PRINCETON
INTERNATIONAL COLLEGE
RTO No: 46193 CRICOS No: 04250E

COURSE GUIDE

IMPORTANT NOTE

All prospective students are advised to go through this booklet prior to making an informed decision regarding their enrollment at Princeton International College.

This information book and enrollment form is available on Princeton International College website.

Students will be provided with an orientation session, detailing the College facilities including policies and procedures of Princeton International College, services upon arrival and will be given a copy of this information book.

Thank you for choosing Princeton International College as your place of study. We hope this student Information will be helpful and informative to you.

OUR MISSION

Princeton International College is a comprehensive, learner-centered institution that constantly strives to become the standard of excellence for fostering intellect, creativity and character in an active, student learning community.
Our mission is to offer quality education to students who have chosen Australia as their destination country for studying. We are passionate about creating an inclusive and diverse environment for international students where they thrive in learning courses that will further their career.

OUR CORE VALUES

✓ QUALITY

We advance quality standards through faculty, academic offerings and support services provided to students. This is evidenced in institutional practices, learning and administrative outcomes.

✓ DIVERSITY

We embrace diversity in its curriculum, activities, student population and staff.

✓ LEARNER-CENTERED

We maintain a strong commitment to all learners and their emerging needs, by fulfilling the academic and cultural needs of the region.

✓ INCLUSIVENESS

We promote a caring environment that is rooted in a participative governance structure. Mutual respect and trust are evidenced in collaborative work teams which cross over divisions, departments and programs.
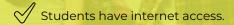
FACILITIES & EQUIPMENT

INTEGRITY

All policies and procedures of the college represent fair, responsible, ethical practices and behaviors to ensure standards of excellence.

GROWTH

The college continuously strives to expand accessibility to the institution by increasing enrolment and enhancing educational offerings, campus facilities and fiscal & human resources.

INNOVATION

The college promotes creative actions that result in the expedient development of educational programs and workforce solutions for the communities we serve.

ACCOUNTABILITY

The college is accountable for strategies and actions that produce measurable outcomes. Data-driven decision making is a standard in the planning process, with special emphasis on strategies that result in enhanced effectiveness.

- ✓ Students have internet access.
- ✓ MS Office, Excel, Word and PowerPoint for assignments and presentations in the class.
- ✓ Printer is available to the student for printing.
- ✓ Data projectors are used to enhance the quality of Training.

- ✓ Access to student lounge.
- ✓ Climate control premises.
- ✓ Friendly, approachable & qualified staff.
- ✓ Colorful, vibrant and multicultural environment.

General English (Elementary to Upper Intermediate)

Our General English courses are specially designed to empower international students with the essential language foundation needed to thrive in Australian society. Whether you're aiming to pursue further studies or simply seeking to immerse yourself in the local culture, our program is your ultimate passport to success.

We focus on practical language usage, ensuring that you feel confident and capable in everyday situations. From ordering a cup of coffee at your favourite cafe to engaging in lively conversations with locals, you'll quickly become a pro at navigating real-life scenarios.

Princeton International College offers levels of General English with a strong emphasis on grammar and the four main English skills (Listening, Reading, Writing, and Speaking), you'll build a solid linguistic foundation that sets you up for academic and professional excellence. Our courses integrate all language modes, honing your understanding of English forms, features, and functions.

Beyond language proficiency, our program empowers you with valuable learning strategies and styles, ensuring your growth as a successful language learner. You'll be equipped to analyse, respond to, and compose a diverse range of language items encountered during social interactions in Australia.

Total Course Fees: $10,750 (Fees include all material costs and learning resources)

· Enrolment fees: $250 (Non refundable)
· Tuition fees: $ 10,000
· Material fees: $500

Please contact the college at **info@princeton.edu.au** or **03 9191 1826**, to know about the current promotional price

Course Duration:

Delivery will occur over a 52 weeks (Includes a maximum 8 weeks of holidays) period of full-time study.

Course Delivery:

Face to face classroom based.

