



# Glen Institute

INSPIRE THE FUTURE

CRICOS Code 03632K - RTO Code 41380



# WELCOME FROM THE CEO

It is with great pleasure that I welcome you to Glen Institute!

Glen Institute aims to inspire learning and deliver innovative and industry-relevant training. We have created a positive learning environment that is engaging as well as focusing on academic excellence.

Glen Institute offers a wide variety of courses for students from different cultural backgrounds. We have a dedicated team of qualified and experienced trainers, support staff and management and we are committed to providing you with an outstanding learning experience.

We are located in the heart of Melbourne, the world's most livable city for the seventh time in a row!

Glen Institute offers a truly multicultural experience, which is what Australia and Melbourne is all about. We have a good mix of students from different parts of the world.

As a student of Glen Institute, you will study in an engaging and fun-loving environment. We will ensure that each of you achieve or exceed your expectations, consistent with your study goals and career aspirations.

On behalf of Glen Institute, I welcome you to explore the amazing experience that's awaiting for you at Glen. We hope you enjoy studying with us and we wish you every success in this journey.

Phillip A Lilley  
Chief Executive Officer

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AUTOMOTIVE  
PROGRAMS

ENJOY  
WARM  
SUMMERS  
AND COOL WINTERS



MELBOURNE IS WELL KNOWN FOR  
ITS CHANGEABLE WEATHER CONDITIONS.

RECOGNISED AS A  
CITY OF LITERATURE,  
STREET ART,  
MUSIC AND THEATRE.



AUSSIE RULES  
FOOTBALL AND CRICKET  
ARE THE MOST POPULAR  
SPORTS IN MELBOURNE.

# MEL BO

MELBOURNE HAS AN INTEGRATED  
PUBLIC TRANSPORT SYSTEM:

TRAIN, TRAM, BUS AND TAXI.

FREE TRAM ZONE

TO MOVE EASILY AROUND THE CITY



WATERFRONT LOCATION  
AND NIGHTLIFE MAKES IT

ONE OF THE

MOST VIBRANT

DESTINATIONS

IN AUSTRALIA



# MELBOURNE

THE MOST

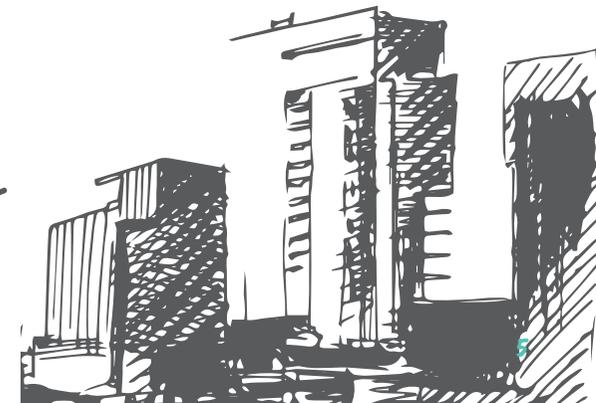
LIVEABLE CITY

IN THE

WORLD

FOR THE SEVENTH YEAR IN A ROW

One of the most popular  
study destinations  
in the world





# WHY GLEN

# 01

## QUALITY COURSES

Our courses are designed and adapted to meet your needs, helping you achieve your goals.

# 02

## MODERN FACILITIES

Our modern facilities are equipped to offer you access to comfortable space and to make you feel at home.

# 03

## MULTICULTURAL ENVIRONMENT

Make new friends from around the world in a fun-loving and multicultural environment.

# 04

## QUALIFIED TRAINERS

Qualified and experienced trainers to grow and enhance your skills.

# 05

## LOCATION

Located in the heart of the CBD in a FREE TRAM ZONE and close to cafes, restaurants, banks, shopping centres and public transport.

# 06

## SOCIAL ACTIVITIES

Different activities and excursions to learn about Australian culture and Melbourne life.

# 07

## SATISFACTION

Student satisfaction is important to us. That is why we are continuously improving our standards, to make you feel GREAT while you are studying with us.

# LET'S START



# COURSES

ENTRY REQUIREMENTS

## General Entry requirements for ELICOS courses are as below:

- Applicants must be minimum 18 years of age at the time of commencement.

## General Entry requirements for VET courses are as below:

- Applicants must be minimum 18 years of age at the time of commencement.
- Successful completion of Australian Equivalent Year 12 qualification or higher.
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL its equivalent. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Admissions and student selection policy available in the Students handbook ([www.glen.edu.au](http://www.glen.edu.au)).

### In addition for VET courses:

- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point).
- Students must bring their own laptops to facilitate the training and assessment. Recommended Laptop requirements: Core i3 Processor, 4 GB of RAM, Operating system; Windows 7 or later version, Screen; 10" or higher, Microsoft Office or Open Office Program, Adobe Reader and Antivirus Program.
- All VET courses students will be required to undertake LLN test to identify Language, Literacy and Numeracy capabilities at the time of Orientation (prior to commencing the courses). The outcome will help the trainers and Student Support Staff to identify the learning needs and make provisions for additional academic support where required.

### Requirement specific to Diploma of Leadership and Management:

- Students must have completed Certificate IV course within Business Training package or higher or completed institute course specific LLN test and achieve minimum score for each ACSF criteria.

### Requirements specific to Hospitality programs:

- Hospitality candidates should be able to handle and cook dairy products and non-vegetarian food items including pork and may involve alcohol.

### Requirements specific to Automotive programs:

- Must hold a valid driver's licence (probationary or full), or a valid overseas driver licence that is eligible to drive in Australia.
- Due to the practical nature of this course, each student will need to physically be able to perform assessment tasks in an automotive workplace simulated environment. A student should meet the basic physical and health requirements of those tasks address in the Pre-Training Review and enrolment form.
- Applicants to Certificate IV in Automotive Mechanical course, if not graduating from AUR30616, prospective students must have completed an Automotive Mechanical qualification at a certificate III level or demonstrate be able to demonstrate equivalent competency.

**\*In the absence of formal English qualifications GLEN may proffer GLEN English Placement Test (Oxford Placement).**

- Glen does not promise overseas students any possible migration outcomes from undertaking any courses or guarantee successful education assessment outcomes for the overseas or intending overseas student.
- Glen does not warrant that enrolment in or completion of the course will enable a student to obtain any employment or to remain in Australia upon completion of the course.
- You may be re- assessed for subsequent courses if you have not successfully completed the currently enrolled course.

