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 best student city in Australia for 8 years 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
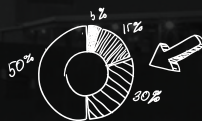
ENJOY WARM SUMMERS AND COOL WINTERS

MELBOURNE IS WELL KNOWN FOR ITS CHANGEABLE WEATHER CONDITIONS.

MEL BO

RECOGNISED AS A CITY OF LITERATURE, STREET ART, MUSIC AND THEATRE.
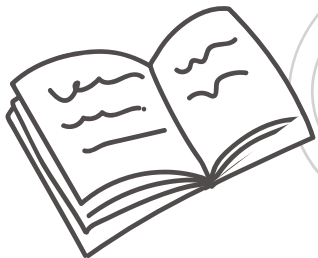
AUSSIE RULES FOOTBALL AND CRICKET ARE THE MOST POPULAR SPORTS IN MELBOURNE.

MELBOURNE HAS AN INTEGRATED
PUBLIC TRANSPORT SYSTEM:
TRAIN, TRAM, BUS AND TAXI.
FREE TRAM ZONE
TO MOVE EASILY AROUND THE CITY
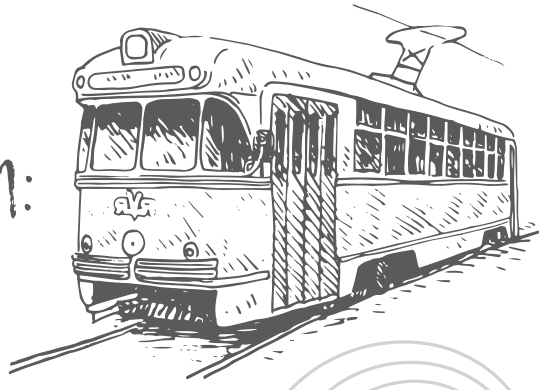
WATERFRONT LOCATION
AND NIGHTLIFE MAKES IT
ONE OF THE
MOST VIBRANT
DESTINATIONS
IN AUSTRALIA

URNE

THE BEST
STUDENT CITY
IN AUSTRALIA
FOR 8 YEARS IN A ROW

One of the most
livable cities
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 equiped to offer you access to comfortable space and to make you feel at home.

03
MULTICULTURAL ENVIRONMENT

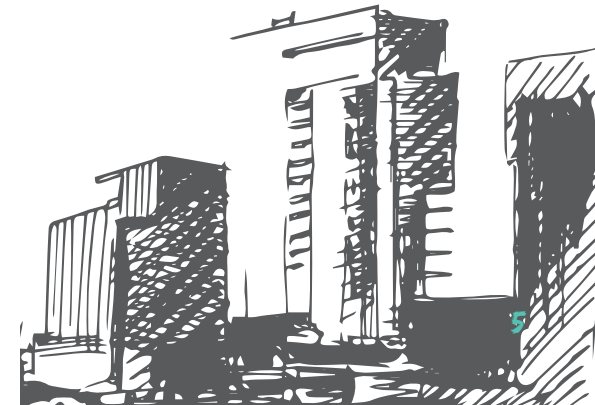Make new friends from around the world in a fun-loving and multicultural environment.

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 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 6.0 Or PTE score of 52 or Certificate IV 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 the absence of formal English qualifications GLEN may proffer GLEN English Placement Test (Oxford Placement).

In addition for VET courses:

- 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:

- 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 Diagnosis course**, must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

Requirements specific to Carpentry, Building & Construction Programs:

- Due to the practical nature of this course, the learners will need to be able to work with their hands, have a good sense of balance and ability to work at heights and be physically capable to meet the physical demands in completing assessments in a workplace or simulated workplace environment.
- Applicants to **Diploma of Building and Construction and Advanced Diploma of Civil Construction Design** must hold a White Card prior to course commencement or prior to participation in any of the practical units for this course.

Notes:

- 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.