Entry Requirements:

◆ 18 years of age or over at the commencement of the course.

◆ Basic computer skills

◆ Meet all Student Visa requirements

◆ Entry to the course is determined by: To be placed in an appropriate ELICOS Course Level, students' current language proficiency level will be assessed based on their IELTS score or its equivalent including the result of the College's Placement Test by the administration staff and if necessary, through consultation with the ELICOS Course Coordinator.

◆ Students who have taken an internationally recognised English proficiency test such as IELTS or PTE can enter at the appropriate level for their proficiency.

Attendance: Contact hours are 20 hours per week, which is considered a full-time study load. Students must attend all training sessions.

Assessment Arrangements

There are two different types of assessment tasks (formative and summative), which are built upon the teaching/learning content covered in each course of study. At the end of each level, students will be required to sit for a final exam to demonstrate their learning outcomes.

Feedback and timely intervention will be provided to ensure you meet your expected progress.

Career Opportunities:

This course provides students with the opportunity to master the language skills for working and living in Australia. Students get the opportunity to learn English in Melbourne at an English language school with a reputation for practical activities, applied learning and outstanding results.

Structure:

The General English courses consist of four levels: Elementary, Pre-Intermediate, Intermediate and Upper-Intermediate. The individual levels consist of following weeks:

· Elementary-12 weeks
· Pre-Intermediate-12 weeks
· Intermediate- 10 weeks
· Upper Intermediate- 10 weeks

BSB40520 – Certificate IV in Leadership and Management

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.

Licensing/Regulatory Information

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

Total Course Fees: $6,150 (Fees include all material costs and learning resources)
· Enrolment fees: $250 (Non-refundable)
· Tuition fees: $ 5,400
· Material fees: $500

Please contact the college at **info@princeton.edu.au** or **03 9191 1826**, to know about the current promotional price

Course Duration:

Delivery will occur over a 28 weeks (Includes a maximum 2 weeks of holidays) period of full time study.

Course Delivery:

Face to face classroom based.

Entry Requirements:

◆ 18 years of age or over at the commencement of the course.

◆ LLN Requirements:
  ▪ The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in the Certificate IV ACSF Profile. Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed and make a recommendation about the suitability of the student to enrol.
  ▪ PIC will use LLN Robot to assess and analyse the LLN level of each student prior to enrolment. Our desire is to identify any LLN needs that students may have as a student and to assist them in reducing the impact this may have on their studies with PIC.

◆ Academic Requirements:
  ▪ Year 12 academic education (or equivalent) * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills, and Employment

◆ English Language Requirements: All students entering this qualification must have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  ▪ educated for 5 years in an English-speaking country; or
  ▪ successful completion of an English Placement Test at IELTS level 6.0.

  *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

◆ Pre-Training Review- All prospective students (the candidates) are interviewed through Phone or zoom and will have the course explained to them by a Student Services Officer. The purpose of this interview is to ensure the candidate understands the commitment of signing up to the course, entry requirements, course outcomes, and what is expected of the student during their studies with Princeton International College. The review also aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience

Attendance: Students must attend all training sessions.

Units of Competency: To complete BSB40520 – Certificate IV in Leadership and Management, a total of 12 units must be completed.

UNIT CODE AND TITLE	CORE OR ELECTIVE
BSBLDR411 Demonstrate leadership in the workplace	Core
BSBLDR413 Lead effective workplace relationships	Core
BSBOPS402 Coordinate business operational plans	Core
BSBXCM401 Apply communication strategies in the workplace	Core
BSBXTW401 Lead and facilitate a team	Core
BSBOPS404 Implement customer service strategies	Elective
BSBLDR414 Lead team effectiveness	Elective
BSBCMM412 Lead difficult conversations	Elective
BSBSTR401 Promote innovation in team environment	Elective
BSBLDR521 Lead the development of diverse workforces	Elective
BSBSTR502 Facilitate continuous improvement	Elective
BSBPEF502 Develop and use emotional intelligence	Elective

Assessment Arrangements

Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

♦ full description of all assessment tasks for the unit of competency

♦ Assessment instructions for each unit of competency
♦
♦ Assessment resources for each unit of competency

♦ Details about when assessment will occur

Details about assessment submission There are a variety of assessment methods used for this qualification which could be combination of the following:
Written questions
Projects
Case studies
Role Plays
Research
Reports

You will be required to complete assessments in class, and this is not expected to exceed 20 hours per week.

