WELCOME TO PCBT

Thank you for your interest in Perth College of Business and Technology.

On behalf of our dedicated teaching Faculty I would like to take this opportunity to introduce our college to you.

Established in 2008 the Perth College of Business and Technology is a Registered Training Organisation in Western Australia (RTO Code 52014). PCBT is also registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Code 03051J).

Put simply this means PCBT provides nationally recognised Business, Management and Hospitality courses for domestic and International students.

At PCBT it is our goal to prepare our graduates to work and lead in all sectors of Business and Hospitality both public and private.

PCBT is dedicated to educating our future leaders today.

The college and its staff continue to develop high quality courses, that offer students the best possible opportunity to advance their learning and future career.

Whilst providing a high level of learning to our students, the college offers the personal support the students may need whilst settling into their new environment.

Our dedicated trainers and administration team is helping you to experience and learn an exceptional life opportunity while studying with us.

Should you like further information on the college or the courses we offer, feel free to contact the college at any time.

Mr Ishtiaq Ahmed
Chief Executive Officer
ABOUT PERTH COLLEGE OF BUSINESS & TECHNOLOGY (PCBT)

Passion, Preparation, Performance, and Purpose - Our four pillars to success

Perth College of Business & Technology (PCBT) is one of the Nationally Recognised and Registered Hospitality, Management & Business Training providers, located in the heart of the City of Perth, capital and fast growing city of Western Australia. International and Australian students have the opportunity to be trained and experienced in a real Hospitality Industry Placement.

Pleasant and vibrant large IT-equipped classrooms at East Perth Campus as well as Platinum Restaurant & Function Centre’s State-of-the-art facilities, located 13 kilometers up-north the main campus in one of the bustling precinct of Westminster assure students gain invaluable Knowledge and Experience.

Fast growing Tourism & Hospitality industry could not satisfy its demand in 2008, when PCBT was founded to provide skills to workers; training and upskilling workforce.

PCBT is a multicultural college offering accredited courses under the Australian Qualifications Framework (AQF), a CRICOS registered provider (Code 03051J), a Registered Training Organisation (RTO 52014) under the Australian Skills Quality Authority (ASQA) regulatory body, as well as an active member of the Australian Council for Private Education & the Training (ACPET).

When you enrol at the Perth College of Business and Technology you not only join an Australian Government recognised and registered training provider you become a part of a dynamic community that will challenge and support you in your quest to become a stronger leader.

The college is committed to fostering a diverse yet inclusive community that encourages all members to reach their full potential through learning, commitment and dedication. We envision a school community where all individuals embrace and advance this framework and belief.

We believe this ideal is at the centre of everything that we do - At PCBT you are never just a name on a roster.

Thanks to small class sizes ensure each student receives personal attention and participates in a lively, thought-provoking group discussions with peers and faculty.

Students benefit from PCBT’s strong relationship with the local business community which allows them to create an interactive learning opportunity with a strong focus on hands-on experience in a real workplace environment.
WITH THE FLEXIBILITY OF MY COURSE SCHEDULE I HAVE BEEN ABLE TO MANAGE MY TIME AND CONTINUE MY STUDIES WITHOUT ANY DIFFICULTY

PCBT Graduate
ABOUT PERTH

Perth used to be a pleasant surprise for students and visitors from overseas; however the city’s fabulous weather, clean environment, great laid back lifestyle and a thriving economy are no longer secrets. Plus a well-educated work force and a favourable business climate all come together to create the perfect learning environment.

Perth the capital of Western Australia is a modern western style city with a population a little over one and a half million people, prides itself on extending a warm and friendly welcome to visitors and students from all over the world.

A MUST SEE AND DO WHILE IN WESTERN AUSTRALIA

Getting up close and personal with whales to tasting some of the best wine produced anywhere in the world it’s all here in Western Australia.

Visit natural wonders the Pinnacles and The Bungle Ranges known to be 350 thousand years old or dive on the beautiful World Heritage listed Ningaloo Reef.

Astonishing scenery and magnificent white sandy beach and the vast array of Australian animals from crocodiles to kangaroos are unforgettable experience that you will admire.

Looking for something a little more relaxed take a drive “down south” as Perth people like to say to the beautiful and award winning wine growing areas of Margaret River which is also home to some of the best surfing beaches in the world, and all with in an easy days drive from Perth.
It has to be one of the most beautiful cities in the world located on the banks of the Swan River surrounded by natural bush and parklands on one side and breathtaking beaches on the other.

Its wide open spaces and mild mediterranean climate warm/dry summers and cool/wet winters create an excellent living environment. Temperatures average around 5-18°C in winter and 18-32°C in summer, and did you know Perth has over 266 sunny days a year.

The relaxed Perth lifestyle is well supported by a clean, safe environment that encourages active outdoor activities. Perth boasts some of the most modern public sporting facilities anywhere in Australia no matter what sport or hobby your into.

