



Glen Institute

INSPIRE THE FUTURE

CRICOS Code 03632K - RTO Code 41380

exploratorium



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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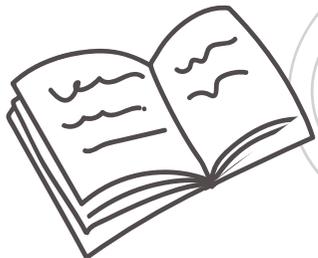
AUTOMOTIVE
PROGRAMS

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.



MEL BO



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

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

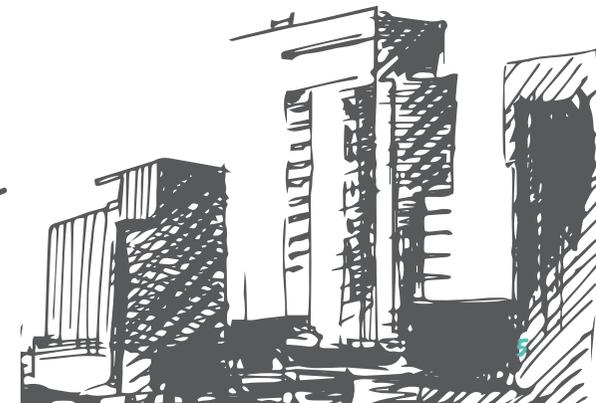
LIVEABLE CITY

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:

- All applicants must be aged 18 years or over at the time of applying for admission to the course.

General Entry requirements for VET courses are as below:

- All applicants must be aged 18 years or over at the time of applying for admission to the course.
- 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 or 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).

In addition for VET courses:

- All VET course applicants will be required to demonstrate their LLN capabilities &/or complete an LLN assessment prior to the commencement of the course as per the Glen Pre-training & LLN Policy & Procedure. Glen Institute uses LLN Robot platform for the assessment.
- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point).
- Applicants should be in possession of their personal computer (the minimum configuration should be Intel Core i3 (sixth generation or newer) or equivalent. Operating System: Microsoft Windows 10 Professional x64, Memory: 4 GB RAM, Storage: 120 GB internal storage).

Requirement specific to Advanced Diploma of Leadership and Management:

- Successful completion of Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

Requirement specific to Graduate Diploma program:

- Successful completion of an AQF level 6 qualification - Nationally recognised Advanced Diploma/equivalent*/higher achieved in the last 5 years.
- (For International Students – preferable satisfactory completion of a three (3) year full time bachelor's degree)

OR

- At least twelve months of work experience in a leadership/management or learning management role in the last 5 years.

Requirements specific to Advanced Diploma of Information Technology program:

- Successful completion of Diploma of Information Technology or

similar qualification is preferred.

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 AUR30620 or AUR30616 qualification, applicants 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)

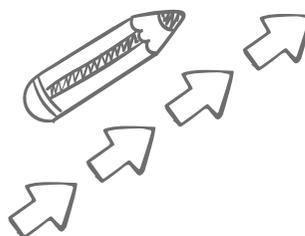
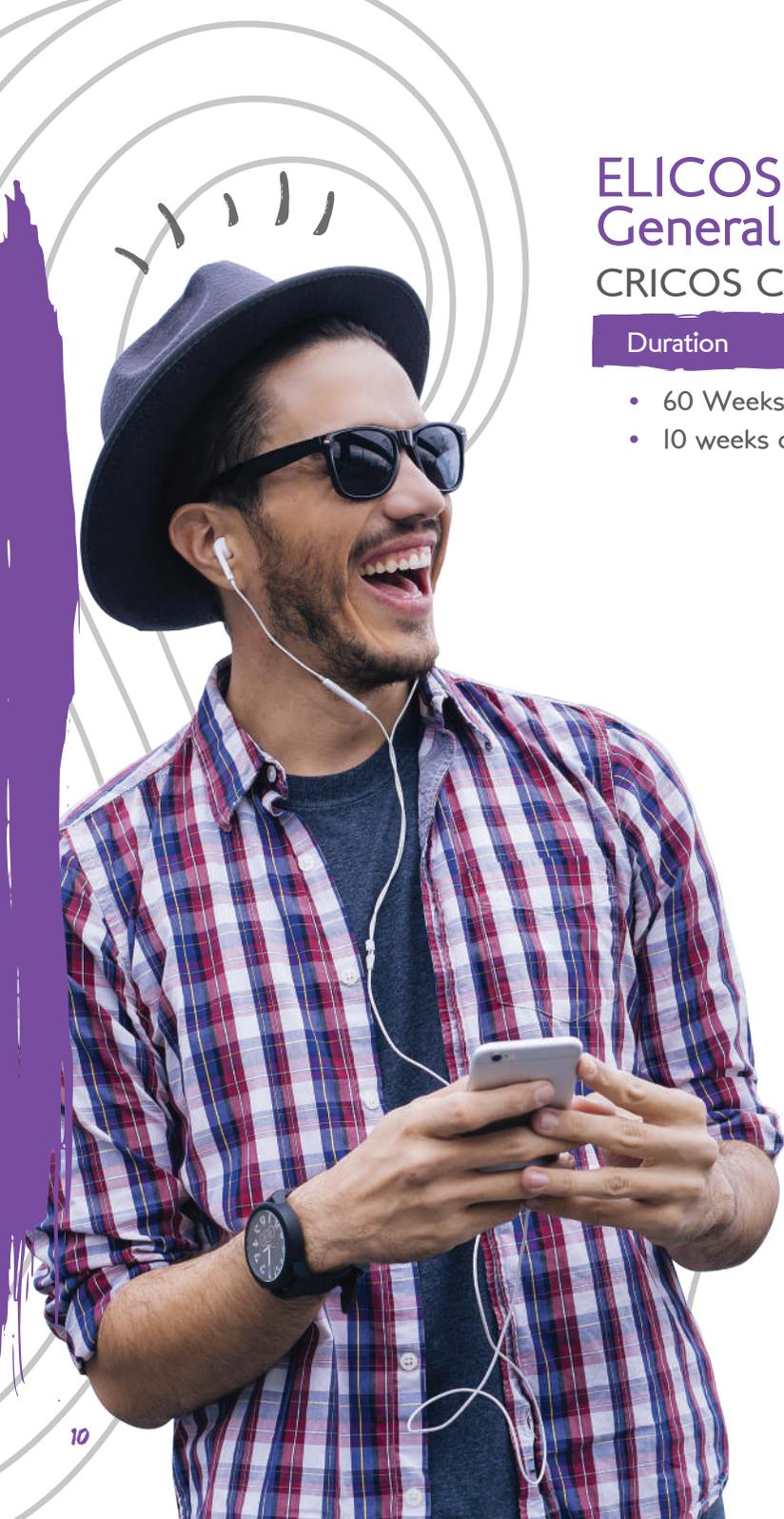
CRICOS Course Code 097930M

