face to face

Course Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Course Structure

The students enrolled in this course are required to complete 8 units of competency to attain a qualification.

Core Units

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

Elective units

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

Entry Requirements

Age:
18 years or older

Education:
Completion of Year 12 or Equivalent

English:
IELTS: 5.5 or PTE: 45

Career Pathway for the new Graduates:

• Learning and Development Manager
• Organizational Learning Consultant
• Training Manager
• HR Manager (Learning Development Focus)

Gain the Vital Skills to help you compete in a global economy.

Completing vocational training courses in Australia, such as childcare, kitchen and hospitality management, aged care, and community services, equips students with vital skills to thrive in the global economy. These programs are designed to provide practical, hands-on experience, ensuring graduates are job-ready and competitive in various industries.

Employment Outcomes: Vocational Education and Training (VET) graduates in Australia experience significant improvements in employment prospects. Nationally, 84% of VET graduates were employed after completing their qualification, representing a 15 percentage point increase from before enrolment.

Income Benefits: Graduates also see substantial financial gains. In the year following completion, VET graduates had a median income uplift of $11,800, earning a median employee income of $48,500.

Industry Demand: Sectors such as childcare, hospitality, aged care, and community services are experiencing high demand for skilled professionals. For instance, the Australian government has initiatives to connect skilled workers with industries in need, highlighting the demand for qualified individuals in these fields.

By completing vocational training in these areas, graduates not only enhance their employability within Australia but also position themselves as competitive candidates in the global job market. The combination of practical skills and recognized qualifications ensures they are well-prepared to meet

Reasons to Study with
Melbourne Metro College

Diverse Course Offerings: The college provides a range of short courses, such as HLTAID004 - Provide an emergency first aid response in an education and care setting, catering to various professional development needs.

Central Location: Situated in the heart of Melbourne, the college offers students easy access to the city's resources, amenities, and vibrant culture.

Experienced Faculty: The institution boasts a team of qualified educators dedicated to providing quality education and practical training.

Student Support Services: Melbourne Metro College is committed to offering comprehensive support services, ensuring students have the assistance they need throughout their academic journey.

Work Placement Opportunities:
Melbourne Metro College offers valuable work placement opportunities that help students gain hands-on experience in their chosen field. These placements are designed to bridge the gap between theoretical knowledge and real-world practice, enhancing students' employability and providing them with practical skills highly valued by employers. Through these work placements, students can build professional networks and gain insights into industry-specific practices, ensuring they are job-ready upon graduation.

Be supported

When you choose to enroll at Melbourne Metro College, you are choosing a supportive learning environment where your well-being and success are at the forefront. The college is dedicated to ensuring that every student feels welcomed, valued, and fully supported throughout their studies. We understand that the journey of studying abroad can come with challenges, and we are committed to providing you with the necessary resources and guidance to help you thrive academically and personally.

Our team is always available to offer advice and assistance, ensuring you have the tools you need to succeed in your courses. From helping you access academic support to guiding you through student services, Melbourne Metro College is here to make sure you have a smooth and enriching experience. We are not only focused on your academic success but also on your overall well-being, recognizing that a balanced life leads to a successful education.

Whether it's providing information about external services, helping you with personal concerns, or simply being a point of contact for any issues that arise, our goal is to empower you. We are here to ensure that your time at Melbourne Metro College is not only educational but also fulfilling, enriching, and enjoyable. You can rely on us to guide you towards the right resources, helping you feel confident and supported as you work toward your goals.

MELBOURNE
Metro College

Students' Testimonials

Ms Rojani Gautam
2024 Graduates- Certificate III & Diploma of Early Childhood Education and Care

Melbourne Metro College felt like home—always supportive, always caring. From Certificate III to Diploma, I grew in confidence, knowledge, and leadership. Starting work right after my studies, I became a room leader in no time, thanks to my amazing teachers. They didn't just teach; they guided me every step of the way. Now, I lead with confidence, and it all started here!

Mr Chan-Chi Wang
Diploma of Community Services

Before studying at Melbourne Metro College (MMC), I lacked confidence in my communication skills. However, throughout my studies, I gained confidence and significantly improved my skills. My training and placement provided me with valuable hands-on experience in aged care, and my assessors offered great support throughout the journey.

MMC also assisted me in securing my work placement, which led to a job opportunity upon completion. I am now pursuing a Diploma of Community Services and look forward to gaining more skills to further enhance my career.

Ms Siew Wan Chong
Diploma of Early Childhood Education and Care

My experience at Melbourne Metro College has been incredibly positive. The trainers are highly supportive and experienced, guiding me thoroughly through the childcare industry with their expertise. The management team is helpful, and the learning environment is inclusive and welcoming.

Additionally, the college's location is very convenient, making it easy to attend classes. I feel well-prepared and confident in my skills, and I hope to secure employment in the childcare industry after completing my qualification.

Thank you, MMC, for providing such a great learning experience!

Ms. Shekinah P. Ramirez
Diploma of Hospitality Management

Studying for the qualifications needed here in Australia is important to me, which is why I decided to study at Melbourne Metro College. I knew that they would be able to help me by providing high-quality education.

I am highly satisfied with my experience here because of the trainers. My trainers are very experienced in the field, which is why they were able to provide knowledge not just from textbooks but also from their personal experiences. I am also grateful for all the staff, as they are always able to accommodate our concerns.

I did not have a hard time balancing my academic and social life, as I was able to fulfill my roles as a student with the help of the teachers. Overall, studying at Melbourne Metro College has been a great experience in building my credentials here in Australia, thanks to the guidance of experienced and kind teachers.

How to Apply

Application for the admission into Melbourne Metro College is simple and can be completed online via Melbourne Metro College website.

Step 1 — Ready to Apply

You can submit your application online on the MMC website or via your agent.

Step 2 — Preparing your supporting documents

When applying, you can submit your supporting documents. This Include:

- Academic Transcript
- Diploma / Certification of Completion
- CV
- A copy of your passport

Step 3 — Meeting Academic requirement

English Requirements

What happens
After You Apply

Receive Your Offer Letter
The MMC admissions team will review your application to ensure you meet the necessary requirements and have submitted all required documents. If everything is in order, you will receive an offer letter.

Make the Initial Payment
MMC will provide details on the payments needed to confirm your enrolment.

Receive Your Confirmation of Enrolment
This document officially confirms your enrolment at MMC.

Apply for Your Visa
If you are an international student, you can apply for your visa once you have received your COE. Domestic students can proceed directly to the next step.

Attend Orientation
Orientation is an opportunity to meet your trainers and fellow students, explore the MMC campus, & gain access to the online learning platform. You will also receive important information to help you get started.

For More information about Enrolment
Entry requirements or any other aspect of MMC,
GET IN TOUCH WITH US.

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melmc.edu.au

MELBOURNE
Metro College

Learn. Grow. Become | RTO NO.: 52791; Cricos Code: 03831C

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