



STUDENT PROSPECTUS: WELCOME TO WINSLOW



Welcome to Winslow

Winslow College welcomes you! We will make sure that we will have the support and encouragement as you embark on your academic journey with us!

Winslow College is a Registered Training Organisation (RTO) and nationally recognised educational institute based in Melbourne, Australia, identified as Australia's best student city and one of the best student cities globally in the QS Best Student Cities Ranking for 2023.

We are located in the city's centre, surrounded by cafes, restaurants, and shopping centres, close to Queen Victoria Market and the State Library Victoria and easy access to public transport, including the Free Tram Zone.

Winslow College is committed to teaching skills and knowledge that will empower our students to be successful in their career paths. We offer courses in Management and Hospitality, providing exciting educational opportunities for students from all backgrounds and locations.

We look forward to welcoming you to our campus. We hope you have an enjoyable and rewarding time as a student at Winslow College.

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Interesting facts about Australia

Melbourne's museums and libraries offer diverse and fascinating collections and exhibits. Intriguing and unique exhibitions, collections and installations can be viewed at the city museums.



Weather that is the envy of Australia

Melbourne is well known for its changeable weather conditions.



Free tram and integrated public transport

Train, tram, bus and taxi with Free tram zone to move easily around the city.



Most vibrant destination in Australia

The waterfront location and nightlife make it the place to be.



Best student city in Australia

Won 8 years in a row and based on resident happiness, safety, LGBTQI+ inclusivity, top attractions and highest-rated hotels.



Sporting Mad

Aussie rules football and cricket are the most popular sports in Australia.



City of literature, street art, music and theatre

Melbourne prides itself on its internationally recognised breadth, depth and vibrancy of the literary culture.



Melbourne is the most livable city in Australia

This is awarded to Melbourne for its stability, healthcare, culture and environment, education and infrastructure.

BSB50420

Diploma of Leadership and Management

CRICOS Course Code: 104339H



Course Duration:

52 Weeks

(Including 44 weeks of training and assessment and 8 weeks of break periods)

Mode of Delivery:

- Face to face
- Self-Study
- Simulated workplace environment

Qualification Overview:

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their 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 Enrol:

Target learners will be mostly International/Overseas students who may possess different education discipline but seek to further develop their skills across a wide range of business skills and functions, with the specific goal of preparing them with the skills for work. 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.

Pathways:

Further Study Pathway

After achieving this qualification students may wish to progress to BSB60420 Advanced Diploma of Leadership and Management.

Employment Outcomes

Employment may include, but is not limited to, Transport Manager, Distribution Centre Manager, Information Services Manager, Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager

Entry Requirements:

There are no formal prerequisites required for entry in the Diploma of Leadership and Management.

However, students entering this course at Winslow College must meet the following entry requirements:

English Language Requirements

Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook

or

A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia

Academic Requirement

Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications);

Age Requirement

Students must be a minimum age of 18 years or above at the time of course commencement.

Pre-Training Review

All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.

Language Literacy and Numeracy (LLN)

All students will be required to complete an LLN assessment prior to the commencement of the course. Winslow College uses the LLN robot platform for the assessment.

All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner's ACSF spiky profile to the profile of this course.

Hardware/Software requirements

For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

Where needed, Winslow College will provide access to computers/laptops, through an MoU setup with an external IT company.

Core Units

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

Elective Units*

BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBPEF501	Manage personal and professional development
BSBSTR502	Facilitate continuous improvement
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK503	Manage meetings

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

BSB60420

Advanced Diploma of Leadership and Management

CRICOS Course Code: 108744G

Course Duration: 52 Weeks

(Including 43 weeks of training and assessment and 9 weeks of break periods)

Mode of Delivery:

- Face to face
- Self-Study
- Simulated workplace environment

Qualification Overview:

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

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

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

Who can Enrol:

The program is targeted for international students. The development of this strategy has been in consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist business, leadership and management industry positions that will benefit from Nationally Recognised Training.

Pathways:

Further Study Pathway

After achieving this qualification candidates may undertake and will be eligible to undertake Bachelors' degree, Graduate Diploma or Graduate Certificate qualifications.

