



# SYDNEY CITY

## COLLEGE OF MANAGEMENT

RTO CODE: 45203 | CRICOS PROVIDER CODE: 03620C





### Parramatta Campus

The main campus of Sydney city college of Management is located at Parramatta. Parramatta, which is situated in Central Western Sydney, is a lively city, a hub of dining, shopping, commerce and entertainment where people come together to enjoy a unique cultural life that is both proud of its past, and excited about its future. Parramatta CBD is only two kilometres away from Lake Parramatta Reserve, where you can enjoy a sunny day by the water. The Parramatta River is also another local attraction, surrounded by footpaths, restaurants, and The Riverside Theatres, which provides the city with dynamic and lively music, performance, and film since 1988. It also has a fully integrated public transport ticketing system to make traveling easy.

**Campus Address: Level 2, 17 Macquarie street, Parramatta, NSW 2150**



### Sydney Campus

Our Sydney campus is located at the heart of Sydney central business district. Sydney is the largest city in Australia in terms of population. It is often called "The Harbour City" and is one of the most multicultural cities in the world, offering a wide selection of entertainment, food, restaurants, shopping, pristine beaches and sightseeing. Sydney has a temperate climate with warm summers and cool winters, and rainfall spread throughout the year. A culturally diverse city, Sydney is home to icons such as the Sydney Harbour Bridge, Sydney Opera House, Powerhouse Museum, Sydney Aquarium, Darling Harbour and many shops and restaurant, boasting some of Australia's most historic places of interest. It also has a fully integrated public transport ticketing system to make traveling easy.

**Campus Address: Level 1, 303 Pitt Street, Sydney, NSW, 2000**



### Darwin City College

Darwin is the capital of Australia's Northern Territory and a former frontier outpost. Darwin city college is located at Darwin commercial hotspot where the entire Darwin city is connected. While Darwin is the smallest of Australia's major cities, it is as easy-going as it is exciting with everything from Asian food markets and crocodile encounters to open-air movies and sunset cruises. Darwin is surrounded by an abundance of nature, such as the Tiwi Islands and Litchfield National park, where you can take tours, go on hikes or cool off in natural waterholes. It is rich in arts and culture with multiple galleries and museums to visit. It also has a fully integrated public transport ticketing system to make traveling easy.

**Darwin City College Address: Level 3, Searcy Street, Darwin, Northern Territory, 0800**

# STUDYING IN SYDNEY



Vibrant and outgoing people



One of the world's beautiful city and beaches



World famous events and festivals throughout the year



Active and outdoor lifestyle with cultural diversity



Safe, clean and easy to navigate



World-class restaurants and food

## STUDENT SUPPORT AND WELFARE Sydney

Sydney City College of Management is committed to providing all students with quality student support services throughout their enrolment and adhering to the principles of access and equality for all its students. Sydney City College of Management offers a range of support services to students to assist them with:

Achieving their learning goals

Achieving satisfactory academic and attendance progress towards meeting the learning outcomes of their enrolment

Adjusting to study and life in Australia

Any welfare issues that may arise throughout their enrolment

Their individual, training, assessment and service needs

Any enquiries they may have with regards to their enrolment and progress

### OVERVIEW OF SYDNEY CITY COLLEGE OF MANAGEMENT'S STUDENT SUPPORT SERVICES

#### On Arrival

- ✓ Airport pickup
- ✓ Accommodation
- ✓ Assistance
- ✓ Admissions
- ✓ Overseas student health cover assistance
- ✓ Bank account assistance
- ✓ Orientation

#### During Study

- ✓ Timetabling
- ✓ Student workbooks\*
- ✓ Education counseling (Course Progress, Attendance)
- ✓ Welfare counseling
- ✓ Career counseling
- ✓ English language support
- ✓ Cultural adjustment
- ✓ Course Credit or Recognition of Prior Learning
- ✓ Internet access and Student Computer Lab
- ✓ Extra-curricular activities
- ✓ Student ID Cards and WiseNET Login
- ✓ Document Access
- ✓ Tax File Number Assistance
- ✓ Job finding and resume assistance
- ✓ Complaints and Appeals
- ✓ Student Deferment, Suspension and Cancellation
- ✓ Certificate and Statement of Results (SOR) Issue

#### Post Graduation

- ✓ Certificate Copies
- ✓ Transcript copies
- ✓ Re-enrolment

## OUR INTAKES



# Why Study With **SCCM** ?



Australian Skills Quality Authority (ASQA) accredited and nationally recognized VET qualifications.

- Eight intakes a year.
- Certificate IV, Diplomas, Advanced Diplomas and Graduate Diploma are industry experience courses.
- Trainers are highly qualified and experienced, dedicated professionals.
- Trainers are committed to provide high quality learning experience with their students with counselling.
- Centrally located with friendly and supportive learning environment
- Reasonable and competitive course fees with flexible hours.
- Well-facilitated modern classroom with resource library equipped with flat screen reference computers and fully equipped computers labs.
- Selection of morning, evening and weekend class.
- Located in Parramatta, Sydney CBD and Darwin (Northern Territory).
- Courses are designed to help students to gain skills and knowledge required for their respective career.