Credit Transfer (CT):

You may be eligible for Credit Transfer if you are able to demonstrate that you have achieved competency in the same or equivalent unit/s in a Nationally Recognised Training from any Registered Training Organisation. Please read the Credit Transfer Policy and Procedure for more details.

Learning and Assessment Methods

Pre-course- Before starting this course, you will be required to complete a Language, Literacy and Numeracy (LLN) questionnaire. This quick questionnaire is used to determine your LLN skill level so that we can best support you in your studies.

During the course:
Training Arrangements
Class sessions are planned to ensure that you have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements. Students must attend 20 hours per week in the classroom. Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with course material such as Student Assessments which comprises of Knowledge and Skill assessment. Additionally, learner guides, PowerPoint presentations, self-study Guide, session plan and various class activities. Classroom settings will ensure full access to computers, internet, whiteboards and trainer and assessor.

Additional Support during the course:

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.
Where additional support needs have been identified an Individual Support Plan will be developed which may include:

♦ Mentoring from trainers
♦ Additional classes, tutorials, and workshops
♦ Online support and exercises for some courses
♦ Computer and technology support
♦ Referral to external support services
♦ Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Recognition of Prior Learning (RPL):

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification. Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers. Contact us to know more about our RPL process.

Pathway:

It provides a pathway to further learning and work in various business roles and settings. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ◆ Frontline Sales Manager
- ◆ Freight Administrative Supervisor
- ◆ Team Leader
- ◆ Production Supervisor
- ◆ Distribution Centre Supervisor
- ◆ Sales Team Manager
- ◆ Coordinator (Business Operations)

Completion:

At the successful completion of the course students will be awarded with the "Testamur" and a "Record of Results" which provides detailed Units of Competency completed in the course.

At the Partial Completion of the course students will be awarded with a "Statement of Attainment" which will detail only the Units of Competency that student has achieved competency from the course.

BSB50420 – Diploma of Leadership and 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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Licensing/Regulatory Information

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

Total Course Fees: $10,750 (Fees include all material costs and learning resources)
· Enrolment fees: $250 (Non refundable)
· Tuition fees: $ 10,000
· Material fees: $500

Please contact the college at **info@princeton.edu.au** or **03 9191 1826**, to know about the current promotional price

Course Duration:

Delivery will occur over a 56 weeks (52 weeks training and 4 weeks holiday break) period of full time study.

Course Delivery:

Face to face classroom based.

Pre-Requisites:

Have completed BSB40520 Certificate IV in Leadership and Management or other relevant qualification with vocational experience but without formal supervision or management qualification.

*Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment online applications here:

https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualificationsassessments/pages/qualification-assessment.aspx

Entry Requirements:

◆ 18 years of age or over at the commencement of the course.

◆ LLN Requirements:
  ▪ The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in the Certificate IV ACSF Profile. Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed and make a recommendation about the suitability of the student to enrol.
  ▪ PIC will use LLN Robot to assess and analyse the LLN level of each student prior to enrolment. Our desire is to identify any LLN needs that students may have as a student and to assist them in reducing the impact this may have on their studies with PIC.

◆ Academic Requirements:
  ▪ Year 12 academic education (or equivalent) * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills, and Employment

◆ English Language Requirements: All students entering this qualification must have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  ▪ educated for 5 years in an English-speaking country; or
  ▪ successful completion of an English Placement Test at IELTS level 6.0.