Employment Outcomes

Employment may include, but is not limited to, Executive Officer, Executive Manager, Department Manager, Business Manager, Managing Director, Business Development Manager.

Entry Requirements:

There are no formal prerequisites required for entry in the Advanced Diploma of Leadership and Management.

However, students entering this course at Winslow College must meet the following entry requirements:

English Language Requirements

Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook

or

A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia

Academic Requirement

Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications);

Age Requirement

Students must be a minimum age of 18 years or above at the time of course commencement.

Pre-Training Review

All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.

Language Literacy and Numeracy (LLN)

All students will be required to complete an LLN assessment prior to the commencement of the course. Winslow College uses the LLN robot platform for the assessment.

All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner's ACSF spiky profile to the profile of this course.

Course Specific Requirement

Preferred completion of Certificates III/IV/Diploma in a Business or Leadership role but not essential.

Hardware/Software requirements

For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

Where needed, Winslow College will provide access to computers/laptops, through an MoU setup with an external IT company.

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*

BSBFIN601	Manage organisational finances
BSBINS601	Manage knowledge and information
BSBHRM614	Contribute to strategic workforce planning
BSBPEF501	Manage personal and professional development
BSBSTR602	Develop organisational strategies

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

BSB80320

Graduate Diploma of Strategic Leadership

CRICOS Course Code: 108745F



Course Duration: **52 Weeks**

(Including 44 weeks of training and assessment and 8 weeks of break periods)

Mode of Delivery:

- Face to face
- Self-Study
- Simulated workplace environment

Qualification Overview:

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles.

Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

They use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

Who can Enrol:

The program is targeted for international students. The development of this strategy has been in consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Management positions that will benefit from a Nationally Recognised Training qualification.

Pathways:

Further Study Pathway

After achieving the BSB80320 Graduate Diploma of Strategic Leadership candidates may undertake and will be eligible to undertake a range of other qualifications including:

- Masters programs at a higher education facility.

Other specific qualifications in the Business industry that can be reviewed at <https://training.gov.au/Training/Details/BSB80320>

Employment Outcomes

Employment may include, but is not limited to, 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.

Entry Requirements:

There are no formal prerequisites required for entry in the Graduate Diploma of Strategic Leadership.

However, students entering this course at Winslow College must meet the following entry requirements:

English Language Requirements

Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook

or

A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia

Academic Requirement

Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications);

Age Requirement

Students must be a minimum age of 18 years or above at the time of course commencement.

Pre-Training Review

All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.

Language Literacy and Numeracy (LLN)

All students will be required to complete an LLN assessment prior to the commencement of the course. Winslow College uses the LLN robot platform for the assessment.

All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner’s ACSF spiky profile to the profile of this course.

Course Specific Requirement

Have completed a Diploma or Advanced Diploma qualification in related fields of study and three (3) years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

or

Have completed a Bachelors’ degree in related fields of study and two (2) years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

or

Have five (5) years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

Hardware/Software requirements

For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

Where needed, Winslow College will provide access to computers/laptops, through an MoU setup with an external IT company.

Core Units

BSBLDR811	Lead strategic transformation
BSBST802	Lead strategic planning processes for an organisation

Elective Units*

BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBFIN801	Lead financial strategy development
BSBHRM611	Contribute to organisational performance development
BSBLDR812	Develop and cultivate collaborative partnerships and relationships
BSBLDR813	Lead and influence ethical practice
BSBST801	Lead innovative thinking and practice

Note: The elective units may change at college’s discretion, if necessary.

SIT30821

Certificate III in Commercial Cookery

CRICOS Course Code: 112985M



Course Duration:

52 Weeks

(Including 40 weeks of training and assessment and 12 weeks of break periods)

Mode of Delivery:

- Face to face in the classroom
- Practical face to face training will be provided in a commercial training kitchen
- Self-Study
- Work placement

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.

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

Who can Enrol:

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.

Work Placement:

Work placement component has been implemented in this strategy to ensure work-based training for the unit SITHCCC043 Work effectively as a cook – for a total of 192 hours.

Pathways:

Further Study Pathway:

Students who complete this course may wish to continue their education into a range of Certificate IV qualifications, such as the SIT40521 Certificate IV in Kitchen Management.