Even with its high standard of living, Perth offers students clean safe and affordable accommodation. Quality fresh food and other products from around Australia and overseas are all available from Perth’s many shopping centres and restaurants.

Perth has one of Australia’s finest hospital systems in place that can be accessed at any time 7 days a week all year round for the very best in medical care.

Yes, Perth has it all

**THERE WILL BE MORE THAN 1900 NEW HOTEL ROOMS IN PERTH BY 2020!**
EDUCATION

Perth has built a reputation worldwide as a destination to be seriously considered when thinking of studying abroad.

Its universities and colleges are considered and recognised as world quality along with their teaching staff. A Government registered and recognised college will provide not only the very best education but a qualification recognised nationally.

PUBLIC TRANSPORT

Perth has an excellent public transport system with modern Buses, Trains and taxis in service seven days a week, all connect to the airport, major tourist attractions, downtown and uptown Perth and all outer suburbs.

In the Perth City all bus services are FREE. This allows students to travel around the city and inner areas at no cost.

International Students are eligible for bus concession passes offering greatly reduced prices.

For detailed information please refer to the Transperth website: www.transperth.wa.gov.au/

LIVING COSTS IN AUSTRALIA

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia. (All costs are in Australian dollars.)

ACCOMMODATION

- Hostels and Guesthouses - $80 to $135 per week
- Shared Rental - $70 to $250 per week
- On campus - $80 to $250 per week
- Homestay - $110 to $270 per week
- Rental - $100 to $400 per week
- Boarding schools - $10,000 to $20,000 a year

OTHER LIVING EXPENSES

- Groceries and eating out - $80 to $200 per week
- Gas, electricity - $60 to $100 per week

- Phone and Internet - $20 to $50 per week
- Public transport - $10 to $50 per week
- Car (after purchase) - $150 to $250 per week
- Entertainment - $50 to $100 per week

MINIMUM COST OF LIVING

The Department of Immigration and Border Protection has financial requirements you must meet in order to receive a student visa. Below is a guide on the requirements you must meet to study in Australia:

- You - $18,610
- Your partner - $6,515
- Your first child - $3,720
- Every other child - $2,790

All costs are per year in Australian dollars. To convert to your own currency, visit http://www.xe.com
WEBSITES ABOUT PERTH

www.showmeperth.com.au
www.whatson.com.au
www.westernaustralia.com
www.perth.wa.gov.au

PERTH’S UNIVERSITIES AND COLLEGES ARE CONSIDERED AND RECOGNISED AS WORLD QUALITY ALONG WITH THEIR TEACHING STAFF
WHY STUDY AT PCBT COLLEGE?

PCBT Students & Graduates have chosen us for:

- Internationally recognised qualifications at PCBT means employment opportunities everywhere in the world
- flexible schedules
- most affordable and competitive fees
- premium location at the heart of East Perth
- small classes for individual attention
- quality training by experts & friendly trainers who know industry well
- fun & enjoyable learning atmosphere
- real industry practice and placement in a luxury restaurant & function centre
- fully IT-equipped classrooms with free WiFi
- multicultural staff, trainers, and students
- supportive administration team for every time you need help
- e-Learning facilities
The following support and welfare services are available to PCBT students, all of which are provided to students free of any additional charges or fees:

- Issuance of documents (e.g. statements of attainment, letters of release etc.)
- General welfare (e.g. assistance with personal, cultural and social needs, living skills, study skills)
- Emergency assistance, support and referrals for students in crisis situations.
- Assistance in understanding PCBT’s policies and procedures (especially the complaints and appeals, monitoring course progress, and attendance procedures)
- Advice about part-time employment whilst studying
- Advice about accommodation and accommodation services
- Assistance with OSHC (Overseas Student Health Cover) issues
- Student orientation
- Academic assistance
- IT support
- Industry reference
- Soft skills such as resume writing, interview techniques and professional development
- Language, literacy and numeracy support
- Social inclusion activities (include helping to organize special activities such as sporting teams, cultural events and sightseeing events)

PCBT also provide referrals to professional consultants like GP, Counsellors, etc., but it incurs additional fees directly payable to the consultant.
CAMPUS FACILITIES

All classrooms are fully equipped with internet/Wi-Fi and multimedia facilities.

Interactive electronic boards and projectors

Fully equipped computer lab

Common room with Fridge, Microwave, Electric Kettle and Dining Facilities as well as a library

Tea and coffee for the students

Printing facility for students

PCBT provides a fully equipped kitchen facility along with modern banquet/restaurant facilities for its Commercial Cookery students. Students will complete the practical sessions of the course in this facility.

Platinum Restaurant and Function Centre
Located at: 28/386 Wanneroo Road, Westminster 6061 WA

The Platinum Restaurant & Function Centre is an ideal venue for engagement parties, christenings, social clubs, corporate and business functions. It is just the place for a small business event of 50 for a wedding or reception of up to 300 people. Platinum Restaurant is excited to have, a restaurant, licenced bar, alfresco area and a fully functional Ball Room. Just 15 kilometers away from Perth City, The Platinum Restaurant & Function Centre is located on the corner of Wanneroo Road and Amelia Street in Balcatta with ample car parking available.

