



**KINGSFORD**  
INTERNATIONAL INSTITUTE



**2022-2023**

# PROSPECTUS INTERNATIONAL STUDENTS

KINGSFORD INTERNATIONAL INSTITUTE (KII)  
**CRICOS CODE:** 03689D | **RTO CODE:** 45363



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# WELCOME TO KINGSFORD INTERNATIONAL INSTITUTE

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## **Welcome to Kingsford International Institute!**

We are proud and excited to be able to provide industry leading vocational qualifications to students from around the globe. As an international student, we look forward to you bringing your own culture and life experience to campus life and add to our already vibrant community.

KII is a dynamic, modern and supportive learning space where we give students the keys to success so they can embrace the challenges of globalisation and a globalised workforce. We provide educational programs and pathways that help develop the skills needed for the international marketplace.

This booklet provides you with important pre-arrival information to help you settle into your new life studying and living in Australia. We've also included advice on the cultural and social differences you may experience during your early days here in Australia, and outlined other practical information to ensure your experiences are positive ones.

We look forward to seeing you on campus and wish you every success with your studies!

With best wishes,

**Kingsford International Institute**

## ABOUT KII

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KII specialises in Business, Information Technology (IT), Project Management, Leadership and Management, Kitchen Management and Hospitality, Mental Health, Community Services and Accounting courses. KII also maintains close professional links with relevant industries in Australia so as to ensure your training is at the forefront of industry developments.

## **Stay connected with KII on social media**



[facebook.com/kingsfordInternationalInstitute](https://facebook.com/kingsfordInternationalInstitute)



[twitter.com/kingsford\\_kii](https://twitter.com/kingsford_kii)



[instagram.com/kingsford\\_kii](https://instagram.com/kingsford_kii)



[linkedin.com/company/kingsfordinternationalinstitute](https://linkedin.com/company/kingsfordinternationalinstitute)



With KII, you will receive  
quality education  
to gain required  
knowledge and skill  
sets.



**We have multiple campuses in the top two (2) world class, study destinations in Australia – Sydney and Melbourne. All our sites are strategically situated in the heart of the CBDs and surrounded by a vibrant selection of shops, cafes, and restaurants. Being so centrally located, our campuses are easily accessible by public transport.**

**Our qualified staff have many years of experience and have industry leading qualifications in their relevant areas of study. Our staff are dedicated to providing students with a supportive learning environment so that they are ready to enter the Australian workforce or transition into tertiary education here in Australia after course completion. We are committed to seeing each student reach their potential.**

## **Why Study at KII?**

With KII, you will receive quality education to gain required knowledge and skill sets. We support our students on the path to achieve their goals and aspirations by helping develop practical and academic skills, knowledge and capabilities.

## **Campus Locations**

KII Campuses are located in the heart of Sydney and Melbourne, with easy access to public transport. All campuses are few minutes walk from train stations and lightrail services, restaurants and cafés, food shops, parks, bus stations, swimming pools, public library, and post office.

## **Campus Facility**

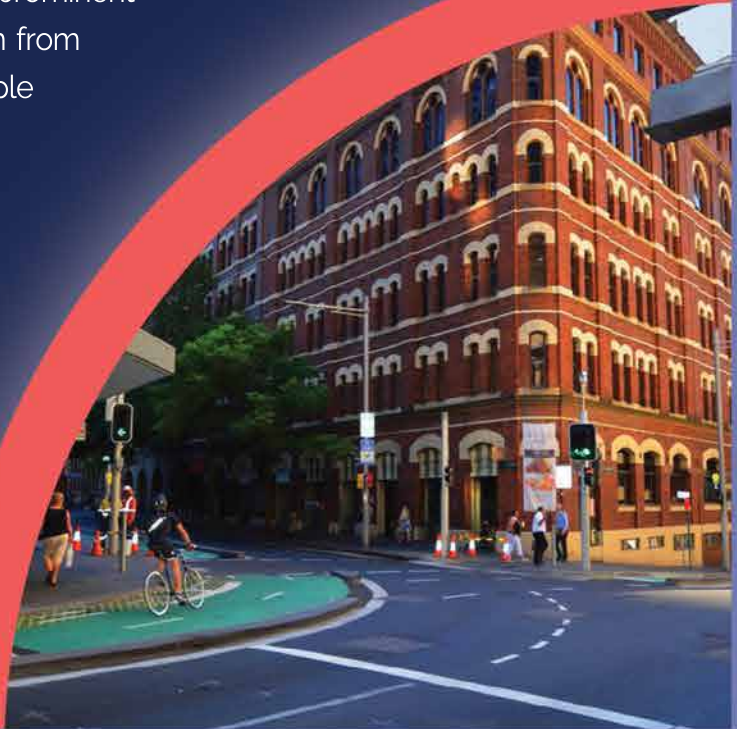
Our campus is furnished with modern state-of-the-art ergonomic furniture and amenities. Our classrooms and labs are equipped with modern infrastructures creating a great learning atmosphere for students. Our classrooms and labs are spacious, air-conditioned and filled with natural light. Students can borrow course materials and books on various subjects and areas of interest from the KII library. A study area has been designed where students can access computers with a high speed internet connection. There are also breakout areas for group work and a kitchen for students' use. Free WIFI is available throughout the campus.





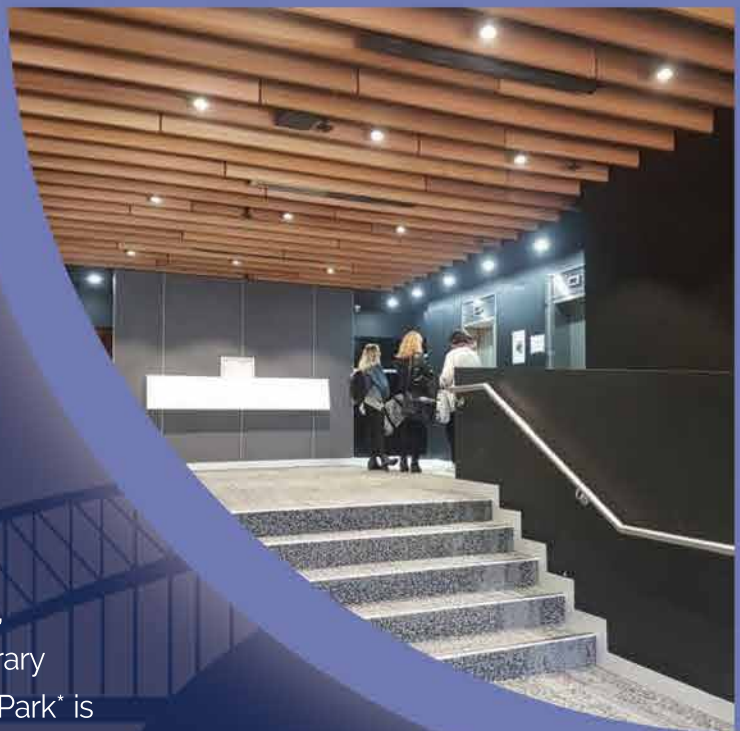
## KII Campus (Kent St)

Our newest and flagship campus occupies a prominent mid-town location on Kent St. It is situated 350m from the Town Hall Station and close to other multiple transport options. With its central CBD location, it offers a wide range of fantastic dining, shopping and recreational outlets for students.