## ENTRY REQUIREMENT

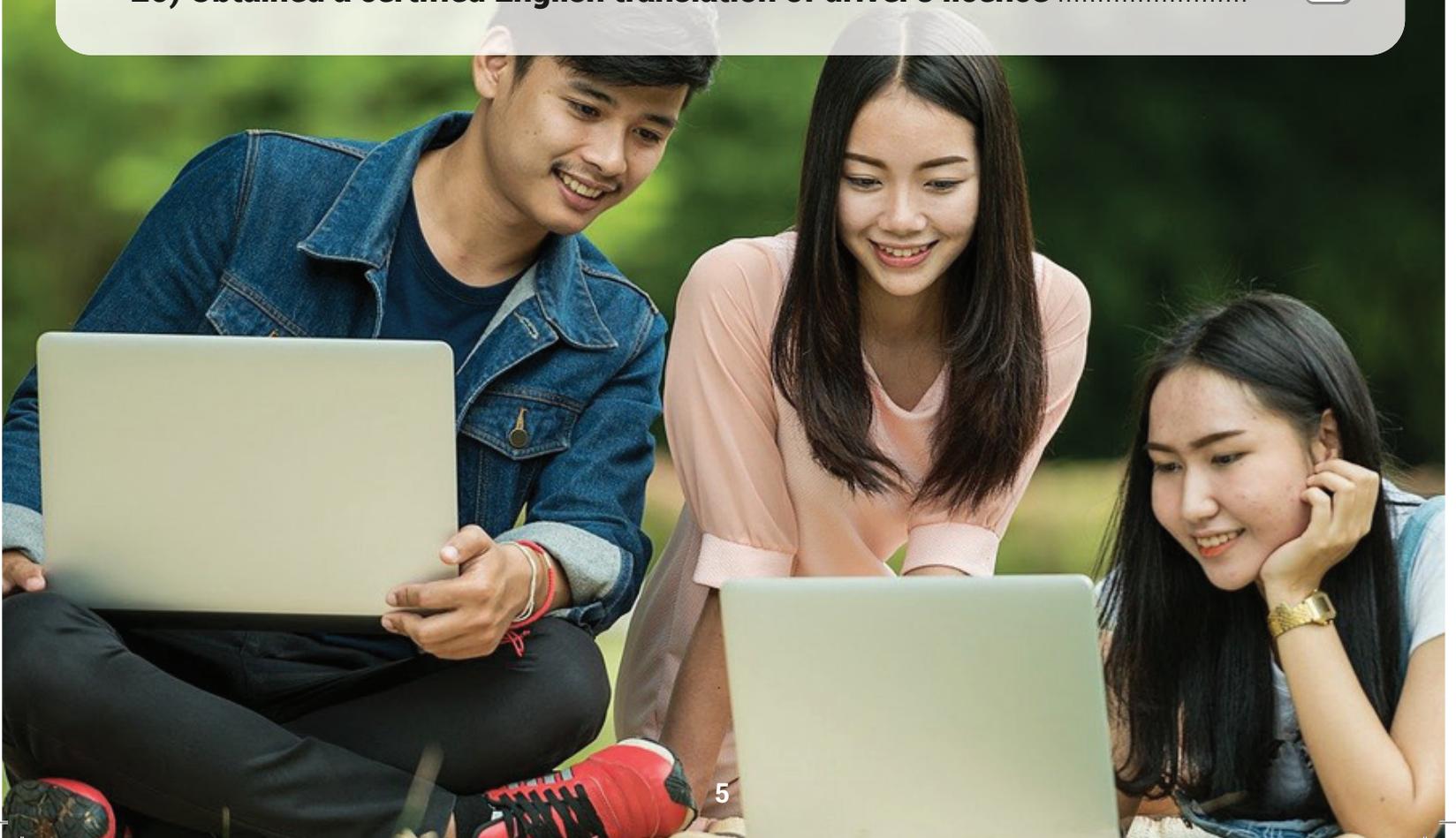
- Year 12 (HSC) or Equivalent
- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL center.
- Student who do not meet the English requirement as above must sit for an LLN Test.

**At least 18 years or above \* After May 2019 intake SCCM is not accepting any under 18 application.**

**Entry requirements will be checked at enrolment in line with the Institute's Student entry requirements, selection, enrolment and orientation policy.**

## CHECKLIST

- 1) Enrolment Form (International Students).....
- 2) Copy of Passport and Student Visa.....
- 3) Evidence of English Language Requirements .....
- 4) Supporting Academic Documentation .....
- 5) Provisional Offer Letter .....
- 6) Signed Acceptance Agreement .....
- 7) GTE Clearance prior confirmation of enrolment .....
- 8) Confirmation of Enrolment .....
- 9) Orientation documentation .....
- 10) Arrange an accommodation (if needed) .....
- 11) Arrange an airport pickup (if needed).....
- 12) A confirmed airline ticket \*  
(These details sent to SCCM if airport pickup arranged).....
- 13) Two passport size photos of yourself .....
- 14) Receipts of payments (course, accommodation and health cover fees) \*.....
- 15) Personal identification documents e.g. Driver's licence, I.D. card\*.....
- 16) Any medical prescriptions, relevant medical reports .....
- 17) Spare spectacles or contact lenses and a current optical prescription .....
- 18) Some cash in Australian dollars – at least \$500 .....
- 19) Organized my banking and money transfer arrangements to Australia .....
- 20) Obtained a certified English translation of driver's licence .....