ONLINE – INTERNATIONAL STUDENT APPLICATION FORM

APPLY NOW

BSB50420
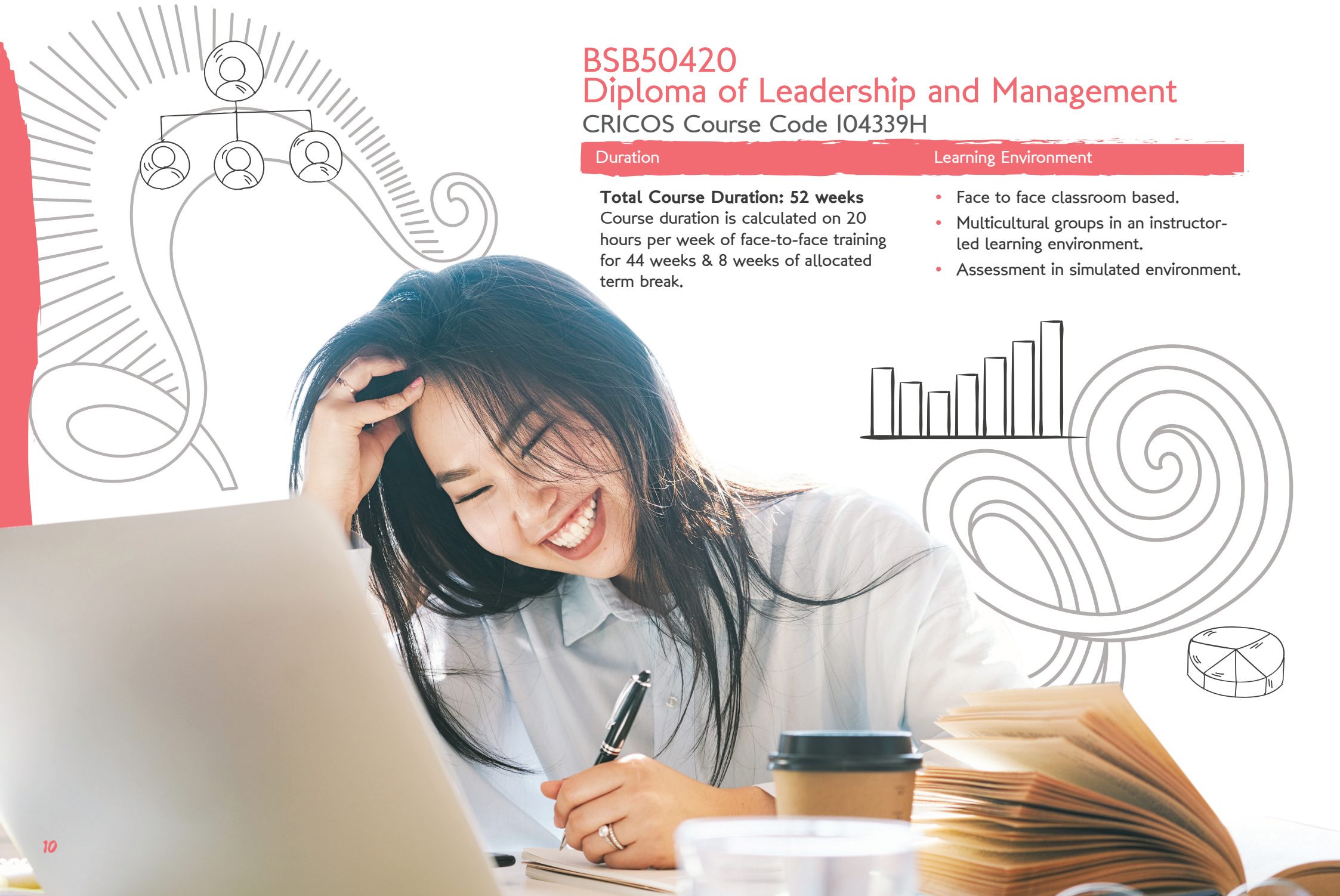# Diploma of Leadership and Management
CRICOS Course Code I04339H

Duration	Learning Environment

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.

- 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

Target group for this program will be the 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 Advanced Diploma of Leadership and Management or other related qualification within the Business training package.

Possible job titles include:

• Business Manager
• Administration Manager
• Executive Officer
• 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

*The elective units may change at college's discretion, if necessary.

BSB60420
Advanced Diploma of Leadership and Management
CRICOS Course Code 108136J

Duration	Learning Environment

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.

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

They 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

*The elective units may change at college's discretion, if necessary.

BSB80120
Graduate Diploma of Management (Learning)
CRICOS Course Code 106383K

Duration	Learning Environment

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.

- 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

*The elective units may change at college's discretion, if necessary.

ICT50220
Diploma of Information Technology
Specialisation: Telecommunications Network Engineering
CRICOS Course Code 108134M

Duration	Learning Environment
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.	• Face to face classroom based. • Multicultural groups in an instructor-led learning environment. • Assessment in simulated environment.

Qualiification 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 Telecommunications Network Engineering.

Recommended Pathways from the Qualification

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

Possible job titles include:
- Telecommunications Field Engineer
- Telecommunications Technical Officer
- Telecommunications Network Planner
- Telecommunications Engineering Technician
- Telecommunications Solution Engineer
- Network Support Engineer
- Network Design Engineer

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 in ICT environments
ICTSAS527	Manage client problems

SPECIALISED ELECTIVE UNITS

ICTICT519	Develop detailed component specifications from project specifications
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK423	Manage network and data integrity
ICTNWK541	Configure, verify and troubleshoot WAN links and IP services
ICTPMG505	Manage ICT projects
ICTTEN519	Design network building projects

GENERAL ELECTIVE UNITS*

ICTSAS502	Establish and maintain client user liaison
ICTSAD509	Produce ICT feasibility reports
ICTSAS512	Review and manage delivery of maintenance services
ICTSAS526	Review and update disaster recovery and contingency plans
ICTICT615	Implement knowledge management strategies
ICTICT612	Develop contracts and manage contract performance
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTPMG613	Manage ICT project planning

*The elective units may change at college's discretion, if necessary.