Employment Outcomes

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

Entry Requirements:

There are no formal prerequisites required for entry in the Certificate III of Commercial Cookery.

However, students entering this course at Winslow College must meet the following entry requirements:

English Language Requirements

Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook

or

A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia

Academic Requirement

Satisfactory completion of Australian Year 12 or equivalent (for International Students—satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications);

Age Requirement

Students must be a minimum age of 18 years or above at the time of course commencement.

Pre-Training Review

All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.

Language Literacy and Numeracy (LLN)

All students will be required to complete an LLN assessment prior to the commencement of the course. Winslow College uses the LLN robot platform for the assessment.

All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner's ACSF spiky profile to the profile of this course.

Course Specific Requirement

- Students will need access to a kitchen toolkit which includes a chef's uniform, safety shoes, various

knives and small equipment. This will be arranged and provided by Winslow College.

- Applicants will need to be physically able to carry out manual handling required to perform tasks involved while undergoing training. As part of this course students are expected to handle complex foods – e.g. cooking of various processed or raw meats, poultry, seafood's, dairy items and student must keep in mind of any religious or dietary barriers to handle such foods before enrolling in this course.

Hardware/Software requirements

For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

Where needed, Winslow College will provide access to computers/laptops, through an MoU setup with an external IT company.

Core Units

SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITXFSA005	Use hygienic practices for food safety
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
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
SITHCCC028	Prepare appetisers and salads
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006	Receive, store and maintain stock
SITHCCC031	Prepare vegetarian and vegan dishes
SITXWHS005	Participate in safe work practices

Elective Units*

SITHCCC026	Package prepared foodstuffs
SITHCCC038	Produce and serve food for buffets
SITXCOM007	Show social and cultural sensitivity
SITXWHS006	Identify hazards, assess and control safety risks
SITHCCC040	Prepare and serve cheese

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

SIT40521

Certificate IV in Kitchen Management

CRICOS Course Code: 112986K



Course Duration:

78 Weeks

(Including 66 weeks of training and assessment and 12 weeks of break periods)

Students will also need to complete a work placement as part of their course. This will be an additional 192 hours and 48 hours to be completed concurrently.

Mode of Delivery:

- Face to face in the classroom
- Practical face to face training will be provided in a commercial training kitchen
- Self-Study
- Work placement

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.

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

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Who can Enrol:

Target learners will be existing Winslow College students, or those seeking to enrol with Winslow College, 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.

Work Placement:

Work placement component has been implemented in this strategy to ensure work-based training of 48 service periods for the unit SITHKOP013 and SITHCCC043 Work effectively as a cook (192 hours), must be completed via a work placement.

Pathways:

Further Study Pathway

Students who complete this course may wish to continue their education in a range of diploma qualifications, such as the SIT50422 Diploma of Hospitality Management.

Employment Outcomes

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. Possible job titles include chef and chef de partie.

Entry Requirements:

There are no formal prerequisites required for entry in the Certificate IV in Kitchen Management.

However, students entering this course at Winslow College must meet the following entry requirements:

English Language Requirements

Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook

or

A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia

Academic Requirement

Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications);

Age Requirement

Students must be a minimum age of 18 years or above at the time of course commencement.

Pre-Training Review

All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.

Language Literacy and Numeracy (LLN)

All students will be required to complete an LLN assessment prior to the commencement of the course. Winslow College uses the LLN robot platform for the assessment.

All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner’s ACSF spiky profile to the profile of this course.

Course Specific Requirement

- Students will need access to a kitchen toolkit which includes a chef’s uniform, safety shoes, various

knives and small equipment. This will be arranged and provided by Winslow College.

- Applicants will need to be physically able to carry out manual handling required to perform tasks involved while undergoing training. As part of this course students are expected to handle complex foods – e.g. cooking of various processed or raw meats, poultry, seafood’s, dairy items and student must keep in mind of any religious or dietary barriers to handle such foods before enrolling in this course.

Hardware/Software requirements

For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

Where needed, Winslow College will provide access to computers/laptops, through an MoU setup with an external IT company.

