



**HIGHGATE**  
INTERNATIONAL COLLEGE

# COURSE GUIDE

2024 | 2025

RTO: 45710 | CRICOS Code: 03927F







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Highgate International College is a registered training organisation (RTO Code: 45710) and a provider of educational services to international students dedicated to empowering students through quality training programs.

Located in the vibrant city of Perth, our commitment is reflected in our proactive approach to providing training programs that align with the evolving demands of the market.

Highgate International College has invested in quality systems and resources to establish a strong brand awareness and reputation in the face of the changing industry landscape. It has developed its scope of registration with new qualifications in Automotive and Civil Construction.

### AT HIGHGATE INTERNATIONAL COLLEGE, WE OFFER COURSES IN:

-  **HOSPITALITY / COMMERCIAL COOKERY**
-  **CIVIL CONSTRUCTION DESIGN**
-  **AUTOMOTIVE**
-  **INFORMATION TECHNOLOGY**
-  **BUSINESS**



**HIGHGATE**  
INTERNATIONAL COLLEGE

## WE ARE IN THE CITY OF PERTH

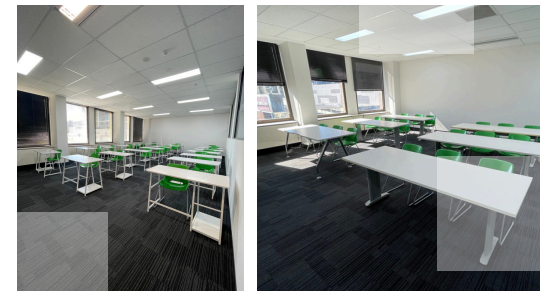
Located in the heart of the city of Perth, Highgate International College offers convenience at your fingertips. With easy access to transportation and a wealth of amenities nearby, your learning journey is set against the backdrop of a vibrant city.



Highgate International College is devoted to ongoing development, consistently creating innovative and skill-focused learning programs for the students.

Through partnerships with corporate entities and industry organisations, we strive to enhance the educational experience of our students. We ensure our prospective graduates are equipped with the skills and knowledge necessary to thrive in their chosen career paths.

Our institution places a high priority on achieving and maintaining academic excellence. Highgate International College is managed by a dedicated team of qualified professionals, including experienced staff and passionate trainers.



# CAMPUS INFO

## Credit Transfer

You may be eligible for Credit Transfer if you can prove proficiency in the same or equivalent unit/s from any Registered Training Organisation offering Nationally Recognised Training. For further information, please refer to our Credit Transfer Policy.

## Recognition of Prior Learning (RPL)

If you believe you possess the necessary skills and experience for a specific unit or an entire qualification, you can apply for Recognition of Prior Learning (RPL) to attain recognition as competent in parts or the entirety of a nationally recognised qualification. It's important to note that not all applicants will receive credit for their skills and knowledge.

Successful candidates will be required to demonstrate a significant level of experience in the relevant area covered by their course. Reach out to us for more information regarding our RPL process.

## Industry Partners

At Highgate International College, we collaborate with leading industry partners in Commercial Cookery, Hospitality and IT. Enrolling at our institution ensures that you receive immersive, hands-on training within your selected field through invaluable training opportunities provided by our esteemed industry affiliates, ensuring you're not just academically equipped but also job-ready



## Application Fee

Please note that there is non-refundable application fee for all applicants.

The fee structure is as follows:

- Onshore applicants: \$250
- Offshore applicants: \$350

## Intakes

Our main intake dates occur in January, April, July and October. In addition to these intakes, Highgate International College also accept applications on a monthly basis.

For more detailed information and to discuss the specific intake options, please contact our Admissions Team: [admissions@hic.edu.au](mailto:admissions@hic.edu.au)







# OUR COURSES

READY FOR THE NEXT  
STEP TOWARDS **YOUR**  
**BRIGHT CAREER?**



# CIVIL CONSTRUCTION



## RII60520 Advanced Diploma CIVIL CONSTRUCTION DESIGN

CRICOS Course Code: 109601C

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements. This course covers broad civil construction managerial and project management competencies including managing project procurements and quality, civil works design processes, and traffic management systems.



### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent
- Moderate level of computer literacy required

### EDUCATION PATHWAYS

On successful completion of the RII60520 Advanced Diploma of Civil Construction Design students can progress to an undergraduate course of study or industry-recognised accreditation programs.

## COURSE CONTENT

- RIIQUA601E Establish and maintain a quality system
- BSBPMG532 Manage project quality
- BSBWHS616 Apply safe design principles to control WHS risks
- BSBPMG530 Manage Project Scope
- BSBPMG531 Manage Project Time
- BSBTWK502 Manage team effectiveness
- BSBPMG632 Manage Program Risk
- RIICWD601E Manage civil works design processes
- RIICWD533E Prepare detailed design of civil concrete structures
- RIICWD507D Prepare detailed geotechnical design
- RIICWD535E Prepare detailed design of civil timber structures
- MEM30031 Operate computer-aided design (CAD) system to produce basic drawing element



#### DURATION

104 weeks  
(including holidays)



#### FEES

Tuition fee: \$20,000  
Material fee: \$2,000



#### INTAKE DATES

January | April  
July | October



#### STUDY MODE

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom mode supported by simulated training, excursions to civil construction site and computer-based learning.



#### JOB OPPORTUNITIES

- Site Manager
- Road Design Drafts person
- Contract Administrator
- Structural Engineering Drafting Officer
- Civil Construction Project Manager/Supervisor



**AutoCAD**

Students will learn how to use computer-aided design (CAD) drawing software and equipment as part of this course.





# AUTOMOTIVE



## AUR30620 Certificate III

### LIGHT VEHICLE MECHANICAL TECHNOLOGY

CRICOS Course Code: 114831B

This qualification covers the skills and knowledge required to perform a broad range of tasks on a variety of light vehicles in the automotive service and repair industry.

In this course, students will develop fundamental skills and knowledge to service, repair and diagnose faults in motor vehicles weighing up to 4.5 tonnes. Students will also learn how to diagnose and repair faults in light vehicle engine, transmission, suspension, steering, brake and electrical systems and components.



## COURSE CONTENT

- AURAEA002 Follow environmental and sustainability best practice in an automotive workplace
- AURASA102 Follow safe working practices in an automotive workplace
- AURETR112 Test and repair basic electrical circuits
- AURETR123 Diagnose and repair spark ignition engine management systems
- AURETR125 Test, charge and replace batteries and jump-start vehicles
- AURETR129 Diagnose and repair charging systems
- AURETR130 Diagnose and repair starting systems
- AURETR131 Diagnose and repair ignition systems
- AURLT103 Diagnose and repair light vehicle hydraulic braking systems
- AURLTD104 Diagnose and repair light vehicle steering systems
- AURLTD105 Diagnose and repair light vehicle suspension systems
- AURLTE102 Diagnose and repair light vehicle engines
- AURLTZ101 Diagnose and repair light vehicle emission control systems
- AURTTA104 Carry out servicing operations
- AURTTA118 Carry out diagnostic procedures
- AURTTB101 Inspect and service braking systems
- AURTTT103 Diagnose and repair cooling systems
- AURTTE104 Inspect and service engines
- AURTTF101 Inspect and service petrol fuel systems
- AURTTK102 Use and maintain workplace tools and equipment
- AURETR143 Diagnose and repair electronic body management systems
- AURTTJ011 Balance wheels and tyres
- AURTTZ102 Diagnose and repair exhaust systems
- AURETR120 Diagnose and repair network electronic control systems
- AURETR132 Diagnose and repair automotive electrical systems
- AURLTD106 Carry out light vehicle wheel alignment operations
- AURLTJ102 Remove, inspect, repair and refit light vehicle tyres and tubes
- AURLTJ113 Remove, inspect, and refit light vehicle wheel and tyre assemblies
- AURLTQ101 Diagnose and repair light vehicle final drive assemblies
- AURLTQ102 Diagnose and repair light vehicle drive shafts
- AURLTX101 Diagnose and repair light vehicle manual transmissions
- AURLTX102 Diagnose and repair light vehicle automatic transmissions
- AURFA103 Communicate effectively in an automotive workplace
- AURETR135 Apply knowledge of petrol and diesel engine operation
- AURLTX103 Diagnose and repair light vehicle clutch systems
- AURETR122 Diagnose and repair vehicle dynamic control systems

### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent

### EDUCATION PATHWAYS

Upon successful completion of the AUR30620 Certificate III in Light Vehicle Mechanical Technology, students can progress to AUR40216 Certificate IV in Automotive Mechanical Diagnosis or other relevant qualification.



