



MELBOURNE COLLEGE OF
TRAINING & ASSESSMENT

Melbourne College of Hairdressing Beauty Therapy &
Natural Medicine Pty Ltd trading as

Melbourne College of Training & Assessment



**Childcare and
Aged and Disability Care
Course and Qualification Catalogue for International Onshore
Student Enrolments**



MELBOURNE COLLEGE OF TRAINING & ASSESSMENT

Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd

trading as Melbourne College of Training & Assessment

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RTO No: 21943 CRICOS Provider No: 02886G

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WELCOME

Melbourne College of Training and Assessment is the provider of world class training in fully accredited Childcare, Aged & Disability Care qualifications.

Our course are nationally recognised qualifications under the AQTF, our graduates are accepted by child care centers and aged and disability providers Australia wide.

We hope that this course catalogue sparks your interest in our courses because we encourage you to come and join us with only the highest level of training.

You are welcome to make an appointment or call us any time during business hours to discuss a career of your choice with our team of experienced instructors.

We look forward to hearing from you soon,

The MCTA Team





Childcare

CHC30121 Certificate III in Early Childhood Education & Care

CRICOS Course Code 114214E

COURSE DESCRIPTION:

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework.



Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, students must complete a total of least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

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

Certificate III in early childhood education & care is pre-requisite for the Diploma of early childhood education & care.

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level II and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above
- Must have, or be willing to apply for, a Working with Children's Check

Language Literacy Numeracy (LLN)

At MCTA the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the **CHC30121 Certificate III in early childhood education & care** on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 3
- Writing: 3
- Oral communication: 4
- Numeracy: 3



STUDY INFORMATION:

Pre-requisite/s: None

Duration: Scheduled 80 weeks including semester holiday breaks (65 weeks tuition 15 weeks semester holiday breaks)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Pathways from the qualification:

After achieving CHC30121 Certificate III in Early Childhood Education & Care, individuals can progress to:

- CHC50121 Diploma of Early Childhood Education and Care

Once you have successfully completed the CHC30121 Certificate III in Early Childhood Education and Care you can apply for jobs within the Early Childhood Education.

Job roles/careers may include:

Family day care worker, Play center worker, Preschool worker ,
Private homes worker , Special needs worker ,Child care worker

CHCDIV001 Work with diverse people
BSBSTR401 Promote innovation in team environment

Full fee for Service

Tuition fee \$12,500

Admin fee \$350 (non - refundable)

Material Fee \$550

No interest monthly payment plan.



UNITS DELIVERED DURING TRAINING

HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCECE056	Work effectively in children's education and care
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE038	Observe children to inform practice
CHCECE031	Support children's health, safety and wellbeing
CHCECE030	Support inclusion and diversity
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE032	Nurture babies and toddlers
CHCPRT001	Identify and respond to children and young people at risk
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures



CHC50121 Diploma of Early Childhood Education and Care

CRICOS Course Code 114215D

COURSE DESCRIPTION:

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of least 280 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

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



Entry Pre-requisite

Enrolment to this qualification is only open to applicants who hold and demonstrate the following:

- CHC30121 Certificate III in Early Childhood Education and Care or
- CHC30113 Certificate III in Early Childhood Education and Care.

Alternatively, individuals may hold:

- An Australian diploma in Early Childhood Education and Care

OR

- An Australian diploma or certificate III in Children's Services.

AND

Demonstrate at least 12 months of cumulative employment (full-time equivalent) within the last 5 years in a regulated education and care service in Australia, supported by verifiable evidence.

OR

- Hold the CHCSS00147 Entry into Diploma of Early Childhood Education and Care.

To enrol for the *CHC50125 Diploma of Early Childhood Education and Care*, applicants must meet the Language, Literacy and Numeracy requirements in accordance with the AQF requirements.

Academic Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level II and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCOHB the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the **CHC50121 Diploma of Early Childhood Education & Care** on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 4
- Writing: 4
- Oral communication: 4
- Numeracy: 4

STUDY INFORMATION:

Pre-requisite/s: See required pre-requisite details above

Duration: Scheduled 80 weeks including semester holiday breaks (65 weeks tuition 15 weeks semester holiday breaks)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry



Pathways from the qualification:

After achieving CHC50121 Diploma of Early Childhood Education and Care, individuals can progress to:

- Bachelor of Early Childhood Education.
- Bachelor of Education.
- Bachelor Degree plus Graduate Diploma of Education.

