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BARTON
COLLEGE

Barton College

STUDENT PROSPECTUS

2023

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Welcome

Barton College (BC) has been providing quality education as per Australian Qualification Framework in Vocational Education and Training (VET) sector since February 2008. Here at BC our motto is 'Pathway to Success' and we believe that an investment in education is one of the most important decisions in life.

At BC we believe that education and training can transform people's lives. It plays an important role in shaping one's future. Our VET qualifications for domestic and international students are designed to enhance their practical skills and knowledge. Our English department offers a highly commended English program, making us an excellent choice for international students seeking Australian qualifications that meet the ever-changing world we live in today.

Quality education and caring support are our commitment. The teaching staff at BC are highly qualified in their fields with impressive academic qualifications and extensive industry experience. Our student support services also ensure that each student receives personalised care they deserve.

As a PEO of Barton College, I am looking forward to meeting you on our campus in the near future. On behalf of BC we wish you the best of luck in your chosen career.

Kind Regards,

Wenting Li

Principal Executive Officer

Authenticity
Leadership
Inspiration
Versatility
Excellence



About Barton College

Barton College (BC) is a registered training organisation (RTO) in Melbourne, Victoria, Australia.

BC is an English language and vocational training college situated in the heart of Melbourne central business district (CBD). Quality education and personalised service make BC an ideal choice for your education investment.

Our aim is to provide students with high quality training to enhance their skills and knowledge. We are committed to equipping our students with employability skills to adapt to the ever-changing environment, ensuring they are competitive and productive in their chosen field.

With its prime location on Collins Street, Melbourne, BC students undertake their face-to-face training next to some of the best services and facilities that Australia has on offer.

Life at Barton College

On BC campus you will find many exciting ways of meeting new people from a range of cultures. You may take on new friendships and new interests, and have fun while going through your learning journey for your dream career in the most liveable city of Australia.

Our extra-curricular activities provide students with excellent opportunities to socialise, to practice their English, and to see and experience Melbourne.

The campus can, however, sometimes seem to be an unfamiliar or even overwhelming place, especially for international students away from home for the first time and being removed from their usual support networks. BC therefore provides support and advice on a range of students' concerns and challenges.

Why choose Barton?

Cost Effective

BC programs are competitive in the market place. Our pricing structure provides students with confidence that they are receiving value for money on their investment.

Prime Location

Our main campus is situated on Spencer Street which is thoroughfare in the Melbourne CBD. It's convenient location close to

- Flagstaff Garden—Melbourne's quintessential laneway of cafes
- Melbourne City Library—the library in the city where you can borrow things from, and where there is a lot for international students, even an ESL conversation program
- And within 10 minutes' walk of
- Spencer Street Station - Melbourne's public transport central and meeting hub
- Tram to Southbank – Melbourne's bustling scenic waterfront
- Free tram Bourke Street Mall and China Town
– where you have all your retail and gastronomic needs met

The Teaching Staff

Our experienced, enthusiastic and dedicated teaching staff tailor their teaching as much as possible to student's individual learning needs. The vocational staff are not only qualified trainers but also hold strong industry experience.

Convenient Timetable

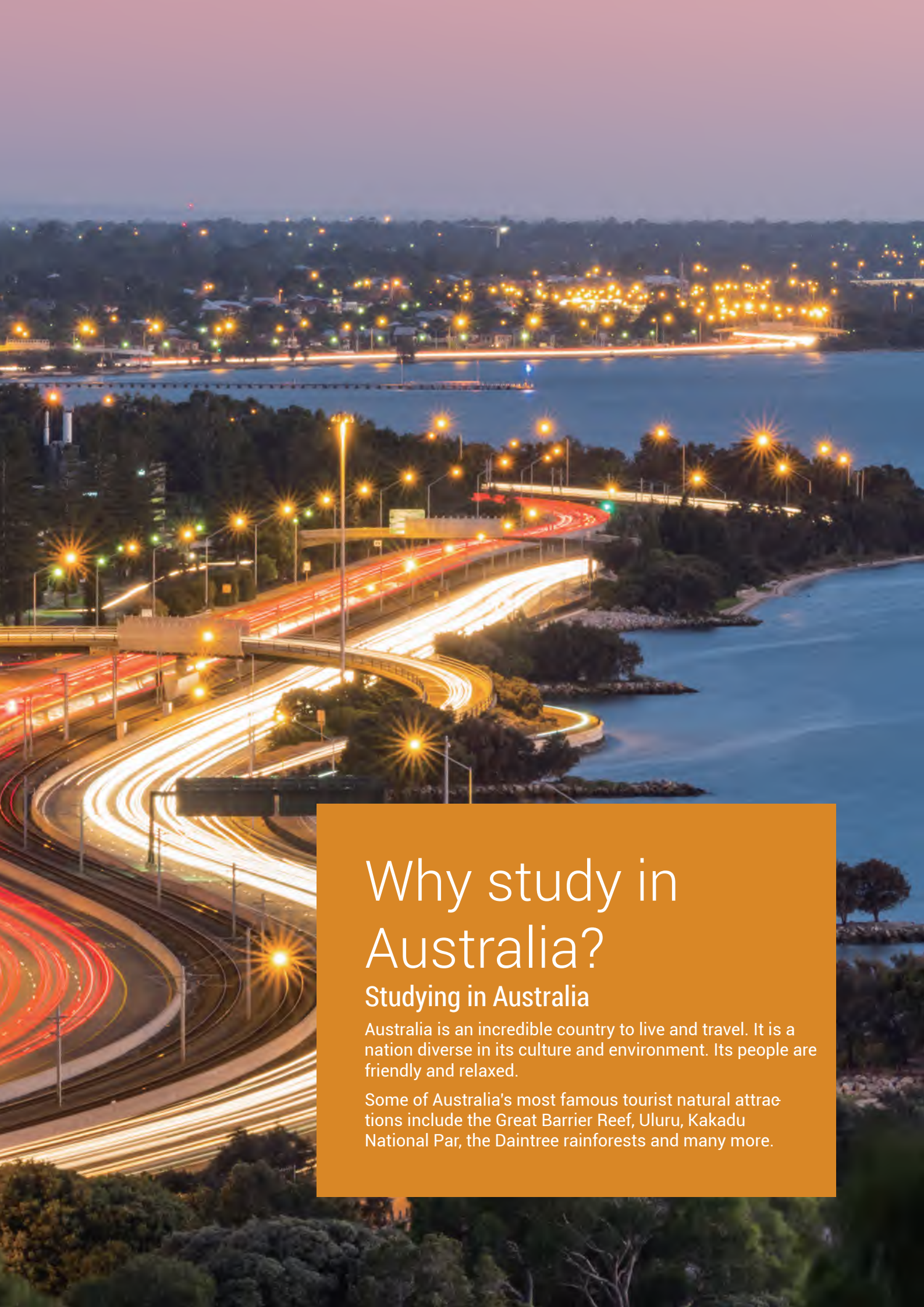
Most of our courses are timetabled over two and a half days per week, which enables students to better organize their entire life timetable. We also strive to meet students' timetable preference as much as possible, including weekend options.