  *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

◆ Pre-Training Review- All prospective students (the candidates) are interviewed through Phone or zoom and will have the course explained to them by a Student Services Officer. The purpose of this interview is to ensure the candidate understands the commitment of signing up to the course, entry requirements, course outcomes, and what is expected of the student during their studies with Princeton International College. The review also aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience

Attendance: Students must attend all training sessions.

Units of Competency: To complete BSB50420 – Diploma of Leadership and Management, a total of 12 units must be completed.

UNIT CODE AND TITLE	CORE OR ELECTIVE
BSBLDR523 Lead and manage effective workplace relationships	Core
BSBPEF502 Develop and use emotional intelligence	Core
BSBOPS502 Manage business operational plans	Core
BSBTWK502 Manage team effectiveness	Core
BSBCMM511 Communicate with influence	Core
BSBCRT511 Develop critical thinking in others	Core
BSBCMM412 Lead difficult conversations	Elective
BSBSTR502 Facilitate continuous improvement	Elective
BSBWHS521 Ensure a safe workplace for a work area	Elective
BSBTWK503 Manage meetings	Elective
BSBOPS505 Manage organisational customer service	Elective
BSBPEF501 Manage personal and professional development	Elective

Assessment Arrangements

Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

◆ A full description of all assessment tasks for the unit of competency
◆ Assessment instructions for each unit of competency
◆ Assessment resources for each unit of competency
◆ Details about when assessment will occur
◆ Details about assessment submission There are a variety of assessment methods used for this qualification which could be combination of the following:
  ▪ Written questions
  ▪ Projects
  ▪ Case studies
  ▪ Role Plays
  ▪ Research
  ▪ Reports

You will be required to complete assessments in class, and this is not expected to exceed 20 hours per week.

Credit Transfer (CT):

You may be eligible for Credit Transfer if you are able to demonstrate that you have achieved competency in the same or equivalent unit/s in a Nationally Recognised Training from any Registered Training Organisation. Please read the Credit Transfer Policy and Procedure for more details.

Learning and Assessment Methods

Pre-course- Before starting this course, you will be required to complete a Language, Literacy and Numeracy (LLN) questionnaire. This quick questionnaire is used to determine your LLN skill level so that we can best support you in your studies.

During the course:

Training Arrangements
Class sessions are planned to ensure that you have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements. Students must attend 20 hours per week in the classroom. Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with course material such as Student Assessments which comprises of Knowledge and Skill assessment. Additionally, learner guides, PowerPoint presentations, self-study Guide, session plan and various class activities. Classroom settings will ensure full access to computers, internet, whiteboards and trainer and assessor.

Additional Support during the course:

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.
Where additional support needs have been identified an Individual Support Plan will be developed which may include:

◆ Mentoring from trainers
◆ Additional classes, tutorials, and workshops
◆ Online support and exercises for some courses
◆ Computer and technology support
◆ Referral to external support services
◆ Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Recognition of Prior Learning (RPL):

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification. Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers. Contact us to know more about our RPL process.

Pathway:

It provides a pathway to further learning and work in various business roles and settings. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- ◆ Business Development Manager
- ◆ Corporate Services Manager
- ◆ Senior Administrator
- ◆ Senior Executive

Completion

At the successful completion of the course students will be awarded with the "Testamur" and a "Record of Results" which provides detailed Units of Competency completed in the course.

At the Partial Completion of the course students will be awarded with a "Statement of Attainment" which will detail only the Units of Competency that student has achieved competency from the course.

BSB60420 – Advanced Diploma in Leadership and Management

PRINCETON
INTERNATIONAL COLLEGE
RTO No: 46193 CRICOS No: 04250E

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.

Licensing/Regulatory Information

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

Total Course Fees: $12,250 (Fees include all material costs and learning resources)

· Enrolment fees: $250 (Non refundable)
· Tuition fees: $ 11,000
· Material fees: $1000

Please contact the college at **info@princeton.edu.au** or **03 9191 1826**, to know about the current promotional price

Course Duration:

Delivery will occur over a 90 weeks (78 weeks training and 12 weeks holiday break) period of full time study.