# BSB40520 CERTIFICATE IV OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 103993H

**\*Course Fee  
\$8,700**

## Course Description

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance, and support to others. They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems and analyse

## Core Unit

Unit Code	Unit Name
BSBLDR411	Demonstrate leadership in the workplace
BSBOPS402	Coordinate business operational plans
BSBLDR402	Lead effective workplace relationships
BSBXTW401	Lead and facilitate a team
BSBXCM401	Apply communication strategies in the workplace

## Delivery Location

Parramatta Campus, Sydney Campus

## Elective Unit

Unit Code	Unit Name
BSBLDR521	Lead the development of diverse workforces
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBPEF502	Develop and use emotional intelligence
BSBSTR502	Facilitate continuous improvement
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR414	Lead team effectiveness
BSBCMM412	Lead difficult conversations

## Study Duration : 39 Weeks

30 Academic Weeks + 9 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 8,100	AUD 250	AUD 350

National Register Link : <https://training.gov.au/Training/Details/BSB40520>



\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 104333C

**\*Course Fee**  
**\$11,494**

## Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources

## Core Unit

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



## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
BSBHRM522	Manage employee and industrial relations
BSBPEF501	Manage personal and professional development
BSBXCM501	Lead communication in the workplace
BSBCMM412	Lead difficult conversations
BSBLDR521	Lead the development of diverse workforces
BSBSTR502	Facilitate continuous improvement

## Study Duration : 52 Weeks

40 Academic Weeks + 12 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 10,800	AUD 250	AUD 444

National Register Link : <https://training.gov.au/Training/Details/BSB50420>



\*This course does not have any prerequisite \*Student material fees does not include the cost of work book. Student can purchase/ order student work book from SCCM reception if required with additional cost.

# BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 103565F

**\*Course Fee  
\$16,950**

## 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

## Core Unit

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
BSBHRM613	Contribute to the development of learning and development strategies
BSBCRT511	Develop critical thinking in others
BSBCMM511	Communicate with influence
BSBPEF501	Manage personal and professional development
BSBXCM501	Lead communication in the workplace

## Study Duration : 78 Weeks

60 Academic Weeks + 24 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 16,200	AUD 250	AUD 500

National Register Link : <https://training.gov.au/Training/Details/BSB60420>



\*This course does not have any prerequisite \*Student material fees does not include the cost of work book. Student can purchase/ order student work book from SCCM reception if required with additional cost.

# BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS Course Code: 103566E

**\*Course Fee**  
**\$24,750**

## Course Description

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

## Core Unit

Unit Code	Unit Name
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBHRM613	Contribute to the development of

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
BSBSTR801	Lead innovative thinking and practice
BSBLDR812	Develop and cultivate collaborative partnerships and relationships
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBCRT611	Apply critical thinking for complex problem solving

## Study Duration: 104 Weeks

80 Academic Weeks + 24 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 24,000	AUD 250	AUD 500

National Register Link: <https://training.gov.au/Training/Details/BSB80120>



\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# BSB50820 DIPLOMA OF PROJECT MANAGEMENT

CRICOS Course Code: 103567D

**\*Course Fee  
\$14,650**

## Course Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical, and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

## Elective Unit

Unit Code	Unit Name
BSBLDR601	Lead and manage organisational change
BSBCRT511	Develop critical thinking in others
BSBSTR601	Manage innovation and continuous improvement
BSBPEF502	Develop and use emotional intelligence

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Core Unit

Unit Code	Unit Name
BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration

## Study Duration : 52 Weeks

40 Academic Weeks + 12 Weeks Holidays

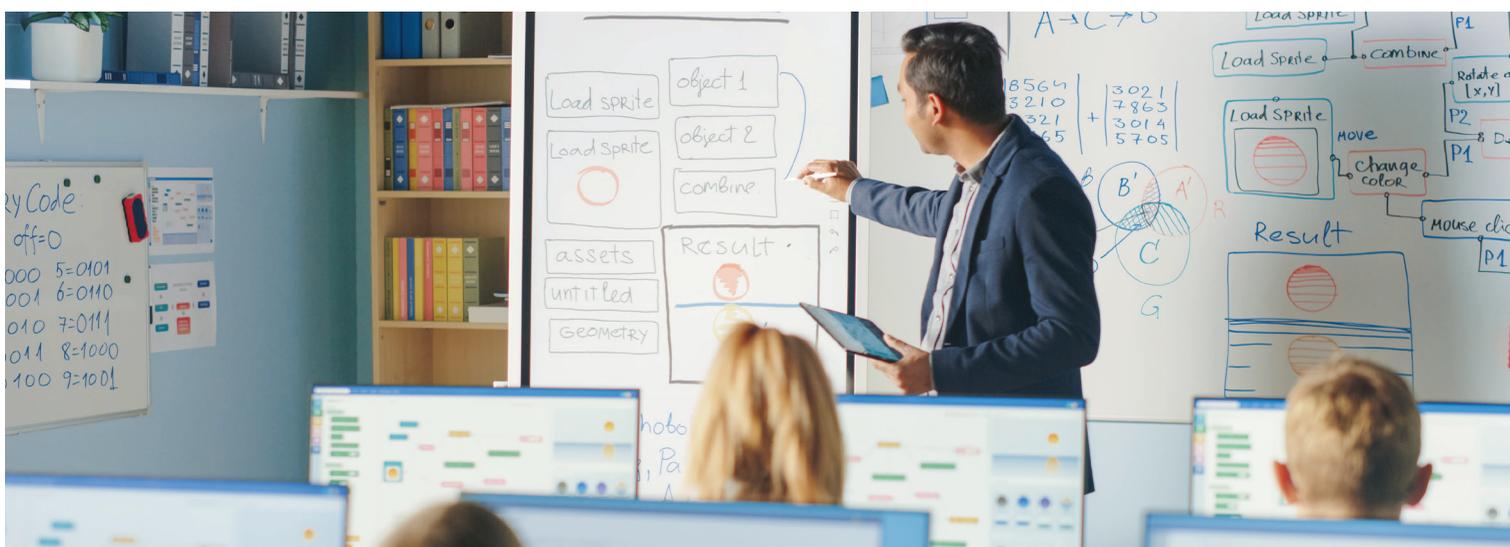
## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 14000	AUD 250	AUD 400