# ELICOS

## General English Program (Beginner to Upper-Intermediate)

CRICOS Course Code 097930M

### Duration

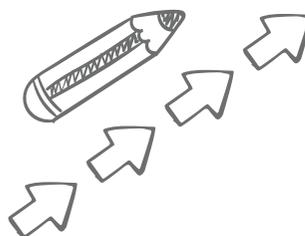
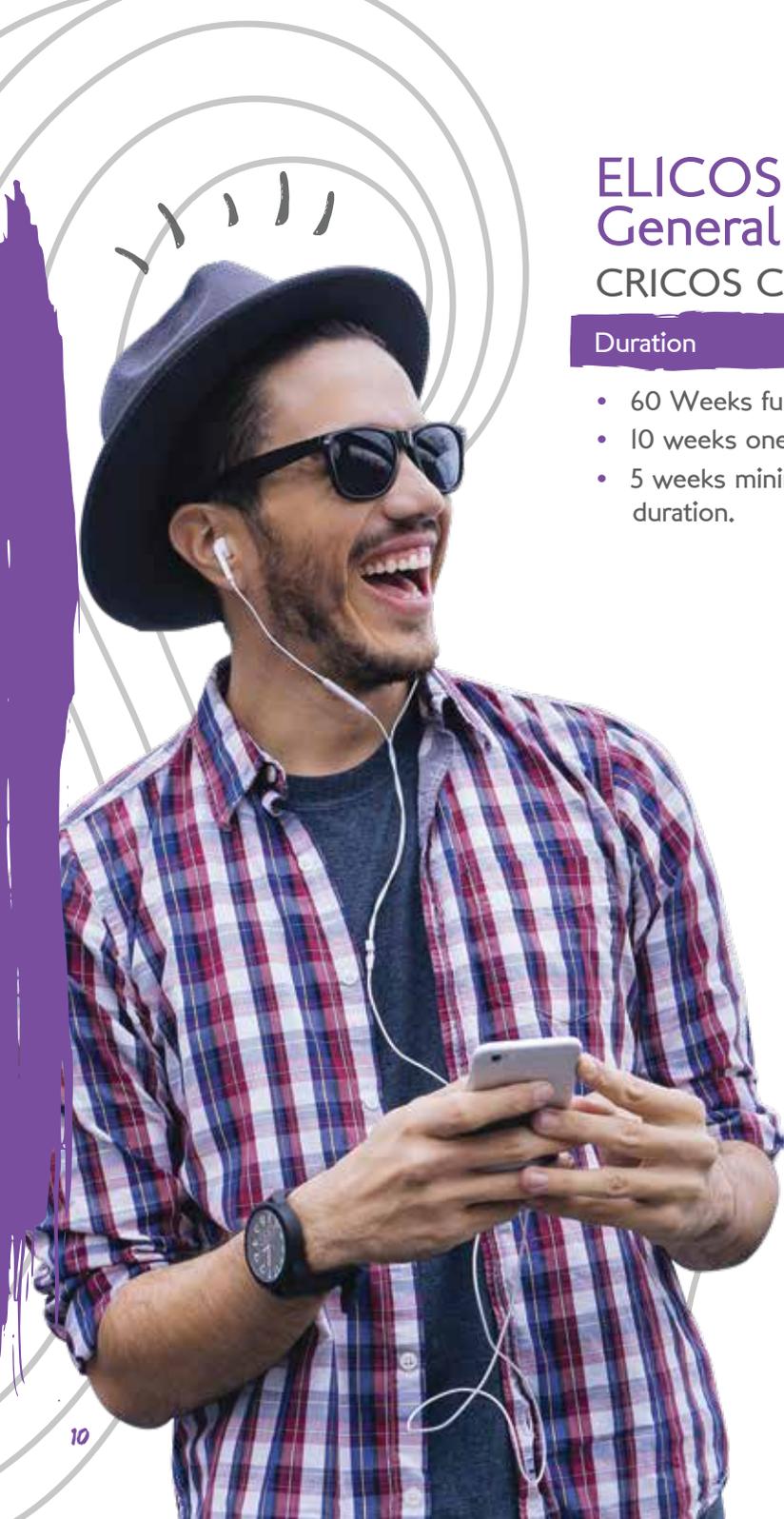
- 60 Weeks full course duration.
- 10 weeks one proficiency level.
- 5 weeks minimum enrolment duration.

### Mode of Delivery

- 20 hours per week of face-to-face learning.
- Recommended 4 hours per week of independent study and revision.
- Regular excursions for authentic, real-world language practice.

### Tuition Fee

For current prices please contact us.



## Course Description

The General English Program focuses on developing the English language skills of international students from non-English speaking backgrounds seeking to improve their general English level, developing students' speaking, listening, reading and writing skills for personal, social and study needs. The course offers study of practical aspects of the language for survival, participation, integration and enjoyment in Australian society and culture.

## Who can Enroll

The course is aimed at adult students. Students may have never studied English before, or may have some previous experience with the language, either informally or in a formal educational setting.

## Pathways

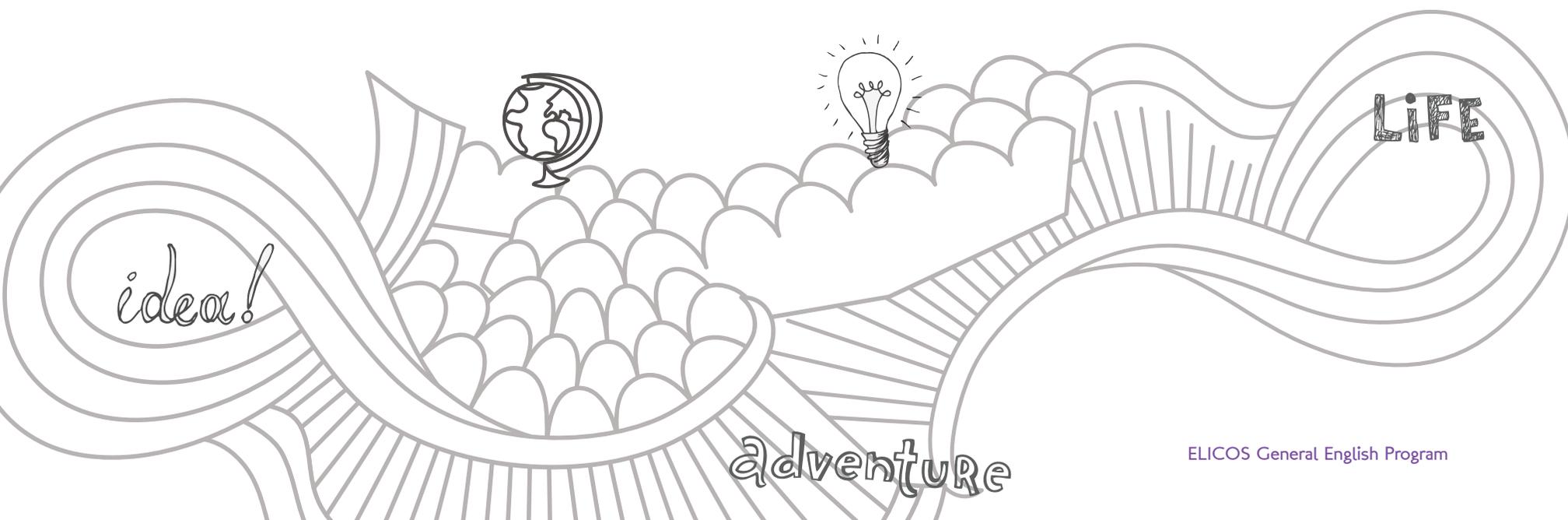
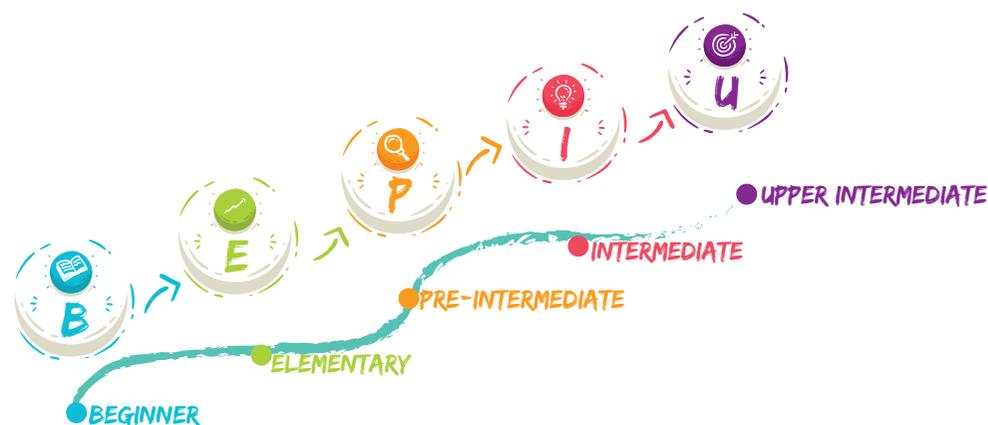
Students undertaking the course can prepare for further study in Australia including in the Australian VET sector.