ICT60220
Advanced Diploma of Information Technology
Specialisation: Telecommunications Network Engineering
CRICOS Course Code 108135K

Duration	Learning Environment
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.	• Face to face classroom based • Multicultural groups in an instructor-led learning environment • Assessment in simulated environment

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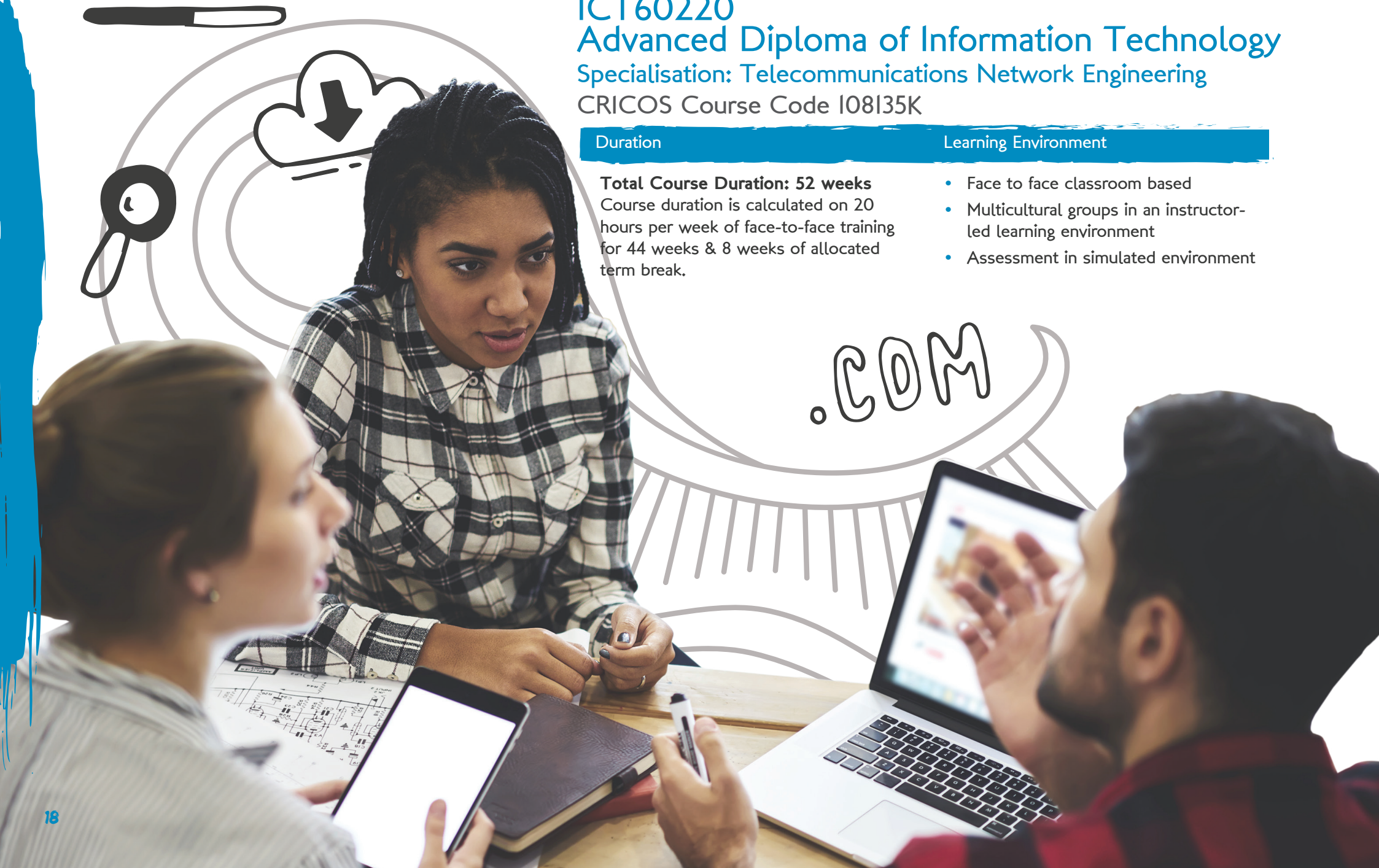
Qualification Overview

This qualification reflects the role 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 ICT50220 Diploma of Information Technology (Telecommunications Network Engineering) 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:
- Telecommunications Network Manager
- Telecommunications Field Engineer
- Telecommunications Technical Officer
- Telecommunications Network Planner
- Telecommunications Engineering Technician
- Telecommunications Solution Engineer
- Network Security Manager
- Network Support Engineer
- Network Design Engineer
- Network Engineer

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

ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTPMG613	Manage ICT project planning
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs

ELECTIVE UNITS*

ICTICT615	Implement knowledge management strategies
ICTICT612	Develop contracts and manage contract performance
ICTSAS502	Establish and maintain client user liaison
ICTSAD509	Produce ICT feasibility reports
ICTSAS512	Review and manage delivery of maintenance services

*The elective units may change at college's discretion, if necessary.

SIT30821
Certificate III in Commercial Cookery
CRICOS Course Code 109869H

Duration	Learning Environment

Total Course Duration: 58 weeks
This course will be delivered over a period of 58 weeks of full-time study where there will be 44 academic weeks, 6 practical placement weeks and 8 weeks of breaks.

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

Qualification Overview

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.
Completion of this qualification contributes to recognition as a trade cook.
This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

Work Based Training

Each student is required to work in a commercial hospitality operation for a minimum of 48 sessions (192 hours of work placement) for the unit SITHCCC043 Work effectively as a cook.

Who can Enroll

Target group for this program will be international applicants over the age of 18 who wish to enter the hospitality industry as a commercial cook.

Pathways

After achieving Certificate III in Commercial Cookery, individuals could progress to Certificate IV in Kitchen Management, or other parallel Certificate IV qualifications.

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

Entry Requirements

Please refer to page 9.