## KII Campus (Chalmers St)

Our campus on Chalmers St, Surry Hills is a 1-minute walk from Central Station, and surrounded by restaurants, cafes, food shops, parks, bus stations, swimming pools, public library and post office. The award-winning Prince Alfred Park\* is situated across from the campus building which is a great place for recreation. Surry Hills is an inner Sydney suburb which has a range of world class amenities within close reach.





## KII Campus (Wentworth Ave)

Our campus on Wentworth Ave, Surry Hills is the home of our state-of-the-art training kitchen facility for our hospitality students. It is easily accessible, being only 500 metres from Central Station. Surry Hills is one of the most renowned food precincts in Australia. Some of the city's best restaurants and cafes are just an easy walking distance from the kitchen facility, making it an ideal location for our kitchen facility.



## KII Campus (Queen St)

Our new campus on Queen St, Melbourne offers abundant public transport options for students, with Flinders Street Station being only 407 metres away, and with trams along Collins St, Flinders St and William St. The modern and brand new facility sits on one of Melbourne's major commercial and financial thoroughfare.



Our kitchen comes fully equipped with top-of-the-line facilities and commercial grade equipment.

## KITCHEN FACILITY

Our brand new, modern, and elegantly designed training kitchen is located in Surry Hills. It comes fully equipped with top-of-the-line facilities and commercial-grade equipment that provide the best possible simulated industry environment for the students. Surry Hills, with its vibrant and diverse dining scene, is one of the most renowned food precincts in Australia, making it the perfect base for our kitchen.



# HOW TO APPLY?

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1

## **Enquiry**

Student shall be provided with pre-enrolment information containing details about the course entry requirements, enrolment process, visa eligibility requirements, information on life in Australia, Refund Policy, Complaints and Appeals Policy, etc.

2

## **Submit Application**

If interested and eligible, student submits application form with all relevant and required documents.

3

## **Course Entry Requirement Test (CERT)**

KII or its representative interviews the student.  
Student completes CERT. Answer sheets are assessed.

4

## **Offer Letter**

If deemed eligible, an offer letter is issued.  
Offer letter covers terms and conditions of enrolment.

5

## **Accept Offer & Pay Fees**

Student accepts the terms and conditions on the offer letter.  
Pays fees as indicated on the offer letter.

6

## **COE Issuance**

An electronic Confirmation of Enrolment (eCoE) is issued.  
This eCoE is required to apply for student visa.

7

## **Visa Application**

Student applies for visa online.









## **Student Services and Support**

Our dedicated student services team is always ready to assist students. You can contact our supportive and friendly student services team as your first point of contact in relation to your course progress, financial matters, or anything that concerns your safety and welfare. KII wants you to enjoy your study and life in Australia.

## **Multiculturalism and Diversity**

Australia is a multicultural country. You will see and come in contact with people from all parts of the globe while in Australia. We believe that a good mix of nationalities and cultural backgrounds enriches a learning environment where students and staff exchange ideas, experiences, languages and cultures. We encourage multiculturalism and diversity at KII. We enrol students from all parts of the world.

## **Experienced Teachers**

Our teachers bring with them a wealth of experience to KII and have worked with international students coming from diverse backgrounds. They are certified trainers with specialisations in teaching various fields of study. Our teachers are required to stay up-to-date with the latest teaching methodologies and systems with ongoing professional development programmes.

## **Pathway Courses**

Upon graduating from KII with a Diploma or Advanced Diploma qualification, you can choose to further your tertiary study at various colleges or universities of your choice. Our qualification is recognised Australia-wide and internationally.

Our teachers bring with them a wealth of knowledge and experience to KII and have worked with international students coming from diverse backgrounds.



# KII TO SUCCESS



## STUDENT WELFARE

- ▶ Student support services – medical / financial / settling into new country
- ▶ Course support
- ▶ Experienced trainers
- ▶ Study and life balance
- ▶ Pastoral care



## BRAND NEW FACILITIES

- ▶ Centrally located in Sydney and Melbourne
- ▶ Easily accessible by public transport
- ▶ Collaborative workspaces
- ▶ Latest tech infrastructure



## BLENDED LEARNING

- ▶ Face to face
- ▶ Online
- ▶ Self-paced study
- ▶ Integrated learning components
- ▶ Dynamic environment
- ▶ LinkedIn Learning
- ▶ Other E-resources
- ▶ RPL and course credit



We're committed to providing students with a supportive and dynamic learning environment in our brand new state-of-the-art facilities.

4



## INDUSTRY LEADING QUALIFICATION

- ▶ Nationally recognised
- ▶ Job ready
- ▶ Pathway to tertiary education

5



## CULTURE

- ▶ Vibrant
- ▶ Multicultural hub
- ▶ Diverse
- ▶ Empowering
- ▶ Welcoming

# BSB40120 CERTIFICATE IV IN BUSINESS

<b>Qualification Award</b>	Certificate IV in Business
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Business and Management
<b>Duration</b>	52 Weeks (includes 12 weeks of holiday)
<b>CRICOS Course Code</b>	104916B

## Course Overview

This qualification is suitable for individuals willing to undertake a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out moderately complex administrative or operational tasks that require self-development skills. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## Employment Outcome

Industry Sector	Occupation
Public Administration, Purchasing and Procurement, Warehousing and Storage, Logistics, Recordkeeping, Business Administration, Ground Operations	Personal Assistant, Office Administrator/Analyst, Sustainability Manager, Customer Service Assistant, Trade Coordinator, Assistant Records Manager

## Units of Competency

The course consists of 12 units; 6 core and 6 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBWHS411</b>	Implement and monitor WHS policies, procedures and programs	Core
<b>BSBWRT411</b>	Write complex documents	Core
<b>BSBXCM401</b>	Apply communication strategies in the workplace	Core
<b>BSBCRT411</b>	Apply critical thinking to work practices	Core
<b>BSBTEC404</b>	Use digital technologies to collaborate in a work environment	Core
<b>BSBTWK401</b>	Build and maintain business relationships	Core
<b>BSBPEF402</b>	Develop personal work priorities	Elective
<b>BSBPEF403</b>	Lead personal development	Elective
<b>BSBCMM411</b>	Make presentations	Elective
<b>BSBCRT412</b>	Articulate, present and debate ideas	Elective
<b>BSBTEC402</b>	Design and produce complex spreadsheets	Elective
<b>BSBXCS402</b>	Promote workplace cyber security awareness and best practices	Elective

# BSB50120 DIPLOMA OF BUSINESS

<b>Qualification Award</b>	Diploma of Business
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Business and Management
<b>Duration</b>	52 Weeks (includes 12 weeks of holiday)
<b>CRICOS Course Code</b>	104917A

## Course Overview

This qualification is suitable for individuals willing to undertake a variety of Business Services job roles. These individuals may have frontline management accountabilities. Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills.