Once you have successfully completed the CHC50121 Diploma of Early Childhood Education and Care you can apply for jobs within the Early Childhood Education in:

long day care centres, family day care, pre-schools or kindergartens

UNITS DELIVERED DURING TRAINING

CHCECE041	Maintain a safe and healthy environment for children
BSBTWK502	Manage team effectiveness
CHCECE047	Analyse information to inform children's learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE049	Embed environmental responsibility in service operations
CHCECE046	Implement strategies for the inclusion of all children
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE050	Work in partnership with children's families
CHCPRP003	Reflect on and improve own professional practice
CHCECE053	Respond to grievances and complaints about the service
BSBTWK503	Manage meetings
BSBSTR501	Establish innovative work environments



Full fee for Service

Tuition fee \$5,800

Admin fee \$350 (non - refundable)

Material Fee \$550

No interest monthly payment plan.



AGE and DISABILITY CARE QUALIFICATIONS

Age & Disability

CHC33021 Certificate III in Individual Support (Ageing or Disability)

CRICOS Course Code 114211H

COURSE DESCRIPTION:

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person centered support to people who may require support due to ageing, disability, or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person centered support.

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

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

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

STUDY INFORMATION:

Duration: Scheduled 62 weeks (52 weeks tuition, 10 weeks semester breaks)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCTA the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the **CHC33021 Certificate III in Individual Support (Ageing or Disability)** on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 3
- Writing: 3
- Oral communication: 3
- Numeracy: 3



UNITS DELIVERED DURING TRAINING:

HLTWHS002	Follow safe work practices for direct client care
CHCLEG001	Work legally and ethically
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
CHCCOM005	Communicate and work in health or community services
CHCCCS041	Recognise healthy body systems
CHCCCS040	Support independence and wellbeing
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS031	Provide individualised support
CHCAGE013	Work effectively in aged care
CHCAGE011	Provide support to people living with dementia
CHCPAL003	Deliver care services using a palliative approach
CHCDIS020	Work effectively in disability support
HLTHPS006	Assist clients with medication
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach
BSBMED301	Interpret and apply medical terminology appropriately

Pathways from the qualification:

After achieving CHC33021 Certificate III in Individual Support (Ageing or Disability), individuals can progress to:

- CHC43015 Certificate IV in Ageing Support
- CHC43121 Certificate IV in Disability Support



This course prepares you to work in job roles such as:

Accommodation Support Worker, Community Support Worker, Assistant in Nursing
Home Care Assistant, Care Assistant, Personal Care Assistant, Care Service Employees
Personal Care Giver, Care Workers, Personal Care Worker, Care Workers
Personal Care Worker, Community Care Worker, Residential Care Worker
Community Hours Worker, Support Worker

Full fee for Service

Tuition fee \$11,800

Admin fee \$350 (non - refundable)

Material Fee \$550 (Textbook & learning materials)

No interest monthly payment plan.



CHC43015 Certificate IV in Ageing Support

CRICOS Course Code 114212G

COURSE DESCRIPTION:

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.



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

STUDY INFORMATION:

Pre-requisite None

Duration: Scheduled 80 weeks (65 weeks tuition, 15 weeks semester breaks)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCTA the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the **CHC43015 Certificate IV in Ageing Support** on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 4
- Writing: 3
- Oral communication: 3
- Numeracy: 4



UNITS DELIVERED DURING TRAINING:

HLTWHS002	Follow safe work practices for direct client care
CHCDIV001	Work with diverse people
CHCCCS041	Recognise healthy body systems
CHCCCS040	Support independence and wellbeing
CHCAGE011	Provide support to people living with dementia
CHCPAL003	Deliver care services using a palliative approach
CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCCCS006	Facilitate individual service planning and delivery
CHCAGE004	Implement interventions with older people at risk
CHCCCS011	Meet personal support needs
CHCLEG003	Manage legal and ethical compliance
CHCCCS025	Support relationships with carers and families
CHCPRP001	Develop and maintain networks and collaborative partnerships
BSBMED301	Interpret and apply medical terminology appropriately
CHCAGE013	Work effectively in aged care
HLTINF006	Apply basic principles and practices of infection prevention and control



Pathways from the qualification:

After achieving CHC43015 Certificate IV in Ageing Support, individuals can progress to:

- HLT41120 Certificate IV in Health Care
- HLT54121 Diploma of Nursing
- CHC52021 Diploma of Community Services
- CHC52121 Diploma of Community Development
- CHC53315 Diploma of Mental Health
- CHC62015 Advanced Diploma of Community Sector Management

This course prepares you to work in job roles such as:

Aged Care Activity Worker, Care Service Team Leader, Personal Care Support Worker, Community Program Coordinator, Residential Care Worker, Support Worker (Community Services), Care Supervisor, Accommodation Support Worker, Personal Care Giver, Personal Care Assistant, Residential Care Officer

Full fee for Service

Tuition fee \$14,500

Admin fee \$350 (non - refundable)

Material Fee \$550 (Textbook & learning materials)

No interest monthly payment plan.