CORE UNITS

Code	Unit
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC043	Work effectively as a cook
SITHKOP009	Clean kitchen premises and equipment
SITHKOP010	Plan and cost recipes
SITHPAT016	Produce desserts
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices

ELECTIVE UNITS*

Code	Unit
BSBSUS211	Participate in sustainable work practices
SITHCCC025*	Prepare and present sandwiches
SITHCCC026*	Package prepared foodstuff
SITHCCC040*	Prepare & serve cheese
SITXWHS006	Identify hazards, assess and control safety risks

*The elective units may change at college's discretion, if necessary.

SIT40521
## Certificate IV in Kitchen Management
CRICOS Course Code 109543H

Duration	Learning Environment
Total Course Duration: 76 weeks This course is designed over a period of 76 weeks, where 68 weeks are Academic weeks & 8 weeks of allocated term break	• Face to face classroom and kitchen based • Multicultural groups in an instructor-led learning environment • Assessment in simulated environment • Work based training
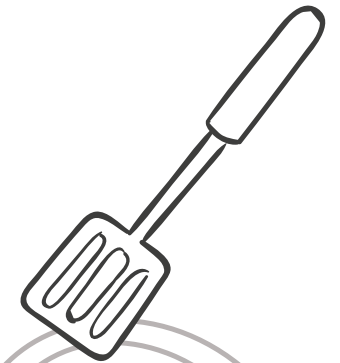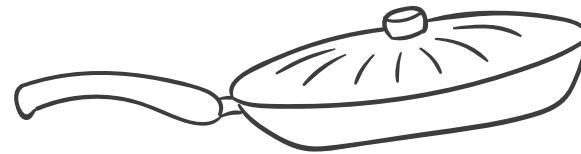
Qualification Overview

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.
This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Work Based Training

Each student is required to work in a commercial hospitality operation for a minimum of 48 sessions (192 hours of work placement) for the unit SITHCCC043 Work effectively as a cook. Practical Work Placement / Work Based Training (WBT) sessions can be undertaken separately or concurrently depending on each student's employment circumstances.

Who can Enroll

Target learners will be existing Glen Institute students, or those seeking to enrol with Glen Institute, who have successfully completed SIT30821 Certificate III in Commercial Cookery and wish to continue their studies and qualify for chef or chef de partie positions in the hospitality industry.

Pathways

After achieving Certificate IV in Kitchen Management, individuals could progress to Diploma of Hospitality Management or other parallel Diploma qualifications.
This qualification provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes and coffee shops or to run a small business in these sectors.

Entry Requirements

Please refer to page 9.

CORE UNITS

SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC043	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP012	Develop recipes for special dietary requirements
SITHKOP013	Plan cooking operations
SITHKOP015	Design and cost menus
SITHPAT016	Produce desserts
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006	Receive, store and maintain stock
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

ELECTIVE UNITS*

SITHCCC026*	Package prepared foodstuff
SITHCCC040*	Prepare & serve cheese
SITHKOP014	Plan catering for events or functions
BSBSUS211	Participate in sustainable work practices
SITXWHS005	Participate in safe work practices
SITXWHS006	Identify hazards, assess and control safety risks

*The elective units may change at college's discretion, if necessary.

SIT50422
Diploma of Hospitality Management
CRICOS Course Code 113502E

Duration	Learning Environment

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.

- Face to face classroom and kitchen based
- Work based training
- 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.

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

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

Who can Enroll

Target group for this program will be applicants over the age of 18 who wish to enter the hospitality industry as a small business manager or a departmental store manager.

Pathways

After achieving Diploma of Hospitality Management, individuals could progress to SIT60322 - Advanced Diploma of Hospitality Management qualification. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager.

Possible job titles include departmental or small business manager from the below organisations:

- Restaurants
- Hotels
- Motels
- Catering operations
- Clubs
- Pubs
- Cafés
- Coffee shops

Entry Requirements

Please refer to page 9.

CORE UNITS

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

ELECTIVE UNITS*

SITXFSA005	Use hygienic practices for food safety
SITHKOP013	Plan cooking operations
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC023	Use food preparation equipment
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous products
SITHCCC028	Prepare appetisers and salads
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC037	Prepare Seafood dishes
SITHCCC036	Prepare meat dishes
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC040	Prepare & serve cheese
SITHCCC044	Prepare specialised food items
SITXINV008	Control stock
BSBTWK503	Manage meetings
BSBCMM411	Make presentations

*The elective units may change at college's discretion, if necessary.

SIT60322
Advanced Diploma of Hospitality Management
CRICOS Course Code 113501F

Duration	Learning Environment

Total Course Duration: 104 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 84 weeks & 20 weeks of allocated term break.

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

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

Who can Enroll

Target group for this program will be applicants over the age of 18 who wish to enter the hospitality industry as a senior business manager or a specialised managerial skill.

Pathways

After achieving Advanced Diploma of Hospitality Management, individuals could progress into a bachelor's or master's degree program in hospitality discipline. This qualification provides a pathway to work in any hospitality industry sector as a senior business manager.

Possible job titles include senior business manager from the below organisations:

- Restaurants
- Hotels
- Motels
- Catering operations
- Clubs
- Pubs
- Cafés
- Coffee shops

Entry Requirements

Please refer to page 9.

