

Course Guide

 Lonsdale
Institute

 Bespoke



2020

Live Learn Lonsdale

Think of us as your home away from home, as you travel and enjoy studying abroad. See and experience a whole new culture in a new city!



Lonsdale Institute is registered with the Australian Skills Quality Authority (ASQA) and the Commonwealth Register of Institutions and Courses and is approved to deliver education and training to local and overseas students.

RTO 21915 | CRICOS 02836F

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You can apply through
our online application form
lonsdaleinstitute.edu.au/apply-now



* Nationally recognised
training qualification

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**Years we have
been right here
with you**

Established in Melbourne in 2007, Lonsdale Institute is founded on a belief in the student experience. Through the diversity and insight of our team of professionals, we deliver English language courses and vocational skill based training.

Lonsdale Institute is an innovative educator. We believe that learning is about more than just studying. It's also about being curious, having fun, finding yourself and creating new and lasting friendships along the way. We know every student is different. We constantly strive to provide our students with the best learning experience for their individual needs.

68

**Different nationalities
study at Lonsdale to
achieve their dreams**

Studying abroad might be the most challenging and rewarding experience of your life. That's why we're here to help.



96%

**Of our students
would recommend
Lonsdale to friends**

Experience life with Lonsdale. Imagine traveling the world with no commitments but to study and learn about new cultures. What better way to experience life than in the heart of the city; a vibrant, exciting metropolis.

462

**Years of combined teaching
experiences from our
teachers and trainers**

We provide you with a flexible learning experience, and empower you to develop the skills you need for your future. Whether you're looking to build experience for your employment goals or develop language skills to help you feel at home, we are here to support you.

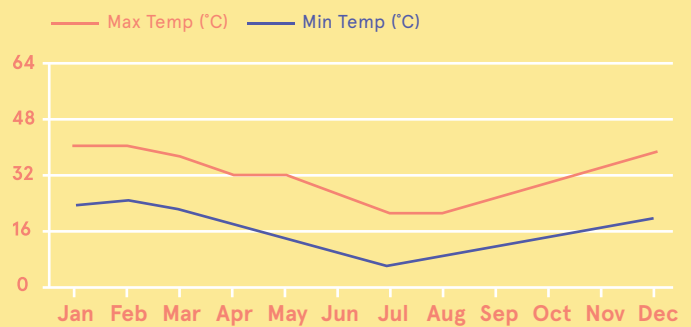
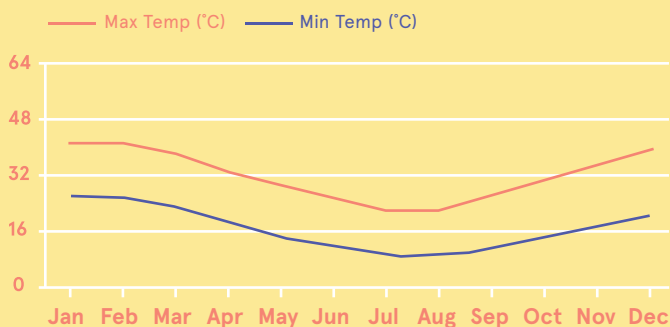
Australia, your learning playground

Sydney

Sydney is home to some of Australia's most recognisable sights – including the Harbour Bridge and the world famous Opera House. Located in Sydney's central business district, we're only a hop, skip and jump away from it all...

Melbourne

Melbourne is full of attractions. From laid back laneways and lush parks to grand libraries and museums, all wrapped up in a vibrant atmosphere (and a stunning food destination). And where are we? Right in the heart of it all...



Living costs in Australia

Figures in AUD\$

Public transport

\$15 To \$55 per week

Accommodation

Shared rental – \$85 to \$215 per week

Homestay – \$235 to \$325 per week

Rental – \$165 to \$440 per week

Car (after purchase)

\$150 To \$260 per week

Entertainment

\$80 To \$150 per week

Gas and electricity

\$35 To \$140 per week

Groceries and eating out

\$80 To \$280 per week



Our Campus

Sydney | Surry Hills | Melbourne

We have three central city campuses, two in Sydney and one in Melbourne, which provide students with professional training facilities and resources to enhance their study experience.

Our facilities are great but our locations are even better. You can explore all of the exciting attractions the city (and beyond) has to offer. Located in the center of the city, our Melbourne and Sydney campuses are close to major retail outlets, restaurants, cafés and bars, as well as convenient access to all forms of public transport.

There's no better place to be, to play in and explore Australian culture with your new found friends and classmates.

Facilities



Student Kitchen



Library
Resources



Free Internet
(Wi-Fi Enabled)



Student
Computers



Support
Services



Lounge Areas



English Only
Environment



Counselling



Common Room



We're here to help

Our support services and campus environments offer our students a safe and comfortable home away from home.

Whatever support you need, we're here to help. We provide you with guidance and assistance across all of your academic requirements, as well as ensuring a strong sense of well-being in your new environment. Our commitment is to seeing our students achieve – no matter what they need to make it happen.