National Register Link: <https://training.gov.au/Training/Details/BSB50820>



\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# BSB60720 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

CRICOS Course Code: 103568C

**\*Course Fee**  
**\$21,750**

## Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager. Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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.

## Core Unit

Unit Code	Unit Name
BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBLDR601	Lead and manage organisational change
BSBCRT511	Develop critical thinking in others
BSBSTR601	Manage innovation and continuous improvement
BSBPEF502	Develop and use emotional intelligence

## Study Duration : 78 Weeks

60 Academic Weeks + 18 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 21,000	AUD 250	AUD 500

National Register Link: <https://training.gov.au/Training/Details/BSB60720>



\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# ICT40120 CERTIFICATE IV IN INFORMATION TECHNOLOGY

CRICOS Course Code: 102792C

**\*Course Fee  
\$12,650**

## Course Description

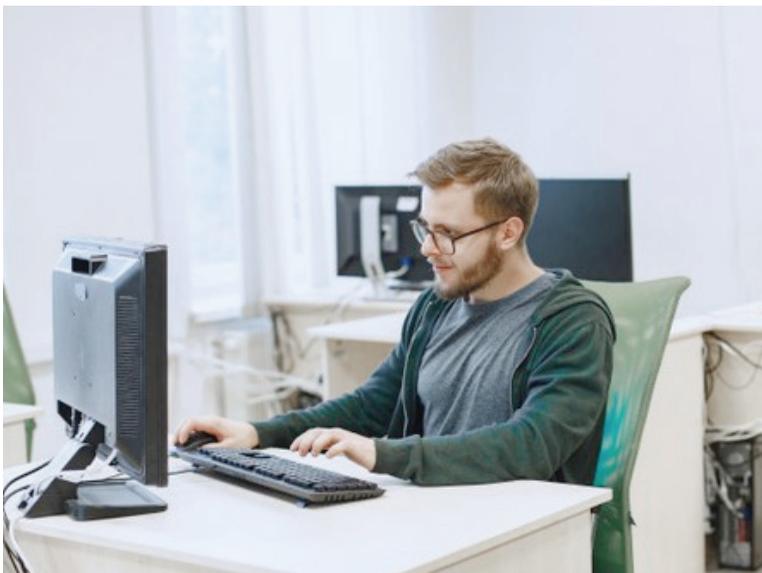
This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective

## Core Unit

Unit Code	Unit Name
ICTICT443	Work collaboratively in the ICT industry
ICTSAS432	Identify and resolve client ICT problems
ICTICT426	Identify and evaluate emerging technologies and practices
BSBCRT404	Apply advanced critical thinking to work processes
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
BSBXCS404	Contribute to cyber security risk management

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus



## Elective Unit

Unit Code	Unit Name
ICTNWK429	Install hardware to networks
ICTNWK422	Install and manage servers
ICTNWK420	Install and configure virtual machines
ICTTEN417	Install, configure and test a router
ICTPMG505	Manage ICT projects
ICTICT435	Create technical documentation
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTTEN420	Design, install and configure an internetwork
ICTNWK424	Install and operate small enterprise branch networks
ICTCYS407	Gather, analyse and interpret threat data
ICTNWK423	Manage network and data integrity
ICTTEN434	Install, configure and test internet protocol networks
ICTNWK421	Install, configure and test network security

## Study Duration : 52 Weeks

40 Academic Weeks + 12 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 12,000	AUD 250	AUD 400

National Register Link: <https://training.gov.au/Training/Details/ICT40120>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# ICT50220 DIPLOMA OF INFORMATION TECHNOLOGY

CRICOS Course Code: 105039A

**\*Course Fee  
\$16,000**

## Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others.