CORE UNITS

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

ELECTIVE UNITS*

SITXFSA005	Use hygienic practices for food safety
SITHKOP013	Plan cooking operations
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC023	Use food preparation equipment
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous products
SITHCCC028	Prepare appetisers and salads
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC037	Prepare Seafood dishes
SITHCCC036	Prepare meat dishes
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC040	Prepare & serve cheese
SITHCCC044	Prepare specialised food items
SITXINV008	Control stock
SITXHRM008	Roster staff
SITXCOM010	Manage conflict
SITXWHS007	Implement and monitor work health and safety practices
SITXCCS015	Enhance customer service experiences

*The elective units may change at college's discretion, if necessary.

CERTIFICATE III IN COMMERCIAL COOKERY – 58 WEEKS

Graduates at this level will gain Theoretical and Practical knowledge and further learning through Work Based Training.

- Commercial cook

- Restaurants
- Hotels
- Clubs
- Pubs
- Café
- Coffee shops

CERT. III IN COMMERCIAL COOKERY + CERT. IV IN KITCHEN MANAGEMENT + DIPLOMA IN HOSPITALITY MANAGEMENT – 110 WEEKS

This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

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

- Restaurants
- Hotels
- Clubs
- Motels
- Catering operations
- Pubs
- Café
- Coffee shops

CERT. III IN COMMERCIAL COOKERY + CERT.IV IN KITCHEN MANAGEMENT + DIPLOMA & ADVANCED DIPLOMA IN HOSPITALITY MANAGEMENT – 136 WEEKS

Graduates at this level will have broad knowledge and skills for professional/highly skilled work and/or further learning.

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

- Restaurants
- Hotels
- Clubs
- Motels
- Catering
- operations
- Pubs
- Café
- Coffee shops

GLEN TRAINING KITCHEN

📍 **172 Victoria St,
Richmond VIC 3121**

- Huge Kitchen

- Maximum capacity
  of 20 students

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  Public Transport

- Just 15 to 20 min
  from the CBD

AUR30620
# Certificate III in Light Vehicle Mechanical Technology
CRICOS Course Code 103653F

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
- Campus & Workshop based Delivery
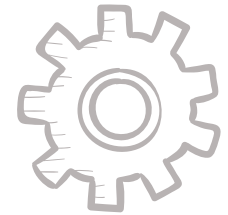
Qualification Overview

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?

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 a variety of tasks relating to light vehicles in the automotive retail, service and repair industry.

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

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
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR131	Diagnose and repair ignition systems
AURETR112	Test and repair basic electrical circuits
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURTTE104	Inspect and service engines
AURTTB101	Inspect and service braking systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURTTA118	Develop and carry out diagnostic test strategies
AURTTA104	Carry out servicing operations
AURTTF101	Inspect and service petrol fuel systems
AURLTD105	Diagnose and repair light vehicle suspension systems
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURLTD104	Diagnose and repair light vehicle steering systems
AURETR123	Diagnose and repair spark ignition engine management systems
AURTTC103	Diagnose and repair cooling systems
AURLTE102	Diagnose and repair light vehicle engines
AURETR129	Diagnose and repair charging systems
AURETR130	Diagnose and repair starting systems

ELECTIVE UNITS*

AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURTTB015	Assemble and fit braking system components
AURACA101	Respond to customer needs and enquiries in an automotive workplace
AURTTJ011	Balance wheels and tyres
AURETD101	Diagnose and repair electronic controlled steering systems
AURTTC001	Inspect and service cooling systems
AURAFA103	Communicate effectively in an automotive workplace
AURETR120	Diagnose and repair network electronic control systems
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
AURTTZ102	Diagnose and repair exhaust systems
AURETR128	Diagnose and repair instruments and warning systems
AURTTD002	Inspect and service steering systems
AURETR011	Install basic ancillary electrical systems and components
AURETR122	Diagnose and repair vehicle dynamic control systems
AURTTX103	Inspect and service automatic transmissions
AURETR132	Diagnose and repair automotive electrical systems

*The elective units may change at college's discretion, if necessary.

AUR40216
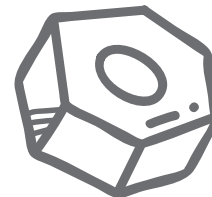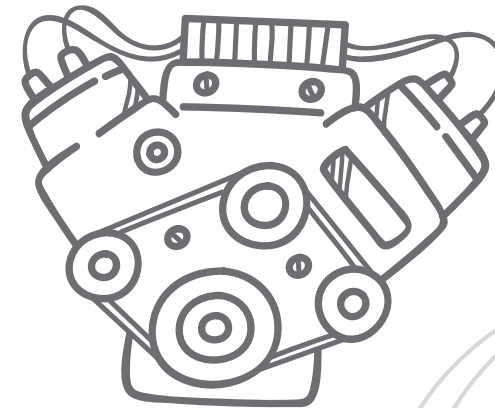## Certificate IV in Automotive Mechanical Diagnosis
CRICOS Course Code 103295A

Duration

Total Course Duration: 27 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 22 weeks & 5 weeks of allocated term break.

Learning Environment

- Face to face classroom based
- Multicultural groups in an instructor-led learning environment
- Campus & Workshop based Delivery

Qualification Overview

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

Those undertaking the Certificate IV in Automotive Mechanical Diagnosis must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

Who can Enrol?