Laptops

On campus students have access to laptops, which can be taken to the classroom or the students lounge, improving flexibility, convenience and privacy.

Student Support Services

Our student support services are committed to providing the very best academic and welfare support to our students. Our personal approach allows us to be authentic in our service, customising what we provide around your individual circumstances.



Why study in Australia?

Studying in Australia

Australia is an incredible country to live and travel. It is a nation diverse in its culture and environment. Its people are friendly and relaxed.

Some of Australia's most famous tourist natural attractions include the Great Barrier Reef, Uluru, Kakadu National Park, the Daintree rainforests and many more.

Why study in Australia?

A Good Choice for Study

There are more than 50,000 overseas students studying in Australia, each year approximately 15,000 students from the Asia-Pacific region arrive in Australia to continue their education.



They have chosen Australia for several reasons:

- Australia has a high-quality education system
- Australia offers traditional education in reputable colleges and universities
- Australian universities and colleges have established networks of support to help overseas students
- The Australian education system includes informality and accessibility of academic staff, the availability of technology-enriched learning, small group classes and close supervision
- Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time
- Australia is a safe, stable country with a pleasant climate
- Australia welcomes overseas student

A nighttime photograph of the Melbourne skyline. The image shows several tall skyscrapers with their windows illuminated, set against a dark blue twilight sky. In the foreground, there are streetlights, a bridge railing, and light trails from moving vehicles, suggesting a busy urban environment. The overall scene is vibrant and modern.

Why study in Melbourne?

Melbourne is the capital city of the state of Victoria.

It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a spacious city with parks, gardens, sporting venues and scenic places that illustrate our unique beauty and sense of space.

Students from all over the world come to Australia to take advantage of our world-class education, and enjoy our friendly hospitality and cultural diversity.

English





General English

CRICOS Code: 097472K

Course Description:

If you would like to improve your real life English skills, a General English course at BC is the perfect step.

Our General English courses will help you develop language skills for everyday life situations. We will help you develop the confidence to live, travel or work in Australia. You will graduate with real-world English skills you can use anywhere.

Courses are built around the three 'building blocks' of the language, which are grammar, vocabulary and pronunciation (micro skills) and four functional (macro) skills, which are listening, speaking, reading and writing. The course will focus on:

- Building fluency and accuracy in spoken English
- Expanding your vocabulary
- Understanding native and non-native English speakers
- Developing skills and confidence to use English outside the classroom

General English courses also provide the necessary foundation for our English for Academic Purposes courses if students enter at a lower level.

There are four levels offered under General English:

- Elementary
- Pre-intermediate
- Intermediate
- Upper Intermediate

Course Duration

Each level: 10 weeks

Contact hours per week: 20 hours

Entry Requirements

Age: 18 years and over

English requirement based on IELTS (or equivalents)

Level	Entry
Elementary	0 – 3.5 *
Pre-intermediate	4.0
Intermediate	4.5
Upper Intermediate	5.0

* Students who enter the Elementary level at below IELTS 3.5 (or equivalent) may require more than 10 weeks to complete the level.

It is not necessary to study General English with results of an international English proficiency test such as IELTS. Students could take an internal placement test in order to be placed at the right level.



English for Academic Purposes

CRICOS Code: 097472K

Course Description:

English for Academic Purposes is a university and vocational education preparation course. It is designed for students with intermediate to upper intermediate levels of English who wish to gain admission to

an Australian VET or university course.

After a student has become functional in their use of the English language, an EAP course bridges the gap between General English and academic English by equipping students with the following essential tertiary skills:

- Academic writing
- Critical thinking
- Researching & referencing
- Tutorial discussion
- Oral presentation

There are two levels offered under EAP:

- EAP 1 – Intermediate
- EAP 2 – Upper Intermediate





Course Duration

Each level: 10 weeks

Contact hour per week: 20 hours

Entry Requirements

High school completion

English requirements as per IELTS.

Level	Entry
EAP 1	5.0
EAP 2	5.5

It is not necessary to study EAP with results of an international English proficiency test such as IELTS. Students could be articulated from the internal General English course or take our placement test in order to be placed at the right level.