Platinum Restaurants & Banquet have great venues, great chefs, designers to make party theme special for every taste
A FRIENDLY & MULTICULTURAL COLLEGE
## PCBT COURSES

<table>
<thead>
<tr>
<th>Course National Code</th>
<th>CRICOS Code</th>
<th>Course Title</th>
<th>Duration</th>
<th>Terms</th>
<th>Tuition Fee (payable after every 3 months)</th>
<th>Total Tuition Fee</th>
<th>Material Fee</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIT30813</td>
<td>082538J</td>
<td>Certificate III in Commercial Cookery</td>
<td>52 Weeks</td>
<td>4</td>
<td>$2,575</td>
<td>$10,300</td>
<td>$1,200*</td>
<td>$11,500</td>
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<tr>
<td>SIT40413</td>
<td>082133G</td>
<td>Certificate IV in Commercial Cookery</td>
<td>26 Weeks</td>
<td>2</td>
<td>$2,475</td>
<td>$4,950</td>
<td>$500</td>
<td>$5,450</td>
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<tr>
<td>SIT50313</td>
<td>082134G</td>
<td>Diploma of Hospitality</td>
<td>26 Weeks</td>
<td>2</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$500</td>
<td>$5,500</td>
</tr>
<tr>
<td>BSB40215</td>
<td>086961F</td>
<td>Certificate IV in Business</td>
<td>25 Weeks</td>
<td>2</td>
<td>$2,125</td>
<td>$4,250</td>
<td>$250</td>
<td>$4,500</td>
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<tr>
<td>BSB50215</td>
<td>087236E</td>
<td>Diploma of Business</td>
<td>25 Weeks</td>
<td>2</td>
<td>$2,125</td>
<td>$4,250</td>
<td>$250</td>
<td>$4,500</td>
</tr>
<tr>
<td>BSB61015</td>
<td>089937D</td>
<td>Advanced Diploma of Leadership &amp; Management</td>
<td>52 Weeks</td>
<td>4</td>
<td>$2,000</td>
<td>$8,000</td>
<td>$500</td>
<td>$8,500</td>
</tr>
<tr>
<td>BSB60515</td>
<td>087573K</td>
<td>Advanced Diploma of Marketing</td>
<td>52 Weeks</td>
<td>4</td>
<td>$2,000</td>
<td>$8,000</td>
<td>$500</td>
<td>$8,500</td>
</tr>
</tbody>
</table>

Terms and Conditions of Enrolment at PCBT: Application Fee $250 and OSHC are not included in programsheet. Material fee includes course books and uniform/kitchen kit (if applicable). Students may apply through PCBT online facility at www.pcbt.wa.edu.au or using one of our registered education agents listed on our website. Theory courses have 4 hours flexible self-paced study.

To apply for courses please download the enrolment form and email completed application form to: admissions@pcbt.wa.edu.au

### INTAKE DATES

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
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<td>Jan</td>
<td>25 Jan</td>
<td>23 Jan</td>
<td>22 Jan</td>
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<tr>
<td>Apr</td>
<td>18 Apr</td>
<td>18 Apr</td>
<td>16 Apr</td>
</tr>
<tr>
<td>Jul</td>
<td>11 Jul</td>
<td>10 Jul</td>
<td>9 Jul</td>
</tr>
<tr>
<td>Oct</td>
<td>3 Oct</td>
<td>3 Oct</td>
<td>1 Oct</td>
</tr>
</tbody>
</table>

If you need to enrol between intakes please contact our Admission Department to provide you with advice. Through email provided above.
COURSE INFORMATION

NATIONAL CODE: SIT30813
CRICOS CODE: 082538J

COURSE DESCRIPTION

This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

COURSE DURATION

This course is delivered over 52 weeks in 4 terms including 12 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES

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

Possible job title includes:

- Cook

ENTRY REQUIREMENTS

Those students who wish to undertake this course should meet the following academic and English language requirements.

Academic: Completion of Australian year 11 or equivalent

English Language: Intermediate Level of English or IELTS Test Score of 5.0 or other recognised English Language tests such as:

- TOEFL iBT Test Score of 35
- PTE Academic Test Score of 36
- Cambridge English: Advanced (CAE) Test Score of 41
- OET Pass Grade
- TOEFL PBT Test Score of 500

Pathways Into the Qualification

You may enter the qualification through a number of entry points including:

- SIT20312 Certificate II in Kitchen Operations or
- with limited or no vocational experience and without a lower level qualification

Pathways From the Qualification

After achieving this qualification you may choose to undertake SIT40413 Certificate IV in Commercial Cookery, SIT40613 Certificate IV in Catering Operations or SIT40713 Certificate IV in Patisserie.