Course Delivery:

Face to face classroom based.

Pre-Requisites:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) **Or** Have two years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

*Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment online applications here:

https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualificationsassessments/pages/qualification-assessment.aspx

Entry Requirements:

18 years of age or over at the commencement of the course.

LLN Requirements:
▪ The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in the Advanced Diploma ACSF Profile. Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed and make a recommendation about the suitability of the student to enrol.
▪ PIC will use LLN Robot to assess and analyse the LLN level of each student prior to enrolment. Our desire is to identify any LLN needs that students may have as a student and to assist them in reducing the impact this may have on their studies with PIC.

Academic Requirements:
▪ Student must meet the pre-requisite condition. Please check the pre-requisites section.

English Language Requirements: All students entering this qualification must have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
▪ Educated for 5 years in an English-speaking country; or
▪ Successful completion of an English Placement Test at IELTS level 6.0.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Pre-Training Review- All prospective students (the candidates) are interviewed through Phone or zoom and will have the course explained to them by a Student Services Officer. The purpose of this interview is to ensure the candidate understands the commitment of signing up to the course, entry requirements, course outcomes, and what is expected of the student during their studies with Princeton International College. The review also aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience

Attendance: Students must attend all training sessions.

Units of Competency: To complete BSB60420 – Advanced Diploma in Leadership and Management, a total of 10 units must be completed.

UNIT CODE AND TITLE	CORE OR ELECTIVE
BSBLDR602 Provide leadership across the organisation	Core
BSBOPS601 Develop and implement business plans	Core
BSBLDR601 Lead and manage organisational change	Core
BSBCRT611 Apply critical thinking for complex problem solving	Core
BSBSTR601 Manage innovation and continuous improvement	Core
BSBSTR602 Develop organisational strategies	Elective
BSBXCM501 Lead communication in the workplace	Elective
BSBCMM511 Communicate with influence	Elective
BSBHRM613 Contribute to the development of learning and development strategies	Elective
BSBSTR801 Lead innovative thinking and practice	Elective

Assessment Arrangements

Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

◆ A full description of all assessment tasks for the unit of competency
◆ Assessment instructions for each unit of competency
◆ Assessment resources for each unit of competency
◆ Details about when assessment will occur
◆ Details about assessment submission There are a variety of assessment methods used for this qualification which could be combination of the following:
  ▪ Written questions
  ▪ Projects
  ▪ Case studies
  ▪ Role Plays
  ▪ Research
  ▪ Reports

You will be required to complete assessments in class, and this is not expected to exceed 20 hours per week.

Credit Transfer (CT):

You may be eligible for Credit Transfer if you are able to demonstrate that you have achieved competency in the same or equivalent unit/s in a Nationally Recognised Training from any Registered Training Organisation. Please read the Credit Transfer Policy and Procedure for more details.

Learning and Assessment Methods

Pre-course- Before starting this course, you will be required to complete a Language, Literacy and Numeracy (LLN) questionnaire. This quick questionnaire is used to determine your LLN skill level so that we can best support you in your studies.

During the course:

Training Arrangements
Class sessions are planned to ensure that you have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements. Students must attend 20 hours per week in the classroom. Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with course material such as Student Assessments which comprises of Knowledge and Skill assessment. Additionally, learner guides, PowerPoint presentations, self-study Guide, session plan and various class activities. Classroom settings will ensure full access to computers, internet, whiteboards and trainer and assessor.

Additional Support during the course:

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.
Where additional support needs have been identified an Individual Support Plan will be developed which may include:

◆ Mentoring from trainers
◆ Additional classes, tutorials, and workshops
◆ Online support and exercises for some courses
◆ Computer and technology support
◆ Referral to external support services
◆ Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Recognition of Prior Learning (RPL):

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification. Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers. Contact us to know more about our RPL process.