## Entry Requirements

Please refer to page 9.

## Levels

Each proficiency level offers 10 weeks of learning organized around themes of language and communication.



# BSB51918 Diploma of Leadership and Management

CRICOS Course Code 098907B

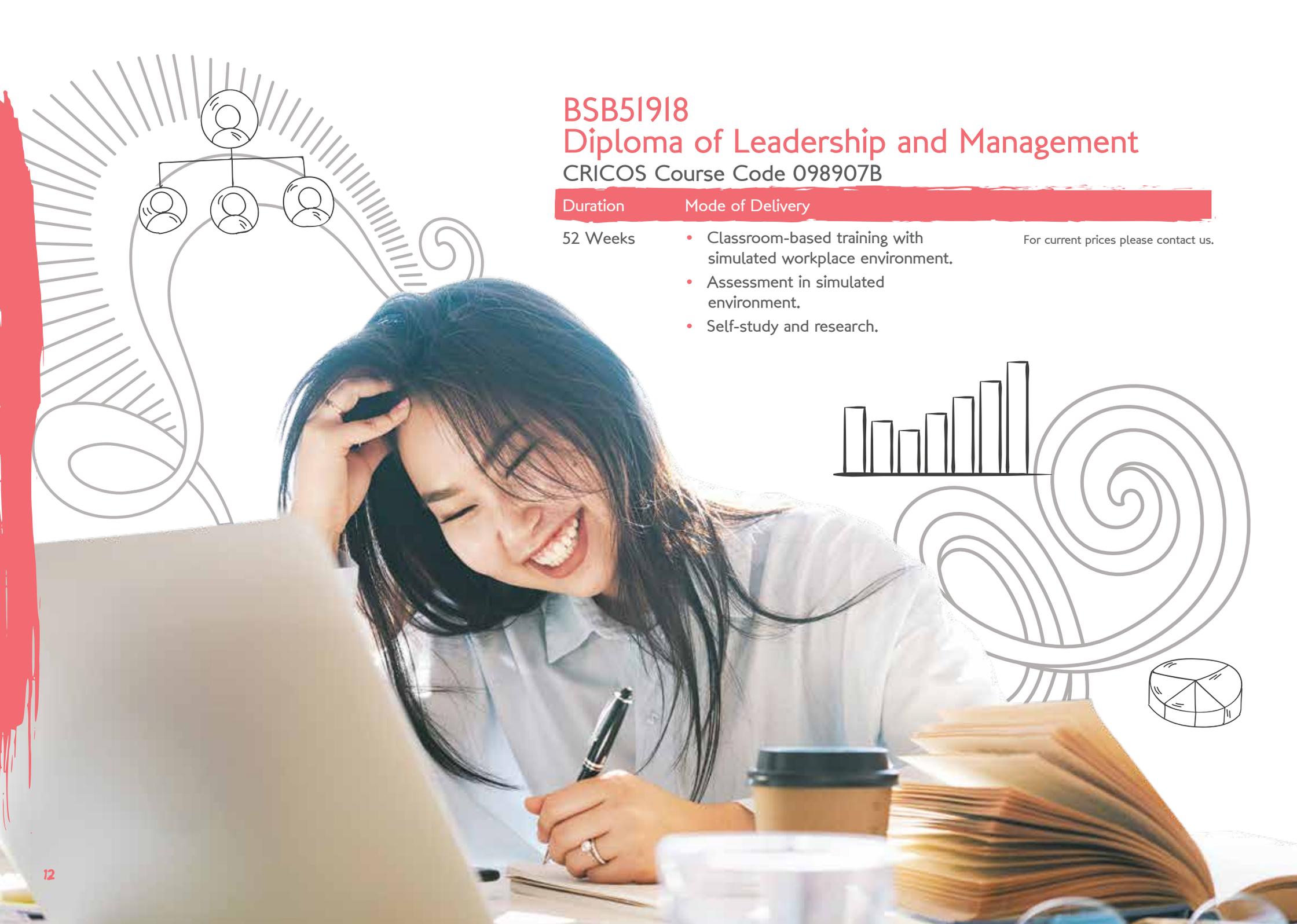
Duration

Mode of Delivery

52 Weeks

- Classroom-based training with simulated workplace environment.
- Assessment in simulated environment.
- Self-study and research.

For current prices please contact us.



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

## Who can Enroll

International students over the age of 18 who have completed Certificate IV qualification within the Business training package or similar qualification or is working as a coordinator or supervisor and want to progress to the next level in their career.

## Pathways

After achieving BSB51918 - Diploma of Leadership and Management, individuals could progress to BSB61015 - Advanced Diploma of Leadership and Management or other Advanced Diploma courses within the business training package.

Possible job titles include:

- Manager.
- Team Leader.

## Entry Requirements

Please refer to page 9.

### CORE UNITS

BSBLDR511	Develop and use emotional intelligence.
BSBMGT517	Manage operational plan.
BSBLDR502	Lead and manage effective workplace relationships.
BSBWOR502	Lead and manage team effectiveness.

### ELECTIVE UNITS

BSBCUS501	Manage quality customer service.
BSBPMG522	Undertake project work.
BSBRISK501	Manage risk.
BSBWHS521	Ensure a safe workplace for a work area.
BSBWOR501	Manage personal work priorities and professional development.
BSBADM502	Manage meetings.
BSBFIM501	Manage budgets and financial plans.
BSBSUS501	Develop workplace policy and procedures for sustainability.



BSB60915

# Advanced Diploma of Management (Human Resources)

CRICOS Course Code 095973E

Duration

78 Weeks

Mode of Delivery

- Classroom-based training with simulated workplace environment.
- Assessment in simulated environment.
- Self-study and research.

For current prices please contact us.



## Course Description

This qualification reflects the role of individuals working as human resources directors, strategists and national regional or global human resources managers. They provide leadership and strategic direction in the human resources activities of an organisation.

They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the human resources field. These individuals are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

## Who can Enroll

International students over the age of 18 who have completed Diploma of Human Resource Management qualification or is working as a Human Resources manager and want to progress to the next level in their career.

## Pathways

After achieving BSB60915 – Advanced Diploma of Management (Human Resources), individuals could progress to Bachelor of Human Resources or Management course or other Advanced Diploma courses within the business training package.

Possible job titles include:

- Human Resources Director.
- Human Resources Strategist.
- National, Regional or Global Human Resources Manager.

## Entry Requirements

Please refer to page 9.

### CORE UNITS

BSBDIV601	Develop and implement diversity policy.
BSBHRM602	Manage human resources strategic planning.
BSBINN601	Lead and manage organisational change.
BSBMGT605	Provide leadership across the organisation.
BSBMGT615	Contribute to organisation development.
BSBMGT616	Develop and implement strategic plans.

### ELECTIVE UNITS

BSBFIM601	Manage finances.
BSBMKG609	Develop a marketing plan.



# ICT50118 Diploma of Information Technology

CRICOS Course Code 099830K

Duration

Mode of Delivery

52 Weeks

- Classroom-based training with simulated workplace environment.
- Assessment in simulated environment.
- Self-study and research.

For current prices please contact us.