STUDY & ASSESSMENT MODE

This course is delivered in a combination of theory and practical sessions. All practical sessions are conducted in a fully equipped kitchen where trainees will have an opportunity to serve customers and receive feedback from customers. The last term of the course, students will receive the opportunity to work in the Hospitality industry. PCBT will arrange these industry placements for its students to enhance skills and further employment opportunities. Assessment is competency based.

COURSE FEE

Full Course Fee: (Aus) $11,500 inclusive of all learning materials.
UNITS

To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Participate in environmentally sustainable work practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBSUS201</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>2</td>
<td>BSBWOR203B</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>3</td>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>4</td>
<td>SITHCCC101</td>
<td>Use food preparation equipment</td>
</tr>
<tr>
<td>5</td>
<td>SITHCCC201</td>
<td>Produce dishes using basic methods of cookery</td>
</tr>
<tr>
<td>6</td>
<td>SITHCCC202</td>
<td>Produce appetisers and salads</td>
</tr>
<tr>
<td>7</td>
<td>SITHCCC203</td>
<td>Produce stocks, sauces and soups</td>
</tr>
<tr>
<td>8</td>
<td>SITHCCC204</td>
<td>Produce vegetable, fruit, egg and farinaceous dishes</td>
</tr>
<tr>
<td>9</td>
<td>SITHCCC301</td>
<td>Produce Poultry Dishes</td>
</tr>
<tr>
<td>10</td>
<td>SITHCCC302</td>
<td>Produce seafood dishes</td>
</tr>
<tr>
<td>11</td>
<td>SITHCCC303</td>
<td>Produce Meat Dishes</td>
</tr>
<tr>
<td>12</td>
<td>SITHCCC307</td>
<td>Prepare Food to Meet Special Dietary Requirement</td>
</tr>
<tr>
<td>13</td>
<td>SITHCCC308</td>
<td>Produce Cakes, Pastries and Breads</td>
</tr>
<tr>
<td>14</td>
<td>SITHCCC309</td>
<td>Work effectively as a cook (Holistic Unit)</td>
</tr>
<tr>
<td>15</td>
<td>SITHKOP101</td>
<td>Clean kitchen premises and equipment</td>
</tr>
<tr>
<td>16</td>
<td>SITHKOP302</td>
<td>Plan and cost basic menus</td>
</tr>
<tr>
<td>17</td>
<td>SITXFSA101</td>
<td>Use hygienic practices for food safety</td>
</tr>
<tr>
<td>18</td>
<td>SITXFSA201</td>
<td>Participate in safe food handling practices</td>
</tr>
<tr>
<td>19</td>
<td>SITXWHS101</td>
<td>Participate in safe work practices</td>
</tr>
<tr>
<td>20</td>
<td>SITXINV301</td>
<td>Purchase goods</td>
</tr>
<tr>
<td>21</td>
<td>SITXINV202</td>
<td>Maintain quality of perishable items</td>
</tr>
<tr>
<td>22</td>
<td>SITXINV201</td>
<td>Receive and store stock</td>
</tr>
<tr>
<td>23</td>
<td>SITXHRM301</td>
<td>Coach others in job skills</td>
</tr>
<tr>
<td>24</td>
<td>SITXCCS303</td>
<td>Provide service to customers</td>
</tr>
<tr>
<td>25</td>
<td>SITHPAT306</td>
<td>Produce desserts</td>
</tr>
</tbody>
</table>

THIRD PARTY ARRANGEMENTS

PCBT has arrangement with Time Critical to provide training of unit Provide First Aid (HLTAID003) in SIT30813 Certificate III in Commercial Cookery.

LIVE KITCHEN, REAL WORK

Student will participate in a real kitchen operation at Platinum Restaurant & Function Centre (fire and water). Student will use all required kitchen equipment and tools including knife and sharp tools. As a part of course delivery, student will deal with all cooking operations, including beef, chicken, meat, veg, etc. Please advise us if special arrangements are required. Students will have 100 hours industry placement.

You will prepare, cook and present multiple items for a minimum of 48 complete food service periods (shifts) including:

- breakfast
- dinner
- lunch
- special function

UNIFORM & KITCHEN KIT

Cookery students will receive a quality Uniform and Kitchen Set (including knives, etc). If you have your own please advise admissions.
CERTIFICATE IV IN COMMERCIAL COOKERY

26 WEEKS

COURSE INFORMATION

NATIONAL CODE: SIT40413
CRICOS CODE: 082133G

COURSE DESCRIPTION

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

COURSE DURATION

This course is delivered over 26 weeks in 2 terms including 6 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES

This qualification provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Possible job titles include:

- Chef
- Chef de Partie

ENTRY REQUIREMENTS

Students those who wish to undertake this course should meet the following academic and English language requirements.