Business

Certificate IV in Business

Qualification Code: BSB40120

CRICOS Code: 108605G

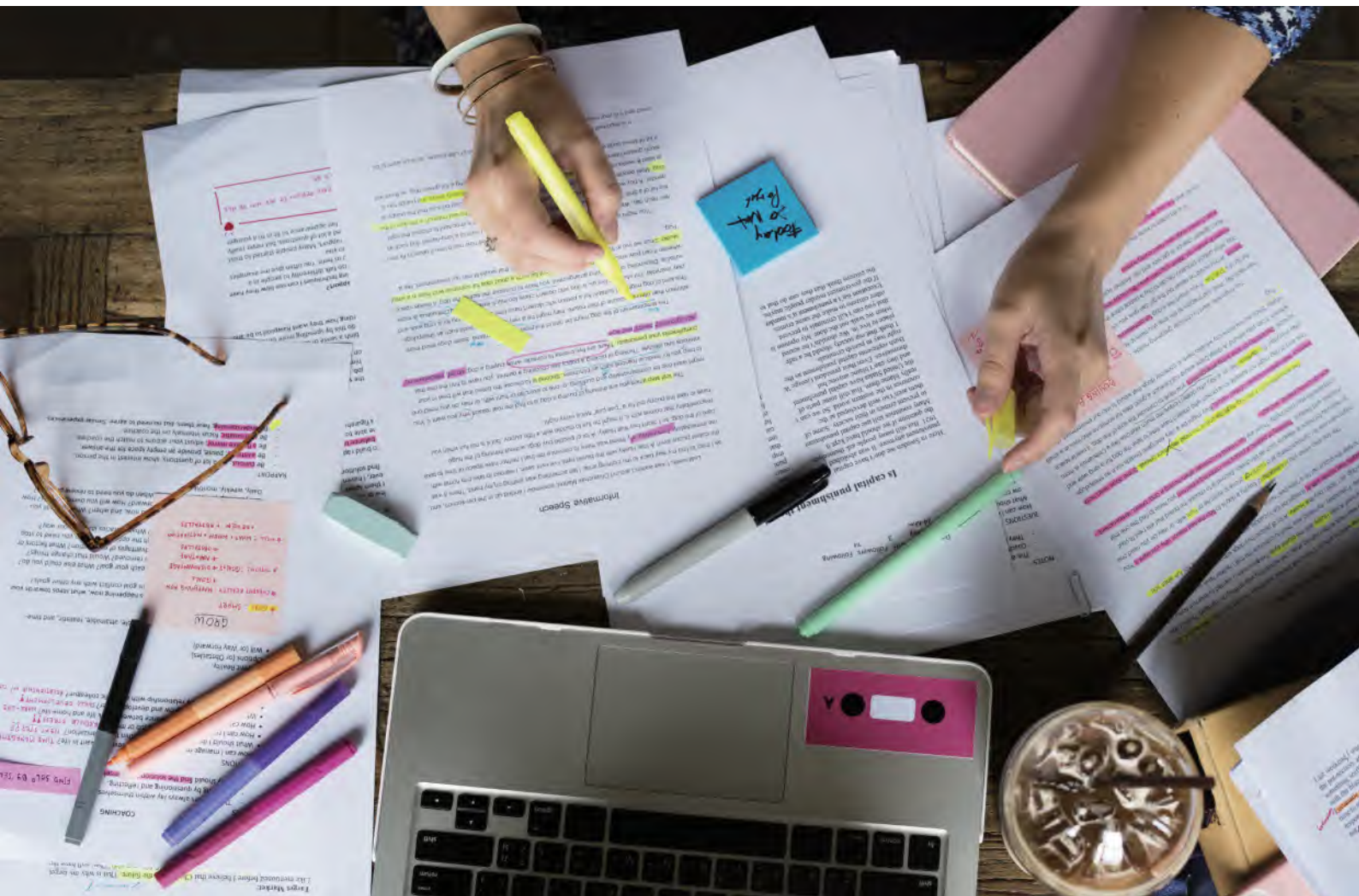
Qualification Description

This qualification provides insight on Work Health & Safety requirements, risk management, organise meetings, implementing customer service strategies, address customer needs, develop & make a presentation, develop teams, undertake marketing activities, promote products/ services and develop complex documents.

Career Prospective

After completing Certificate IV in Business, students can apply for following job roles:

- Admin officer
- Customer Service Advisor
- Clerk
- E-business Practitioner
- Office Administration Assistant
- Student Services Officer
- Word Processing Operator
- Frontline officer
- Project officer



Course Duration

52 weeks including term breaks.

Each term: 10 weeks tuition

Mode of Delivery

- Face to face
- 20 hours per week during the term.

Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code

and unit titles are of exact match.

Assessment

The course assessment is a combination of written questions, case studies/ projects, role-plays and class presentation.

Pathway

Once completed BSB40120 Certificate IV in Business, the students can undertake:

- BSB50420 Diploma of Leadership and Management or
- BSB50120 Diploma of Business or any other Diploma qualification, which doesn't have any specific pre-requisites.

Units of Study

Total units: 12

Unitcode	Unit Name
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBMKG434	Promote products and service
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBPEF502	Develop and use emotional intelligence
BSBHRM413	Support the learning and development of teams and individuals
BSBCMM411	Make presentations

Diploma of Leadership and Management

Qualification Code: BSB50420

CRICOS Code: 104187H

Qualification Description

This qualification is designed to develop participant's leadership & management skills. It provides insight on managing operational plans, taking benefit from emotional intelligence, managing staff recruitment and nurturing workplace relationships. The program also covers managing employee performance, enhancing teams' effectiveness, facilitating continuous improvement, managing budgets & financial plans, running successful meetings, managing projects, managing work priorities and enhancing the provision of customer services.

Career Prospective

After completing Diploma of Leadership & Management, students can apply for following job roles:

- Manager
- Team leader
- Supervisor
- Coordinator

Course Duration

52 weeks including term breaks.

Each term: 10 weeks tuition



Mode of Delivery

- Face to face
- 20 hours per week during the term.

Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code and unit titles are of exact match.

Assessment

The course assessment is a combination of written questions, case studies/ projects, role-plays and class presentation.

Pathway

On completion students can undertake:

- BSB60420 Advanced Diploma of Leadership and Management or
- Bachelor of Business or
- Bachelor of Management programs.

Units of Study

Total units: 12

Unitcode	Unit Name
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR522	Manage people performance
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK502	Manage team effectiveness
BSBXCM501	Lead communication in the workplace

Advanced Diploma of Leadership and Management

Qualification Code: BSB60420

CRICOS Code: 108606F

Qualification Description

This qualification provides insight on change management, providing leadership, developing business plans & marketing plans, managing finances, risk management, developing strategic plans including human resources strategic plans, managing innovation, continuous improvement, employee relations, knowledge management and developing sustainability policies.

Career Prospective

After completing Advanced Diploma of Leadership & Management, students can apply for following job roles:

- Manager
- Team leader
- Senior supervisor
- Coordinator
- Department head



Course Duration

78 weeks including term breaks.

Each term: 10 weeks tuition

Mode of Delivery

Face to face

20 hours per week during the term.

Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code and unit titles are of exact match.

Assessment

The course assessment is a combination of written questions, case studies/ projects, role-plays and class presentation.

Pathway

Once completed the BSB60420 Advanced Diploma of Leadership & Management students can undertake:

- Graduate Certificate of Management or
- Bachelor of Business or
- Bachelor of Management programs

Units of Study

Total units: 10

Unitcode	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
BSBSUS601	Lead corporate social responsibility
BSBHRM614	Contribute to strategic workforce planning
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBPEF501	Manage personal and professional development
BSBCRT511	Develop critical thinking in others

Graduate Diploma of Management (Learning)

Qualification Code: BSB80120

CRICOS Code: 110476D

Qualification Description

Graduate Diploma of Management (Learning) is a qualification that focuses on how knowledge is built, retained and shared within Australian organisations. This qualification is applicable across industries and sectors. It provides a solid grounding and depth of understanding of practical business strategies, applications, and a broad range of theory. This mid-level postgraduate qualification can be taken standalone or as part of the pathway to MBA.

The core units highlight the importance of learning and development strategies, leading a strategic transformation and implementing improved learning practices, equipping you with the skills you need to be an effective leader and giving you the confidence to apply the latest theory and ideas to real life situations

Career Prospective

Senior manager in various sectors



Course Duration

2 Years (including term breaks)

Each term: 10 weeks tuition

Mode of Delivery

Face to face

20 hours per week during the term.

Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code and unit titles are of exact match.

Assessment

The course assessment is a combination of written questions, case studies/ projects, role-plays and class presentation.

Education Pathway

A number of Master's courses in Business or Management

English Proficiency Entry Requirement :

minimum IELTS 6.5 or equivalent

Units of Study

- Total number of units: 8
- Core units: 3
- Electives: 5

Unit code	Unit Name	Core/ Elective
BSBHRM613	Contribute to the development of learning and development strategies	C
BSBLDR811	Lead strategic transformation	C
TAELED803	Implement improved learning practice	C
BSBCRT611	Apply critical thinking for complex problem solving	E
BSBFIN801	Lead financial strategy development	E
BSBLDR601	Lead and manage organisational change	E
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	E
BSBST801	Lead innovative thinking and practice	E

Hospitality



Certificate III in Commercial Cookery

Qualification Code: SIT30821

CRICOS Code: 109801F

Qualification Description

This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items.

Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work as a commercial cook in organizations such as restaurants, hotels, clubs, pubs and cafés.

Recognition of Prior Learning and Credit Transfer

The recognition of prior learning (RPL) procedure will be made known to students at the time of enrolment. RPL enables students who have not undertaken the unit or equivalent,

but have the required knowledge and skills to demonstrate competency for the unit in an assessment only pathway.

An RPL kit is available for candidates wishing to apply for RPL, and information sessions are available to support the candidates in their application.

AQF qualifications and statement of attainment issued by other registered training organisation are recognized by Barton College for Credit transfer.





Assessment

The course assessment is a combination of written questions, case studies, role-plays, projects, practical / class presentations and work based training portfolio/journal.

Career Prospective

On the base of their previous experience, the following career paths are available to the learner who successfully completes Certificate III in Commercial Cookery:

- Kitchen Attendant
- Catering team assistant
- Commercial cook

Work placement

200 hours

Course Duration

52 weeks including term breaks

Each term: 10 weeks tuition

Mode of Delivery

Delivery will be face-to-face, 20 hours per week. Our practical classes have no more than 15 students in a group, allowing you plenty of individual attention from the trainer, thereby developing your skills and techniques more quickly.

Pathway

After successful completion of SIT30816 – Certificate III in Commercial Cookery, learners can continue their study in SIT40516- Certificate III in Commercial Cookery.

Units of Study

- Total number of units: 25
- Core units: 20
- Electives: 5

Unit code	Unit Name	Core/ Elective
SITXFSA005	Use hygienic practices for food safety	C
SITXWHS005	Participate in safe work practices	C
SITHKOP009	Clean kitchen premises and equipment	C
SITHCCC023	Use food preparation equipment	C
SITHCCC027	Prepare dishes using basic methods of cookery	C
SITHCCC028	Prepare appetisers and salads	C
SITHCCC029	Prepare stocks, sauces and soups	C
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	C
SITHCCC031	Prepare vegetarian and vegan dishes	C
SITHCCC035	Prepare poultry dishes	C
SITHCCC037	Prepare seafood dishes	C
SITHCCC036	Prepare meat dishes	C
SITHCCC042	Prepare food to meet special dietary requirements	C
SITHCCC041	Produce cakes, pastries and breads	C
SITHCCC043	Work effectively as a cook	C
SITHKOP010	Plan and cost recipes	C
SITHPAT016	Produce desserts	C
SITXFSA006	Participate in safe food handling practices	C
SITXHRM007	Coach others in job skills	C
SITXINV006	Receive, store and maintain stock	C
SITXINV007	Purchase Goods	E
SITXFSA007	Transport and store food	E
SITHCCC040	Prepare and serve cheese	E
SITHCCC025	Prepare and present sandwiches	E
SITXCCS014	Provide service to customers	E

Certificate IV in Kitchen Management

Qualification Code: SIT40521

CRICOS Code: 109672K

Qualification Description

This qualification reflects the role of a commercial cook who has 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 organizations such as restaurants, hotels, clubs, pubs and cafes, or to run a small business in these sectors.

Recognition of Prior Learning and Credit Transfer

The Recognition of Prior Learning (RPL) procedure will be made known to students at the time of enrolment. RPL enables students who have not undertaken the unit or equivalent

but have the required knowledge and skills to demonstrate competency for the unit in an assessment only pathway.

An RPL kit is available for candidates wishing to apply for RPL and information sessions are available to support the candidates in their application.

AQF qualifications and statement of attainment issued by other registered training organisation are recognized by Barton College.



Assessment

The course assessment is a combination of written questions, case studies, role plays, projects, practical observations, class presentation and work based training portfolio/journal.

Work Placement

270 hours.

Career Prospective

On the base of their previous experience, the following career paths are available to the learner who successfully completes Certificate IV in Commercial Cookery:

- Chef
- Chef de partie
- Catering Manager

Course Duration

65 weeks including term breaks.

Each term: 10 weeks tuition

Mode of Delivery

Delivery will be face-to-face, 20 hours per week. Our practical classes have no more than 15 students in a group, allowing you plenty of individual attention from the trainer, thereby developing your skills and techniques more quickly.

Pathway

After successful completion of Certificate IV in Kitchen Management, learners can continue their study in SIT50416- Diploma of Hospitality Management.



Units of Study

- Total number of units: 33
- Core units: 27
- Electives: 6

Unit code	Unit Name	Core/ Elective
SITXFSA005	Use hygienic practices for food safety	C
SITHCCC023	Use food preparation equipment	C
SITHCCC027	Prepare dishes using basic methods of cookery	C
SITHCCC0028	Prepare appetisers and salads	C
SITHCCC029	Prepare stocks, sauces and soups	C
STHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	C
STHCCC031	Prepare vegetarian and vegan dishes	C
STHCCC035	Prepare poultry dishes	C
STHCCC036	Prepare meat dishes	C
STHCCC037	Prepare seafood dishes	C
STHCCC041	Produce cakes, pastries and breads	C
STHCCC042	Prepare food to meet special dietary requirements	C
STHCCC043	Work effectively as a cook	C
SITHKOP010	Plan and cost recipes	C
SITHKOP012	Develop recipes for special dietary requirements	C
SITHKOP0013	Plan cooking operations	C
SITHKOP015	Design and cost menus	C
SITHPAT016	Produce desserts	C
SITXCOM010	Manage conflict	C
SITXFIN009	Manage finances within a budget	C
SITXFSA006	Participate in safe food handling practices	C
SITXFSA008	Develop and implement a food safety program	C
SITXHRM008	Roster Staff	C
SITXINV006	Receive, store and maintain stock	C
SITXHRM009	Lead and manage people	C
SITXMGT004	Monitor work operations	C
SITXWHS007	Implement and monitor work health and safety practices	C
SITXINV007	Purchase Goods	E
SITXCCS014	Provide service to customers	E
SITXCCS015	Enhance Customer service Experiences	E
SITHCCC040	Prepare and serve cheese	E
SITXFSA007	Transport and store Food	E
SITHKOP014	Plan catering for events or function	E

Diploma of Hospitality Management

Qualification Code: SIT50422

CRICOS Code: 113239D

Qualification 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 and cafés.