## Employment Outcome

Industry Sector	Occupation
Recordkeeping, Purchasing and Procurement, Advertising and Marketing, Public Administration, Business Administration, Legal Administration	Business Development Manager, Sales Team Leader, Office Manager, Administrator, Executive Officer, Corporate Service/Compliance/Administration Manager

## Units of Competency

The course consists of 12 units; 5 core and 7 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBCRT511</b>	Develop critical thinking in others	Core
<b>BSBFIN501</b>	Manage budgets and financial plans	Core
<b>BSBOPS501</b>	Manage business resources	Core
<b>BSBSUS511</b>	Develop workplace policies and procedures for sustainability	Core
<b>BSBXCM501</b>	Lead communication in the workplace	Core
<b>BSBCMM511</b>	Communicate with influence	Elective
<b>BSBPMG430</b>	Undertake project work	Elective
<b>BSBOPS502</b>	Manage business operational plans	Elective
<b>BSBLDR522</b>	Manage people performance	Elective
<b>BSBTWK502</b>	Manage team effectiveness	Elective
<b>BSBPEF502</b>	Develop and use emotional intelligence	Elective
<b>BSBLDR523</b>	Lead and manage effective workplace relationships	Elective



# ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

<b>Qualification Award</b>	Diploma of Information Technology
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Information and Communications Technology
<b>Duration</b>	78 Weeks (includes 18 weeks holiday)
<b>CRICOS Course Code</b>	105260G

## Course Overview

This qualification is suitable for individuals willing to undertake 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.

## Employment Outcome

Industry Sector	Occupation
Quality Auditing, Information Technology, Information Technology Support Services, Business Administration	ICT Office Manager, ICT Systems Administrator, Information Systems Office Manager, Office Systems Administrator, Systems Manager

## Units of Competency

The course consists of 20 units; 6 core and 14 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBXTW401</b>	Lead and facilitate a team	Core
<b>BSBCRT512</b>	Originate and develop concepts	Core
<b>ICTICT517</b>	Match ICT needs with the strategic direction of the organisation	Core
<b>ICTICT532</b>	Apply IP, ethics and privacy policies in ICT environments	Core
<b>ICTSAS527</b>	Manage client problems	Core
<b>BSBXCS402</b>	Promote workplace cyber security awareness and best practices	Core
<b>ICTPRG556</b>	Implement and use a model view controller framework	Elective
<b>ICTSAS512</b>	Review and manage delivery of maintenance services	Elective
<b>ICTSAS530</b>	Use network tools	Elective
<b>ICTWEB520</b>	Develop complex cascading style sheets	Elective
<b>ICTWEB519</b>	Develop complex web page layouts	Elective
<b>ICTWEB518</b>	Build a document using extensible markup language	Elective
<b>ICTWEB523</b>	Manage transactions using site server tools	Elective
<b>CUADIG512</b>	Design digital applications	Elective
<b>ICTNWK544</b>	Design and implement a security perimeter for ICT networks	Elective
<b>ICTNWK547</b>	Manage system security on operational systems	Elective
<b>ICTSAD501</b>	Model Data Objects	Elective
<b>ICTPRG549</b>	Apply intermediate object-oriented language skills	Elective
<b>ICTICT433</b>	Build graphical user interfaces	Elective
<b>ICTSAS522</b>	Manage the testing process	Elective

# ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY

<b>Qualification Award</b>	Advanced Diploma of Information Technology
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Information and Communications Technology
<b>Duration</b>	78 Weeks (includes 18 weeks holiday)
<b>CRICOS Course Code</b>	105261F

## Course Overview

This qualification is suitable for individuals willing to undertake 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.

## Employment Outcome

Industry Sector	Occupation
IT Support Services, IT Networking, Business Administration, IT Programming, Systems Analysis and Design	Application Integration Consultant, Knowledge/eLearning/Software Manager, Enterprise Architecture Manager

## Units of Competency

The course consists of 16 units; 6 core and 10 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBTWK502</b>	Manage team effectiveness	Core
<b>ICTICT608</b>	Interact with clients on a business level	Core
<b>BSBCRT611</b>	Apply critical thinking for complex problem solving	Core
<b>ICTSAD609</b>	Plan and monitor business analysis activities in an ICT environment	Core
<b>ICTICT618</b>	Manage IP, ethics and privacy in ICT environments	Core
<b>BSBXCS402</b>	Promote workplace cyber security awareness and best practices	Core
<b>ICTPMG617</b>	Plan and direct complex ICT projects	Elective
<b>ICTSAS512</b>	Review and manage delivery of maintenance services	Elective
<b>ICTSAS530</b>	Use network tools	Elective
<b>ICTSAS522</b>	Manage the testing process	Elective
<b>ICTSAS602</b>	Implement change management processes	Elective
<b>ICTNWK619</b>	Plan, configure and test advanced server-based security	Elective
<b>ICTNWK544</b>	Design and implement a security perimeter for ICT networks	Elective
<b>ICTNWK547</b>	Manage system security on operational systems	Elective
<b>ICTPRG614</b>	Create cloud computing services	Elective
<b>ICTCLD602</b>	Manage information security compliance of cloud service deployment	Elective

# BSB50820 DIPLOMA OF PROJECT MANAGEMENT

<b>Qualification Award</b>	Diploma of Project Management
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Business and Management
<b>Duration</b>	52 Weeks (includes 12 weeks of holiday)
<b>CRICOS Course Code</b>	104090F

## Course Overview

This qualification is suitable for individuals willing to apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies.

## Employment Outcome

Industry Sector	Occupation
Business Administration, Education Administration, Community and Financial Services, Advertising and Marketing, Retail Services, Public Administration	Project Leader, Project Team Leader, Project Contract/vendor Manager, Project Manager (Generic/industry Specific)

## Units of Competency

The course consists of 12 units; 8 core and 4 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBPMG530</b>	Manage project scope	Core
<b>BSBPMG540</b>	Manage project integration	Core
<b>BSBPMG535</b>	Manage project information and communication	Core
<b>BSBPMG536</b>	Manage project risk	Core
<b>BSBPMG534</b>	Manage project human resources	Core
<b>BSBPMG533</b>	Manage project cost	Core
<b>BSBPMG532</b>	Manage project quality	Core
<b>BSBPMG531</b>	Manage project time	Core
<b>BSBTWK502</b>	Manage team effectiveness	Elective
<b>BSBLDR522</b>	Manage people performance	Elective
<b>BSBXCM501</b>	Lead communication in the workplace	Elective
<b>BSBCMM511</b>	Communicate with influence	Elective



# BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

<b>Qualification Award</b>	Diploma of Leadership and Management
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Business and Management
<b>Duration</b>	52 Weeks (includes 12 weeks of holiday)
<b>CRICOS Course Code</b>	104370J

## Course Overview

This qualification is suitable for individuals willing to apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They support individuals and teams to meet organisational requirements.