CHC43121 Certificate IV in Disability Support

CRICOS Course Code 114213F

COURSE DESCRIPTION:

This qualification reflects the role of individuals in a range of community settings and peoples' homes, who provide support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centered approach, work according to and may contribute to an individualised plan, and work without direct supervision. They may be required to supervise and/or coordinate a small team.

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

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

Entry Pre-requisite

Entry to this qualification is open to individuals who have:

Completion of: CHC33021 Certificate III in Individual Support (Disability)

OR

Completion of: CHC33015 Certificate III in Individual Support (Disability)

OR

Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.



Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level II and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above
- Must have, or be willing to apply for, a Working with Children's Check

Language Literacy Numeracy (LLN)

At MCTA the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the **CHC43121 Certificate IV in Disability Support** on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 4
- Writing: 3
- Oral communication: 4
- Numeracy: 3

STUDY INFORMATION:

Pre-requisite/s: See entry pre-requisites above

Duration: Scheduled 56 weeks including semester holiday breaks (46 weeks tuition 10 weeks semester holiday breaks)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Pathways from the qualification:

After achieving CHC43121 Certificate IV in Disability Support individuals can progress to:

- HLT41120 Certificate IV in Health Care
- HLT54121 Diploma of Nursing
- CHC52021 Diploma of Community Services
- CHC52121 Diploma of Community Development
- CHC53315 Diploma of Mental Health
- CHC62015 Advanced Diploma of Community Sector Management



This course prepares you to work in job roles such as:

Aged Care Activity Worker, Care Service Team Leader, Personal Care Support Worker, Community Program Coordinator, Residential Care Worker, Support Worker (Community Services), Care Supervisor, Accommodation Support Worker, Personal Care Giver, Personal Care Assistant, Residential Care Officer

UNITS DELIVERED DURING TRAINING

HLTWHS003	Maintain work health and safety
CHCLEG003	Manage legal and ethical compliance
CHCDIS017	Facilitate community participation and social inclusion
CHCCCS044	Follow established person-centred behaviour supports
CHCDIS018	Facilitate ongoing skills development using a person-centred approach
CHCDIS019	Provide person-centred services to people with disability with complex needs
CHCMHS001	Work with people with mental health issues
CHCAGE009	Provide services for older people
BSBMED301	Interpret and apply medical terminology appropriately
CHCDIS020	Work effectively in disability support



Full fee for Service

Tuition fee \$7,900

Admin fee \$350 (non - refundable)

Material Fee \$550 (Textbook & learning materials)

No interest monthly payment plan.

Business Management



BUSINESS

BSB50207 DIPLOMA OF BUSINESS (Operations)

CRICOS COURSE NUMBER: 107527B

COURSE DESCRIPTION:

Applicants that enrol to study the *BSB50120 Diploma of Business (Operations)* want to pursue a career in management. This qualification reflects job roles in a variety of industries that require supervisory and middle management.



This qualification reflects the role of individuals in 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 across a wide range of business functions.

STUDY INFORMATION:

Duration: Scheduled 62 weeks (3 Days a Week)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCOHB the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the *BSB50120 Diploma of Business (Operations)* on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 4
- Writing: 3
- Oral communication: 4
- Numeracy: 3

UNITS DELIVERED DURING TRAINING:

- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace
- BSBFIN501 Manage budgets and financial plans
- BSBFIN502 Manage financial compliance
- BSBOPS501 Manage business resources
- BSBOPS601 Develop and implement business plans
- BSBOPS502 Manage business operational plans
- BSBHRM525 Manage recruitment and onboarding
- BSBLDR601 Lead and manage organisational change
- BSBSTR502 Facilitate continuous improvement
- BSBTWK503 Manage meetings
- BSBCRT511 Develop critical thinking in others



Full fee for Service

Tuition fee \$6,900

Admin fee \$350 (non - refundable)

Material Fee \$350 (Textbook & learning materials)

Training and assessment is conducted at MCOHB's training facilities: Level1 1 Star Crescent Docklands, Melbourne Victoria 3008.



BUSINESS

BSB51918 Diploma of Leadership and Management

CRICOS COURSE NUMBER: 108583H

COURSE DESCRIPTION:

Applicants that enrol to study the BSB50420 Diploma of Leadership and Management want to pursue a career in management. This qualification reflects job roles in a variety of industries that require supervisory and middle management.