This qualification allows for multiskilling and for specialization in accommodation services, cookery, food and beverage and gaming.

Recognition of Prior Learning and Credit Transfer

The Recognition of Prior Learning (RPL) procedure will be made known to students at the time of enrolment. RPL enables students who have not undertaken the unit or equivalent, but have the required knowledge and skills to demonstrate competency for the unit in an assessment only pathway.

An RPL kit is available for candidates wishing to apply for RPL and information sessions are available to support the candidates in their application.

AQF qualifications and statement of attainment issued by other registered training organisation are recognized by Barton College.

Assessment

The course assessment is a combination of written questions, case studies, role plays, projects, practical observations, class presentation and work based training portfolio/journal.





Career Prospective

On the base of their previous experience, the following career paths are available to the learner who successfully completes Diploma of Hospitality Management:

- banquet or function manager
- bar manager
- café manager
- chef de cuisine
- chef patissier
- club manager
- executive housekeeper
- front office manager
- gaming manager
- kitchen manager
- motel manager
- restaurant manager
- sous chef
- unit manager catering operations

Work Placement

200 hours

Course Duration

52 weeks including term breaks.

Each term: 10 weeks tuition

Mode of Delivery

Delivery will be face-to-face, 20 hours per week. Our practical classes have no more than 15 students in a group, allowing you plenty of individual attention from the trainer, thereby developing your skills and techniques more quickly.

Pathway

After successful completion of SIT50422- Diploma of Hospitality Management, learners can continue their study

in SIT60322- Advanced Diploma of Hospitality Management.

Work-based training incur additional material and equipment fees. For detail, please see our website, including the work-based training venue.

Units of Study

Diploma of Hospitality Management (Pathway)

- Total number of units: 28
- Core units: 11
- Electives: 17

Unit code	Unit Name	Core / Elective
SITXFIN009	Manage finances within a budget	C
SITXMGT004	Monitor work operations	C
SITXWHS007	Implement and monitor work health and safety practices	C
SITXHRM009	Lead and manage people	C
SITXCOM010	Manage Conflict	C
SITXHRM008	Roster staff	C
SITXCCS015	Enhance customer service experiences	C
SITXCCS016	Develop and manage quality customer service practices	C
SITXFIN010	Prepare and monitor budgets	C
SITXGLC002	Identify and manage legal risks and comply with law	C
SITXMGT005	Establish and conduct business relationships	C
SITXFSA005	Use hygienic practices for food safety	E
SITXFSA006	Participate in safe food handling practices	E
SITHCCC023	Use food preparation equipment	E
SITHCCC027	Prepare dishes using basic methods of cookery	E
SITHCCC028	Prepare appetisers and salads	E
SITHCCC029	Prepare stocks, sauces and soups	E
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	E
SITHCCC031	Prepare vegetarian and vegan dishes	E
SITHCCC035	Prepare poultry dishes	E
SITHCCC036	Prepare meat dishes	E
SITHCCC037	Prepare seafood dishes	E
SITHCCC040	Prepare and serve cheese	E
SITHCCC041	Produce Cakes, pastries and breads	E
SITHCCC042	Prepare food to meet special dietary requirements	E
SITHCCC043	Work effectively as a cook	E
SITHKOP010	Plan and cost recipes	E
SITHKOP012	Develop menus for special dietary requirements	E

Diploma of Hospitality Management (Standalone)

• Total number of units: 33

• Core units: 14

• Electives: 19

Unit code	Unit Name	Core / Elective
BSBFIN601	Manage organisational finances	C
BSBOPS601	Develop and implement business plans	C
SITXCCS016	Develop and manage quality customer service practices	C
SITXFIN009	Manage finances within a budget	C
SITXFIN010	Prepare and monitor budgets	C
SITXFIN011	Manage physical assets	C
SITXGLC002	Identify and manage legal risks and comply with law	C
SITXHRM009	Lead and manage people	C
SITXHRM010	Recruit, select and induct staff	C
SITXHRM012	Monitor staff performance	C
SITXMGT004	Monitor work operations	C
SITXMGT005	Establish and conduct business relationships	C
SITXMPR014	Develop and implement marketing strategies	C
SITXWHS008	Establish and maintain a work health and safety system	C
SITXFSA005	Use hygienic practices for food safety	E
SITHCCC043	Work effectively as a cook	E
SITXFSA006	Participate in safe food handling practices.	E
SITHCCC023	Use food preparation equipment	E
SITHCCC027	Prepare dishes using basic methods of cookery	E
SITHCCC028	Prepare appetisers and salads	E
SITHCCC029	Prepare stocks, sauces and soups	E
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	E
SITHCCC031	Prepare vegetarian and vegan dishes	E
SITHCCC035	Prepare poultry dishes	E
SITHCCC036	Prepare meat dishes	E
SITHCCC037	Prepare seafood dishes	E
SITHCCC040	Prepare and serve cheese	E
SITHCCC041	Produce Cakes, pastries and breads	E
SITHCCC042	Prepare food to meet special dietary requirements	E
SITHKOP010	Plan and cost recipes	E
SITHKOP012	Develop menus for special dietary requirements	E
SITXINV006	Receive, store and maintain stock	E
SITXINV007	Purchase Goods	E

Advanced Diploma of Hospitality Management

Qualification Code: SIT60322
CRICOS Code: 113240M

Qualification Description

This advanced diploma follows on from the Diploma in Hospitality Management and provides the skills and knowledge for a student to be competent as a senior manager in any hospitality functional area (except kitchen).

The course will expand your understanding of hospitality and allow you to explore theoretical concepts to support your hospitality expertise. You'll develop key skills in business planning, asset management, finance, human resources and marketing to open a wide variety of employment opportunities.

Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs and cafes.