## Employment Outcome

Industry Sector	Occupation
Business/Legal/Local Govt. Administration, Logistics, Purchasing and Procurement, Govt. Service Delivery, Warehousing and Storage, Automotive Manufacturing	Public Sector Manager, Distribution Centre Manager, Transport/Information/Corporate Services Manager, Office/Business/Operations/Production Manager

## Units of Competency

The course consists of 12 units; 6 core and 6 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBTWK502</b>	Manage team effectiveness	Core
<b>BSBCMM511</b>	Communicate with influence	Core
<b>BSBCRT511</b>	Develop critical thinking in others	Core
<b>BSBLDR523</b>	Lead and manage effective workplace relationships	Core
<b>BSBPPEF502</b>	Develop and use emotional intelligence	Core
<b>BSBOPS502</b>	Manage business operational plans	Core
<b>BSBXCM501</b>	Lead communication in the workplace	Elective
<b>BSBLDR522</b>	Manage people performance	Elective
<b>BSBHRM525</b>	Manage recruitment and onboarding	Elective
<b>BSBPMG430</b>	Undertake project work	Elective
<b>BSBOPS505</b>	Manage organisational customer service	Elective
<b>BSBOPS504</b>	Manage business risk	Elective

# BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

<b>Qualification Award</b>	Advanced Diploma of Leadership and Management
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Business and Management
<b>Duration</b>	78 Weeks (includes 18 weeks of holiday)
<b>CRICOS Course Code</b>	104918M

## Course 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.

## Employment Outcome

<b>Industry Sector</b>	<b>Occupation</b>
Business Administration, Education Administration, Production Services, Financial Services, Public Administration	Product Manager, Team Leaders, Service Manager, Head of Strategy, Office Manager, Head of Product and Service

## Units of Competency

The course consists of 10 units; 5 core and 5 elective units.

<b>Unit Code</b>	<b>Unit Name</b>	<b>Core/Elective</b>
<b>BSBLDR601</b>	Lead and manage organisational change	Core
<b>BSBSTR601</b>	Manage innovation and continuous improvement	Core
<b>BSBOPS601</b>	Develop and implement business plans	Core
<b>BSBLDR602</b>	Provide leadership across the organisation	Core
<b>BSBCRT611</b>	Apply critical thinking for complex problem solving	Core
<b>BSBMKG622</b>	Manage organisational marketing processes	Elective
<b>BSBHRM613</b>	Contribute to the development of learning and development strategies	Elective
<b>BSBPEF501</b>	Manage personal and professional development	Elective
<b>BSBMKG623</b>	Develop marketing plans	Elective
<b>BSBSTR602</b>	Develop organisational strategies	Elective

# BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

<b>Qualification Award</b>	Graduate Diploma of Management (Learning)
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Business and Management
<b>Duration</b>	104 Weeks (includes 24 weeks of holiday)
<b>CRICOS Course Code</b>	104920F

## Course Overview

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation.

## Employment Outcome

Industry Sector	Occupation
Education Administration, Human Resource Management, Training	Career Development Manager (Education Sector), RTO Manager, RTO Education Advisor

## Units of Competency

The course consists of 8 units; 3 core and 5 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBHRM613</b>	Contribute to the development of learning and development strategies	Core
<b>BSBLDR811</b>	Lead strategic transformation	Core
<b>TAELED803</b>	Implement improved learning practice	Core
<b>BSBSTR801</b>	Lead innovative thinking and practice	Elective
<b>BSBINS603</b>	Initiate and lead applied research	Elective
<b>BSBLDR602</b>	Provide leadership across the organisation	Elective
<b>BSBLDR812</b>	Develop and cultivate collaborative partnerships and relationships	Elective
<b>BSBHRM611</b>	Contribute to organisational performance development	Elective



# SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT

<b>Qualification Award</b>	Certificate IV in Kitchen Management
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 10 hrs
<b>Study Area</b>	Food and Hospitality
<b>Duration</b>	78 Weeks (includes 18 weeks holiday)
<b>CRICOS Course Code</b>	109555D

## Course 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.

## Employment Outcome

Industry Sector	Occupation
Hospitality	Chef / Chef de Partie

## Units of Competency

The course consists of 33 units; 27 core and 6 elective units.

Unit Code	Unit Name	Core/Elective
<b>SITHCCC023</b>	Use food preparation equipment	Core
<b>SITHCCC027</b>	Prepare dishes using basic methods of cookery	Core
<b>SITHCCC028</b>	Prepare appetisers and salads	Core
<b>SITHCCC029</b>	Prepare stocks, sauces and soups	Core
<b>SITHCCC030</b>	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
<b>SITHCCC031</b>	Prepare vegetarian and vegan dishes	Core
<b>SITHCCC035</b>	Prepare poultry dishes	Core
<b>SITHCCC036</b>	Prepare meat dishes	Core
<b>SITHCCC037</b>	Prepare seafood dishes	Core
<b>SITHCCC041</b>	Produce cakes, pastries and breads	Core
<b>SITHCCC042</b>	Prepare food to meet special dietary requirements	Core
<b>SITHCCC043</b>	Work effectively as a cook	Core
<b>SITHKOP010</b>	Plan and cost recipes	Core

Unit Code	Unit Name	Core/Elective
<b>SITHKOP012</b>	Develop recipes for special dietary requirements	Core
<b>SITHKOP013</b>	Plan cooking operations	Core
<b>SITHKOP015</b>	Design and cost menus	Core
<b>SITHPAT016</b>	Produce desserts	Core
<b>SITXCOM010</b>	Manage conflict	Core
<b>SITXFIN009</b>	Manage finances within a budget	Core
<b>SITXFSA005</b>	Use hygienic practices for food safety	Core
<b>SITXFSA006</b>	Participate in safe food handling practices	Core
<b>SITXFSA008</b>	Develop and implement a food safety program	Core
<b>SITXHRM008</b>	Roster staff	Core
<b>SITXHRM009</b>	Lead and manage people	Core
<b>SITXINV006</b>	Receive, store and maintain stock	Core
<b>SITXMGTO04</b>	Monitor work operations	Core
<b>SITXWHS007</b>	Implement and monitor work health and safety practices	Core
<b>SITXHRM007</b>	Coach others in job skills	Elective
<b>BSBTWK501</b>	Lead diversity and inclusion	Elective
<b>SITHKOP011</b>	Plan and implement service of buffets	Elective
<b>SITHCCC038</b>	Produce and serve food for buffets	Elective
<b>SITXINV008</b>	Control stock	Elective
<b>SITHKOP014</b>	Plan catering for events or functions	Elective

## Vocational Placement

Students undertaking SIT40521 Certificate IV in Kitchen Management must complete a total of 330 hours of work placement as part of the course requirements. They have the option to arrange their own suitable work placement provider or apply with any of KII's multiple accredited work placement partners across Sydney and Melbourne.

# SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

<b>Qualification Award</b>	Diploma of Hospitality Management
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 10 hrs
<b>Study Area</b>	Food and Hospitality
<b>Duration</b>	64 Weeks (includes 15 weeks holiday)
<b>CRICOS Course Code</b>	0102150

## Course 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 also allows for multiskilling and various specialisations.

## Employment Outcome

Industry Sector	Occupation
Hospitality Restaurants / Cafés / Pubs Hotels / Motels / Clubs Catering operations	Motel / Restaurant / Café / Bar / Club Manager, Chef Patissier / Sous Chef / Chef de cuisine, Gaming / Banquet or Function Manager, Executive housekeeper / Front Office Manager

## Units of Competency

The course consists of 28 units; 13 core and 15 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBDIV501</b>	Manage diversity in the workplace	Core
<b>BSBMGT517</b>	Manage operational plan	Core
<b>SITXCCS007</b>	Enhance customer service experiences	Core
<b>SITXCCS008</b>	Develop and manage quality customer service practices	Core
<b>SITXCOM005</b>	Manage conflict	Core
<b>SITXFIN003</b>	Manage finances within a budget	Core
<b>SITXFIN004</b>	Prepare and monitor budgets	Core
<b>SITXGLC001</b>	Research and comply with regulatory requirements	Core
<b>SITXHRM002</b>	Roster staff	Core
<b>SITXHRM003</b>	Lead and manage people	Core
<b>SITXMGT001</b>	Monitor work operations	Core



Unit Code	Unit Name	Core/Elective
<b>SITXMGT002</b>	Establish and conduct business relationships	Core
<b>SITXWHS003</b>	Implement and monitor work health and safety practices	Core
<b>SITXHRM001</b>	Coach others in job skills	Elective
<b>BSBSUS401</b>	Implement and monitor environmentally sustainable work practices	Elective
<b>SITXFSA001</b>	Use hygienic practices for food safety	Elective
<b>SITHCCC020</b>	Work effectively as a cook	Elective
<b>SITXINV004</b>	Control stock	Elective
<b>SITXINV003</b>	Purchase goods	Elective
<b>SITXINV001</b>	Receive and store stock	Elective
<b>BSBCMM401</b>	Make a presentation	Elective
<b>BSBCRT401</b>	Articulate, present and debate ideas	Elective
<b>BSBITU402</b>	Develop and use complex spreadsheets	Elective
<b>SITHFAB002</b>	Provide responsible service of alcohol	Elective
<b>BSBHRM506</b>	Manage recruitment, selection and induction process	Elective
<b>BSBITU302</b>	Create electronic presentations	Elective
<b>SITHFAB005</b>	Prepare and serve espresso coffee	Elective
<b>SITHIND002</b>	Source and use information on the hospitality industry	Elective

## Vocational Placement

Students undertaking SIT50416 Diploma of Hospitality Management must complete a total of 294 hours of work placement as part of the course requirements. They have the option to arrange their own suitable work placement provider or apply with any of KII's multiple accredited work placement partners across Sydney and Melbourne.

# SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

<b>Qualification Award</b>	Advanced Diploma of Hospitality Management
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Food and Hospitality
<b>Duration</b>	130 Weeks (includes 30 weeks holiday)
<b>CRICOS Course Code</b>	104919K

## Course 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.

## Employment Outcome

Industry Sector	Occupation
Hospitality Restaurants / Cafés / Pubs Hotels / Motels / Clubs Catering operations	Area Manager or Operations Manager, Café / Motel / Club Owner or Manager, Executive / Head / Sous Chef, Food Manager, Executive Housekeeper / Rooms Division Manager

## Units of Competency

The course consists of 33 units; 16 core and 17 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBDIV501</b>	Manage diversity in the workplace	Core
<b>BSBFIM601</b>	Manage finances	Core
<b>BSBMGT517</b>	Manage operational plan	Core
<b>BSBMGT617</b>	Develop and implement a business plan	Core
<b>SITXCCS008</b>	Develop and manage quality customer service practices	Core
<b>SITXFIN003</b>	Manage finances within a budget	Core
<b>SITXFIN004</b>	Prepare and monitor budgets	Core
<b>SITXFIN005</b>	Manage physical assets	Core
<b>SITXGLC001</b>	Research and comply with regulatory requirements	Core
<b>SITXHRM003</b>	Lead and manage people	Core
<b>SITXHRM004</b>	Recruit, select and induct staff	Core

Unit Code	Unit Name	Core/Elective
<b>SITXHRM006</b>	Monitor staff performance	Core
<b>SITXMGT001</b>	Monitor work operations	Core
<b>SITXMGT002</b>	Establish and conduct business relationships	Core
<b>SITXMPR007</b>	Develop and implement marketing strategies	Core
<b>SITXWHS004</b>	Establish and maintain a work health and safety system	Core
<b>SITXFSA001</b>	Use hygienic practices for food safety	Elective
<b>BSBITU402</b>	Develop and use complex spreadsheets	Elective
<b>SITHFAB002</b>	Provide responsible service of alcohol	Elective
<b>BSBITU302</b>	Create electronic presentations	Elective
<b>SITHIND002</b>	Source and use information on the hospitality industry	Elective
<b>SITHKOP005</b>	Coordinate cooking operations	Elective
<b>SITXFSA002</b>	Participate in safe food handling practices	Elective
<b>SITHKOP004</b>	Develop menus for special dietary requirements	Elective
<b>SITHCCC006</b>	Prepare appetisers and salads	Elective
<b>SITHCCC001</b>	Use food preparation equipment	Elective
<b>SITHCCC005</b>	Prepare dishes using basic methods of cookery	Elective
<b>SITHACS007</b>	Conduct night audit	Elective
<b>SITXCOM005</b>	Manage conflict	Elective
<b>SITXHRM002</b>	Roster staff	Elective
<b>BSBADM502</b>	Manage meetings	Elective
<b>BSBSUS501</b>	Develop workplace policy and procedures for sustainability	Elective
<b>BSBRSK501</b>	Manage risk	Elective

## Vocational Placement

Students undertaking SIT60316 Advanced Diploma of Hospitality Management must complete a total of 96 hours of work placement as part of the course requirements. They have the option to arrange their own suitable work placement provider or apply with any of KII's multiple accredited work placement partners across Sydney.



# CHC43315 CERTIFICATE IV IN MENTAL HEALTH

<b>Qualification Award</b>	Certificate IV in Mental Health
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Community Services
<b>Duration</b>	52 Weeks (includes 12 weeks of holiday)
<b>CRICOS Course Code</b>	110344E

## Course Overview

This qualification reflects the role of workers who provide self-directed recovery oriented support for people affected by mental illness and psychiatric disability. Work involves implementing community based programs and activities focusing on mental health, mental illness and psychiatric disability.