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
SITHPAT016	Produce desserts
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC043	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXINV006	Receive, store and maintain stock
SITHKOP012	Develop recipes for special dietary requirements
SITHKOP013	Plan cooking operations
SITHKOP015	Design and cost menus
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA008	Develop and implement a food safety program
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

Elective Units*

SITHCCC026	Package prepared foodstuffs
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITXCCS014	Provide service to customers
SITXCCS015	Enhance customer service experiences
SITXFIN008	Interpret financial information

Note: The elective units may change at college’s discretion, if necessary.

SIT50422

Diploma of Hospitality Management

CRICOS Course Code: 112987J



Course Duration: 104 Weeks

(Including 66 weeks of training and assessment and 24 weeks of break periods)

Students will also need to complete work placement of 208 hours for the units SITHCCO43 & SITHIND008 as part of their course.

Mode of Delivery:

- Face to face in the classroom
- Practical face to face training will be provided in a commercial training kitchen
- Self-Study
- Work placement

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.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Who can Enrol:

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 Kitchen Management qualification and wish to enter the hospitality industry at the middle management level.

Pathways:

Further Study Pathway

Students who complete this course may wish to continue their education into a range of Advanced Diploma qualifications, such as the SIT60322 Advanced Diploma of Hospitality Management.

Employment Outcomes

After graduating, you could find employment in the following positions:

- Hospitality manager
- Motel manager
- Sous Chef
- Chef Patissier
- Restaurant manager

Entry Requirements:

There are no formal prerequisites required for entry in the Diploma of Hospitality Management.

However, students entering this course at Winslow College must meet the following entry requirements:

English Language Requirements

Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook
or

A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia

Academic Requirement

Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications);

Age Requirement

Students must be a minimum age of 18 years or above at the time of course commencement.

Pre-Training Review

All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.

Language Literacy and Numeracy (LLN)

All students will be required to complete an LLN assessment prior to the commencement of the course. Winslow College uses the LLN robot platform for the assessment.

All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner’s ACSF spiky profile to the profile of this course.

Course Specific Requirement

Applicants will need to be physically able to carry out manual handling required to perform tasks involved while undergoing training. As part of this course students are expected to handle complex foods – e.g. cooking of various processed or raw meats, poultry, seafood’s, dairy items and student must keep in mind of any religious or dietary barriers to handle such foods before enrolling in this course.

Hardware/Software requirements

For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost.

Where needed, Winslow College will provide access to computers/laptops, through an MoU setup with an external IT company.

Core Units

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

Elective Units*

SITXFSA005	Use hygienic practices for food safety
SITHIND006	Source and use information on the hospitality industry
SITXFIN008	Interpret financial information
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITXCCS012	Provide lost and found services
BSBSUS511	Develop workplace policies and procedures for sustainability
SITXHRM010	Recruit, select and induct staff
SITHCCC043	Work effectively as a cook
SITHIND008	Work effectively in hospitality service

Note: The elective units may change at college’s discretion, if necessary.



How to Apply



Choose your Course

Visit our website or go through our brochure and choose the course(s) you want to study.



Check the Entry Requirements

You need to meet the General Entry requirements and specific requirements to each program. You can check them in the brochure or in each course page in our website.



Complete the Application Form

The Application form is available in our website, please fill it out and submit the required documents.



Wait to hear back from us

We will process your application based in our Admissions policy and procedures. If your application is approved, you will receive an Offer Letter.



Accept the offer letter and confirm your enrolment

Once you receive an Offer Letter, you need to confirm your place, by providing any pending documents, sign the offer letter and acceptance letter, make payment and send us payment proof.



We will issue a Confirmation of Enrolment (CoE)

Wait for us to review and finalise your submission, we will send you Confirmation of Enrolment (CoE).

Student Support

We are committed to ensuring that you get all the support you need to adjust to life and study in Australia and to be successful in your studies.

Prior to commencing your studies, you will be required to participate in a compulsory orientation event, which will provide you information and guide you through starting your new course at Glen Institute. It contains relevant and essential information such as

- legal, emergency and health services
- details of internal and external support services available to assist in the transition into life and study in Melbourne.
- facilities and resources
- organisational policies and procedures





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