Duration

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

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.



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

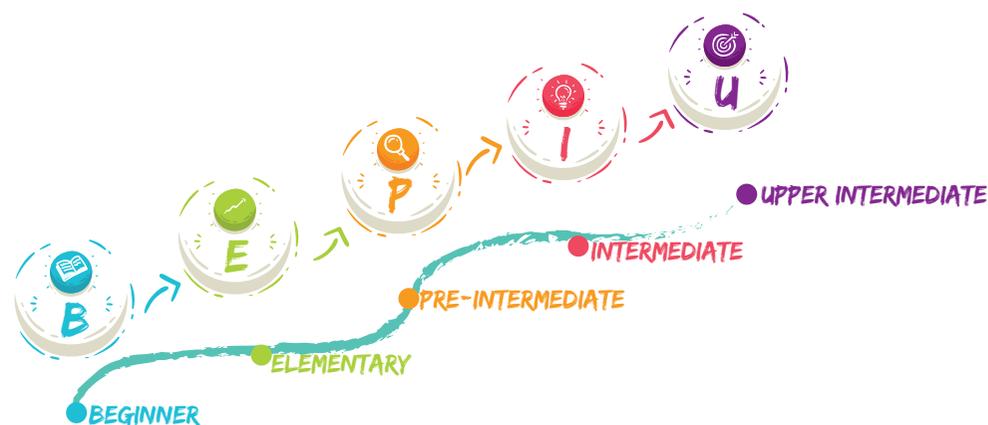
Students undertaking the course can prepare for further study in Australia including in the Australian VET sector.

Entry Requirements

Please refer to page 9.

Levels

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



idea!



LIFE

adventure

BSB50420 Diploma of Leadership and Management

CRICOS Course Code I04339H

Duration

Total Course Duration: 52 weeks

Course duration is calculated on 20 hours per week of face-to-face training for 44 weeks & 8 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

This qualification reflects the roles of individuals who apply knowledge and 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.

Who can Enroll

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

Recommended Pathways from the Qualification

After achieving this qualification, students could progress to a to the Advance Diploma of Leadership and Management or other related qualification within the Business training package.

Possible job titles include:

- Business Manager
- Frontline Leader
- Executive Manager
- Program Manager
- Program Consultant

Entry Requirements

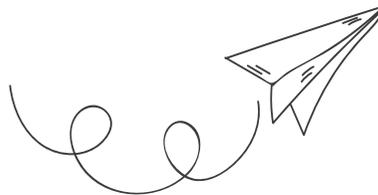
Please refer to page 9.

CORE UNITS

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

ELECTIVE UNITS

BSBTWK503	Manage meetings
BSBLDR522	Manage People Performance
BSBOPS505	Manage organisational customer service
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS504	Manage business risk





BSB60420

Advanced Diploma of Leadership and Management

CRICOS Course Code I08136J

Duration

Total Course Duration: 52 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 44 weeks & 8 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

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

Individuals with experience in leadership and management, across a range of enterprise and industry contexts.

They are required to 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.

Who can Enroll

Target group for this program will be the international applicants over the age of 18, including mature aged applicants who 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 and wish to progress to the next level in their career.

Recommended Pathways from the Qualification

After achieving this qualification, students could progress to a Graduate Diploma/ Graduate Certificate qualification within the Business training package or may choose to enter into a bachelor's/ master's program in business management discipline.