## Course Description

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in IT support area.

## Who can Enroll

Target group for this program will be clients who are 18 years and above, including mature aged clients who have completed Certificate IV qualification within the ICT training package or similar.

## Pathways

After achieving this qualification, individuals could progress to Advanced Diploma of Information Technology qualification.

Possible job titles include:

- Information systems office manager.
- IT office manager.

## Entry Requirements

Please refer to page 9.

### CORE UNITS

ICTICT509	Gather data to identify business requirements.
BSBSUS501	Develop workplace policy and procedures for sustainability.
BSBWHS501	Ensure a safe workplace.
ICTICT517	Match ICT needs with the strategic direction of the enterprise.

### ELECTIVE UNITS

ICTWEB508	Develop website information architecture.
ICTWEB429	Create a markup language document to specification.
ICTWEB411	Produce basic client-side script for dynamic web pages.
ICTWEB502	Create dynamic web pages.
ICTWEB516	Research and apply emerging web technology trends.
ICTSAD506	Produce a feasibility report.
ICTSAS505	Review and update disaster recovery and contingency plans.
ICTICT501	Research and review hardware technology options for organisations.
ICTICT507	Select new technology models for business.
ICTPMG501	Manage ICT projects.
ICTPRG502	Manage a project using software management tools.
BSBADM502	Manage meetings.
BSBLDR502	Lead and manage effective workplace relationships.
BSBCUS501	Manage quality customer service.
BSBWOR501	Manage personal work priorities and professional development.
BSBRISK501	Manage risk.

LOADING

# ICT60115 Advanced Diploma of Information Technology

CRICOS Course Code 095970G

Duration

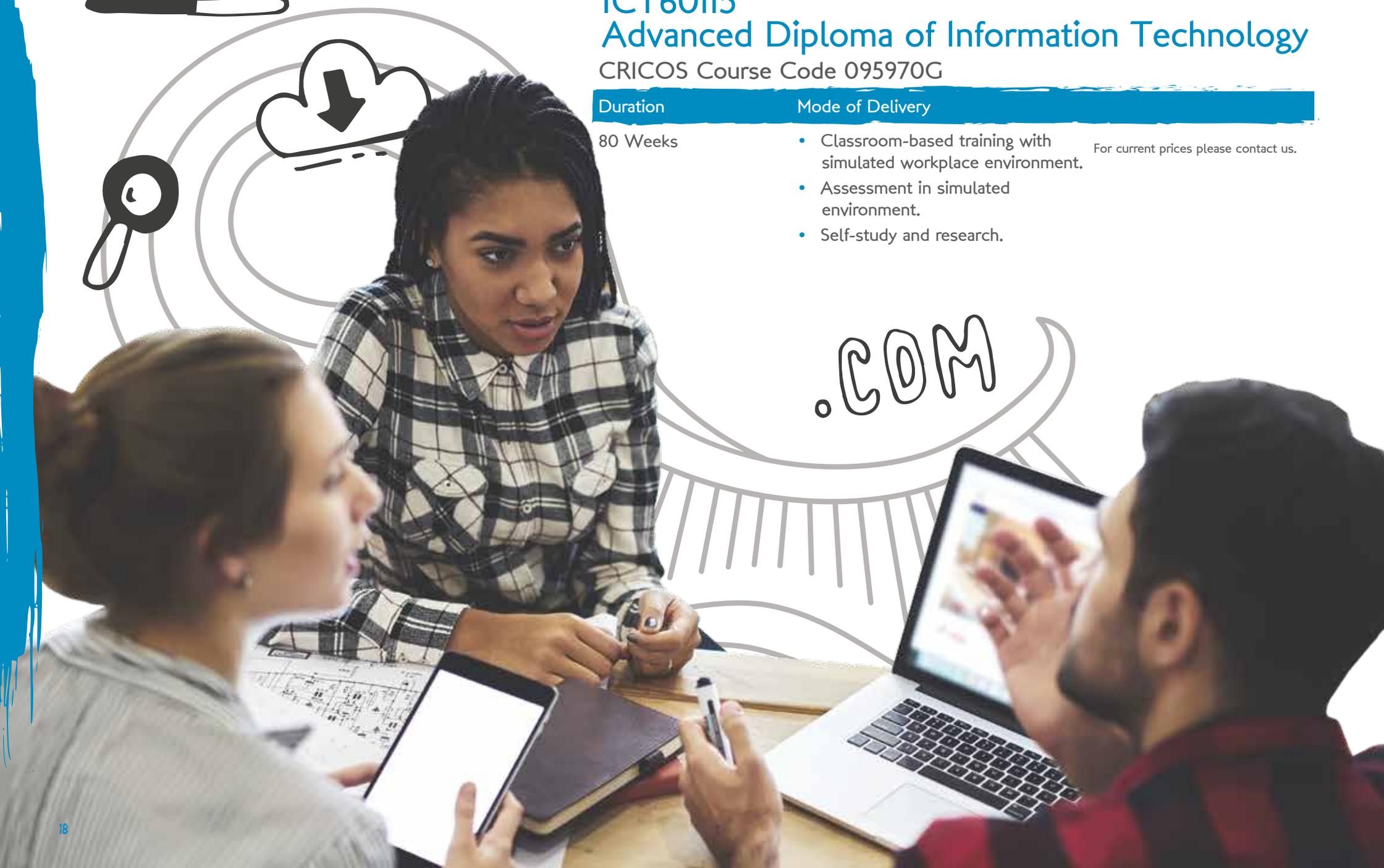
80 Weeks

Mode of Delivery

- Classroom-based training with simulated workplace environment.
- Assessment in simulated environment.
- Self-study and research.

For current prices please contact us.

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## Course Description

This qualification provides high level information and communications technology (ICT), process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations. The qualification builds on a base core of management competencies, with specialist and general elective choices to suit particular ICT and business needs, especially in the areas of knowledge management and systems development.

## Who can Enroll

Target group for this program will be clients who are 18 years and above, including mature aged clients who have completed Diploma of information Technology or similar qualification.

## Pathways

After achieving this qualification, individuals could progress to Vocational Graduate Certificate qualifications or other higher education sector qualifications within the ICT area.

Possible job titles include:

- Knowledge management analyst.
- Knowledge manager.
- Manager, IT infrastructure solutions.
- Business development manager.

## Entry Requirements

Please refer to page 9

### CORE UNITS

BSBWOR502	Lead and manage team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT610	Manage copyright, ethics and privacy in an ICT environment
ICTPMG609	Plan and direct complex ICT projects
ICTSUS601	Integrate sustainability in ICT planning and design projects

### ELECTIVE UNITS

BSBINN601	Lead and manage organisational change
ICTDBS501	Monitor and improve knowledge management system
ICTDBS601	Build a data warehouse
ICTDBS602	Develop a knowledge management strategy
ICTICT602	Develop contracts and manage contracted performance
ICTICT603	Manage the use of appropriate development methodologies
ICTICT604	Identify and implement business innovation
ICTICT605	Implement a knowledge management strategy
BSBMGT605	Provide leadership across the organisation
BSBMGT615	Contribute to organizational development
BSBMGT616	Develop and implement strategic plans