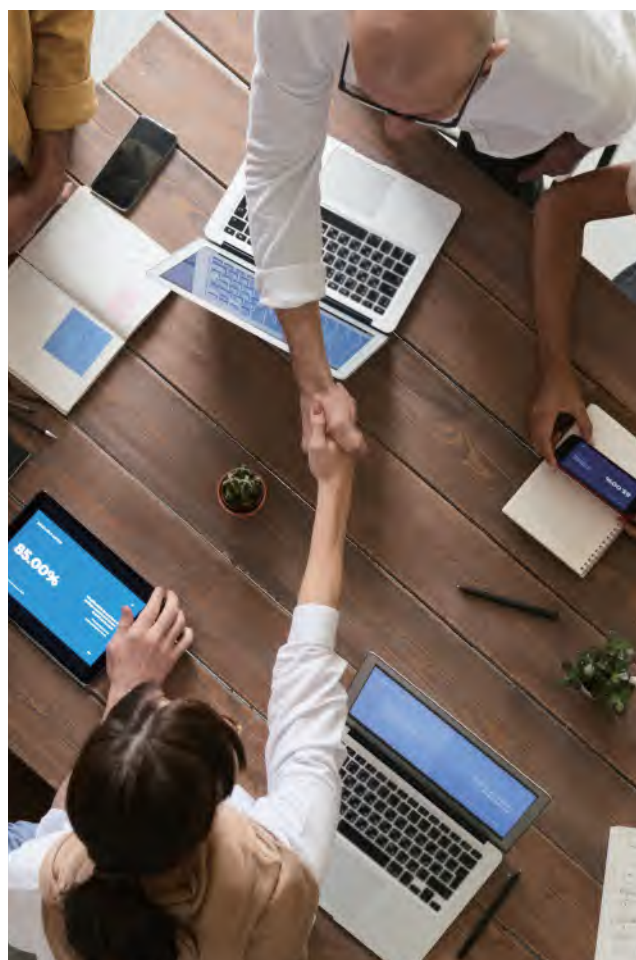
Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code and unit titles are of exact match.

Assessment

The course assessment is a combination of written questions, case studies, role plays, projects, practical observations and class presentation.





Career Prospective

- café owner or manager
- club secretary or manager
- executive chef
- executive housekeeper
- food and beverage manager
- head chef
- motel owner or manager

Work Placement

200 hours

Course Duration

78 weeks including term breaks.

Each term: 10 weeks tuition

Mode of Delivery

Face to face

20 hours per week during the term

Pathway

After completion of the course, students can further undertake any undergraduate management courses in various hospitality areas.

Units of Study

• Total number of units: 33

• Core units: 14

• Electives: 19

Unit code	Unit Name	Core / Elective
BSBFIN601	Manage organisational finances	C
BSBOPS601	Develop and implement business plans	C
SITXCCS016	Develop and manage quality c ustomer service practices	C
SITXFIN009	Manage finances with in a budget	C
SITXFIN010	Prepare and monitor budgets	C
SITXFIN011	Manage physical assets	C
SITXGLC002	Identify and manage legal risks and comply with law	C
SITXHRM009	Lead and manage people	C
SITXHRM010	Recruit, select and induct staff	C
SITXHRM012	Monitor staff performance	C
SITXMGT004	Monitor work operations	C
SITXMGT005	Establish and conduct business relationships	C
SITXMPR014	Develop and implement marketing strategies	C
SITXWHS008	Establish and maintain a work health and safety system	C
SITXFSA005	Use hygienic practices for food safety	E
SITHCCC043	Work effectively as a cook	E
SITXFSA006	Participate in safe food handling practices.	E
SITHCCC023	Use food preparation equipment	E
SITHCCC027	Prepare dishes using basic methods of cookery	E
SITHCCC028	Prepare appetisers and salads	E
SITHCCC029	Prepare stocks, sauces and soups	E
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	E
SITHCCC031	Prepare vegetarian and vegan dishes	E
SITHCCC035	Prepare poultry dishes	E
SITHCCC036	Prepare meat dishes	E
SITHCCC037	Prepare seafood dishes	E
SITHCCC040	Prepare and serve cheese	E
SITHCCC041	Produce Cakes, pastries and breads	E
SITHCCC042	Prepare food to meet special dietary requirements	E
SITHKOP010	Plan and cost recipes	E
SITHKOP012	Develop menus for special dietary requirements	E
SITXINV006	Receive, store and maintain stock	E
SITXINV007	Purchase Goods	E

Information Technology



Diploma of Information Technology

Qualification Code: ICT50220

CRICOS Code: 110477C

Qualification Description

Cyber security engineers are in high demand all over the world as organisations continue their journeys towards digital transformation. Diploma of Information Technology (Cyber Security) will provide foundational skills for aspiring cyber security engineers to promote workplace cyber security awareness and best practices, as well as designing systems to prepare for and respond to cyber security threats.

Course content covers ICT essentials, network security, analysing and designing cyber security systems and leading and managing ICT infrastructure projects.

Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code and unit titles are of exact match.

Assessment

The course assessment is a combination of knowledge questions and projects.



Career Prospective

- ICT Support Officer
- Web Developer
- Computer Network Professional
- ICT System Administrator

Course Duration

52 weeks including term breaks.