Possible job titles include:

- Executive Officer
- Executive Manager
- Department Manager
- Business Manager
- Managing Director
- Business Development Manager

Entry Requirements

Please refer to page 9.

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

- | | |
|-----------|--|
| BSBPEF501 | Manage personal and professional development |
| BSBHRM614 | Contribute to strategic workforce planning |
| BSBHRM613 | Contribute to the development of learning and development strategies |
| BSBXCM501 | Lead communication in the workplace |
| BSBSTR602 | Develop organisational strategies |



BSB80120 Graduate Diploma of Management (Learning)

CRICOS Course Code I06383K

Duration

Total Course Duration: 52 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 44 weeks & 8 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

This qualification reflects the roles 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.

Who can Enrol?

Target students will be mostly International/Overseas mature aged applicants who wish to further develop or formalise their skills by gaining a Graduate Diploma Qualification. Applicants may possess an overseas bachelor's degree or higher. They might have experience working in a management role, seeking to further develop, and apply highly specialised knowledge and skills in the field of organisational learning and capability development. This course would also suit applicants wishing to gain entry to Australian University in a master's program in management or leadership discipline.

Recommended Pathway from the Qualification

Although this qualification does not specify a mandatory pathway, recommended pathways for candidates considering this qualification may include:

- Following successful completion of an AQF level 6 qualification - Nationally recognised Advanced Diploma/equivalent*/higher achieved in the last 5 years.
- For International Students – preferable satisfactory completion of a three (3) year full time bachelor's degree.

OR

- At least twelve months of work experience in a leadership/management or learning management role in the last 5 years.

Related occupations

Learning and Development Consultant, Manager/Head of Department, Organisational Learning and Leadership Manager, Training Manager, Workforce Capability Development Leader, Workforce Planner, Educational Professional Manager Providing Research or Information related to Career Development.

Related industry sectors

RTO, Human Resource Management, Education Administration, Health Care and Social Assistance, Education and Training.

Entry Requirements

Please refer to page 9.

CORE UNITS

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

ELECTIVE UNITS

- | | |
|------------------|--|
| BSBLDR812 | Develop and cultivate collaborative partnerships and relationships |
| BSBHRM611 | Contribute to organisational performance development |
| BSBSTR801 | Lead innovative thinking and practice |
| BSBSTR601 | Manage innovation and continuous improvement |
| BSBINS603 | Initiate and lead applied research |



ICT50220 Diploma of Information Technology

CRICOS Course Code I08134M

Duration

Total Course Duration: 80 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 66 weeks & 14 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment

Qualification Overview

This qualification reflects the roles of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

The specialised skills required for a wide variety of roles are listed in the Training Package.

Who can Enroll

Target group for this program will be the international students over the age of 18 including mature aged clients who wish to further develop or formalise their skills in Information Technology systems administration and business analysis.

Recommended Pathways from the Qualification

After achieving this qualification, individuals could progress to Advanced Diploma of Information Technology qualification. They may choose to advance their selected specialisation areas or expand their skills and knowledge in new areas.

Possible job titles include:

- ICT Office Manager
- ICT Systems Administrator
- ICT Support Administrator
- ICT Business Analyst
- Information Systems Office Manager
- Office Systems Administrator
- Systems Manager
- Business Analyst
- Systems Analyst



Entry Requirements

Please refer to page 9.

CORE UNITS

BSBCRT512	Originate and develop concepts.
BSBXCS402	Promote workplace cyber security awareness and best practices.
BSBXTW401	Lead and facilitate a team.
ICTICT517	Match ICT needs with the strategic direction of the organisation.
ICTICT532	Apply IP, ethics and privacy policies in ICT environments.
ICTSAS527	Manage client problems.

SPECIALISED ELECTIVE UNITS

Elective Specialisation 1

ICTNWK615	Design and configure desktop virtualisation.
ICTSAS512	Review and manage delivery of maintenance services.
ICTSAS518	Install and upgrade operating systems.
ICTSAS524	Develop, implement and evaluate an incident response plan.

Elective Specialisation 2

ICTSAD507	Design and implement quality assurance processes for business solutions
ICTSAD508	Develop technical requirements for business solutions
ICTSAD509	Produce ICT feasibility reports
ICTSAS502	Establish and maintain client user liaison
ICTSAS526	Review and update disaster recovery and contingency plans

SPECIALISED ELECTIVE UNITS

ICTICT435	Create technical documentation
ICTICT443	Work collaboratively in the ICT industry
ICTICT523	Gather data to identify business requirements
ICTICT526	Verify client business requirements
ICTPMG505	Manage ICT projects