# SIT30816 Certificate III in Commercial Cookery

CRICOS Course Code 095972F

Duration

58 Weeks

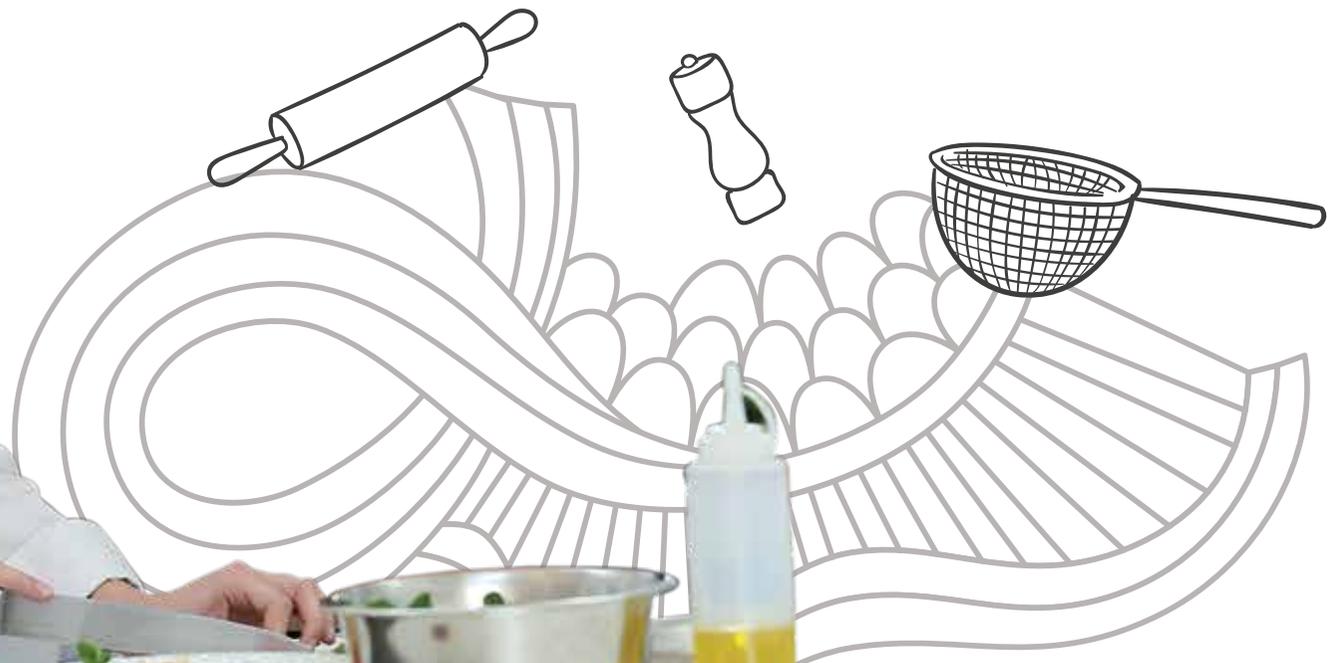
Mode of Delivery

- Face to face training.
- Work based training .
- Self-study (online).

Kitchen Location

Location can vary.

For current prices please contact us.



## Course Description

This qualification provides the skills and knowledge for an individual to become competent as a qualified commercial cook who uses a wide range of cookery skills.

Upon completion of the course they will have a sound knowledge of kitchen operations. They will be able to work with some independence and under limited supervision and may provide operational advice and support to team members.

## Work Based Training

Each student is required to work in an operational commercial kitchen of an industry workplace for a minimum of 48 sessions (192 hours of work placement) for the unit SITHCCC020 Work effectively as a cook.

## Who can Enroll

International students over the age of 18 who wish to enter the hospitality industry as a cook.

## Pathways

After achieving Certificate III in Commercial Cookery, individuals could progress to Certificate IV in Commercial Cookery, or other Certificate IV qualifications within the Hospitality training package.

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Possible job title includes:

- Cook.

## Entry Requirements

Please refer to page 9.

## CORE UNITS

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

## ELECTIVE UNITS

SITHIND002	Source and use information on the hospitality industry.
SITXCCS006	Provide service to customers.
SITXCOM002	Show social and cultural sensitivity.
SITXINV001	Receive and store stock.



# SIT40516 Certificate IV in Commercial Cookery

CRICOS Course Code 095963G

Duration	Mode of Delivery	Kitchen Location
76 Weeks	<ul style="list-style-type: none"><li>• Face to face training.</li><li>• Work based training.</li><li>• Self-study (online).</li></ul>	Location can vary. For current prices please contact us.



## Course Description

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

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

## Work Based Training

Each student is required to work in an operational commercial kitchen of an industry workplace for a minimum of 60 sessions (240 hours) consist of 48 sessions (192 hours of work placement) for the unit SITHCCC309 Work effectively as a cook and 12 sessions (48 hours of work placement) for the unit SITHKOP005 Coordinate cooking operations.

## Who can Enroll

International students over the age of 18 who wish to enter the hospitality industry as a chef. It is recommended for the students to complete the Certificate III in Commercial cookery qualification before entering to this qualification.

## Pathways

After achieving SIT40516 - Certificate IV in Commercial Cookery, individuals could progress to Diploma of Hospitality qualification.

This qualification provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Possible job titles include:

- Chef.
- Chef de partie.

## Entry Requirements

Please refer to page 9.

## CORE UNITS

SITXHRM001	Coach others in job skills.
SITHKOP002	Plan and cost basic menus.
SITXFSA001	Use hygienic practices for food safety.
SITHCCC001	Use food preparation equipment.
SITXFSA002	Participate in safe food handling practices.
SITXINV002	Maintain the quality of perishable items.
SITHCCC005	Prepare dishes using basic methods of cookery.
SITHCCC006	Prepare appetisers and salads.
SITHCCC007	Prepare stocks, sauces and soups.
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes.
SITHCCC012	Prepare poultry dishes.
SITHCCC013	Prepare seafood dishes.
SITHCCC014	Prepare meat dishes.
SITHPAT006	Produce desserts.
SITHCCC019	Produce cakes, pastries and breads.
SITHCCC018	Prepare food to meet special dietary requirements.
SITHCCC020	Work effectively as a cook.
SITHKOP004	Develop menus for special dietary requirements.
SITHKOP005	Coordinate cooking operations.
SITXWHS003	Implement and monitor work health and safety practices.
BSBDIV501	Manage diversity in the workplace.
SITXHRM003	Lead and manage people.
SITXMGT001	Monitor work operations.
SITXFIN003	Manage finances within a budget.
BSBSUS401	Implement and monitor environmentally sustainable work practices.
SITXCCS007	Enhance customer service experiences

## ELECTIVE UNITS

SITHIND002	Source and use information on the hospitality industry.
SITXCOM005	Manage conflict.
SITXCOM002	Show social and cultural sensitivity.
SITXWHS001	Participate in safe work practices.
SITXINV001	Receive and store stock.
SITXWHS002	Identify hazards, assess and control safety risks.
SITXINV004	Control stock.



# SIT50416 Diploma of Hospitality Management

CRICOS Course Code 095962G

Duration	Mode of Delivery	Kitchen Location
83 Weeks	<ul style="list-style-type: none"><li>• Face to face training.</li><li>• Work based training.</li><li>• Self-study (online).</li></ul>	Location can vary. For current prices please contact us.

## 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.

Diploma of Hospitality course provides the skills and knowledge for an individual to be competent in the middle management level as a Manager, Supervisor or Team Leader in any hospitality area.

## Who can Enroll

Target group for this program will be international students who are 18 years and above, (including mature aged clients) who have completed Certificate IV in commercial cookery qualification and wish to enter the hospitality industry at the middle management level.

## Pathways

After achieving Diploma of Hospitality Management, individuals could progress to Advance diploma of Hospitality Management or higher education qualifications in management.

This qualification provides a pathway to work in any sector of the hospitality industry as a departmental or small business manager.