Target group for this program will be the international students over the age of 18 including mature aged clients who have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

Pathways into the qualification

AUR40216 Certificate IV in Automotive Mechanical Diagnosis 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 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 advanced diagnostic tasks in the automotive retail, service and repair industry. It may lead to employment as:
- Automotive diagnostic/ master technician or machinery operator in Transport, warehousing & construction industry.

Entry Requirements

CORE UNITS

AURTTA121	Diagnose complex system faults

ELECTIVE UNITS*

AURETR137	Diagnose complex faults in light vehicle safety systems.
AURETR123	Diagnose and repair spark ignition engine management systems
AURLTB103	Diagnose and repair light vehicle hydraulic 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
AURTTR101	Diagnose complex faults in engine management systems
AURLTX104	Diagnose complex faults in light vehicle automatic transmission and driveline systems

*The elective units may change at college's discretion, if necessary.

AUR50116
Diploma of Automotive Management
CRICOS Course Code 103296M

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.

- Face to face classroom & workshop based
- Multicultural groups in an instructor-led learning environment
- Campus & Workshop based Delivery
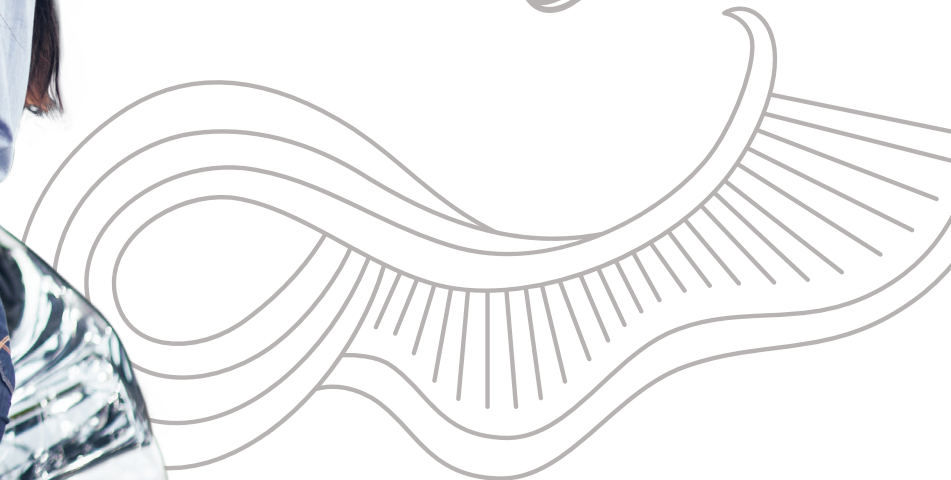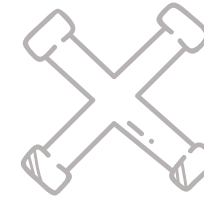
Qualification Overview

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?

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 leadership and management roles 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 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

This qualification prepares students to enter senior management roles in the 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.
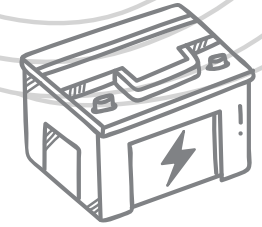
CORE UNITS

BSBLDR522	Manage people performance
BSBFIN501	Manage budgets and financial plans
AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace
BSBWHS521	Ensure a safe workplace for a work area
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace
AURAMA005	Manage complex customer issues in an automotive workplace

ELECTIVE UNITS*

BSBOPS502	Manage business operational plans
BSBTWK502	Manage team effectiveness
BSBPEF501	Manage personal and professional development
BSBHRM413	Support the learning and development of teams and individuals
AURAAA002	Determine retail rates for automotive products and services
BSBOPS505	Manage organisational customer service

*The elective units may change at college's discretion, if necessary.

CPC30220
Certificate III in Carpentry
CRICOS Course Code 111271J

Duration

Total Course Duration: 92 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 77 weeks & 15 weeks of allocated term break..

Learning Environment

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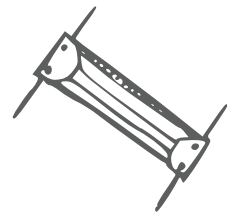
Qualification Overview

This is a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of 'CPCCWHS1001 Prepare to work safely in the construction industry' meets this requirement and **Glen Institute would help you achieve this too.**

Who can Enrol?

Target group for this program will be mostly international students over the age of 18 including mature aged clients who wish to pursue a career in carpentry or further develop or formalise their skills in a variety of tasks relating to housing and commercial construction.

The target learner may also be the ones seeking a pathway to a higher-level qualification in construction industry.

This qualification is suitable for an Australian apprenticeship pathway.

Pathways

Students completing this Certificate III qualification may choose to progress with further studies by undertaking range of building and construction qualifications such as:
* CPC50220 Diploma of Building & Construction

Employment Pathways from the qualification

Learners could be looking to get the skills to join or re-join the workforce, get better employment opportunities, move into a new career or gain additional skills in their existing career.

This course may lead to employment as:
* Commercial Carpenter
* Formwork Carpenter
* Residential Carpenter

Entry Requirements

Please refer to page 9.