#### DURATION

78 weeks  
(including holidays)



#### FEES

Tuition fee: \$15,000  
Material fee: \$4,000



#### INTAKE DATES

January | April  
July | October



#### STUDY MODE

Face to Face, instructor-led, supported by an auto workshop for practicals and simulated auto environment.



#### JOB OPPORTUNITIES

Light Vehicle Mechanical Technician  
Auto Workshop Mechanic  
Motor Mechanic (General)



# AUTOMOTIVE



## AUR40216 Certificate IV AUTOMOTIVEMECHANICAL DIAGNOSIS

CRICOS Course Code: 114832A

This qualification covers the skills and knowledge required to perform advanced diagnostic operations in the automotive retail, service, and repair environment. In this course, students will learn to diagnose complex system faults, diagnose, and repair electronic spark ignition engine management systems, test, and charge and replace batteries, repair final drive, repair transmissions, conduct non-destructive testing, and skills to manage a team. It includes advanced units for automotive trade people for up-skilling in technologies such as induction systems, engine design and development, and vehicle handling and stability.



### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent
- Completion of AUR30620 Certificate III in Light Vehicle Mechanical Technology

### EDUCATION PATHWAYS

Upon successful completion of the AUR40216 Certificate IV in Automotive Mechanical Diagnosis, students can progress to AUR50216 Diploma of Automotive Technology or other relevant qualifications.

### COURSE CONTENT

- AURTTA021 Diagnose complex system faults
- AURETR037 Diagnose complex electrical and electronic faults in light vehicle safety systems
- AURLTB104 Diagnose complex faults in light vehicle braking systems
- AURLTD109 Diagnose complex faults in light vehicle steering and suspension systems
- AURLTE104 Diagnose complex faults in light vehicle petrol engines
- AURLTE105 Diagnose complex faults in light vehicle diesel engines
- AURLTX104 Diagnose complex faults in light vehicle transmission and driveline systems
- AURETR123 Diagnose and repair electronic spark ignition engine management systems
- AURTTA125 Diagnose complex faults in vehicle integrated stability control systems
- BSBOPS405 Organise meetings



#### DURATION

26 weeks  
(including holidays)



#### FEES

Tuition fee: \$5,000  
Material fee: \$500



#### INTAKE DATES

January | April  
July | October



#### STUDY MODE

Face to Face, instructor-led, supported by an auto workshop for practicals and simulated auto environment.



#### JOB OPPORTUNITIES

Automotive Lead or Master Technician  
Automotive Technical adviser





# AUTOMOTIVE



AUR50216 Diploma

## AUTOMOTIVE TECHNOLOGY

CRICOS Course Code: 114833M

This qualification covers the skills and knowledge required to diagnose, analyse, evaluate, design and modify automotive electrical and mechanical systems. It is suitable for those working in the automotive service and repair industry at the forefront of the implementation of new technologies. The course covers the skills and knowledge required to diagnose, analyse, evaluate, design and modify automotive, electrical and mechanical systems. Students will also study a range of topics around environmental, customer service, and personal development areas.