Pathway:

It provides a pathway to further learning and work in various business roles and settings. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

◆ Customer Service Manager
◆ Business Manager
◆ Business Analyst

Completion

At the successful completion of the course students will be awarded with the "Testamur" and a "Record of Results" which provides detailed Units of Competency completed in the course.

At the Partial Completion of the course students will be awarded with a "Statement of Attainment" which will detail only the Units of Competency that student has achieved competency from the course.

BSB80120 – Graduate Diploma of Management (Learning)

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 RTO Manager and RTO Director

Licensing/Regulatory Information

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

Total Course Fees: $12,250 (Fees include all material costs and learning resources)

· Enrolment fees: $250 (Non refundable)
· Tuition fees: $ 11,000
· Material fees: $1000

Please contact the college at **info@princeton.edu.au** or **03 9191 1826**, to know about the current promotional price

Course Duration:

Delivery will occur over a 104 weeks (92 weeks training and 12 weeks holiday break) period of full time study.

Course Delivery:

Face to face classroom based.

Entry Requirements:

◆ 18 years of age or over at the commencement of the course.

◆ LLN Requirements:
   ▪ The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in the Advanced Diploma ACSF Profile. Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed and make a recommendation about the suitability of the student to enrol.
   ▪ PIC will use LLN Robot to assess and analyse the LLN level of each student prior to enrolment. Our desire is to identify any LLN needs that students may have as a student and to assist them in reducing the impact this may have on their studies with PIC.

◆ Academic Requirements:
   ▪ Have completed Bachelor's Degree
     OR
   ▪ Nationally recognised Advanced Diploma (AQF level 6)/equivalent*/higher level qualification achieved along with at least 2 years of work experience in a leadership/management or learning management role in the last 5 years

◆ English Language Requirements:

   All students entering this qualification must have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
   ▪ Educated for 5 years in an English-speaking country; or
   ▪ Successful completion of an English Placement Test at IELTS level 6.0.

   *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

◆ Pre-Training Review- All prospective students (the candidates) are interviewed through Phone or zoom and will have the course explained to them by a Student Services Officer. The purpose of this interview is to ensure the candidate understands the commitment of signing up to the course, entry requirements, course outcomes, and what is expected of the student during their studies with Princeton International College. The review also aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience

Attendance: Students must attend all training sessions.

Units of Competency: To complete BSB80120 – Graduate Diploma of Management (Learning), a total of 8 units must be completed.

UNIT CODE AND TITLE	CORE OR ELECTIVE
BSBLDR811 Lead strategic transformation	Core
BSBHRM613 Contribute to the development of learning and development strategies	Core
TAELED803 Implement improved learning practice	Core
BSBOPS601 Develop and Implement Business Plans	Elective
BSBLDR601 Lead and manage organisational change	Elective
BSBSTR801 Lead innovative thinking and practice	Elective
BSBINS603 Initiate and lead applied research	Elective
BSBHRM611 Contribute to organisational performance development	Elective

Assessment Arrangements

Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

◆ A full description of all assessment tasks for the unit of competency
◆ Assessment instructions for each unit of competency
◆ Assessment resources for each unit of competency
◆ Details about when assessment will occur
◆ Details about assessment submission There are a variety of assessment methods used for this qualification which could be combination of the following:
  ▪ Written questions
  ▪ Projects
  ▪ Case studies
  ▪ Role Plays
  ▪ Research
  ▪ Reports

You will be required to complete assessments in class, and this is not expected to exceed 20 hours per week.

Credit Transfer (CT):

You may be eligible for Credit Transfer if you are able to demonstrate that you have achieved competency in the same or equivalent unit/s in a Nationally Recognised Training from any Registered Training Organisation. Please read the Credit Transfer Policy and Procedure for more details.

Learning and Assessment Methods

Pre-course- Before starting this course, you will be required to complete a Language, Literacy and Numeracy (LLN) questionnaire. This quick questionnaire is used to determine your LLN skill level so that we can best support you in your studies.