**Vocational Placement:** Certificate IV in Mental Health (CHC43315) includes the requirement of a minimum of 80 hours of practical placement hours to be completed.

## Employment Outcome

Industry Sector	Occupation
Community Services, Home-based Outreach, Centre-based Programs, Respite Care, Residential Services, Rehabilitation Programs, Clinical Settings	Community Rehabilitation Worker, Community Support Worker, Outreach Officer, Mental Health Outreach Worker, Assistant Community Services Worker

## Units of Competency

The course consists of 15 units; 11 core and 4 elective units.

Unit Code	Unit Name	Core/Elective
CHCDIV001	Work with diverse people	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCLEG001	Work legally and ethically	Core
CHCMHS002	Establish self-directed recovery relationships	Core
CHCMHS003	Provide recovery oriented mental health services	Core
CHCMHS004	Work collaboratively with the care network and other services	Core
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	Core
CHCMHS007	Work effectively in trauma informed care	Core
CHCMHS008	Promote and facilitate self advocacy	Core
CHCMHS011	Assess and promote social, emotional and physical wellbeing	Core
HLTWHS001	Participate in workplace health and safety	Core
HLTWHS006	Manage personal stressors in the work environment	Elective
CHCADV001	Facilitate the interests and rights of clients	Elective
CHCAGE001	Facilitate the empowerment of older people	Elective
CHCCCS003	Increase the safety of individuals at risk of suicide	Elective

# CHC52015 DIPLOMA OF COMMUNITY SERVICES

<b>Qualification Award</b>	Diploma of Community Services
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Community Services
<b>Duration</b>	78 Weeks (includes 18 weeks of holiday)
<b>CRICOS Course Code</b>	110345D

## Course Overview

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities. At this level, workers have specialised skills in community services.

**Vocational Placement:** Diploma of Community Services (CHC52015) includes the requirement of a minimum of 120 hours of practical placement hours to be completed.

## Employment Outcome

Industry Sector	Occupation
Community Services	Coordinator of Volunteer Work / Community Program Family Services Coordinator, Family Support Worker

## Units of Competency

The course consists of 16 units; 8 core and 8 elective units.

Unit Code	Unit Name	Core/Elective
CHCCCS007	Develop and implement service programs	Core
CHCCOM003	Develop workplace communication strategies	Core
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	Core
CHCDIV003	Manage and promote diversity	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCMGT005	Facilitate workplace debriefing and support processes	Core
CHCPRP003	Reflect on and improve own professional practice	Core
HLTWHS004	Manage work health and safety	Core
CHCDEV001	Confirm client developmental status	Elective
CHCCCS004	Assess co-existing needs	Elective
CHCCSM005	Develop, facilitate and review all aspects of case management	Elective
CHCCCS019	Recognise and respond to crisis situations	Elective
CHCCSL001	Establish and confirm the counselling relationship	Elective
CHCCSL003	Facilitate the counselling relationship and process	Elective
BSBPMG512	Manage project time	Elective
BSBPMG511	Manage project scope	Elective

# FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

<b>Qualification Award</b>	Certificate IV in Accounting and Bookkeeping
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Accounting and Bookkeeping
<b>Duration</b>	52 Weeks (includes 12 weeks of holiday)
<b>CRICOS Course Code</b>	110346C

## Course Overview

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, and various other documents.

## Employment Outcome

Industry Sector	Occupation
Accounting and Bookkeeping	Accounts Supervisor, Accounts Officer, Bookkeeper

## Units of Competency

The course consists of 13 units; 10 core and 3 elective units.

Unit Code	Unit Name	Core/Elective
<b>BSBTEC302</b>	Design and produce spreadsheets	Core
<b>FNSACC321</b>	Process financial transactions and extract interim reports	Core
<b>FNSACC322</b>	Administer subsidiary accounts and ledgers	Core
<b>FNSACC412</b>	Prepare operational budgets	Core
<b>FNSACC414</b>	Prepare financial statements for non-reporting entities	Core
<b>FNSACC418</b>	Work effectively in the accounting and bookkeeping industry	Core
<b>FNSACC421</b>	Prepare financial reports	Core
<b>FNSACC426</b>	Set up and operate computerised accounting systems	Core
<b>FNSTPB411</b>	Complete business activity and instalment activity statements	Core
<b>FNSTPB412</b>	Establish and maintain payroll systems	Core
<b>FNSACC323</b>	Perform financial calculations	Elective
<b>BSBLDR413</b>	Lead effective workplace relationships	Elective
<b>BSBTEC402</b>	Design and produce complex spreadsheets	Elective



# FNS50222 DIPLOMA OF ACCOUNTING

<b>Qualification Award</b>	Diploma of Accounting
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Accounting and Bookkeeping
<b>Duration</b>	39 Weeks (includes 9 weeks of holiday)
<b>CRICOS Course Code</b>	110347B

## Course Overview

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse information from a variety of sources.

**Entry Requirements:** Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent) - FNSACC321, FNSACC322, FNSACC418, FNSACC421.

These competencies may have been achieved through completion of the following (or their equivalent): FNS40222 Certificate IV in Accounting and Bookkeeping.

## Employment Outcome

Industry Sector	Occupation
Accounting and Bookkeeping, Financial Services, Financial Services	Assistant Accountant, Finance Sector Supervisor

## Units of Competency

The course consists of 11 units; 7 core and 4 elective units.

Unit Code	Unit Name	Core/Elective
<b>FNSACC521</b>	Provide financial and business performance information	Core
<b>FNSACC523</b>	Manage budgets and forecasts	Core
<b>FNSACC522</b>	Prepare tax documentation for individuals	Core
<b>FNSACC524</b>	Prepare financial reports for corporate entities	Core
<b>FNSACC527</b>	Provide management accounting information	Core
<b>FNSACC526</b>	Implement and maintain internal control procedures	Core
<b>BSBTEC402</b>	Design and produce complex spreadsheets	Core
<b>FNSACC421</b>	Prepare financial reports	Elective
<b>FNSACC323</b>	Perform financial calculations	Elective
<b>FNSFMK515</b>	Comply with financial services regulation and industry codes of practice	Elective
<b>FNSINC513</b>	Identify and apply complex ethical decision making to workplace situations	Elective

# FNS60222 ADVANCED DIPLOMA OF ACCOUNTING

<b>Qualification Award</b>	Advanced Diploma of Accounting
<b>Study Mode (Weekly)</b>	Face-to-Face = 15 hrs, Online* = 5 hrs, Self-Paced = approx 5 hrs
<b>Study Area</b>	Accounting and Bookkeeping
<b>Duration</b>	39 Weeks (includes 9 weeks of holiday)
<b>CRICOS Course Code</b>	110348A

## Course Overview

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and planning activities.