## COURSE CONTENT

- AURAF007 Develop and document specifications and procedures
- AURETB002 Analyse and evaluate electrical and electronic faults in dynamic control management systems
- AURETE001 Analyse and evaluate electrical and electronic faults in engine management systems
- AURETX001 Analyse and evaluate electrical and electronic faults in driveline management systems
- AURLTD007 Analyse and evaluate faults in light vehicle steering and suspension systems
- AURLTE003 Analyse and evaluate faults in light vehicle engine and fuel systems
- AURTNA001 Estimate and quote automotive vehicle or machinery modifications
- AURTTA022 Develop and apply mechanical system modifications
- AURAF006 Conduct research and present technical reports
- MSMENV472 Implement and monitor environmentally sustainable work practices
- BSBOPS505 Manage organisational customer service
- BSBHRM413 Support the learning and development of teams and individuals

## ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent
- Completion of AUR40216 Certificate IV in Automotive Mechanical Diagnosis OR AUR40816 Certificate IV in Automotive Mechanical Overhauling

## EDUCATION PATHWAYS

Upon successful completion of the AUR50216 Diploma of Automotive Technology students may choose to undertake further studies.



### DURATION

52 weeks  
(including holidays)



### FEES

Tuition fee: \$7,000  
Material fee: \$1,000



### INTAKE DATES

January | April  
July | October



### STUDY MODE

Face to Face, instructor-led, supported by an auto workshop for practicals and simulated auto environment.



### JOB OPPORTUNITIES

Advanced diagnosis technician  
Automotive System Designer



# COMMERCIAL COOKERY



## SIT40521 Certificate IV KITCHEN MANAGEMENT

CRICOS Course Code: 109601C

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 as a commercial cook in various kitchen settings such as restaurants, hotels, clubs, pubs, cafes, cafeterias, and coffee shops. This course includes work-based training.



### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 11 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent

### EDUCATION PATHWAYS

Upon successful completion of SIT40521 Certificate IV in Kitchen Management, students can progress to SIT50422 Diploma of Hospitality Management.

### COURSE CONTENT

- SITXFSA005 Use hygienic practices for food safety
- SITXINV006 Receive, store and maintain stock
- SITXFSA006 Participate in safe food handling practices
- SITHCCC026 Package prepared foodstuffs
- SITHCCC023 Use food preparation equipment
- SITHCCC025 Prepare and present sandwiches
- SITHCCC040 Prepare and serve cheese
- SITXCCS014 Provide service to customers
- SITHCCC029 Prepare stocks, sauces and soups
- SITHCCC028 Prepare appetisers and salads
- SITHCCC027 Prepare dishes using basic methods of cookery
- SITHCCC030 Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC031 Prepare vegetarian and vegan dishes
- SITHCCC035 Prepare poultry dishes
- SITHCCC036 Prepare meat dishes
- SITHCCC037 Prepare seafood dishes
- SITHCCC041 Produce cakes, pastries and Breads
- SITHPAT016 Produce desserts
- SITHCCC038 Produce and serve food for buffets
- SITHCCC042 Prepare food to meet special dietary requirements
- SITHKOP010 Plan and cost recipes
- SITHCCC043 Work effectively as a cook



#### DURATION

78 weeks  
(including holidays)



#### FEES

Tuition fee: \$14,500  
Material fee: \$3,000



#### INTAKE DATES

January | April  
July | October



#### STUDY MODE

Face-to-Face: Classroom and kitchen-based commercial cookery environment, including work-based training.



#### JOB OPPORTUNITIES

Chef  
Chef de Partie  
Cook





# HOSPITALITY



## SIT50422 Diploma HOSPITALITY MANAGEMENT

CRICOS Course Code: 111101E

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

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



## COURSE CONTENT

- SITXCOM010 Manage conflict
- SITXHRM009 Lead and manage people
- SITXFIN009 Manage finances within a budget
- SITXMGT004 Monitor work operations
- SITXWHS007 Implement and monitor work health and safety practices
- SITXHRM008 Roster staff
- SITXFSA008\* Develop and implement a food safety program
- SITHKOP013 Plan cooking operations
- SITXFSA005 Use hygienic practices for food safety
- SITHCC027 Prepare dishes using basic methods of cookery
- SITHCC030 Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCC031 Prepare vegetarian and vegan dishes
- SITHCC035 Prepare poultry dishes
- SITHCC036 Prepare meat dishes
- SITHCC037 Prepare seafood dishes
- SITHCC041 Produce cakes, pastries and Breads
- SITHPAT016 Produce desserts
- SITHCC038 Produce and serve food for buffets
- SITHCC042 Prepare food to meet special dietary requirements
- SITXFSA006 Participate in safe food handling practices
- SITXCCS015 Enhance customer service experience
- SITXCCS016 Develop and manage quality customer service practices
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXMG005 Establish and conduct business relationships
- SITXFIN010 Prepare and monitor budgets
- SITXHRM012 Monitor staff performance
- SITXHRM010 Recruit, select and induct staff
- BSBTWK501 Lead diversity and inclusion

## ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent

## EDUCATION PATHWAYS

Upon successful completion of SIT50422 Diploma of Hospitality, students can progress to SIT60322 Advanced Diploma of Hospitality Management or higher education qualifications in management with other institutions.



### DURATION

78 weeks  
(including holidays)



### FEES

Tuition fee: \$4,500  
Material fee: \$1,000



### INTAKE DATES

January | April  
July | October



### STUDY MODE

Face-to-Face: Classroom and kitchen-based commercial cookery environment.



### JOB OPPORTUNITIES

Restaurant Manager  
Banquet or function manager  
Kitchen manager  
Motel/hotel manager





# HOSPITALITY



## SIT60322 Advanced Diploma HOSPITALITY MANAGEMENT

CRICOS Course Code: 114828H

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.



### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent
- Completion of SIT50422 Diploma of Hospitality Management

### EDUCATION PATHWAYS

Upon successful completion of SIT60322 Advanced Diploma of Hospitality, students can progress to higher education qualifications in management.



### COURSE CONTENT

- SITXCCS016 Develop and manage quality customer service practices
- SITXFIN009 Manage finances within a budget
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXHRM009 Lead and manage people
- SITXHRM010 Recruit, select and induct staff
- SITXHRM012 Monitor staff performance
- SITXMGTO04 Monitor work operations
- SITXMGTO05 Establish and conduct business relationships
- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITXWHS007 Implement and monitor work health and safety practices
- SITHKOP013\* Plan cooking operations
- SITXCOM010 Manage conflict
- SITXHRM008 Roster staff
- SITXCCS015 Enhance customer service experience
- BSBTWK501 Lead diversity and inclusion
- BSBFIN601 Manage organisational finances
- BSBOPS601 Develop and implement business plans
- SITXFIN011 Manage physical assets
- SITXMPR014 Develop and implement marketing strategies
- SITXWHS008 Establish and maintain a work health and safety system
- SITXFIN010 Prepare and monitor budgets
- BSBCEM411 Make presentations
- BSBUS511 Develop workplace policies and procedures for sustainability
- BSBOPS502 Manage business operational plans
- BSBOPS504 Manage business risk
- BSBTEC301 Design and produce business documents
- BSBTEC402 Design and produce complex spreadsheets
- SITXEBS002 Develop, implement and monitor the use of social media in a business
- BSBMKG431 Assess marketing opportunities
- BSBSTR601 Manage innovation and continuous improvement
- BSBWRT411 Write complex documents
- SITHIND006 Source and use information on the hospitality industry



#### DURATION

26 weeks  
(including holidays)



#### FEES

Tuition fee: \$4,500  
Material fee: \$1,000



#### INTAKE DATES

January | April  
July | October



#### STUDY MODE

Face-to-Face: Classroom and kitchen-based commercial cookery environment.



#### JOB OPPORTUNITIES

Area manager or operations manager  
Café owner or manager  
Food and beverage manager  
Motel owner or manager

# INFORMATION TECHNOLOGY



## ICT50220 Diploma INFORMATION TECHNOLOGY (CYBER SECURITY)

CRICOS Course Code: 111113A

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. This qualification equips individuals to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking, security and e-business integration.

This course provides essential skills and knowledge to build and manage network systems in a business environment with an emphasis on developing practical skills using a hands-on approach. Areas of study include installation and administration of Linux/Microsoft operating systems, networking security, testing and project management.

Combination of core units and specialist elective units in this course may provide a logical pathway to vendor certifications such as CISCO CCNA program (Note: Additional Vendor requirements may apply).



### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent

### EDUCATION PATHWAYS

Upon successful completion of ICT50220 Diploma of Information Technology, students can progress to ICT60220 Advanced Diploma of Information Technology or to Higher Education (Bachelor of Cyber Security) through our articulation partner.

### COURSE CONTENT

- BSBCRT512 Originate and develop concepts
- BSBXCS402 Promote workplace cyber security awareness and best practices
- BSBXTW401 Lead and facilitate a team
- ICTICT517 Match ICT needs with the strategic direction of the organisation
- ICTICT532 Apply IP, ethics and privacy policies in ICT environments
- ICTSAS527 Manage client problems
- ICTICT518 Research and review hardware technology options for organisations
- ICTICT524 Determine ICT strategies and solutions for organisations
- ICTSAS526 Review and update disaster recovery and contingency plans
- ICTNWK529 Install and manage complex ICT networks
- ICTNWK542 Install, operate and troubleshoot medium enterprise routers
- ICTNWK543 Install, operate and troubleshoot medium enterprise switches
- ICTNWK544 Design and implement a security perimeter for ICT networks
- ICTPMG505 Manage ICT projects
- ICTNWK546 Manage network security
- ICTNWK561 Design enterprise wireless local area networks
- ICTSAD509 Produce ICT feasibility reports
- ICTSAS502 Establish and maintain client user liaison
- BSBPEF501 Manage personal and professional development
- ICTSAS512 Review and manage delivery of maintenance services



#### DURATION

52 weeks  
(including holidays)



#### FEES

Tuition fee: \$9,000  
Material fee: \$1,500



#### INTAKE DATES

January | April  
July | October



#### STUDY MODE

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom mode.



#### JOB OPPORTUNITIES

IT Systems Manager  
Network Security Professional  
Network Services Administrator  
System Security Adviser  
IT and Systems Support Manager





## ICT60220 Advanced Diploma **INFORMATION TECHNOLOGY**

CRICOS Course Code: 111115K

This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and communications technology (ICT) infrastructure and network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems.

The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, including voice, wireless, network infrastructure and sustainability. Relevant electives have been selected to provide specialisation in Network Security.



## COURSE CONTENT

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBTWK502 Manage team effectiveness
- BSBXCS402 Promote workplace cyber security awareness and best practices
- 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
- ICTNWK537 Implement secure encryption technologies
- ICTNWK618 Design and implement a security system
- ICTNWK544 Design and implement a security perimeter for ICT networks
- ICTNWK619 Plan, configure and test advanced server-based security
- ICTNWK621 Configure network devices for a secure network infrastructure
- ICTNWK622 Configure and manage intrusion prevention system on network sensors
- ICTNWK538 Install and maintain valid authentication processes
- ICTSUS603 Integrate sustainability in ICT planning and design projects
- ICTNWK612 Plan and manage troubleshooting advanced integrated IP networks
- BSBSTR601 Manage innovation and continuous improvement

## ENTRY REQUIREMENTS

- Be at least 18 years of age
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band OR Equivalent

## EDUCATION PATHWAYS

Upon successful completion of ICT60220 Advanced Diploma of Information Technology, students may continue their education into the higher education in Information Technology.



### DURATION

52 weeks  
(including holidays)



### FEES

Tuition fee: \$10,000  
Material fee: \$1,500



### INTAKE DATES

January | April  
July | October



### STUDY MODE

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom/lab mode.

Supported by a computer lab and equipment for practicals and practice.



### JOB OPPORTUNITIES

ICT specialist  
IT security administrator  
Systems/network administrator  
Network security analyst  
Network security specialist  
Network security administrator  
Senior network administrator  
Systems security analyst





## BSB50120 Diploma **BUSINESS**

CRICOS Course Code: 111107K

This qualification prepares students for a variety of business services job roles including frontline management accountabilities. Student will develop essential business operations skills to carry out moderately complex tasks in a specialist field of expertise including business operational and financial plans, administrative systems, recruitment, and selection and team/staff development.

This course prepares the students to manage and direct a variety of everyday workplace administration functions.