CORE UNITS

CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCOM1014	Conduct workplace communication
CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work
CPCCOM1015	Carry out measurements and calculations
CPCCCA3024	Install lining, panelling and moulding
CPCCCA2002	Use carpentry tools and equipment
CPCCCM2006	Apply basic levelling procedures
CPCCCA2011	Handle carpentry materials
CPCCCA3010	Install windows and doors
CPCCOM3001	Perform construction calculations to determine carpentry material requirements
CPCCCA3003	Install flooring systems
CPCCCA3005	Construct ceiling frames
CPCCCA3004	Construct and erect wall frames
CPCCCA3002	Carry out setting out
CPCCCA3006	Erect roof trusses
CPCCCA3007	Construct pitched roofs
CPCCCA3016	Construct, assemble and install timber external stairs
CPCCCA3017	Install exterior cladding
CPCCCO2013	Carry out concreting to simple forms
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCCM2012	Work safely at heights
CPCCCA3008	Construct eaves
CPCCCA3001	Carry out general demolition of minor building structures
CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground
CPCCOM3006	Carry out levelling operations
CPCWHS3001	Identify construction work hazards and select risk control strategies

ELECTIVE UNITS*

CPCCCM3005	Calculate costs of construction work
CPCCCA3012	Frame and fit wet area fixtures
CPCCCA3014	Construct and install bulkheads
CPCCCM2002	Carry out hand excavation
CPCCOM1013	Plan and organise work
CPCCJN3003	Manufacture components for doors, windows and frames
CPCCSF2004	Place and fix reinforcement materials

*The elective units may change at college's discretion, if necessary.

CPC50220
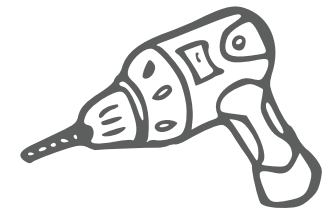# Diploma of Building and Construction (Building)
CRICOS Course Code 111269C

Duration

Total Course Duration: 92 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 77 weeks & 15 weeks of allocated term break.

Learning Environment

- Face to face classroom & workshop based
- Multicultural groups in an instructor-led learning environment
- Campus & Workshop based Delivery

Qualification Overview

This qualification reflects the role of building professionals who apply knowledge of structural principles, risk and financial management, estimating, preparing and administering building and construction contracts, selecting contractors, overseeing the work and its quality and managing construction work in building projects including residential and commercial with the following limitations:

- Residential construction limited to National Construction Code Class 1 and 10 buildings to a maximum of 3 storeys.
- Commercial construction limited to National Construction Code Class 2 to 9 buildings, Type C and B construction.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment. To achieve this qualification, the candidate must have access to a live building and construction workplace to meet certain assessment requirements. **Glen Institute collaborates with industry experts and construction businesses to provide the students this access.** Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of 'CPCCWHS1001 Prepare to work safely in the construction industry' meets this requirement and **Glen Institute would help you achieve this too.**

Who can Enrol?

Target group for this program will be mostly international students over 18 years of age, who may have completed a lower-level Building and Construction qualification or may have been working in the building and construction industry and wish to acquire skills and knowledge that could lead to senior management roles or start their own business.

Pathways

Students completing this Diploma level qualification may choose to progress with further studies by undertaking range of building and construction qualifications such as RII60520 Advanced Diploma of Civil Construction Design or other parallel Advanced Diploma qualifications.

Employment Pathways from the qualification

This qualification provides a pathway to work as a:

- Builder
- General Foreperson
- Building Inspector

Entry Requirements

Please refer to page 9.

CORE UNITS

CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCBC5007	Administer the legal obligations of a building and construction contractor
CPCCBC5010	Manage construction work
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction
BSBOPS504	Manage business risk
BSBWHS513	Lead WHS risk management
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4004	Identify and produce estimated costs for building and construction projects
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC5011	Manage environmental management practices and processes in building and construction
CPCCBC4010	Apply structural principles to residential and commercial constructions
CPCCBC4008	Supervise site communication and administration processes for building and construction projects
CPCCBC4009	Apply legal requirements to building and construction projects
CPCCBC4012	Read and interpret plans and specifications
CPCCBC5013	Manage professional technical and legal reports on building and construction projects
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCCBC5002	Monitor costing systems on complex building and construction projects
CPCCBC5003	Supervise the planning of onsite building and construction work
CPCCBC5005	Select and manage building and construction contractors
CPCCBC5019	Manage building and construction business finances
CPCCBC5018	Apply structural principles to the construction of buildings up to 3 storeys
CPCCBC4013	Prepare and evaluate tender documentation

ELECTIVE UNITS*

CPCCBC4052	Lead and manage teams in the building and construction industry
BSBPMG532	Manage project quality
BSBPMG538	Manage project stakeholder engagement

*The elective units may change at college's discretion, if necessary.

RII60520
Advanced Diploma of Civil Construction Design
CRICOS Course Code 111270K

Duration

Total Course Duration: 92 weeks
Course duration is calculated on 20 hours per week of face-to-face training for 77 weeks & 15 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 an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

Who can Enrol?

Target group for this program will be mostly international students over 18 years of age, who may have completed a lower-level Building and Construction qualification or may have been working in the building and construction industry and wish to acquire skills and knowledge that could lead to senior management roles in complex civil works design or start their own business.

Pathways

Students who complete this course may wish to continue their education into a range of Graduate Diploma qualifications, as well as higher education qualifications in Civil Construction or Bachelor of Engineering (Civil). They may also join the workforce in the building & construction industry.