During the course:

Training Arrangements
Class sessions are planned to ensure that you have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements. Students must attend 20 hours per week in the classroom. Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with course material such as Student Assessments which comprises of Knowledge and Skill assessment. Additionally, learner guides, PowerPoint presentations, self-study Guide, session plan and various class activities. Classroom settings will ensure full access to computers, internet, whiteboards and trainer and assessor.

Additional Support during the course:

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.
Where additional support needs have been identified an Individual Support Plan will be developed which may include:

◆ Mentoring from trainers
◆ Additional classes, tutorials, and workshops
◆ Online support and exercises for some courses
◆ Computer and technology support
◆ Referral to external support services
◆ Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Recognition of Prior Learning (RPL):

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification. Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers. Contact us to know more about our RPL process.

Pathway:

It provides a pathway to further learning and work in various business roles and settings. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

◆ RTO Manager

◆ Career Development Manager (Education Sector)

◆ RTO Education Advisor

◆ L&D Manager

Completion
At the successful completion of the course students will be awarded with the "Testamur" and a "Record of Results" which provides detailed Units of Competency completed in the course.

At the Partial Completion of the course students will be awarded with a "Statement of Attainment" which will detail only the Units of Competency that student has achieved competency from the course.

HOW TO APPLY

Your Application

- Read through the Princeton International College Course Guideand pre-enrolment information at Website: **www.princeton.edu.au**
- Choose your course.
- Download the Princeton International College ApplicationForm from Website: **www.princeton.edu.au** Complete, sign and date the conditions ofenrolment.
- Attach certified copies of supportive documents required in English.
- Forward all documents to Princeton International College directly Email **info@princeton.edu.au** or to your local education agent.

Application Assesment

Upon receiving your application, Princeton International College will assess the application according to the admissions policies. Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

Offer Letter

You will be provided with a written Offer Letter and Student Acceptance Agreement if your application is successful and this will generally take 1 to 3 working days for Princeton International College programs.

Accepting Offer

- To accept the offer, sign the Student Acceptance Agreement.
- Send the above documents to Princeton International College or your local education agent.

Making Payment

Make payment amount according to student acceptance agreement. Please include your student ID, full name and date of birth as a reference for payment.

Fee Payment Methods:

Make payment amount according to student acceptance agreement. Please include your student ID, full name and date of birth as a reference for payment.

ONLINE PAYMENTS*   **TELEGRAPHIC TRANSFER**   **DIRECT DEPOSIT**   **VISIT OUR ACCOUNTS OFFICE**

Account Name: Princeton Education Group
Bank: Commonwealth Bank of Australia
BSB No.:   062-692
Account number: 71 783 694
SWIFT Code: CTBAAU2S

*MasterCard and Visa are accepted. **Visit Website: www.princeton.edu.au**
It is important to provide the deposit evidence and student enrolment details to the Princeton International College Office for identification purposes
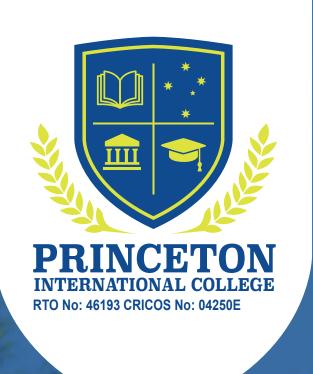
Electronic Confirmation of Enrolment

Electronic Confirmation of Enrolment (eCOE) will be issued upon receipt of complete Student Acceptance Agreement and relevant tuition fee payment.

Visa Application

- Include the eCoE(s) with your visa application.
- Please consult your local education agent about visa application matters or visit the Department of Home Affairs (DHA) website for more details on visa application to Australia: **www.homeaffairs.gov.au**

Arriving in Melbourne

Attend orientation (Bring your eCoE, offer letter or evidence of payment, passport and copy of your visa to the orientation).

PRINCETON
INTERNATIONAL COLLEGE
RTO No: 46193 CRICOS No: 04250E

COURSE GUIDE

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