### ENTRY REQUIREMENTS

- Be at least 18 years of age.
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band

### EDUCATION PATHWAYS

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom mode

### COURSE CONTENT

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace
- BSBOPS502 Manage business operational plans
- BSBTWK503 Manage meetings
- BSBPEF501 Manage personal and professional development
- BSBTWK502 Manage team effectiveness
- BSBCMM511 Communicate with Influence
- BSBOPS503 Develop administrative systems
- BSBHRM525 Manage recruitment and onboarding



#### DURATION

52 weeks  
(including holidays)



#### FEES

Tuition fee: \$8,000  
Material fee: \$1,000



#### INTAKE DATES

January | April  
July | October



#### DELIVERY MODE

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom mode.



#### JOB OPPORTUNITIES

Business Manager  
Business Consultant  
Project Coordinator  
Office Manager  
Team leader







## BSB60120 Advanced Diploma **BUSINESS**

CRICOS Course Code: 111111C

This qualification is aimed at developing 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.

Students will learn and apply 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. The Advanced Diploma of Management is structured to provide advanced management, workforce, customer service, and leadership skills to meet the challenges of managing in the demanding business sector



## COURSE CONTENT

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBFIN601 Manage organisational finances
- BSBOPS601 Develop and implement business plans
- BSBSUS601 Lead corporate social responsibility
- BSBTEC601 Review organisational digital strategy
- BSBSTR602 Develop organisational strategies
- BSBLDR601 Lead and manage organisational change
- BSBSTR601 Manage innovation and continuous improvement
- BSBMKG621 Develop organisational marketing strategy
- BSBTEC501 Develop and implement an e-commerce strategy

## ENTRY REQUIREMENTS

- Be at least 18 years of age.
- Completion of Year 12 or equivalent
- IELTS 5.5 or higher with a minimum score of 5.0 in each band
- Successful completion of a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

## EDUCATION PATHWAYS

Upon completion of the BSB60120 Advanced Diploma of Business, student may choose to undertake studies at higher education level with higher education providers/institutes or universities. Highgate shall provide students with the required information regarding their pathway options as part of student support.



### DURATION

52 weeks  
(including holidays)



### FEES

Tuition fee: \$8,500  
Material fee: \$1,000



### INTAKE DATES

January | April  
July | October



### STUDY MODE

Face to Face, classroom-based delivery. All units are delivered and assessed in the instructor-led face to face classroom mode.



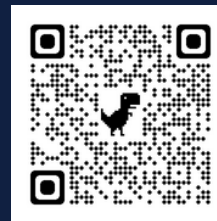
### JOB OPPORTUNITIES

Senior Administrator  
Business Manager  
Project Manager  
Small Business Owner

# STUDENT SUPPORT

## HOW TO APPLY?

- 1 Download the **Student Application Form** on our website



- 2 Complete ALL sections of the Student Application Form and gather all the documents required. The checklist of the required documents can be found on the application form.
- 3 When you are ready to apply. Submit your application form and the required documents by email to: [admissions@hic.edu.au](mailto:admissions@hic.edu.au)

## WHAT'S NEXT? WHAT HAPPENS AFTER YOU HAVE APPLIED?

If your application is successful, you will receive a **Letter Of Offer**. You must accept your Letter Of Offer to secure your place at Highgate International College. When we receive your acceptance and initial payment, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa.

## NEED HELP?

Highgate International College collaborates with education agents to assist students with their enrolment process.

Students are welcomed to contact our agents for support with the enrolment at Highgate International College.

You can find a list of our appointed agents on our website.

## QUESTIONS?

If you have questions or need help with your application, send us an email with your query on:

[admissions@hic.edu.au](mailto:admissions@hic.edu.au)



# GET IN TOUCH

+61 8 6383 6555  
admissions@hic.edu.au  
www.hic.edu.au



SCAN ME



**HIGHGATE INTERNATIONAL COLLEGE PTY LTD**  
RTO Number: 45710 | CRICOS Code: 03927F | ABN: 34 640 430 404  
Course Guide | V1.0 Updated May 2024