They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

advanced networking, advanced programming, business analysis, cyber security, database and data management, systems administration

## Core Unit

Unit Code	Unit Name
ICTICT517	Match ICT needs with the strategic direction of the organisation
BSBXTW401	Lead and facilitate a team
BSBCRT512	Originate and develop concepts
ICTSAS527	Manage client problems
ICTICT532	Apply IP, ethics and privacy policies in ICT environmentst
BSBXCS402	Promote workplace cyber security awareness and best practices

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
ICTPMG613	Manage ICT project planning
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK529	Install and manage complex ICT networks
ICTNWK546	Manage network security
ICTNWK557	Configure and manage advanced virtual computing environments
ICTNWK559	Install an enterprise virtual computing environment
ICTNWK540	Design, build and test network servers
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTNWK536	Plan, implement and test enterprise communication solutions
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs
ICTCYS407	Gather, analyse and interpret threat data
ICTICT435	Create technical documentation
ICTPMG505	Manage ICT projects

## Study Duration : 78 Weeks

60 Academic Weeks + 18 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 15,000	AUD 250	AUD 750

National Register Link: <https://training.gov.au/Training/Details/ICT50220>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# ICT60220 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (Cyber Security/ Telecommunication Network Engineering Specialisation)

CRICOS Course Code: 105040H

**\*Course Fee  
\$29,000**

## Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor). The skills required for these roles may include, but are not restricted to:

- cyber security: protecting sensitive data and information through security architecture, and developing disaster recovery and contingency plans
- telecommunications network engineering: managing logistics, organisational specifications, regulations and legislative requirements across network projects.
- complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

## Core Unit

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
ICTCYS604	Implement best practices for identity management
ICTCYS606	Evaluate an organisation's compliance with relevant cyber security standards and law
ICTCYS608	Perform cyber security risk assessments
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTPMG613	Manage ICT project planning
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs
ICTNWK546	Manage network security

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Study Duration : 104 Weeks

80 Academic Weeks + 24 Weeks Holidays

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 28,000	AUD 250	AUD 750

National Register Link: <https://training.gov.au/Training/Details/ICT60220>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# SIT40516 CERTIFICATE IV IN COMMERCIAL COOKERY

CRICOS Course Code: 0101828

**\*Course Fee  
\$23,500**

## 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.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

## Core Unit

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITHCCC001	Use food preparation equipment*
SITHCCC005	Prepare dishes using basic methods of cookery*
SITHCCC006	Prepare appetisers and salads*
SITHCCC007	Prepare stocks, sauces and soups*
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*
SITHCCC012	Prepare poultry dishes*
SITHCCC013	Prepare seafood dishes*
SITHCCC014	Prepare meat dishes*
SITHCCC018	Prepare food to meet special dietary requirements*
SITHCCC019	Produce cakes, pastries and breads*
SITHCCC020	Work effectively as a cook*
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations*
SITHPAT006	Produce desserts*
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA001	Use hygienic practices for food safety

Unit Code	Unit Name
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXINV002	Maintain the quality of perishable items*
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
SITXWHS002	Identify hazards, assess and control safety risks
SITXFIN004	Prepare and monitor budgets
BSBWOR203	Work effectively with others
SITXCCS006	Provide service to customers
BSBITU306	Design and produce business documents
BSBFIA401	Prepare financial reports
SITHIND002	Source and use information on the hospitality industry
SITXFIN004	Prepare and monitor budgets

## Study Duration : 78 Weeks

60 Academic Weeks + 18 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 21,750	AUD 250	AUD 1,500

National Register Link: <https://training.gov.au/Training/Details/SIT40516>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# SIT40716 CERTIFICATE IV IN PATISSERIE

CRICOS Course Code:105041G

**\*Course Fee**  
**\$25,150**

## Course Description

This qualification reflects the role of pastry chefs who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in various organisations where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops.

## Core Unit

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
SITXFIN003	Manage finances within a budget
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
BSBITU306	Design and produce business documents
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC018	Prepare food to meet special dietary requirements
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITXCOM005	Manage conflict
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items
SITXWHS003	Implement and monitor work health and safety practices
SITHCCC011	Use cookery skills effectively
SITHPAT001	Produce cakes
SITHPAT002	Produce gateaux, torten and cakes

## Unit Code Unit Name

SITHPAT003	Produce pastries
SITHPAT004	Produce yeast-based bakery products
SITHPAT005	Produce petits fours
SITHPAT007	Prepare and model marzipan
SITHPAT008	Produce chocolate confectionery
SITHPAT009	Model sugar-based decorations

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

### Unit Code Unit Name

SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITXCCS006	Provide service to customers
HLTAID003	Provide first aid
SITXWHS002	Identify hazards, assess and control safety risks

## Study Duration : 78 Weeks

16 Academic Weeks + 18 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 23400	AUD 250	AUD 1500

National Register Link : <https://training.gov.au/Training/Details/SIT40716>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code: 0101829

**\*Course Fee  
\$15,750**

## Course Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

## Core Unit

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
SITXFSA001	Use hygienic practices for food safety
SITHKOP005	Coordinate cooking operations
SITHCCC013	Prepare seafood dishes*
SITHCCC014	Prepare meat dishes*
SITHPAT006	Produce desserts*
SITHCCC019	Produce cakes, pastries and breads*
BSBCMM401	Make a presentation
BSBITU306	Design and produce business documents
SITXWHS002	Identify hazards, assess and control safety risks
BSBWOR203	Work effectively with others
SITXCCS006	Provide service to customers
SITXHRM001	Coach others in job skills
SITHIND002	Source and use information on the hospitality industry
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBFIA401	Prepare financial reports

## Study Duration : 78 Weeks

60 Academic Weeks + 18 Weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 15,000	AUD 250	AUD 500

National Register Link: <https://training.gov.au/Training/Details/SIT50416>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# SIT60316 ADVANCE DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Course Code:097802G