**Entry Requirements:** Prior to commencing this qualification an individual must have completed the following qualifications (or equivalent) - FNS50222 Diploma of Accounting.

## Employment Outcome

Industry Sector	Occupation
Accounting and Bookkeeping	Assistant Accountant, Accounting Manager

## Units of Competency

The course consists of 14 units; 3 core and 11 elective units.

Unit Code	Unit Name	Core/Elective
<b>FNSACC634</b>	Monitor corporate governance activities	Core
<b>FNSINC611</b>	Apply economic principles to work in the financial services industry	Core
<b>FNSINC612</b>	Interpret and use financial statistics and tools	Core
<b>FNSACC606</b>	Conduct internal audit	Elective
<b>FNSACC602</b>	Audit and report on financial systems and records	Elective
<b>FNSACC608</b>	Evaluate organisation's financial performance	Elective
<b>FNSINC513</b>	Identify and apply complex ethical decision making to workplace situations	Elective
<b>FNSFMK515</b>	Comply with financial services regulation and industry codes of practice	Elective
<b>FNSACC521</b>	Provide financial and business performance information	Elective
<b>FNSACC522</b>	Prepare tax documentation for individuals	Elective
<b>FNSACC523</b>	Manage budgets and forecasts	Elective
<b>FNSACC524</b>	Prepare financial reports for corporate entities	Elective
<b>FNSACC526</b>	Implement and maintain internal control procedures	Elective
<b>FNSACC527</b>	Provide management accounting information	Elective

# DISCLAIMER

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## **This information applies to all students willing to undertake a course with KII:**

The units listed in the previous sections are not indicative of how the units are sequenced. The sequence of unit delivery will vary, and an initial "training plan" will be created for individual students outlining the sequence of unit delivery.

The individual training plan is subject to change based on the student's progress in the course. The units may be delivered in "clusters if applicable". For more information please contact: [admissions@kii.edu.au](mailto:admissions@kii.edu.au)

KII requires students to have access to an internet enabled computer to access study materials, prepare for assessments, and communicate with trainers, support staff, and other students.

Additional "Selection Criteria" requirements may apply to certain courses. For more information please contact: [admissions@kii.edu.au](mailto:admissions@kii.edu.au)

# COURSE ENTRY REQUIREMENTS

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## **All international students applying to enter a course with KII must:**

- Be over the age of 18
- A current IELTS score of 5.5 overall with no band less than 5.0, or equivalent English test result
- Have completed Year 12 or an equivalent higher secondary schooling level of a School Certificate
- Meet the Student Visa 500 subclass requirements
- Exceed minimum pass level in all three sections of Course Entry Requirement Test (CERT) or completed a Qualification that is closely related to the course

## **If one of the following applies, you do not need to provide evidence of an English test score with your visa application:**

- You are enrolled in full-time school studies as a principal course including in a secondary exchange programme, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students
- You have completed at least five years study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- In the two years before applying for the student visa, you completed, in Australia and in English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa



# COURSE FEES & PACKAGING

Courses	Tuition Fees	Duration	Availability
SIT40521 Certificate IV in Kitchen Management	\$18,000	1.5 yrs	Syd/Melb
SIT50416 Diploma of Hospitality Management	\$15,000	1.2 yrs	Syd/Melb
SIT60316 Advanced Diploma of Hospitality Management	\$22,500	2.5 yrs	Sydney
<b>Package:</b> SIT40521 + SIT50416	\$24,000	2 yrs	Syd/Melb
<b>Package:</b> SIT40521 + SIT50416 + SIT60316	\$33,000	3 yrs	Sydney

ICT50220 Diploma of Information Technology	\$15,900	1.5 yrs	Syd/Melb
ICT60220 Advanced Diploma of Information Technology	\$15,900	1.5 yrs	Syd/Melb
<b>Package:</b> ICT50220 + ICT60220	\$26,500	2.5 yrs	Syd/Melb

BSB40120 Certificate IV in Business	\$9,800	1 yr	Syd/Melb
BSB50120 Diploma of Business	\$9,800	1 yr	Syd/Melb
<b>Package:</b> BSB40120 + BSB50120	\$19,600	2 yrs	Syd/Melb

BSB50820 Diploma of Project Management	\$9,800	1 yr	Sydney
BSB50420 Diploma of Leadership & Management	\$9,800	1 yr	Syd/Melb
BSB60420 Advanced Diploma of Leadership & Management	\$14,700	1.5 yrs	Syd/Melb
BSB80120 Graduate Diploma of Management (Learning)	\$20,000	2 yrs	Syd/Melb
<b>Package:</b> BSB50820 + BSB60420	\$24,500	2.5 yrs	Sydney
<b>Package:</b> BSB50420 + BSB60420	\$24,500	2.5 yrs	Syd/Melb

CHC43315 Certificate IV in Mental Health	\$9,800	1 yr	Syd/Melb
CHC52015 Diploma of Community Services	\$14,700	1.5 yrs	Syd/Melb
<b>Package:</b> CHC43315 + CHC52015	\$24,500	2.5 yrs	Syd/Melb

FNS40222 Certificate IV in Accounting and Bookkeeping	\$9,800	1 yr	Syd/Melb
FNS50222 Diploma of Accounting	\$7,350	0.75 yrs	Syd/Melb
FNS60222 Advanced Diploma of Accounting	\$7,350	0.75 yrs	Syd/Melb
<b>Package:</b> FNS40222 + FNS50222 + FNS60222	\$24,500	2.5 yrs	Syd/Melb

<b>Enrolment Fee</b> (Applicable to all courses)	\$250
<b>Uniform and Tool Kit</b> (Kitchen Management & Hospitality Courses)	\$400
<b>Practical Material Fee</b> (Kitchen Management & Hospitality Courses)	\$400
<b>Material Fee</b> (Applicable to all courses)	\$300/yr

Intakes (Applicable to all courses, except BSB80120)

Jan	Feb	Apr	May	Jul	Aug	Oct	Nov
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Intakes (Applicable to BSB80120 only)

Jan	Apr	Jul	Oct
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Australian  
Qualifications  
Framework

NATIONALLY RECOGNISED  
TRAINING

# INTERNATIONAL STUDENTS' GUIDE

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## Sydney

Sydney, capital of New South Wales and one of Australia's largest cities, is best known for its harbour front, Sydney Opera House, beautiful beaches, iconic buildings, historic landmarks, award-winning restaurants, and a vibrant culture.

Sydney offers an array of cultural activities for people of all ages. Sydney's idyllic parks have garnered international attention for their natural beauty and unspoiled old world feel. You'll find plenty of things to see and do in Sydney. Sydney Harbour is a natural playground, and the views are magnificent. There's a wide- ranging cultural life, a dynamic food scene and vibrant cityscape of outstanding contemporary and colonial architecture. Iconic beaches – most notably Bondi and Manly – and five major national parks deliver unforgettable outdoor experiences.