Each term: 10 weeks tuition

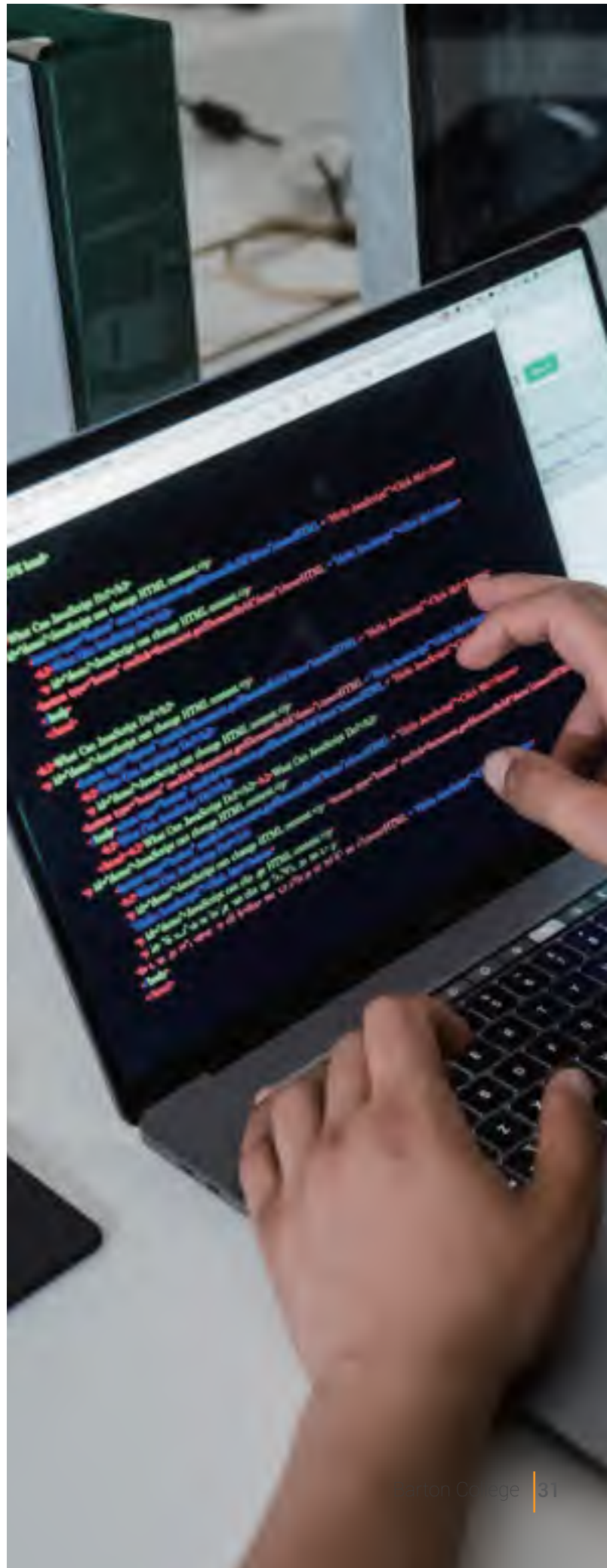
Mode of Delivery

Face to face

20 hours per week during the term

Pathway

After completion of the course, students can further undertake
Advanced Diploma of Information Technology
Bachelor of Computer Science



Units of Study

- Total number of units: 20
- Core units: 6
- Electives: 14

Unit code	Unit Name	Core/ Elective
BSBCRT512	Originate and develop concepts	C
BSBXTW401	Lead and facilitate a team	C
BSBXCS402	Promote workplace cyber security awareness and best practices	C
ICTICT532	Apply IP, ethics and privacy in ICT environments	C
ICTSAS527	Manage client problems	C
ICTICT517	Match ICT needs with the strategic direction of the organisation	C
ICTICT440	Develop Service level agreements	E
ICTSAS530	Use network tools	E
ICTCYS407	Gather, analyse and interpret threat data	E
ICTCYS610	Protect critical infrastructure for organisations	E
ICTCYS613	Utilise design methodologies for security architecture	E
ICTSAS524	Develop, implement and evaluate an incident response plan	E
ICTSAS526	Review and update disaster recovery and contingency plans	E
ICTSAS518	Install and upgrade operating systems	E
ICTICT523	Gather data to identify business requirements	E
ICTCYS608	Perform cyber security risk assessments	E
ICTTEN622	Produce an ICT network architecture design	E
ICTNWK546	Manage network security	E
ICTPRG530	Manage projects using software management tools	E
ICTWEB513	Build dynamic websites	E

Advanced Diploma of Information Technology

Qualification Code: ICT60220

CRICOS Code: 110478B

Qualification Description

As one of Australia's fastest growing fields in the IT industry, an Advanced Diploma in Cyber Security is highly valuable and in significant demand. Specialising in Cyber Security, this course focuses on the core security infrastructure that affects medium to large enterprises. This Advanced Diploma specialising in Cyber Security teaches students the fundamentals of firewalls and router/switch technology, the planning and implementation processes of troubleshooting, and assists students develop their skills to secure and configure enterprise-level devices and communication networks to improve overall business security.

Recognition of Prior Learning and Credit Transfer

Eligible students can apply for RPL. All RPL applications must be supported by verifiable required evidence. RPL assessment fee applies.

Credit transfer is available if the unit code and unit titles are of exact match.





Assessment

The course assessment is a combination of knowledge questions and projects.

Career Prospective

- Cyber security administrator
- Network security analyst
- Network security specialist
- E-security specialist
- ICT security specialist
- IT security administrator
- IT security analyst
- IT security specialist

Course Duration

52 weeks including term breaks

Each term: 10 weeks tuition

Mode of Delivery

Face to face

20 hours per week during the term

Pathway

Bachelor of Computer Science

Units of Study

- Total number of units: 16
- Core units: 6
- Electives: 10

Unit code	Unit Name	Core/ Elective
BSBCRT611	Apply critical thinking for complex problem solving	C
BSBTWK502	Manage team effectiveness	C
BSBXCS402	Promote workplace cyber security awareness and best practices	C
ICTICT608	Interact with clients on a business level	C
ICTICT618	Manage IP, ethics and privacy in ICT environments	C
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	C
ICTCYS604	Implement best practices for identity management	E
ICTCYS606	Evaluate an organisation's compliance with cyber security standards and law	E
ICTCYS608	Perform cyber security risk assessments	E
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations	E
ICTCYS610	Protect critical infrastructure for organisations	E
ICTCYS613	Utilise design methodologies for security architecture	E
ICTSAS530	Use network tools	E
BSBLDR601	Lead and manage organisational change	E
ICTPMG617	Plan and direct complex ICT projects	E
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks	E



Entry Requirements

English Courses

- Age: 18 years or over

All Vocational Courses

- Age: 18 years or over
- Academic: Completion of Year 11 or equivalent
- English (one of the below):
 - » IELTS (or equivalent) 5.5 Overall, or
 - » Completion of BC's General English at the Upper Intermediate level
 - » Graduate Diploma requires minimum IELTS 6.5 or equivalent

English Course Intake 2023

JANUARY

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DECEMBER

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1st January
26th January
14th March

New Year's Day
Australia Day
Labour Day

15th April
17th April
18th April

Good Friday
Easter Sunday
Easter Monday

25th April
13th June
1st November

ANZAC Day
Queen's Birthday
Melbourne Cup Day

26th December
27th December
31st December

Christmas Day
Boxing Day
New Year's Eve

VET Course Intake 2023

JANUARY						
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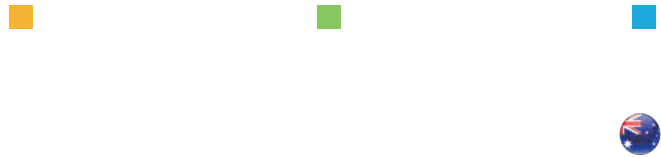
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DECEMBER						
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1st January
26th January
14th March