Recommended Pathways from the Qualification

After achieving the RII60520 Advanced Diploma in Civil Construction Design, individuals could progress to further tertiary level qualifications.

Employment Pathways from the qualification

This qualification provides a pathway to work as a:
- Senior Civil Works Designer
- Para-professional designer, who supports professional engineers
- Road Design Draftsperson
- Sewage Reticulation Drafting Officer
- Structural Engineering Drafting Officer
- Civil Design Manager
- Contracts manager

Entry Requirements

Please refer to page 9.

CORE UNITS

BSBPMG632	Manage program risk
BSBTWK503	Manage team effectiveness
RIIQUA601E	Establish and maintain a quality system
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes

ELECTIVE A*

BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBPMG530	Manage project scope
BSBPMG535	Manage project information and communication

ELECTIVE B*

RIICWD512E	Prepare detailed design of motorways and interchanges
RIICWD526E	Prepare detailed traffic analysis
RIILAT402E	Provide leadership in the supervision of diverse work teams

*The elective units may change at college's discretion, if necessary.

OUR CARPENTRY WORKSHOP

Outer Northern
Trade Training Centre
(ONTTC), 407 High
Street, Lalor, VIC 3075

ONTTC
Outer Northern Trade Training Centre

CAMPUS

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LOCATION GLEN INSTITUTE

Head Office: Level 5, 310 King St, Melbourne VIC 3000

Delivery locations:
- Level 5, 310 King St, Melbourne VIC 3000
- 74A Islington St, Collingwood VIC 3066

Training Kitchen:
- 172 Victoria St, Richmond VIC 3121

Automotive Workshop:
- 14/65 Mark Street, North Melbourne, VIC 3051

Carpentry Workshop:
- Outer Northern Trade Training Centre (ONTTC), 407 High Street, Lalor, VIC 3075

MULTICULTURAL AND FRIENDLY STAFF

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QUALIFIED TRAINERS

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FREE HIGH-SPEED WIFI

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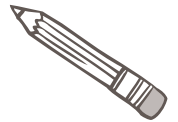
The costs below are an approximate guide only and don't take into account your budget and spending habits.

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

ACCOMMODATION

Homestay	$345 per week
Shared House	$243 per week
One Bedroom Unit	$480 per week
Managed Apartment	$487 per week

## OTHER LIVING EXPENSES

Groceries and eating out	$110 to $290 per week
Gas, electricity	$10 to $20 per week
Phone and Internet	$15 to $30 per week
Public transport	$8 to $40 per week
Car (after purchase)	$48 to $75 per week
Entertainment	$80 to $350 per week
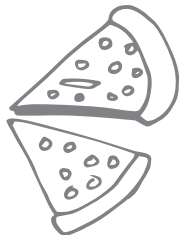
MINIMUM COST OF LIVING

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

Student/guardian	$21,041 AUD
Partner/spouse	$7,362 AUD
Child	$3,152 AUD
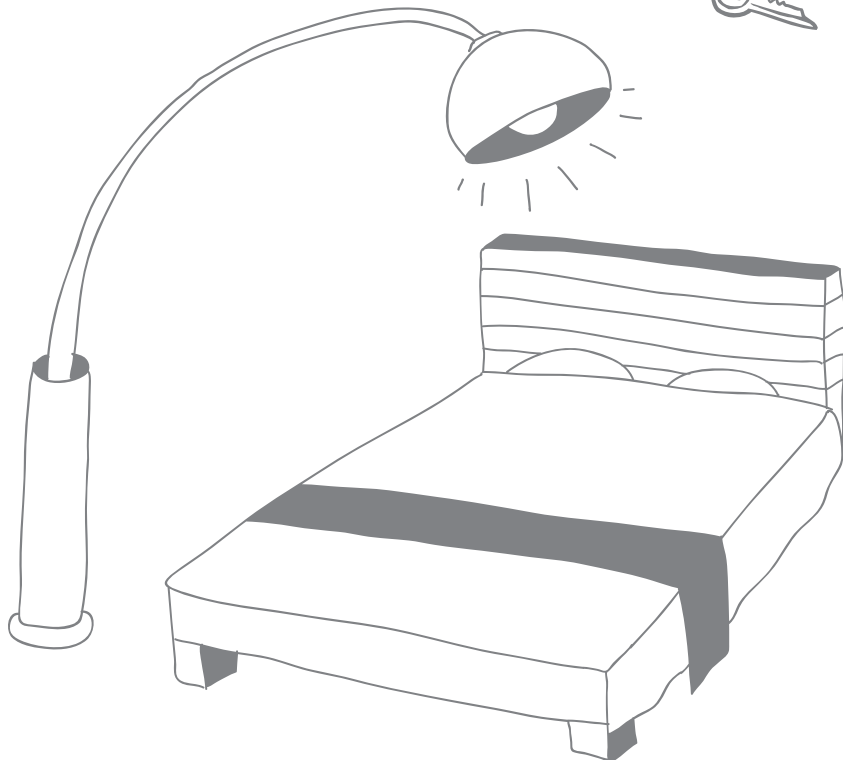
www.glen.edu.au

CRICOS Code 03632K - RTO Code 41380

📞 1300 003 990 ✉ contact@glen.edu.au

📍 Level 5, 310 King St, Melbourne VIC 3000