**\*Course Fee  
\$20,750**

## Course Description

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions. This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming

## Core Unit

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system

National Register Link: <https://training.gov.au/Training/Details/SIT60316>

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
BSBADM502	Manage meetings
BSBCMM401	Make a presentation
BSBEBU501	Investigate and design e-business solutions
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBRES401	Analyses and present research information
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
HLTAID003	Provide First Aid
SITHIND001	Use hygienic practices for hospitality service
SITHIND002	Source and use information on the hospitality industry
SITHIND004	Work effectively in hospitality service
SITXCCS002	Provide visitor information
SITXCCS004	Provide lost and found services
SITXCOM005	Manage conflict
SITXHRM002	Roster staff
SITXWHS002	Identify hazards, assess and control safety risks

## Study Duration :104 Weeks

80 Academic weeks + 24 weeks Holidays

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 20,000	AUD 250	AUD 500

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# SIT50316 DIPLOMA OF EVENT MANAGEMENT

CRICOS Course Code: 105043E

**\*Course Fee**  
**\$14,000**

## Course Description

This qualification reflects the role of individuals who use a broad range of event-related skills and sound knowledge of event management processes to coordinate event operations. They operate independently and make operational event management decisions. Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries, including the tourism and travel, hospitality, sport, cultural, and community sectors. The diversity of employers includes event or exhibition management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

## Core Unit

Unit Code	Unit Name
SITXWHS002	Identify hazards, assess and control safety risks
SITXHRM003	Lead and manage people
SITXFIN003	Manage finances within a budget
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITEEVT001	Source and use information on the events industry
SITEEVT003	Coordinate on-site event registrations
SITEEVT008	Manage event staging components
SITEEVT010	Manage on-site event operations
SITXCCS007	Enhance customer service experiences
SITXMGT003	Manage projects

## Elective Unit

Unit Code	Unit Name
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITXHRM004	Recruit, select and induct staff
BSBDIV501	Manage diversity in the workplace
SITXCOM005	Manage conflict
SITXFIN004	Prepare and monitor budgets
SITEEVT002	Process and monitor event registrations
SITTTSL005	Sell tourism products and services
SITTTSL006	Prepare quotations
SITTTSL008	Book supplier products and services

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Study Duration : 52 Weeks

40 Academic Weeks +12 Weeks Holidays

## Delivery Location

Parramatta Campus  
Sydney Campus  
Darwin Campus

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 13,000	AUD 250	AUD 750

National Register Link: <https://training.gov.au/Training/Details/SIT50316>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# SIT60216 ADVANCED DIPLOMA OF EVENT MANAGEMENT

CRICOS Course Code: 105044D

**\*Course Fee**  
**\$19,000**

## Course Description

This qualification reflects the role of individuals operating at a senior level who use a wide range of specialised managerial skills and substantial knowledge of event management processes to conceive, plan and stage events. They operate with significant autonomy and are responsible for making strategic business and event management decisions. Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries, including the tourism and travel, hospitality, sport, cultural, and community sectors. The diversity of employers includes event or exhibition management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged, or a combination of both..

## Elective Unit

Unit Code	Unit Name
SITXHRM006	Monitor staff performance
BSBADM502	Manage meetings
BSBCMM401	Make a presentation
BSBMGT617	Develop and implement a business plan
SITXHRM004	Recruit, select and induct staff
BSBDIV501	Manage diversity in the workplace
SITXCOM005	Manage conflict
SITEEVT010	Manage on-site event operations

## Study Duration : 52 Weeks

40 Academic Weeks + 12 Weeks Holidays

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Core Unit

Unit Code	Unit Name
SITXGLC001	Research and comply with regulatory requirements
BSBSUS501	Develop workplace policy and procedures for sustainability
SITXWHS004	Establish and maintain a work health and safety system
BSBRSK501	Manage risk
BSBMGT608	Manage innovation and continuous improvement
SITXMPR007	Develop and implement marketing strategies
SITXCCS008	Develop and manage quality customer service practices
BSBWRT401	Write complex documents
SITEEVT011	Research event trends and practice
SITEEVT012	Develop event concepts
SITEEVT013	Determine event feasibility
SITEEVT014	Develop and implement event management plans
SITXHRM003	Lead and manage people
SITXFIN004	Prepare and monitor budgets
SITXMGT002	Establish and conduct business relationships
SITEEVT008	Manage event staging components

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 18,000	AUD 250	AUD 750

National Register Link: <https://training.gov.au/Training/Details/SIT60216>

\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# FNS40217 CERTIFICATE IV OF ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 097798K

**\*Course Fee  
\$11,379**

## Course Description

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-rout-

## Core Unit

Unit Code	Unit Name
BSBFIA401	Prepare financial reports
BSBITU422	Use digital technologies to collaborate in the workplace
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBFIA412	Report on Financial Activity
BSBITU402	Develop and Use Complex Spreadsheets
BSBITU306	Design and produce business documents

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Study Duration : 52 Weeks

40 Academic Weeks + 12 Weeks Holidays

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 10,800	AUD 250	AUD 329

National Register Link: <https://training.gov.au/Training/Details/FNS40217>



\*This course does not have any prerequisite \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# FNS50217 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 097799J

**\*Course Fee**  
**\$11,450**

## Course Description

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

## Core Unit

Unit Code	Unit Name
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
FNSACC511	Provide financial and business performance information