**Academic:** Completion of SIT30813 Certificate III in Commercial Cookery

**English Language:** Intermediate Level of English or IELTS Test Score of 5.0 or other recognised English Language tests such as:

- TOEFL iBT Test Score of 35
- PTE Academic Test Score of 36
- Cambridge English: Advanced (CAE) Test Score of 41
- OET Pass Grade
- TOEFL PBT Test Score of 500

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to [www.border.gov.au](http://www.border.gov.au) to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION

You may enter the qualification through a number of entry points including:

- SIT30813 Certificate III in Commercial Cookery

PATHWAYS FROM THE QUALIFICATION

After achieving SIT40413 Certificate IV in Commercial Cookery, you could progress to SIT50313 Diploma of Hospitality.

STUDY & ASSESSMENT MODE

This course is delivered in a combination of theory and practical sessions. Assessment is competency based.

COURSE FEE

Full Course Fee: (Aus) $5,450 inclusive of all learning materials.
To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th></th>
<th>Unit Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>2</td>
<td>SITHKOP402</td>
<td>Develop menus for special dietary requirements</td>
</tr>
<tr>
<td>3</td>
<td>SITHKOP403</td>
<td>Coordinate cooking operations</td>
</tr>
<tr>
<td>4</td>
<td>SITXHRM402</td>
<td>Lead and Manage People</td>
</tr>
<tr>
<td>5</td>
<td>SITXFIN401</td>
<td>Interpret financial information</td>
</tr>
<tr>
<td>6</td>
<td>SITXHRM401</td>
<td>Roster staff</td>
</tr>
<tr>
<td>7</td>
<td>BSBDIV501A</td>
<td>Manage diversity in the workplace</td>
</tr>
<tr>
<td>8</td>
<td>BSBCMM401</td>
<td>Make a Presentation</td>
</tr>
<tr>
<td>9</td>
<td>SITXFIN402</td>
<td>Manage finances within a budget</td>
</tr>
<tr>
<td>10</td>
<td>SITXMGT401</td>
<td>Monitor work operations</td>
</tr>
<tr>
<td>11</td>
<td>SITXWHS401</td>
<td>Implement and monitor work health and safety practices</td>
</tr>
<tr>
<td>12</td>
<td>SITXCOM401</td>
<td>Manage conflict</td>
</tr>
</tbody>
</table>
COURSE INFORMATION

NATIONAL CODE: SIT50313
CRICOS CODE: 082134G

COURSE DESCRIPTION

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

COURSE DURATION

This course is delivered over 26 weeks in 2 terms including 6 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES

This qualification provides a pathway to work in any sector of the hospitality industry as a departmental or small business manager.

Possible job titles include:

- Banquet or function manager
- Chef de cuisine
- Chef Patissier
- Executive housekeeper
- Front office manager
- Gaming manager
- Kitchen manager
- Motel manager
- Restaurant manager
- Sous chef
- Unit manager (catering operations)

ENTRY REQUIREMENTS

Students those who wish to undertake this course should meet the following academic and English language requirements.

Academic: Completion of SIT40413 Certificate IV in Commercial Cookery

English Language:

- Upper-intermediate Level of English or
- IELTS Test Score of 5.5 or
- TOEFL iBT Test Score of 46 or
- PTE Academic Test Score of 42 or
- Cambridge English: Advanced (CAE) Test Score of 47 or
- OET Pass Grade or
- TOEFL PBT Test Score of 527

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION

You may enter the qualification through a number of entry points including:

- SIT40413 Certificate IV in Commercial Cookery or
- With acceptable industry experience in the field of hospitality

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification you may choose to undertake SIT60313 Advanced Diploma of Hospitality or higher education qualifications in management.
STUDY & ASSESSMENT MODE

This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide an opportunity to explore the current industry practices. Assessment is competency based.

COURSE FEE

Full Course Fee: (Aus) $5,500 inclusive of all learning materials.

UNITS

To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th></th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBMGT515</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>2</td>
<td>SITXGLC501</td>
<td>Research and comply with regulatory requirements</td>
</tr>
<tr>
<td>3</td>
<td>SITXCCS401</td>
<td>Enhance the customer service experience</td>
</tr>
<tr>
<td>4</td>
<td>SITXCCS501</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>5</td>
<td>SITXFIN501</td>
<td>Prepare and monitor budgets</td>
</tr>
<tr>
<td>6</td>
<td>SITXMGT501</td>
<td>Establish and conduct business relationships</td>
</tr>
</tbody>
</table>

As an international student PCBT provides a flexible learning environment that still allows me to work and have a great social life in Perth

Callum Wood - PCBT Student
This course may also suit those students with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

ENTRY REQUIREMENTS

Students those who wish to undertake this course should meet the following academic and English language requirements.

Academic: Completion of Australian year 11 or equivalent & demonstrated knowledge, skills and experience in business and sales.