(Source: <http://www.sydney.com/destinations/sydney>)

## Melbourne

Melbourne is the capital city of Victoria, and the business, administrative, cultural and recreational hub of the state. It is Australia's second largest city, and considered by many to be the "cultural capital" of Australia, mainly because of its wide array of world-class, large-scale, cultural and sporting venues that host major events all year round, drawing spectators from all over the globe.

Sitting on the edge of the Melbourne CBD, Federation Square is Melbourne's major public square, located across Flinders Station. It hosts various art festivals and cultural events and serve as home to the Melbourne Visitor Centre, the Ian Potter Centre and the Australian Centre for the Moving Image.

To complement its sprawling CBD, Melbourne also offers several, fantastic major parks and gardens, including the Royal Botanic Gardens, Kings Domain (which contains Government House), Queen Victoria Gardens and Alexandra Gardens. The area includes Olympic Park and Melbourne Park, which host a variety of sporting and entertainment events such as the Australian Open Tennis Championships.

(Source: <https://www.melbourne.vic.gov.au/about-melbourne>)

## Accommodation

Generally, the price you pay for accommodation will determine its quality. However, it can be expensive to stay in a good quality motel or hotel for a long period. Backpacker accommodation is relatively inexpensive but you may need to bring your own pillow and sleeping bag if you choose this option.

If you know someone in Australia, staying with friends or family is a great way to settle-in to life. Your friends or family can provide advice, support and encouragement during your early days in Australia.

## Cost of Living

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. This includes funds to cover travel, tuition and living expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they do not need to rely on such work to meet all their expenses.

As per Department of Home Affairs, from October 2019, the 12 month living cost is:

<b>Student/guardian</b>	: AUD 21,041
<b>Partner/spouse</b>	: AUD 7,362
<b>Child</b>	: AUD 3,152

Students must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

While the Department of Home Affairs requires students with a student visa to possess the above mentioned funds, the cost of living in Sydney varies as per student's lifestyle. A general guide to costs of living (accommodation, groceries, eating out, gas, electricity, phone and internet, car (after purchase) and entertainment) per week can be found in the link below:

[www.studyinaustralia.gov.au/english/live-in-australia/living-costs](http://www.studyinaustralia.gov.au/english/live-in-australia/living-costs)

## Working in Australia

If you have been granted your student visa, you will receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 40 hours a fortnight while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work more than 40 hours per fortnight during recognised vacation periods. These are scheduled by KII during the course. Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 40 hours a fortnight at all times after your course has commenced.

Further information about student visa conditions can be found at:

[www.homeaffairs.gov.au/trav/stud](http://www.homeaffairs.gov.au/trav/stud)

## Contact Us

Kingsford International Institute (KII)

Level 2, 545 Kent Street, Sydney NSW 2000

Level 6, 136 Chalmers Street, Surry Hills NSW 2010

80 Wentworth Avenue, Surry Hills NSW 2010

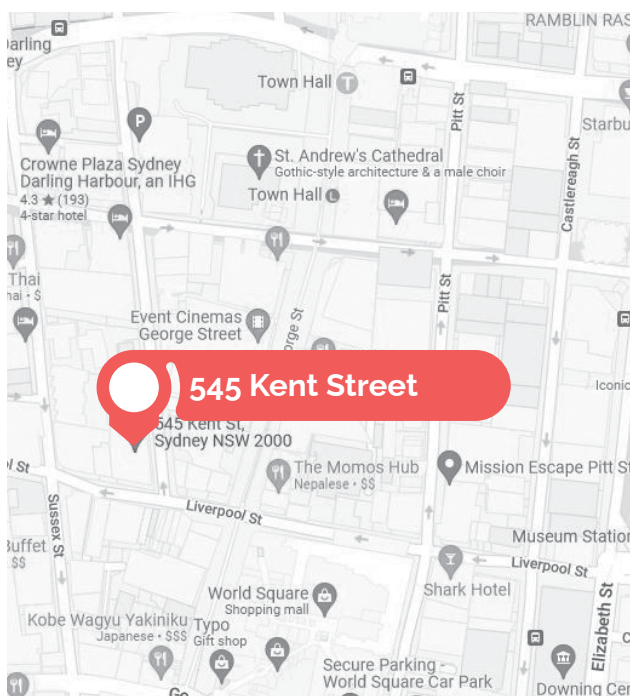
Level 8, 20 Queen Street, Melbourne VIC 3000

**Phone:** 02 8599 9800

**Email:** [info@kii.edu.au](mailto:info@kii.edu.au)



# LOCATIONS MAP



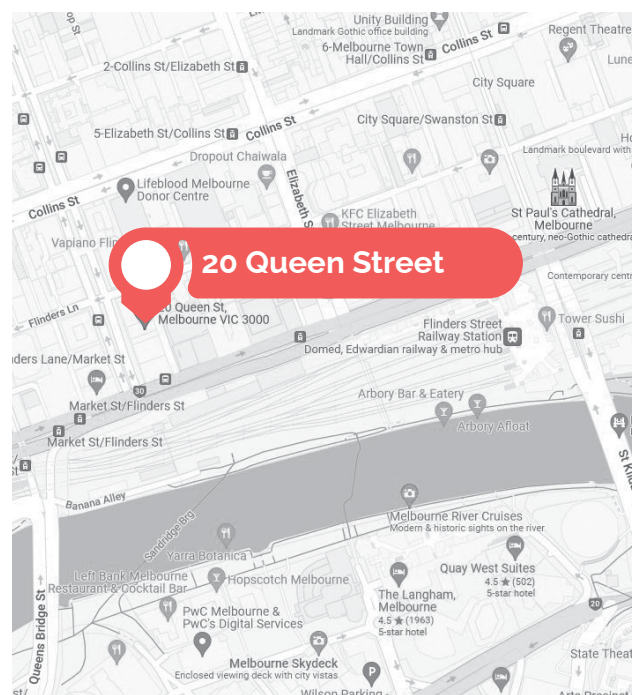
**KII Campus at Lvl 2, 545 Kent St, Sydney NSW 2000, minutes away from Townhall Station.**



**Kitchen Facility at G/F, 80 Wentworth Ave, Surry Hills NSW 2010, minutes away from Museum Station.**



**KII Campus at Lvl 6, 136 Chalmers St, Surry Hills NSW 2010, minutes away from Central Station.**



**KII Campus at Lvl 8, 20 Queen St, Melbourne VIC 3000, minutes away from Flinders Street Station.**





### **Sydney**

Level 2, 545 Kent Street, Sydney NSW 2000

Level 6, 136 Chalmers Street, Surry Hills NSW 2010

G/F, 80 Wentworth Avenue, Surry Hills NSW 2010

### **Melbourne**

Level 8, 20 Queen Street, Melbourne VIC 3000

### **Contact Us**

+61 2 8599 9800 | [info@kii.edu.au](mailto:info@kii.edu.au)



Scan QR Code to visit our website

**[www.kii.edu.au](http://www.kii.edu.au)**