New Year's Day
Australia Day
Labour Day

15th April
17th April
18th April

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Easter Sunday
Easter Monday

25th April
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1st November

ANZAC Day
Queen's Birthday
Melbourne Cup Day

26th December
27th December
31st December

Christmas Day
Boxing Day
New Year's Eve

Courses and Fees

Vocational Courses

COURSE CODE	COURSE NAME	CRICOS CODE	DURATION	TUITION TERM	TUITION
BSB40120	Certificate IV in Business	108605G	52 weeks	4	\$10,000
BSB50420	Diploma of Leadership and Management	104187H	52 weeks	4	\$10,000
BSB60420	Advanced Diploma of Leadership and Management	108606F	78 weeks	6	\$15,000
BSB80120	Graduate Diploma of Management (Learning)	110476D	104 weeks	8	\$25,000
SIT30821	Certificate III in Commercial Cookery	109801F	52 weeks	4	\$15,000
SIT40521	Certificate IV in Kitchen Management	109672K	65 weeks	5	\$20,000
SIT50422	Diploma of Hospitality Management	113239D	52 weeks	4	\$13,000
SIT60322	Advanced Diploma of Hospitality Management	113240M	78 weeks	6	\$25,000
ICT50220	Diploma of Information Technology	110477C	52 weeks	4	\$15,000
ICT60220	Advanced Diploma of Information Technology	110478B	52 weeks	4	\$15,000

English Courses

COURSE NAME	CRICOS CODE	DURATION	TUITION TERM	TUITION	MATERIAL
General English (Levels 1 to 4)	097472K	10 x 4 weeks	4	\$300 per week	\$150 each level
English for Academic Purposes 1	087673F	10 weeks	1	\$300 per week	\$150
English for Academic Purposes 2	087747D	10 weeks	1	\$300 per week	\$150

Application / Enrolment Fee (on-off per student): \$250

Enrolment Process



- 1** Complete the application form and forward it to Barton at admissions@barton.edu.au, along with the following documents:
 - Certified copy of passport page
 - Certified copy of academic transcripts and certificates
 - Proof of English language proficiency (if applicable)
- 2** If the application is successful, an offer letter along with an enrolment acceptance agreement will be issued.
- 3** The student needs to accept the offer, sign the agreement and submit them to Barton along with the specified fees
- 4** On receipt of the above, Barton will issue an Electronic Confirmation of Enrolment (eCOE) via PRISMS with the proposed start date, which will enable you to apply for your student visa.

All students must attend the orientation, which is conducted a week before the start of the course. Select the course you wish to study.

Refund

Students will receive a full refund of fees paid within 14 days and there will be no administration charge in the following circumstances:

- The course is cancelled
- The course is rescheduled to a time and location that is unsuitable for the Student.
- A Student is not given a place due to the class being full.
- visa is refused

The calculation of the date would be when BC receives the refund application accompanied by the relevant supporting documentation.

For Business and Hospitality courses only

If a student is able to produce evidence of a successful application for RPL in parts of a course where the full fees have been paid, they may apply for a full refund of fees for those units of competency, except for the application fee which is non-refundable.

Procedures for applying for refunds

1. Download the Student Refund Request Form from the BC's website. A hard copy of the form may also be obtained from the Reception.
2. The student fills in the form, forwards it to admissions@barton.edu.au or submits it at the reception, along with required documents.
3. The PEO assesses the application and the applicant will be advised in writing within 14 days after Barton College (BC) receiving the application.
4. Payment of refund will be made within the following 7 days.

Types of refund

The amount to be refunded will be calculated in accordance with the following table:

Application rejected by BC	Full refund of tuition fee NOT including application fee (\$250)
Visa refused prior to course commencement OR withdraw at least 10 weeks prior to agreed start date	<p>Full refund of tuition fee NOT including application fee (\$250)</p> <p>The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E (2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount:</p> <p>the lesser of:</p> <p>(a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or</p> <p>(b) the sum of \$500</p>
Withdrawal more than 4 weeks and up to 10 weeks prior to agreed start date	70% refund of tuition fees NOT including application fee (\$250)
Withdrawal less than 4 weeks prior to agreed start date	25% refund of tuition fees NOT including application fee (\$250)
Withdraw after the agreed start date	No refund
Enrolment is cancelled due to student's misconduct or non-compliance with the rules and regulations set by the Australian Government	No refund
Course withdraw by BC (Before the agreed start date)	Full refund including application fee
Course withdraw by BC (BC is unable to deliver the course after the agreed start date)	<p>Refund of unused tuition fees.</p> <p>Pre-paid fees may be transferred to an alternative enrolment where the student agrees</p>
The course is not provided fully to the student because the BC has a sanction imposed by a government regulator	Return of unused tuition fees
Recognition of Prior Learning (RPL) fees	No refund if Statement of Attainment provided
Abandons the course during the study period	No refund and the balance of all outstanding fees for the course to be invoiced to the student
Visa extension is refused	<p>Once the term starts, fee is not refundable</p> <p>Students have their own responsibilities to ensure they have valid visa(s).</p>

Withdrawal from study - current students (not including English Language Studies' students) with confirmed extenuating circumstances) *	Refund of unused tuition fees (of the following term/s) (Notification of Withdrawal from Studies) Form must be received 2 weeks prior to term commencement by the Administration Officer*)
Compulsory Health Insurance (Student visa holders only)	Refer to Overseas Student Health Cover provider
Home stay Fees and accommodation booking fee (if applicable)	Full Refund of unused fees if two (2) weeks' notice is given (it also subjects to the service providers' terms and conditions)
Airport Pick-up (if applicable)	Full Refund if service cancelled prior to flight arrival
EFTPOS and/or credit card payment surcharge and any transaction fees	No refundt
Visa cancelled due to actions of the student	No refund
Where a student applies and is granted approval by the BC to transfer to another registered provider prior to completion of six months study of the principal course.	No refund

BC will pay the refund to the same person or body from whom the payment was received on behalf of the Student. This includes credit cards, so where credit cards are used for payment, BC will refund that credit card.

Authenticity
Leadership
Inspiration
Versatility
Excellence

Contact Details

Barton College

Level 1, 355 Spencer Street, West Melbourne, VIC 3003

Kitchen Site for Commercial Cookery Courses: 17 – 21 Buckhurst Street, South Melbourne, VIC 3205

Tel: +61 3 9640 0302

Email: admissions@barton.edu.au

Website: www.barton.edu.au

CRICOS No: 02908F

RTO No: 22048

ABN: 54 127 159 979