English Language: Intermediate Level of English or IELTS Test Score of 5.0 or Other recognised English Language tests such as:

- TOEFL iBT Test Score of 35
- PTE Academic Test Score of 36
- Cambridge English: Advanced (CAE) Test Score of 41
- OET Pass Grade
- TOEFL PBT Test Score of 500

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION

You may enter the qualification through a number of entry points including:

- BSB30115 Certificate III in Business/Business Administration or other relevant qualification or
- With substantial experience in retail or small business or experience in any other type of business

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification you may choose to undertake Diploma of Business or any other studies at higher education level in the relevant area of study.

COURSE INFORMATION

NATIONAL CODE: BSB40215
CRICOS CODE: 086961F

COURSE DESCRIPTION

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

COURSE DURATION

This course is delivered over 25 weeks in 2 terms including 5 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES

This course provides you with the opportunity to be employed in the following job roles:

- Administrator
- Project Officer
STUDY & ASSESSMENT MODE

This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide opportunity to explore the real business world. Assessment is competency based.

COURSE FEE

Full Course Fee: (Aus) $4,500 inclusive of all learning materials.

No additional resource fees to be paid.

UNITS

To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BSBLED401</td>
<td>Develop teams and individuals</td>
</tr>
<tr>
<td>2 BSBCMM401</td>
<td>Make a Presentation</td>
</tr>
<tr>
<td>3 BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>4 BSBADM409</td>
<td>Coordinate business resources</td>
</tr>
<tr>
<td>5 BSBMKG414</td>
<td>Undertake marketing activities</td>
</tr>
<tr>
<td>6 BSBINN301</td>
<td>Promote Innovation in a team environment</td>
</tr>
<tr>
<td>7 BSBCUS401</td>
<td>Coordinate Implementation of Customer Service Strategies</td>
</tr>
<tr>
<td>8 BSBFIA402</td>
<td>Report on Financial Activity</td>
</tr>
<tr>
<td>9 BSBMKG413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>10 BSBWHS401</td>
<td>Implement and Monitor WHS Polices Procedure and Programs to meet legislative requirement</td>
</tr>
</tbody>
</table>
COURSE INFORMATION

NATIONAL CODE: BSB50215
CRICOS CODE: 087236E

COURSE DESCRIPTION

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

COURSE DURATION

This course is delivered over 25 weeks in 2 terms including 5 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES

This course provides you with the opportunity to be employed in the following job roles.

- Executive Officers
- Program Consultants
- Program Coordinators

This course may also suit those students with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

ENTRY REQUIREMENTS

Students those who wish to undertake this course should meet the following academic and English language requirements.

Academic: Completion of Australian year 12 or equivalent and Certificate IV in Business or equivalent or demonstrated knowledge, skills and experience in business.

English Language:
- Upper-intermediate Level of English or
- IELTS Test Score of 5.5 or
- TOEFL iBT Test Score of 46 or
- PTE Academic Test Score of 42 or
- Cambridge English: Advanced (CAE) Test Score of 47 or
- OET Pass Grade or
- TOEFL PBT Test Score of 527

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION

You may enter the qualification through a number of entry points including:

- BSB40215 Certificate IV in Business or other relevant qualification or
- With substantial experience in retail or small business or any other business related experience
- With experience in a Managerial position in a Business organisation
PATHWAYS FROM THE QUALIFICATION

After achieving this qualification you may choose to undertake Advanced Diploma of Business or Advanced Diploma of Management or any other studies at higher education level.

STUDY & ASSESSMENT MODE

This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide opportunity to explore the real business world. Assessment is competency based.

COURSE FEE

Full Course Fee: (Aus) $4,500 inclusive of all learning materials.

No additional resource fees to be paid.

UNITS

To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th></th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBHRM506</td>
<td>Manage Recruitment, Selection and Induction Processes</td>
</tr>
<tr>
<td>2</td>
<td>BSBHRM507</td>
<td>Manage Separation or Termination</td>
</tr>
<tr>
<td>3</td>
<td>BSBWOR501</td>
<td>Manage Personal work priorities and Professional Development</td>
</tr>
<tr>
<td>4</td>
<td>BSBPMG522</td>
<td>Undertake Project work</td>
</tr>
<tr>
<td>5</td>
<td>BSBADM503</td>
<td>Plan and manage conferences</td>
</tr>
<tr>
<td>6</td>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>7</td>
<td>BSBADM504</td>
<td>Plan and review administrative systems</td>
</tr>
<tr>
<td>8</td>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
</tr>
</tbody>
</table>

“I REALLY ENJOY MY STUDY AT PCBT AS I ALWAYS RECEIVE SUPPORTS FROM MY CHEF TRAINER AND THE ADMIN STAFF”

Lihua Wu - PCBT Student
ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

52 WEEKS

COURSE INFORMATION
NATIONAL CODE: BSB61015
CRICOS CODE: 089937D

COURSE DESCRIPTION
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.