LOADING

ICT60220 Advanced Diploma of Information Technology

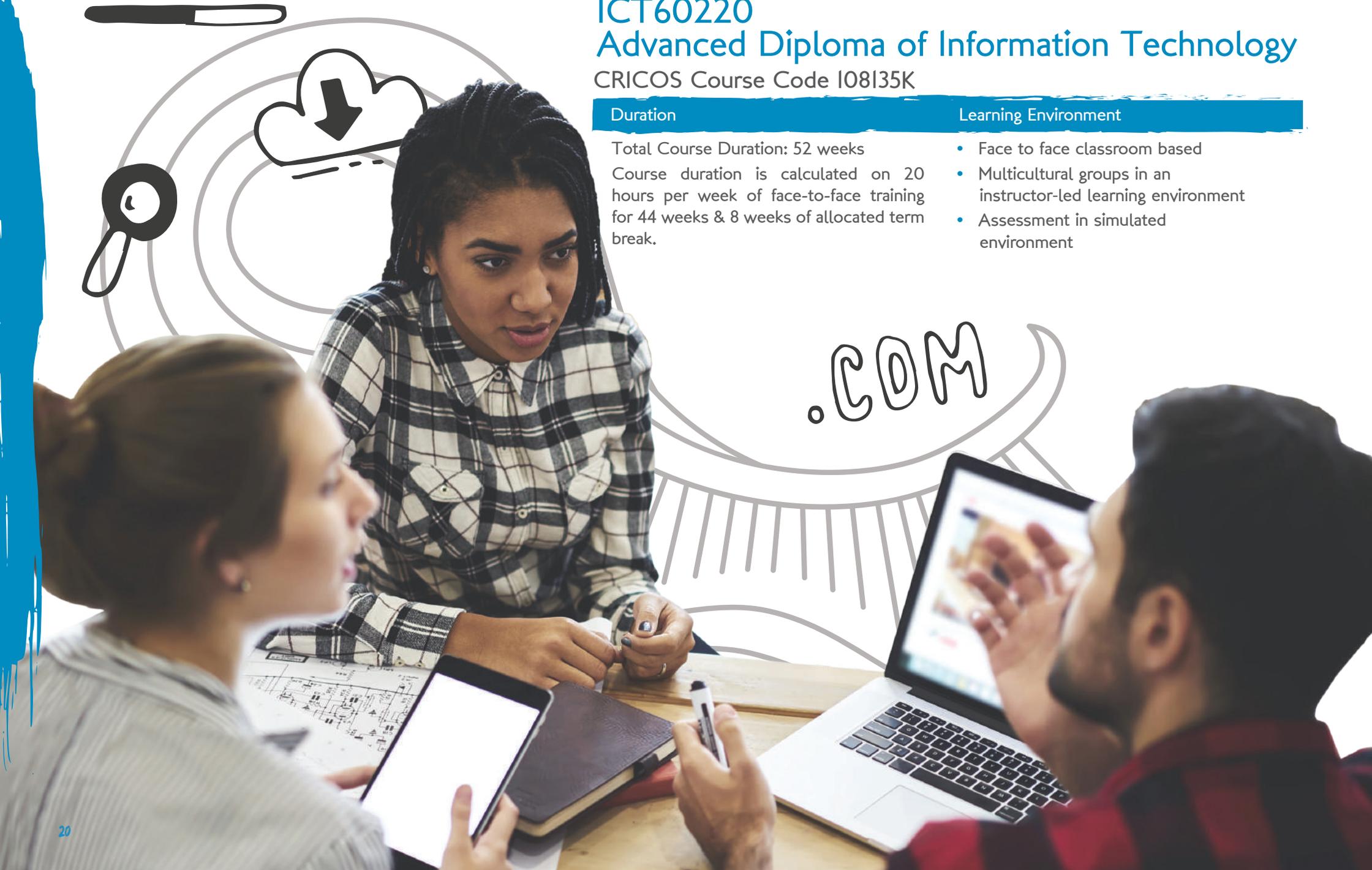
CRICOS Course Code I08135K

Duration

Total Course Duration: 52 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 44 weeks & 8 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

This qualification reflects the roles of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

The specialised skills required for a wide variety of roles are listed in the Training Package.

Who can Enroll

Target applicants will be mostly International/overseas mature aged applicants who may have completed Diploma of Information Technology or similar qualification and want to further develop their skills in managing and communicating strategic ICT business solutions.

Recommended Pathways from the Qualification

After achieving this qualification, individuals could progress to higher education sector qualifications within the ICT area. They may choose to advance their selected specialisation areas or expand their skills and knowledge in new areas.

Possible job titles include:

- Business Development Manager
- Knowledge Manager
- ICT Business Manager
- ICT Infrastructure Solutions Manager



Entry Requirements

Please refer to page 9

CORE UNITS

BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment

SPECIALISED ELECTIVE UNITS

ICTICT611	Develop ICT strategic business plans
ICTSAD604	Manage and communicate ICT solutions
ICTSAD608	Perform ICT-focused enterprise analysis
ICTSAD611	Manage assessment and validation of ICT solutions

ELECTIVE UNITS

ICTICT613	Manage the use of development methodologies
ICTICT612	Develop contracts and manage contract performance
ICTSUS603	Integrate sustainability in ICT planning and design projects
ICTSAD507	Design and implement quality assurance processes for business solutions
ICTICT615	Implement knowledge management strategies
BSBLDR523	Lead & Manage effective workplace relationships



SIT30816 Certificate III in Commercial Cookery

CRICOS Course Code 095972F

Duration

Total Course Duration: 58 weeks

Course duration is calculated on 20 hours per week of face-to-face training for 50 weeks & 8 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment

Qualification Overview

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

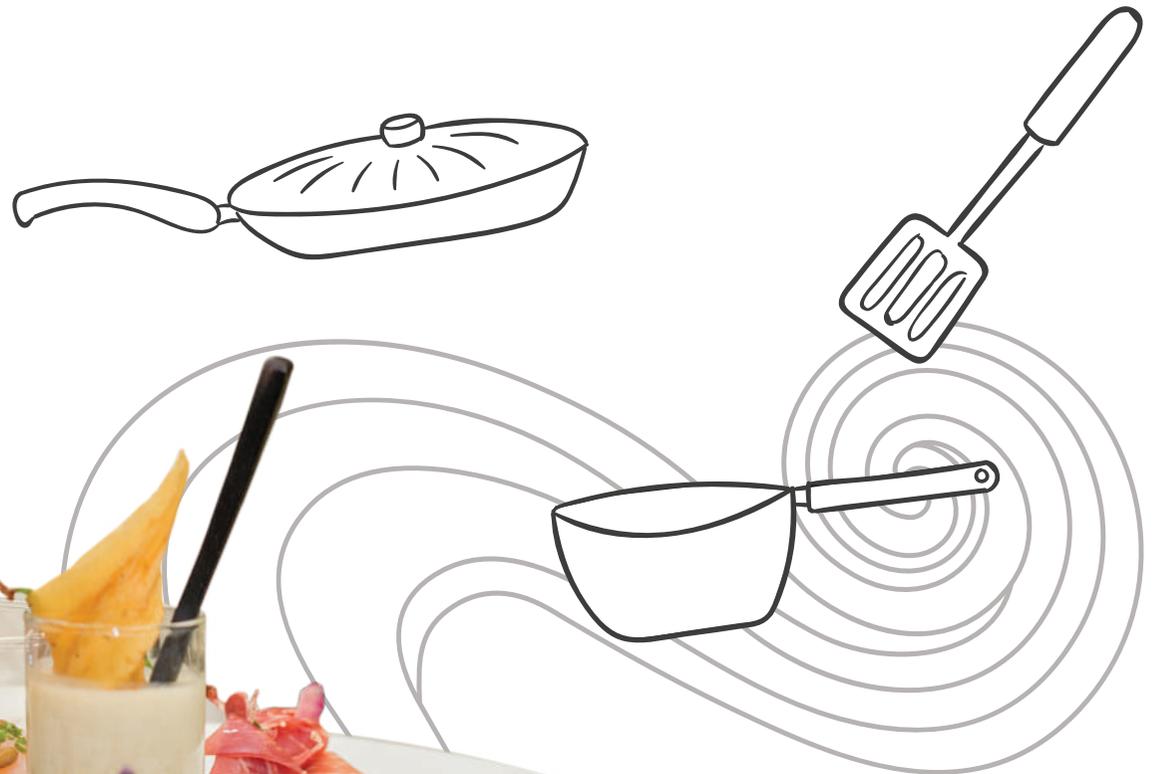
Duration

Total Course Duration: 76 weeks

Course duration is calculated on 20 hours per week of face-to-face training for 66 weeks & 10 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

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

Total Course Duration: 83 weeks

Course duration is calculated on 20 hours per week of face-to-face training for 80 weeks & 13 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment

Qualification Overview

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

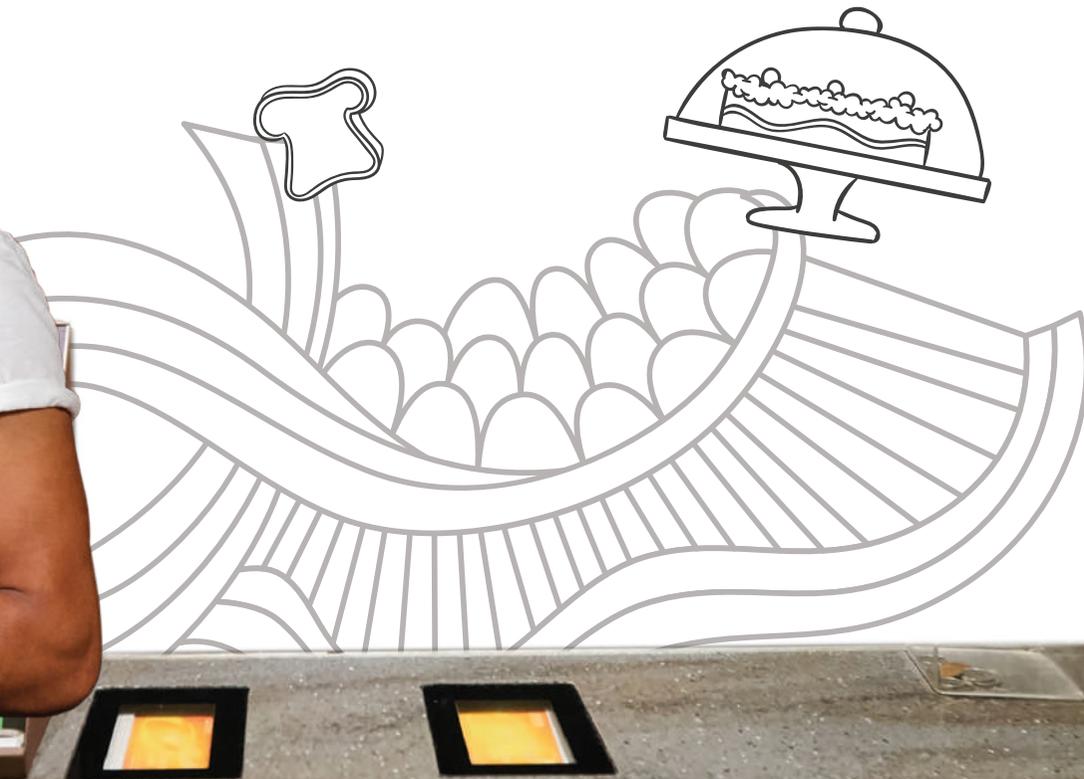
CRICOS Course Code 095961J

Duration

Total Course Duration: 104 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 88 weeks & 16 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

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.



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

Certificate III in Light Vehicle Mechanical Technology

CRICOS Course Code I03653F

Duration

Total Course Duration: 78 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 66 weeks & 12 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

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?

The target group for applicants will be international and domestic students over 18 years of age, 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

AUR30620 Certificate III in Light Vehicle Mechanical 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 completing the Certificate III 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

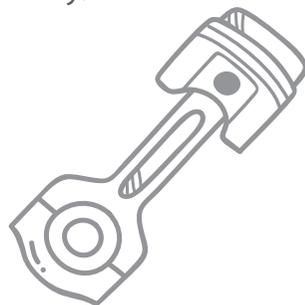
This qualification prepares student to perform mechanical work in the Automotive (light vehicle) Service and Repair Industry.

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
AURASA102	Follow safe working practices in an automotive workplace
AURETRI2	Test and repair basic electrical circuits
AURETRI23	Diagnose and repair spark ignition engine management systems
AURETRI25	Test, charge and replace batteries and jump-start vehicles
AURETRI29	Diagnose and repair charging systems
AURETRI30	Diagnose and repair starting systems
AURETRI31	Diagnose and repair ignition systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURLTD104	Diagnose and repair light vehicle steering systems
AURLTD105	Diagnose and repair light vehicle suspension systems
AURLTE102	Diagnose and repair light vehicle engines
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURTTA104	Carry out servicing operations
AURTTA118	Develop and carry out diagnostic test strategies
AURTTB101	Inspect and service braking systems
AURTTCI03	Diagnose and repair cooling systems
AURTTE104	Inspect and service engines
AURTTFI01	Inspect and service petrol fuel systems
AURTTKI02	Use and maintain tools and equipment in an automotive workplace

ELECTIVE UNITS

AURETRI28	Diagnose and repair instruments and warning systems
AURETR032	Diagnose and repair automotive electrical systems
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
AURLTQ101	Diagnose and repair light vehicle final drive assemblies
AURLTQ102	Diagnose and repair light vehicle drive shafts
AURTTX102	Inspect and service manual transmissions
AURTTX103	Inspect and service automatic transmissions
AURLTX103	Diagnose and repair light vehicle clutch systems
AURTTB015	Assemble and fit braking systems and components
AURTTCC01	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
AURACA101	Respond to customer needs and enquiries in automotive workplace
AURAFAI03	Communicate effectively in an automotive workplace

AUR40216

Certificate IV in Automotive Mechanical Diagnosis

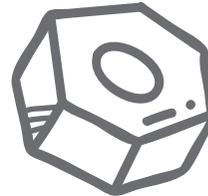
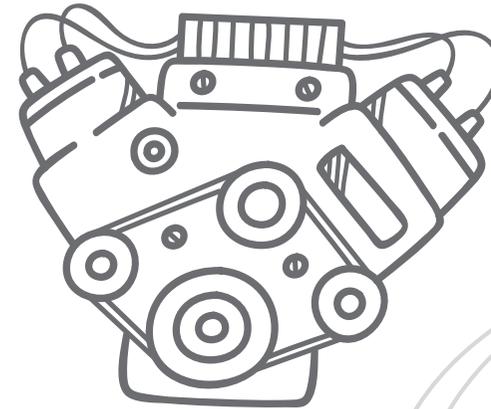
CRICOS Course Code 103295A

Duration

Total Course Duration: 30 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 27 weeks & 3 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

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

Who can Enrol?