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus

## Elective Unit

Unit Code	Unit Name
FNSACC311	Process financial transactions and extract interim reports
BSBLDR413	Lead effective workplace relationships
FNSACC313	Perform financial calculations
BSBFIA401	Prepare financial Reports
FNSACC312	Administer subsidiary accounts and ledgers

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Study Duration : 52 Weeks

40 Academic Weeks +12 Weeks Holidays

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 10,800	AUD 250	AUD 400

National Register Link: <https://training.gov.au/Training/Details/FNS50217>



This course has prerequisites to complete Certificate IV of Accounting and Bookkeeping \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

# FNS60217 ADVANCED DIPLOMA OF ACCOUNTING

CRICOS Course Code: 097800K

**\*Course Fee  
\$16,950**

## Course Description

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

## Core Unit

Unit Code	Unit Name
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC624	Monitor corporate governance activities

## Delivery Location

Parramatta Campus, Sydney Campus, Darwin Campus



## Elective Unit

Unit Code	Unit Name
FNSACC511	Provide financial and business performance information
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
FNSINC504	Apply ethical frameworks and principles to make and act upon decisions
FNSACC614	Prepare complex corporate financial reports
BSBFIN601	Manage organisational finances
BSBHRM528	Coordinate remuneration and employee benefits Elective
BSBCMM411	Make a presentations
BSBFIN501	Manage Budgets and Financial Plan
BSBWHS411	Implement and monitor WHS policies, procedures and program
FNSACC607	Evaluate business performance

## Study Mode

14 Hours Face to Face and 6 Hours Online

## Study Duration : 78 Weeks

60 Academic Weeks + 18 Weeks Holidays

## Course Fees Information

Tuition Fees	Enrolment Fee	Material fee
AUD 16,200	AUD 250	AUD 500

National Register Link: : <https://training.gov.au/Training/Details/FNS60217>

\*This course has prerequisite to complete Diploma of Accounting \*Student material fees does not include the cost of workbook. Student can purchase/ order student workbook from SCCM reception if required with additional cost.

## LIVING COST IN SYDNEY

- Living expenses depend on how you choose to live.
- It generally costs more to live in Sydney than in other cities.
- Estimated living expenses for an international student are:

**Living expenses You - \$21,041**

**Partner or spouse - \$7,362 Child - \$3,152**

This covers food, accommodation, travel, entertainment and clothing. Accommodation Estimated costs for accommodation in Sydney are as

- Share Accommodation – AUD\$85 - \$215 per week
- Rental Accommodation – AUD\$220 - \$440 per week
- Homestay AUD\$235 - \$325 per week

## ADMISSIONS

Sydney City College of Management ensures that all individuals who gain access into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies. Each course has specific entry requirements as listed in the course information sheet for the particular course. We will assist you with Admissions into your chosen program and will guide you through the admissions process. If you have any questions with regards to Admissions, please speak to the Marketing and Admissions Team or see the Institute's Student Entry Requirements, Selection, Enrolment and Orientation Policy available at Reception. Students should make enquiries and arrangements for accommodation prior to arriving in Australia. For more enquiry about fees please visit our website [www.sccm.edu.au](http://www.sccm.edu.au)

## ADDRESS AND CONTACT DETAILS

Condition 8533 of your student visa requires you to notify your education provider of your residential address in Australia within 7 days of arriving in Australia. In addition, you must notify your education provider of any change in your residential address within 7 days of the change. It is your responsibility to ensure that you always update your address, mobile, email, details at the Institute to ensure you receive important information about your course, fees, receipts.



## COMPLAINTS AND APPEALS

Sydney City College of Management endeavors to create a positive learning environment, free of coercion, unfair treatment or harassment. Any circumstance caused by a fellow student, staff member, or with the Institute in general, which affects the well-being of a student, will be dealt within a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes, which are handled with care, fairness, professionalism, objectivity and independence. Should a student access Sydney City College of Management's appeal process, the students' enrolment will be maintained until the internal appeals process and if necessary, external appeals process has been completed. Once the appeals process has been completed, Sydney City College of Management will undertake necessary actions depending on the outcome of the appeals process, within 10 working days of the process being finalized. Students can lodge a complaint on the Department of Education and Training <https://www.education.gov.au/email-complaints> or

## **COURSE CREDIT AND RECOGNITION OF PRIOR LEARNING POLICY**

Sydney City College of Management will ensure that Course Credit (CT) / Recognition of Prior Learning (RPL) is offered to all applicants prior to and upon enrolment. Sydney City College of Management will fully recognize the AQF and VET Qualifications and Statements of Attainments issued by other Registered Training Organizations and ensures that its own recognition process is transparent, fair and provides students with sufficient information to support their claim for recognition.

## **DEFERRAL, SUSPENSION AND CANCELLATION POLICY**

Sydney City College of Management will only grant deferment, suspension and cancellation of student's enrolments in certain limited circumstances. Deferment, suspension and cancellation of a student's enrolment can be initiated by the student, or the Institute. Where the Institute initiates the process, or makes a decision on the outcome of an application, students will be given the opportunity to access the Institute's complaints and appeals procedure.