COURSE DURATION
This course is delivered over 52 weeks in 4 terms including 12 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES
This course provides you with the opportunity to be employed in the following job roles:
- Department Manager
- Area Manager
- Regional Manager

ENTRY REQUIREMENTS
Those students who wish to undertake this course should meet the following academic and English language requirements.

Academic: Completion of Australian year 12 or equivalent and Diploma of Business or equivalent or demonstrated knowledge, skills and experience in management or business.

English Language:
- Upper-intermediate Level of English or
- IELTS Test Score of 5.5 or
- TOEFL iBT Test Score of 46 or
- PTE Academic Test Score of 42 or
- Cambridge English: Advanced (CAE) Test Score of 47 or
- OET Pass Grade or
- TOEFL PBT Test Score of 527

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION
You may enter the qualification through a number of entry points including:
- BSB51107 Diploma of Business/Management or other relevant qualification/s or
- With substantial vocational experience, in management but without a formal qualification

PATHWAYS FROM THE QUALIFICATION
After achieving this qualification you may choose to undertake studies at higher education level in the field of management.
STUDY & ASSESSMENT MODE
This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide opportunity to explore the real business world. Assessment is competency based.

COURSE FEE
Full Course Fee: $8,500 which includes all learning materials.
No additional resource fees to be paid.

UNITS
To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th></th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBMGT605</td>
<td>Provide leadership across the organisation</td>
</tr>
<tr>
<td>2</td>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>3</td>
<td>BSBMGT616</td>
<td>Develop and implement strategic plans</td>
</tr>
<tr>
<td>4</td>
<td>BSBMGT617</td>
<td>Develop and implement a business plan</td>
</tr>
<tr>
<td>5</td>
<td>BSBMKG609</td>
<td>Develop a Marketing Plan</td>
</tr>
<tr>
<td>6</td>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
<tr>
<td>7</td>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
</tr>
<tr>
<td>8</td>
<td>BSBFIM601</td>
<td>Manage Finances</td>
</tr>
<tr>
<td>9</td>
<td>BSBINN601</td>
<td>Lead and Manage Organizational Change</td>
</tr>
<tr>
<td>10</td>
<td>BSBCOM603</td>
<td>Plan and establish compliance management systems</td>
</tr>
<tr>
<td>11</td>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>12</td>
<td>BSBWHS605</td>
<td>Develop, implement and maintain WHS management systems</td>
</tr>
</tbody>
</table>

STUDENTS MAY PAY THEIR FEES IN INSTALLMENTS

Perth College of Business and Technology | Prospectus
RTO Code: 52014. CRICOS Code: 03051J
ADVANCED DIPLOMA OF MARKETING

COURSE INFORMATION
NATIONAL CODE: BSB60515
CRICOS CODE: 087573K

COURSE DESCRIPTION
This qualification reflects the role of individuals working as marketing directors, marketing strategists and national, regional or global marketing managers. Individuals in these positions provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.

COURSE DURATION
This course is delivered over 52 weeks in 4 terms including 12 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES
This course provides you with the opportunity to be employed in the following job roles.

- Marketing director
- Marketing strategist
- National, regional or global marketing manager

ENTRY REQUIREMENTS
Those students who wish to undertake this course should meet the following academic and English language requirements.

**Academic:** Completion of Australian year 12 or equivalent and Diploma of Marketing or equivalent or demonstrated knowledge, skills and experience in marketing, sales and management.

**English Language:**
- Upper-intermediate Level of English or
- IELTS Test Score of 5.5 or
- TOEFL iBT Test Score of 46 or
- PTE Academic Test Score of 42 or
- Cambridge English: Advanced (CAE) Test Score of 47 or
- OET Pass Grade or
- TOEFL PBT Test Score of 527

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to [www.border.gov.au](http://www.border.gov.au) to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION
You may enter the qualification through a number of entry points including:

- BSB51207 Diploma of Marketing or other relevant qualification or
- With substantial vocational marketing experience with overall responsibility for providing strategic direction and planning for an organisation’s marketing function, either domestically or internationally but without a formal marketing qualification or
- With extensive vocational marketing experience in senior marketing positions with a wide range of skills in a specialised marketing communications discipline and looking to consolidate specialist marketing skills with more generic management skills, but without a formal marketing qualification.
PATHWAYS FROM THE QUALIFICATION

After achieving this qualification you may choose to undertake studies at higher education level in the field of marketing.

STUDY & ASSESSMENT MODE

This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide opportunity to experience the real marketing process of an organisation. Assessment is competency based.

COURSE FEE

Full Course Fee: (Aus) $8,500 which includes all learning materials.

No additional resource fees to be paid.