The target group for applicants will be international and domestic applicants over 18 years of age, 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 are 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 completing the Certificate IV 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

AURTTA026 Diagnose complex faults in electronic over hydraulic systems

AURLTB104 Diagnose complex faults in light vehicle braking systems

AURLTD109 Diagnose complex faults in light vehicle steering and suspension systems

AURLTE104 Diagnose complex faults in light vehicle petrol engines

AURLTE105 Diagnose complex faults in light vehicle diesel engines

AURTTA125 Diagnose complex faults in vehicle integrated stability control systems

AURTR101 Diagnose complex faults in engine management systems

AURLTX104 Diagnose complex faults in light vehicle automatic transmission and driveline systems



AUR50116 Diploma of Automotive Management

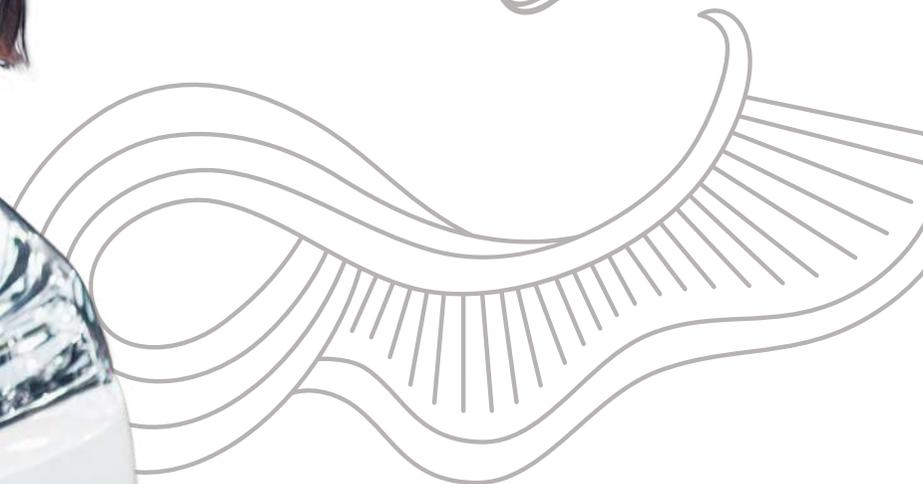
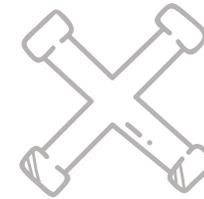
CRICOS Course Code 103296M

Duration

Total Course Duration: 52 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 45 weeks & 7 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Assessment in simulated environment



Qualification Overview

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?

The target group for applicants will be international and domestic applicants over 18 years of age, who have already completed an automotive mechanical qualification or have work experience in the Automotive industry. This course is delivered in an automotive workplace and office simulated environment. Students will be involved in face-to-face training (min. 20 Contact hours/week) to gain the qualification.

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

- BSB60420 Advanced Diploma of Leadership and Management
- BSB60120 Advanced Diploma of Business

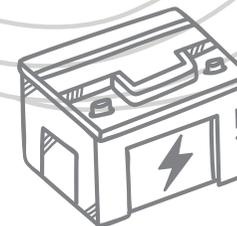
Employment Pathways from the qualification

AUR50116 Diploma of Automotive Management enables graduates to apply for leadership and management roles in automotive service, repair and retails industry. E.g.

- Automotive service manager
- Automotive warehouse manager
- Dealership positions where leadership and management skills are required

Entry Requirements

Please refer to page 9.



CORE UNITS

AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace
AURAMA005	Manage complex customer issues in an automotive workplace
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBWHS501	Ensure a safe workplace

ELECTIVE UNITS

AURAAA002	Determine retail rates for automotive products and services
BSBLED401	Develop Teams and Individuals.
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage team effectiveness
BSBCUS501	Manage quality customer service
BSBWOR501	Manage personal work priorities and professional development