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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



STUDY INFORMATION:

Duration: Scheduled 62 weeks (3 Days a Week)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCOHB the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the BSB50420 Diploma of Leadership and Management on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 4
- Writing: 3
- Oral communication: 4
- Numeracy: 3

UNITS DELIVERED DURING TRAINING:

- BSBCMM511 Communicate with influence
- SBTWK503 Manage meetings
- SBFIN501 Manage budgets and financial plans
- SBOPS601 Develop and implement business plans
- SBOPS502 Manage business operational plans
- SBOPS501 Manage business resources
- SBSTR502 Facilitate continuous improvement
- SBPEF502 Develop and use emotional intelligence
- SBCRT511 Develop critical thinking in others
- SBLDR601 Lead and manage organisational change
- SBLDR523 Lead and manage effective workplace relationships
- SBTWK502 Manage team effectiveness



Full fee for Service

Tuition fee \$8,700

Admin fee \$350 (non - refundable)

Material Fee \$350 (Textbook & learning materials)

Training and assessment is conducted at MCOHB's training facilities: Level1 1 Star Crescent Docklands, Melbourne Victoria 3008.



BUSINESS

BSB60120 Advanced Diploma of Business

CRICOS COURSE NUMBER: 108584G

COURSE DESCRIPTION:

Applicants that enrol to study the BSB60120 Advanced Diploma of Business want to pursue a career in management. This qualification reflects job roles in a variety of industries that require supervisory and middle management.

Individuals in these roles carry out complex tasks in a specialist field of expertise.

They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).



STUDY INFORMATION:

Duration: Scheduled 62 weeks (3 Days a Week)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCOHB the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the BSB60120 Advanced Diploma of Business on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 4
- Reading: 4
- Writing: 3
- Oral communication: 4
- Numeracy: 3

UNITS DELIVERED DURING TRAINING:

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBOPS601 Develop and implement business plans
- BSBSTR602 Develop organisational strategies
- BSBFIN601 Manage organisational finances
- BSBLDR601 Lead and manage organisational change
- BSBCMM511 Communicate with influence
- BSBCRT511 Develop critical thinking in others
- BSBSTR601 Manage innovation and continuous improvement
- BSBTEC601 Review organisational digital strategy
- BSBSUS601 Lead corporate social responsibility



Full fee for Service

Tuition fee \$8,200

Admin fee \$350 (non - refundable)

Material Fee \$350 (Textbook & learning materials)

Training and assessment is conducted at MCOHB's training facilities: Level1 1 Star Crescent Docklands, Melbourne Victoria 3008.

BUSINESS

BSB80120 Graduate Diploma of Management (Learning)

CRICOS COURSE NUMBER: 108585F

COURSE DESCRIPTION:

Applicants that enrol to study the BSB80120 Graduate Diploma of Management (Learning) want to pursue a career in Education Management. This qualification reflects senior management job roles in an educational environment that require supervisory and middle management.

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. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include

- College Manager
- Registered Training Organisation (RTO) Manager
- University faculty manager
- Head trainer/teacher
- Corporate training manager

STUDY INFORMATION:

Duration: Scheduled 62 weeks (3 Days a Week)

Enrolment Age: 18 years or older

Start Dates: Provided on inquiry

Entry Requirements:

- Successful completion of minimum Year 11 in Australia or equivalent in student's country of origin OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- Are 18 years of age or above

Language Literacy Numeracy (LLN)

At MCOHB the ACSF core skills entry levels for each course are determined by referring to the foundation skills in the training package. Core skills are assessed using an approved industry specific paper-based assessment tools to assess an applicant's LLN capability. For the BSB80120 Graduate Diploma of Management (Learning) on a scale of 5, students are expected to achieve the following levels for the five ACSF core skills areas:

- Learning: 5
- Reading: 5
- Writing: 4
- Oral communication: 5
- Numeracy: 4

UNITS DELIVERED DURING TRAINING:

- BSBOPS601 Develop and implement business plans
- BSBSTR602 Develop organisational strategies
- BSBHRM61 Contribute to the development of learning and development strategies
- BSBHRM611 Contribute to organisational performance development
- BSBLDR811 Lead strategic transformation
- BSBOPS601 Develop and implement business plans
- TAELED804 Review enterprise e-learning systems and solutions implementation
- TAELED803 Implement improved learning practice



Full fee for Service

Tuition fee \$12,600

Admin fee \$350 (non - refundable)

Material Fee \$350 (Textbook & learning materials)

Training and assessment is conducted at MCOHB's training facilities: Level1 1 Star Crescent Docklands, Melbourne Victoria 3008.