Possible job titles include:

- Chef de cuisine.
- Kitchen manager.
- Restaurant manager.
- Sous chef.

## Entry Requirements

Please refer to page 9.

### CORE UNITS

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

### ELECTIVE UNITS

SITXWHS002	Identify hazards, assess and control safety risks.
SITXFSA001	Use hygienic practices for food safety.
SITHCCC001	Use food preparation equipment.
SITHCCC020	Work effectively as a cook.
SITHCCC005	Prepare dishes using basic methods of cookery.
SITHCCC006	Prepare appetisers and salads.
SITHCCC007	Prepare stocks, sauces and soups.
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes.
SITHCCC012	Prepare poultry dishes.
SITHCCC013	Prepare seafood dishes.
SITHCCC014	Prepare meat dishes.
SITXFSA002	Participate in safe food handling practices.
SITHCCC019	Produce cakes, pastries and breads.
SITHCCC018	Prepare food to meet special dietary requirements.
SITHPAT006	Produce desserts.

# SIT60316 Advanced Diploma of Hospitality Management

CRICOS Course Code 095961J

Duration

104 Weeks

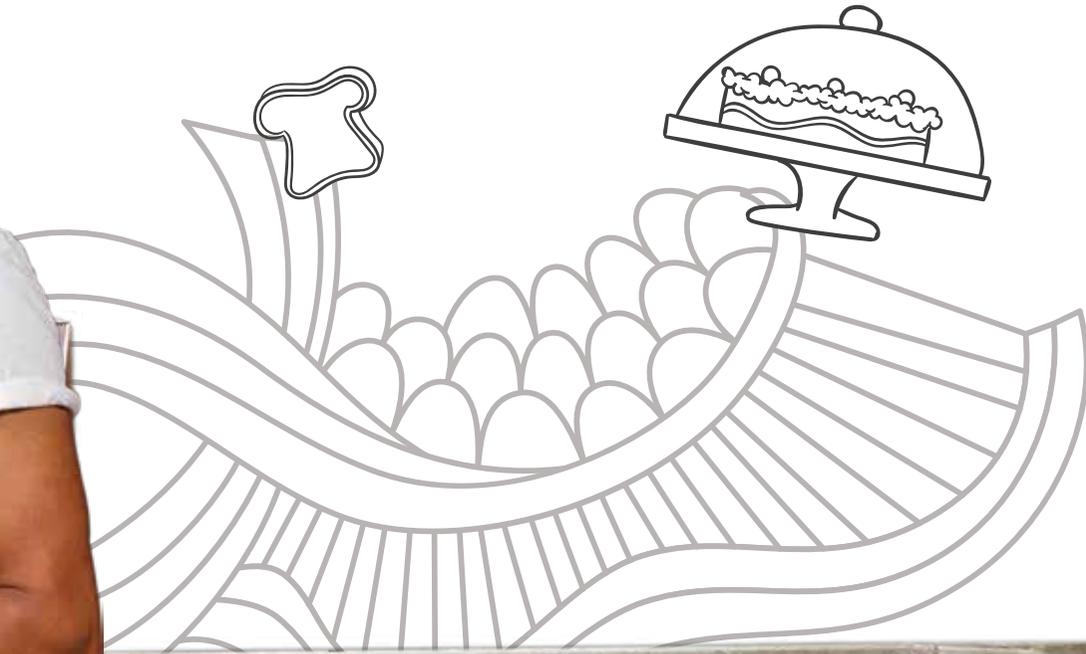
Mode of Delivery

- Face to face training.
- Work based training.
- Self-study (online).

Kitchen Location

Location can vary.

For current prices please contact us.



## 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 course provides the skills and knowledge for an individual to work in any sector of the hospitality industry as a senior manager in large organisation or small business owner or manager.

## Who can Enroll

International students over the age of 18 who wish to enter the hospitality industry at the senior management level. It is recommended for the students to complete the Diploma of Hospitality Management qualification before entering this qualification.

## Pathways

After achieving Advance Diploma of Hospitality Management, individuals could progress to higher education qualifications in management.

This qualification provides a pathway to work in any sector of the hospitality industry as a senior manager in large organisation or small business owner or manager.

Possible job titles include:

- Area manager or operations manager within hospitality industry.
- Cafe owner or manager.
- Executive chef.
- Executive sous chef.
- Food and beverage manager.
- Head chef.

## Entry Requirements

Please refer to page 9.

## CORE UNITS

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

## ELECTIVE UNITS

SITXCCS007	Enhance customer service experiences.
SITXFSA001	Use hygienic practices for food safety.
SITHCCC001	Use food preparation equipment.
SITHCCC018	Prepare food to meet special dietary requirements.
SITHCCC005	Prepare dishes using basic methods of cookery.
SITHCCC006	Prepare appetisers and salads.
SITHCCC007	Prepare stocks, sauces and soups.
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes.
SITHCCC012	Prepare poultry dishes.
SITHCCC013	Prepare seafood dishes.
SITHCCC014	Prepare meat dishes.
SITHCCC019	Produce cakes, pastries and breads.
SITHCCC020	Work effectively as a cook.
SITXFSA002	Participate in safe food handling practices.
SITHPAT006	Produce desserts.
SITXHRM002	Roster staff.
SITHIND002	Source and use information on the hospitality industry.



	<b>CAREER OPPORTUNITIES</b>	<b>PLACES TO WORK</b>
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<b>CERTIFICATE III IN COMMERCIAL COOKERY - 58 WEEKS</b>			
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<p>Graduates at this level will gain Theoretical and Practical knowledge and further learning through Work Based Training.</p>	>	<ul style="list-style-type: none"> <li>• Commercial Cook.</li> </ul>	>	<ul style="list-style-type: none"> <li>• Restaurants.</li> <li>• Hotels.</li> <li>• Clubs.</li> </ul> <ul style="list-style-type: none"> <li>• Pubs.</li> <li>• Café.</li> <li>• Coffee shops.</li> </ul>
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<b>CERTIFICATE III &amp; IV IN COMMERCIAL COOKERY &amp; DIPLOMA IN HOSPITALITY MANAGEMENT - 110 WEEKS</b>			
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<p>This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.</p>	>	<ul style="list-style-type: none"> <li>• Banquet or function manager.</li> <li>• Bar manager.</li> <li>• Café manager.</li> <li>• Chef de cuisine chef patissier.</li> <li>• Club manager.</li> <li>• Executive housekeeper.</li> </ul> <ul style="list-style-type: none"> <li>• Front office manager.</li> <li>• Gaming manager.</li> <li>• Kitchen manager.</li> <li>• Motel manager.</li> <li>• Restaurant manager.</li> <li>• Sous chef.</li> <li>• Unit manager catering operations.</li> </ul>	>	<ul style="list-style-type: none"> <li>• Restaurants.</li> <li>• Hotels.</li> <li>• Clubs.</li> <li>• Motels.</li> </ul> <ul style="list-style-type: none"> <li>• Catering operations.</li> <li>• Pubs.</li> <li>• Café.</li> <li>• Coffee shops.</li> </ul>
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<b>CERTIFICATE III &amp; IV IN COMMERCIAL COOKERY, DIPLOMA &amp; ADVANCED DIPLOMA IN HOSPITALITY MANAGEMENT - 136 WEEKS</b>			
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<p>Graduates at this level will have broad knowledge and skills for professional/highly skilled work and/or further learning.</p>	>	<ul style="list-style-type: none"> <li>• Area manager or Operations manager.</li> <li>• Café owner or manager.</li> <li>• Club secretary or .Manager .</li> <li>• Executive chef.</li> <li>• Executive housekeeper.</li> </ul> <ul style="list-style-type: none"> <li>• Executive sous chef.</li> <li>• Food and beverage manager.</li> <li>• Head chef.</li> <li>• Motel owner or manager.</li> <li>• Rooms division manager.</li> </ul>	>	<ul style="list-style-type: none"> <li>• Restaurants.</li> <li>• Hotels.</li> <li>• Clubs.</li> <li>• Motels.</li> </ul> <ul style="list-style-type: none"> <li>• Catering operations.</li> <li>• Pubs.</li> <li>• Café.</li> <li>• Coffee shops.</li> </ul>
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# AUR30620

## Certificate III in Automotive Light Vehicle Technology

CRICOS Course Code I03294B

Duration

Mode of Delivery

78 Weeks

- Classroom-based training with simulated workplace environment. For current prices please contact us.
- Assessment in simulated environment.
- Self-study and research.