CAMPUS

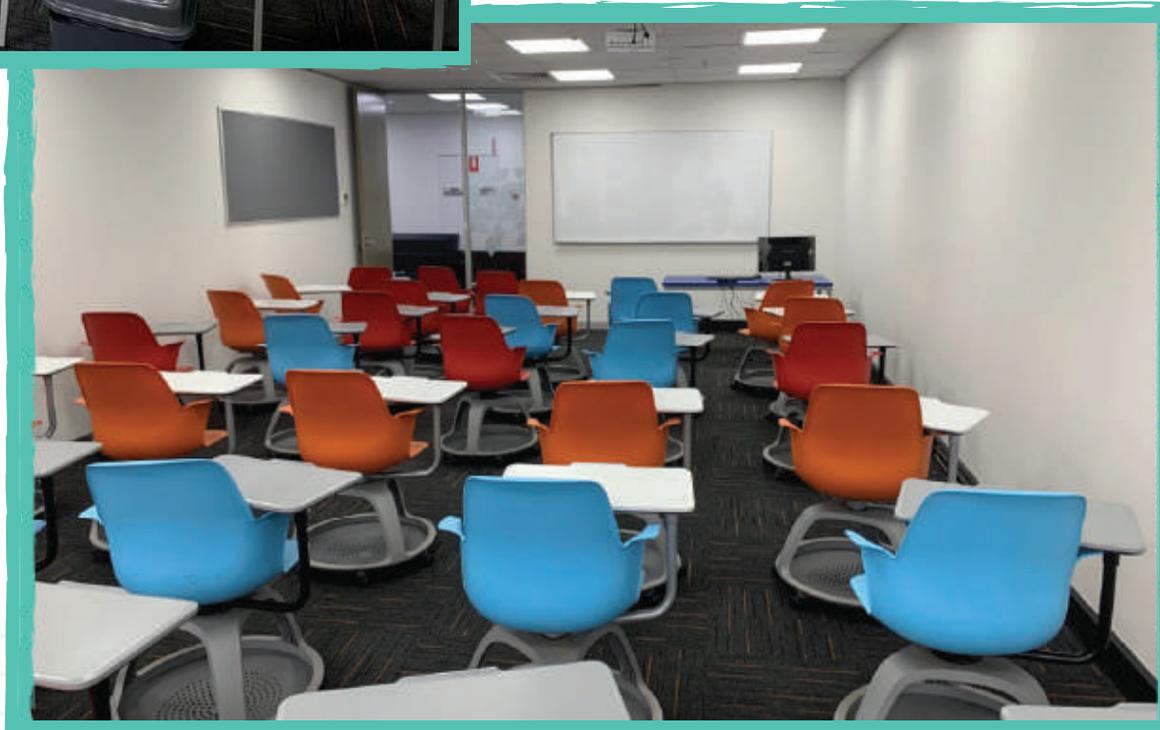
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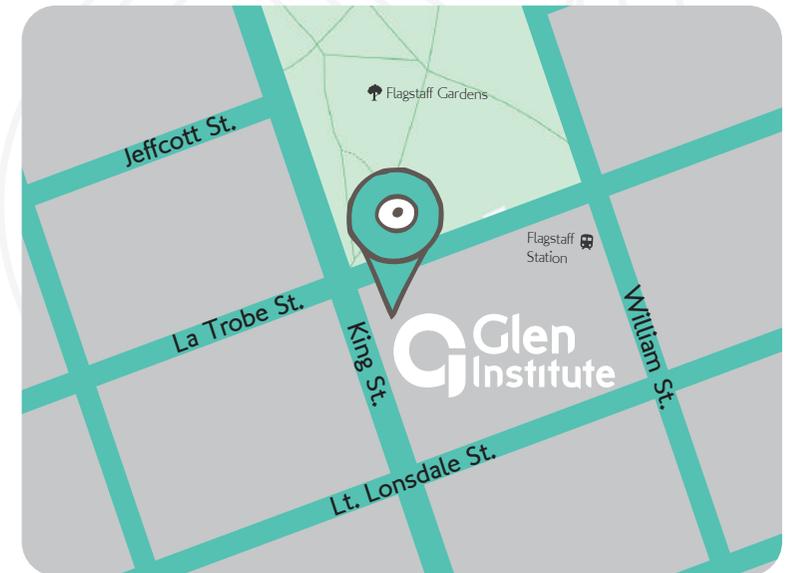
- Level 5, 310 King St, Melbourne VIC 3000
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LIVING COSTS IN AUSTRALIA



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).

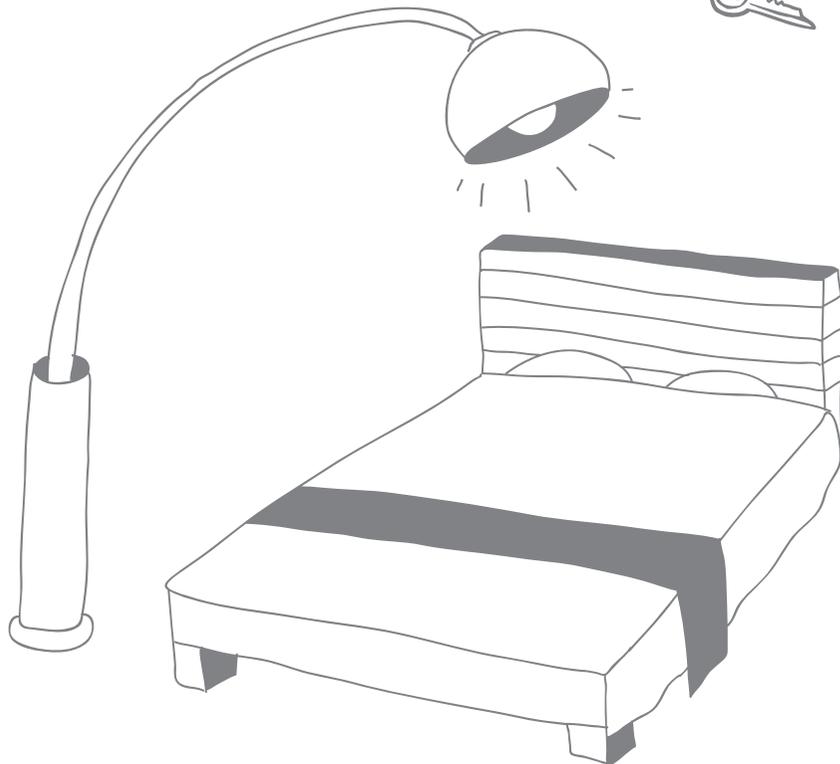
The costs below are an approximate guide only and don't take into account your budget and spending habits.

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



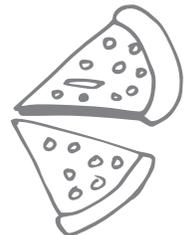
ACCOMMODATION

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





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CRICOS Code 03632K - RTO Code 41380

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