## **COLLEGE CODE OF PRACTICE**

In all interactions with Sydney City College of Management and its staff, the Institute will comply with its Code of Practice. Sydney City College of Management promotes a professional educational environment and expects all staff to conduct themselves in a professional manner. The Institute acts with the highest level of integrity in providing quality Vocational Education and Training services to its clients and adopts policies, procedures and practices, which comply with all relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and scope of registration.

## **COURSE PROGRESS AND COMPLETION WITHIN EXPECTED DURATION**

Sydney City College of Management systematically records, monitors and assesses student course progress and takes proactive measures in notifying and counseling students at risk of not meeting course requirements. In addition, the Institute continuously monitors the workload of students to ensure they complete their enrolment within the duration specified in their CoE, and, only allow course duration extensions in certain limited circumstances. Students who do not meet course

## **ATTENDANCE**

Sydney City College Of Management monitors student attendance for its internal control process and to ensure international student meet their visa requirement with DHA. SCCM will strictly monitor student attendance for those students whose course progress is not satisfactory International student are required to maintain minimum level of 80% attendance level.



## USE OF PERSONAL INFORMATION

Sydney City College of Management takes the privacy of us participants very seriously and we will comply with all legislative requirements. These include the Privacy Act 1988 and Australian Privacy Principles.

In some cases, as required by law and as required by the Standards for Registered Training Organizations (RTOs) 2015, ESOS Act 2000 and National Code 2018, we will need to make information available to others. In all other cases we ensure that we will seek the written permission of the participant.

The ten privacy principles are defined below:

1. Collection
2. Use and disclosure
3. Data quality
4. Data Security
5. Openness
6. Access and correction
7. Unique Identifiers
8. Anonymity
9. Trans-border Data Flows
10. Sensitive Information

Reviewing the above, you will realise that yours, staff members and participants privacy is protected by law. You will not seek to obtain private information about participants or staff. Equally so, you will not reveal private information about staff and participants.

## OVERSEAS STUDENT HEALTH COVER

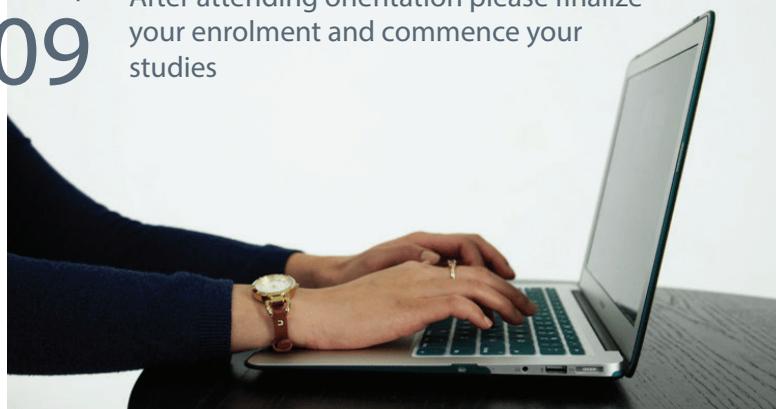
If you are an international student, you must be covered by OSHC from when you arrive in Australia and for the entire duration of your stay, in line with Condition 8501 of your student visa. This can be organized by Sydney City College of Management or yourself. If you are studying at more than one educational provider and both are arranging OSHC, you will have to ensure that there is no gap between policies. This means that as one policy expires the next commences immediately. You can find out more about purchasing Overseas Student Health Cover at the website <http://www.studyinaustralia.gov.au/global/live-in-Australia/insurance> or by speaking to SCCM Marketing and Admissions Staff.

The cost of the OSHC policy will depend on the level of cover that you choose; however, according to

Constar's research, the lowest cost of minimum cover is \$438/ year for singles cover, \$2,685/year for couples cover and \$4,026/year for family cover (Australian dollars).

## HOW TO APPLY

- Step 01 Research study options at our website [www.sccm.edu.au](http://www.sccm.edu.au)
- Step 02 Read Student Handbook, terms and conditions, check entry requirements and fill up the enrolment form (all documents are available online or at reception desk)
- Step 03 Submit your application to [admissions@sccm.edu.au](mailto:admissions@sccm.edu.au) or at reception desk with all relevant documents
- Step 04 if your application is approved then we will send you offer letter
- Step 05 Attend GTE interview with SCCM.
- Step 06 Fees payment details are mentioned in the letter of offer. Please ensure that you have read and understood refund policy before making payment to SCCM
- Step 07 Apply for student visa (Once we have received your payment then we will forward you receipt of payment along with confirmation of enrolment to support your student visa)
- Step 08 Plan to arrive SCCM on time to attend the orientation. Once you have booked your flights, organize your airport pickup and accommodation
- Step 09 After attending orientation please finalize your enrolment and commence your studies





# SYDNEY CITY

## COLLEGE OF MANAGEMENT

RTO CODE: 45203 | CRICOS PROVIDER CODE: 03620C



### Sydney Campus

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- admissions@sccm.edu.au
- Level 1, 303 Pitt St, Sydney NSW 2000

### Parramatta Campus

- +61 280 060 316
- admissions@sccm.edu.au
- Suite 1/Level 2, 17 Macquarie Street, Parramatta, NSW 2150

### Darwin Campus

- 08 8900 9683 / 61 (0) 452 452 350
- admissions@sccm.edu.au
- Level 3, Cavenagh Centre  
9 Searcy Street, Darwin City, NT 0800