## Description

This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry.

## Who can Enrol?

International and domestic students who may have limited knowledge or experience in the Automotive industry. It is expected that their knowledge and skills will be developed over the duration of the course.

## Pathways into the qualification

AUR30616 Certificate III in Automotive Light Vehicle Technology is considered a trade course, upon successful completion of the course and nationally recognised qualification is issued. Students are provided with advice on employment and further training options throughout the delivery of the program.

## Pathways from the qualification

Students exiting the qualification may choose to progress with further studies by undertaking one or more of the following qualifications:

- AUR40216 Certificate IV in Automotive Mechanical Diagnosis.
- AUR50116 Diploma in Automotive Management.

## Employment Pathways from the qualification

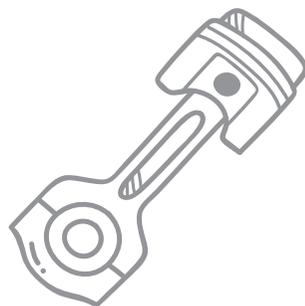
This qualification prepares student to perform mechanical work in the Automotive (light vehicle) Service and Repair Industry.

This course may lead to employment as:

- Light Vehicle Repair Technician.

## Entry Requirements

Please refer to page 9.



## CORE UNITS

AURAEA002	Follow environmental and sustainability best practice in an automotive workplace.
AURASA002	Follow safe working practices in an automotive workplace.
AURETR012	Test and repair basic electrical circuits.
AURETR023	Diagnose and repair spark ignition engine management systems.
AURETR025	Test, charge and replace batteries and jump-start vehicles.
AURETR029	Diagnose and repair charging systems.
AURETR030	Diagnose and repair starting systems.
AURETR031	Diagnose and repair ignition systems.
AURLTB003	Diagnose and repair light vehicle hydraulic braking systems.
AURLTD004	Diagnose and repair light vehicle steering systems.
AURLTD005	Diagnose and repair light vehicle suspension systems.
AURLTE002	Diagnose and repair light vehicle engines.
AURLTZ001	Diagnose and repair light vehicle emission control systems.
AURTTA004	Carry out servicing operations.
AURTTA018	Carry out diagnostic procedures.
AURTTB001	Inspect and service braking systems.
AURTTTC003	Diagnose and repair cooling systems.
AURTTE004	Inspect and service engines.
AURTTF001	Inspect and service petrol fuel systems.
AURTTK002	Use and maintain tools and equipment in an automotive workplace.

## ELECTIVE UNITS

AURETR028	Diagnose and repair instruments and warning systems .
AURETR032	Diagnose and repair automotive electrical systems.
AURLTJ002	Remove, inspect, repair and refit light vehicle tyres and tubes.
AURLTQ001	Diagnose and repair light vehicle final drive assemblies.
AURLTQ012	Diagnose and repair light vehicle drive shafts.
AURLTX001	Diagnose and repair light vehicle manual transmissions.
AURLTX002	Diagnose and repair light vehicle automatic transmissions.
AURLTX013	Diagnose and repair light vehicle clutch systems.
AURTTB015	Assemble and fit braking systems and components.
AURTTTC001	Inspect and service cooling systems.
AURTTD002	Inspect and service steering systems.
AURTTJ011	Balance wheels and tyres.
AURTTK001	Use and maintain measuring equipment in an automotive workplace.
AURTTZ002	Diagnose and repair exhaust systems.
AURACA001	Respond to customer needs and enquiries in automotive workplace.
AURAF A003	Communicate effectively in an automotive workplace.

# AUR40216

## Certificate IV in Automotive Mechanical Diagnosis

CRICOS Course Code 103295A

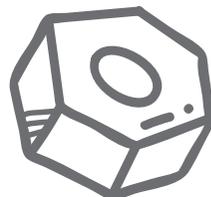
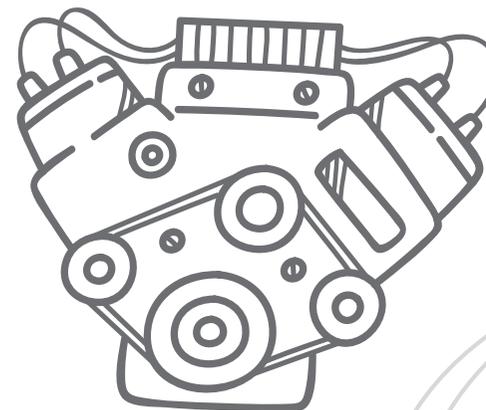
Duration

Mode of Delivery

30 Weeks

- Classroom-based training with simulated workplace environment.
- Assessment in simulated environment.
- Self-study and research.

For current prices please contact us.



## Course Description

This qualification reflects the role of individuals who perform advanced diagnostic task in the automotive retail, service and repair industry.

## Who can Enrol?

International and domestic students who have already completed an automotive mechanical Certificate III qualification or are able to demonstrate equivalent competency to extensive work experience in the Automotive industry. Strong foundations in the Automotive Service and repair industry is required, and those skills will be advanced over the duration of the course.

## Pathways into the qualification

AUR40216 Certificate IV in Automotive Mechanical Diagnosis is considered a specialist course designed for those with existing Certificate III Automotive Mechanical qualification or equivalent competency to further their diagnostic skills. Upon successful completion of the course and nationally recognised qualification is issued, students can apply for Automotive Service and Repair diagnostic technician positions.

## Pathways from this qualification

Students exiting the qualification may choose to progress with further studies by undertaking one or more of the following qualifications:

- AUR50116 Diploma in Automotive Management.
- AUR50216 Diploma of Automotive Technology.

## Employment Pathways from the qualification

This qualification prepares student to perform mechanical work in the Automotive (light vehicle) Service and Repair Industry.

This course may lead to employment as:

- Automotive Diagnostic Technician or Automotive Master Technician.

## Entry Requirements

Please refer to page 9.

### CORE UNITS

**AURTTA021** Diagnose complex system faults.

### ELECTIVE UNITS

**AURETR037** Diagnose complex faults in light vehicle safety systems.

**AURLTB004** Diagnose complex faults in light vehicle braking systems.

**AURLTD009** Diagnose complex faults in light vehicle steering and suspension systems.

**AURLTE004** Diagnose complex faults in light vehicle petrol engines.

**AURLTX004** Diagnose complex faults in light vehicle automatic transmission and driveline systems.

**AURTTA025** Diagnose complex faults in vehicle integrated stability control systems.

**AURTTTR001** Diagnose complex faults in engine management systems.

**AURASA002** Follow safe working practices in an automotive workplace.

**AURETR025** Test, charge and replace batteries and jump-start vehicles.



# AUR50116 Diploma of Automotive Management

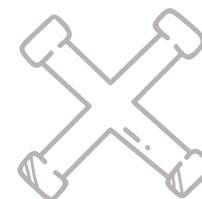
CRICOS Course Code I03296M

Duration

Mode of Delivery

52 Weeks

- Classroom-based training with simulated workplace environment. For current prices please contact us.
- Assessment in simulated environment.
- Self-study and research.