UNITS

To be able to achieve this qualification, students must successfully complete the following units:

<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBMKG502</td>
<td>Establish and Adjust the Marketing Mix</td>
</tr>
<tr>
<td>2</td>
<td>BSBMKG603</td>
<td>Manage the marketing process</td>
</tr>
<tr>
<td>3</td>
<td>BSBMKG605</td>
<td>Evaluate international marketing opportunities</td>
</tr>
<tr>
<td>4</td>
<td>BSBMKG607</td>
<td>Manage marketing research</td>
</tr>
<tr>
<td>5</td>
<td>BSBMKG608</td>
<td>Develop organisational marketing objectives</td>
</tr>
<tr>
<td>6</td>
<td>BSBMKG609</td>
<td>Develop a Marketing Plan</td>
</tr>
<tr>
<td>7</td>
<td>BSBMKG606</td>
<td>Manage the international marketing programs</td>
</tr>
<tr>
<td>8</td>
<td>BSBDIV601</td>
<td>Develop and implement diversity policy</td>
</tr>
</tbody>
</table>
OVERSEAS STUDENT HEALTH COVER

What is OSHC?
OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

Who has to take out OSHC?
People who must take out OSHC are overseas students undertaking formal studies in Australia and their dependents (for example, spouses and children under 18 years old).
For the purposes of OSHC, ‘overseas student’ means:
a person who is the holder of a student visa; or
a person who:
  - is an applicant for a student visa; and
  - is the holder of a bridging visa; and
  - was immediately before being granted the bridging visa, the holder of a student visa.
The Department of Immigration and Border Protection requires overseas students to maintain OSHC for the duration of time they are in Australia. For further information, please visit the Department of Immigration & Border Protection website.

PCBT is a selected Education Partner of BUPA Insurance to provide Advantage Overseas Student Health Cover for its students.

You may arrange your OSHC through agents or by yourself. However, if we are asked to arrange OSHC for you and your family, you are assured that one of the best OSHC rate is offered to you.

Supporting documents to apply for courses offered at PCBT:

Certified copy of your:
- Passport
- Evidence of English Competency
- Academic results from either high school or a qualification completed after high school
- Australian visa (if you already have one)
- If you would like to apply for Recognition for Prior Learning (RPL)/credit transfers, you will need to provide your previous and current study testimonials, statement of attainment, work experience details, current resume/CV or any other relevant documents, i.e. letters from schools or employers etc
- Overseas Student Health Cover (OSHC) (if you have already) – Please note that international students are required to have OSHC for the entire period of their intended study in Australia
HOW TO APPLY AT PCBT

Before applying to enrol at Perth College of Business & Technology, please make sure you have read the following information available on our website at www.pcbt.wa.edu.au:

- PCBT Pre-Application and Enrolment Policy Procedure
- PCBT Refund Policy and Procedure
- Deferment, Cancellation and Suspension policy and procedures
- ESOS Act
- PCBT Enrolment Agreement
- PCBT Students Handbook, including pre and post enrolment policies, procedures and forms

Enrolment Process

1. **Fill out the Student Enrolment form** provided by PCBT and send it through email to admissions@pcbt.wa.edu.au or Post to: P O Box 6889 East Perth 6892 WA or in person at the College Admissions Admissions Office
   110 Brown Street, East Perth, 6004 WA
   or apply online at www.pcbt.wa.edu.au, or ask one of our registered education agents to assist you with your application (Please consult with them if they charge you for a service).

2. PCBT Admissions will assess the enrolment application and issue letter of offer if application is successful. The letter will be sent through email within 5 working days.

3. Payment of Fee: You need to make deposit amount mentioned in your offer letter and to sign an Acceptance of Offer (agreement) before the Confirmation of Enrolment (CoE) can be issued. Fees can be deposited in the bank account given below:
   
<table>
<thead>
<tr>
<th>Perth College of Business and Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB</td>
</tr>
<tr>
<td>066110</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>10183309</td>
</tr>
<tr>
<td>Swift Code</td>
</tr>
<tr>
<td>CTBAAU2S</td>
</tr>
<tr>
<td>Bank: Commonwealth Bank of Australia</td>
</tr>
</tbody>
</table>

Useful Links

- pcbt.wa.edu.au/agents
- border.gov.au
- oshc.bupa.com.au
- auspost.com.au
- transperth.wa.gov.au
- education.gov.au
- cricos.education.gov.au
- studyinaustralia.gov.au

Call our Admissions Manager, Mr Ryan Rahimi at +61 415 950 322 or +61 8 9202 1003 or email admissions@pcbt.wa.edu.au if you have any questions.

If you have concerns regarding student visa and its conditions please consult with one of the Australian Registered Migration Agents or visit www.border.gov.au
Learn, Enjoy, Experience, Practice, Grow, Discover your future at PCBT

Apply at PCBT for 2016

Phone: (Domestic) 1300 652 876
Phone: (International) +61 8 9202 1003
www.pcbt.wa.edu.au

Join the conversation

RTO Code: 52014. CRICOS Code: 03051J

Perth College of Business and Technology Pty Ltd t/a Perth College of Business and Technology (ABN: 91 132 961 285)

All course and fee information is correct at the time of printing, February 2016. This may change at anytime without notice. Please contact with the college or visit our website for updated information.