## Description

This qualification reflects the role of individuals undertake leadership and management roles in the automotive industry. It is suitable for entry into senior management roles in all sectors of the automotive industry.

## Who can Enrol?

International and domestic students who have already completed an automotive mechanical qualification or have work experience in the Automotive industry.

## Pathways into the qualification

AUR50116 Diploma of Automotive Management enables graduates to apply for leadership and management roles in the automotive service, repair and retails industry. There are several future pathways that include further studies of jobs roles.

## Pathways from the qualification

Students exiting the qualification may choose to progress with further studies by undertaking one or more of the following qualifications:

- AUR61015 – Advanced Diploma of leadership and Management.
- AUR60215 – Advanced Diploma of Business.

## Employment Pathways from the qualification

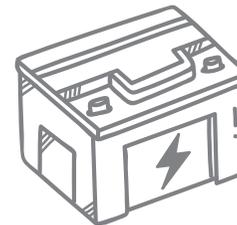
This qualification prepares students to enter senior management roles in the all sectors of the Automotive Service and Repair Industry.

This course may lead to employment as a:

- Automotive service/repair manager.
- Automotive workshop manager.
- Dealer operations manager.
- Automotive parts manager.

## Entry Requirements

Please refer to page 9.



### CORE UNITS

AURAEA004	Manage environmental and sustainability best practice in an automotive workplace.
AURAMA005	Manage complex customer issues in an automotive workplace.
AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace.
BSBFIM501	Manage budgets and financial plans.
BSBMGT502	Manage people performance.
BSBWHS521	Ensure a safe workplace for a work area.

### ELECTIVE UNITS

BSBCUS501	Manage Quality Customer Service.
BSBLED401	Develop Teams and Individuals.
BSBMGT517	Manage Operational Plan.
BSBWOR502	Lead and manage team Effectiveness.
BSBWOR501	Manage work priorities and professional development.
BSBSUS501	Develop workplace policy and procedures for sustainability.

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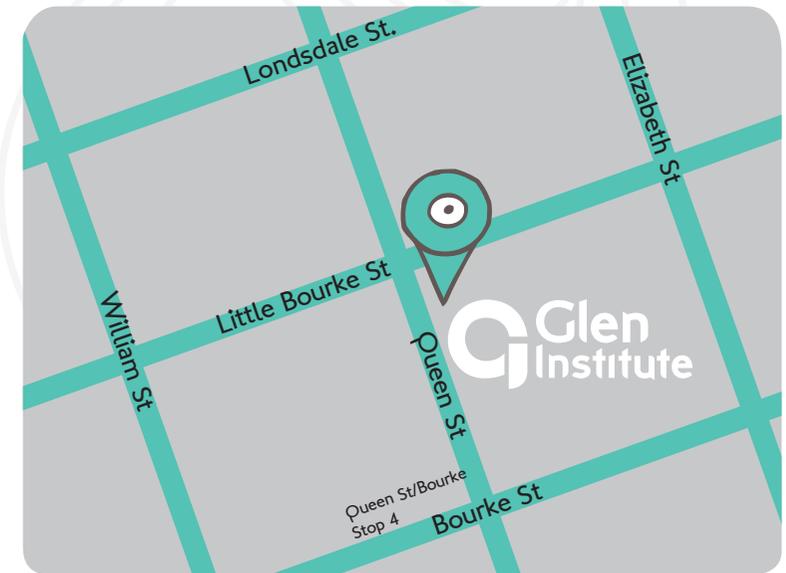
Head Office: Suite 3, Level 12, 190 Queen St, Melbourne VIC 3000

## Delivery locations:

- Level 12, 190 Queen St, Melbourne VIC 3000
- Level 14, 190 Queen St, Melbourne VIC 3000
- 74A Islington St, Collingwood VIC 3066

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# LIVING COSTS IN AUSTRALIA



Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia (all costs are in Australian dollars).

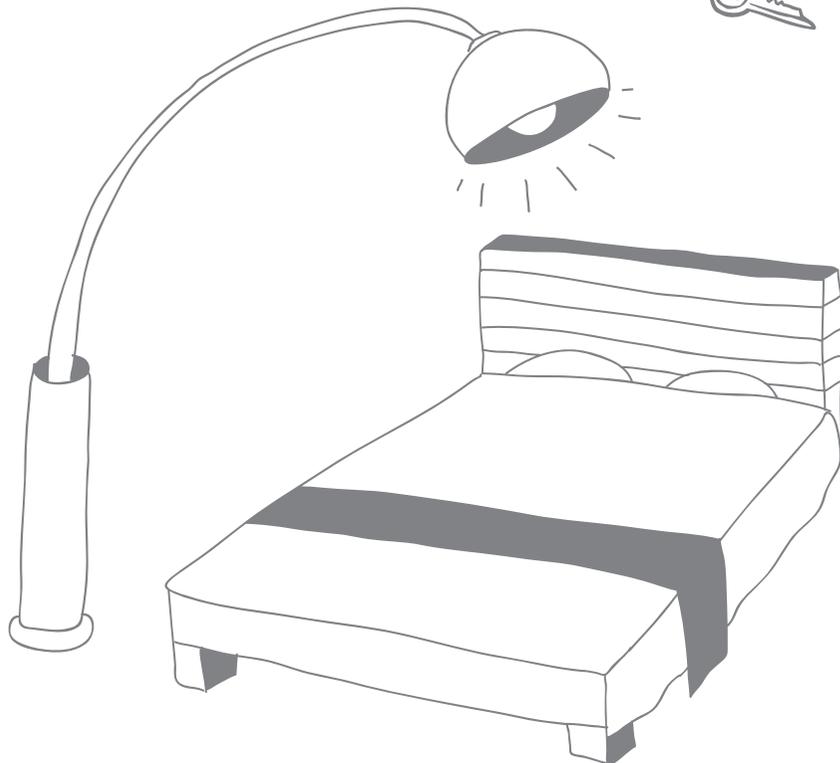
The costs below are an approximate guide only and don't take into account your budget and spending habits.

Please visit <https://www.studyinaustralia.gov.au/> for updated information.



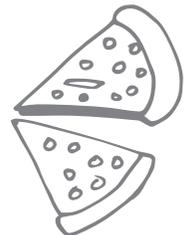
## ACCOMMODATION

Hostels and Guesthouses	\$90 to \$150 per week
Shared Rental	\$95 to \$215 per week
Homestay	\$235 to \$325 per week
Rental	\$185 to \$440 per week



## OTHER LIVING EXPENSES

Groceries and eating out	\$140 to \$280 per week
Gas, electricity	\$10 to \$20 per week
Phone and Internet	\$15 to \$30 per week
Public transport	\$30 to \$60 per week
Car (after purchase)	\$150 to \$260 per week
Entertainment	\$80 to \$150 per week



## MINIMUM COST OF LIVING

As of October 2019, the 12 month living costs are:

Student/guardian	\$21,041 AUD
Partner/spouse	\$7,362 AUD
Child	\$3,152AUD





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

CRICOS Code 03632K - RTO Code 41380

 03 8652 3990 - 1300 003 990  [contact@glen.edu.au](mailto:contact@glen.edu.au)



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