Academic Support

At Lonsdale, we understand that your needs are individual to you. It's important to us that we give you the very best start. Setting you up for success academically is a key priority to helping you align and connect with your fellow students and achieve your goals.

So, how do we do this? We use a range of assessment methods to understand your goals and needs; starting your studies where it's right for you. But it doesn't end there. We will continue to work together to monitor your progress; providing you with additional support, guidance or specialised help as we determine the need.

Together we'll ensure you are supported in the best way for you.

Student Services

Being in a new place is both exciting and, in some cases, slightly daunting. Let us help you navigate your new environment with our range of supportive student services, including:

- Airport pickup
- Homestay accommodation
- Assistance with establishing a bank account
- Links with job and employer networks
- Access to facilities after class for self-study
- Organisation of social activities

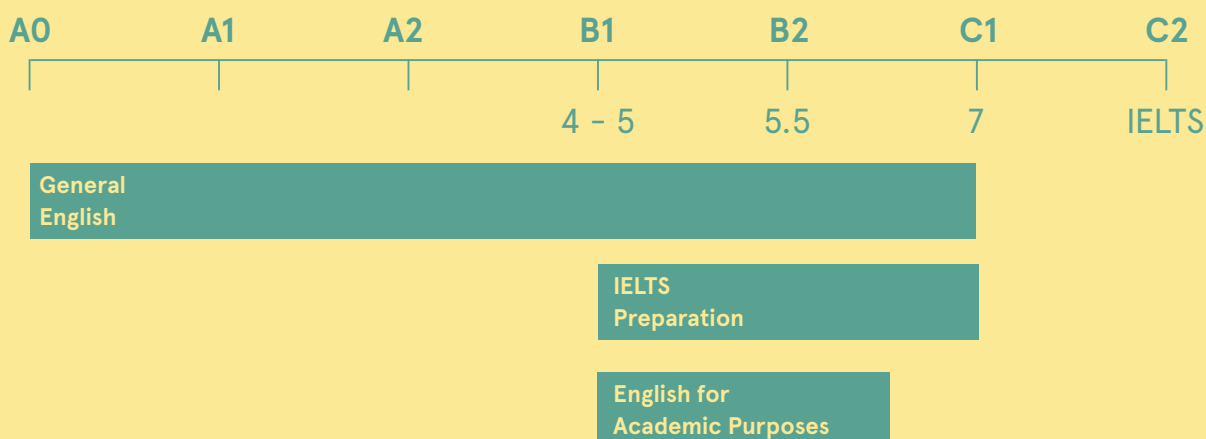
English Programs



Bespoke gives Lonsdale Institute students personalised English lessons, where the focus is on the learner, helping them achieve their career and life goals.

We constantly strive to provide our students with the best learning experience for their individual needs. Bespoke continues with upgraded and new courses that help students prepare for specific career pathways and future study options.

Common European Framework of Reference for languages (CEFR)



Studying at Lonsdale made me less shy and enabled me to speak with more confidence.

All the teachers are nice and friendly, they were always trying to help me.

My favourite class was when we went outside to speak with some local people. I was a bit nervous but it was great to listen to real English spoken outside the classroom.

Saki | Japan

Our Commitment

Bespoke is proud to take great care of each student and provide a memorable and rewarding learning experience. Our experience demonstrates that our students learn faster with a tailored program. We are committed to delivering superior courses and looking after you like no other school.





Bespoke will help you achieve your individual goals and needs by:

Focusing on Fluency – Build Your Confidence in English

Bespoke is designed to focus on fluency – being able to effectively communicate your thoughts, feelings and ideas using accurate words and expressions and also being able to speak without hesitation (naturally) in everyday life. We believe this focus will contribute linguistic and social skills development and help you to build your confidence in English.

Online Reading & Listening Practice Study Platform

We are the first to offer FREE access to Xreading in Australia, an online library which you have access anywhere, anytime for this extensive reading service to get ahead with your English language learning. Teachers will know which books you are reading, how many words you've learned and reading speed, and can give feedback based on this data. Audio books are also available at 5 speeds and there are multiple choice quizzes.

Regular Communicative Assessment

Each month, we conduct language and communicative competence tests in Speaking, Writing, Reading, and Listening to monitor your study progress and ensure you know your level. The assessment identifies the weaknesses of each student as individuals. From the test results, tailored study suggestions are given to you.

Monthly One-on-One Tutorial & Feedback Session

Through monthly one-on-one tutorials with your teacher, you will receive study advice based on personal needs and classroom performance. Detailed individual feedback is also provided for each assessment. It is a great opportunity to continue with the individual attention, identifying your needs to help you improve. You can also ask teachers what areas you need to focus on and they can suggest the best study strategies or materials for extra practice.

Clear, Tailored Learning Objectives with a Diverse Curriculum for Each Level

Bespoke curriculum is designed based on latest research. Each level contains 24 weeks' volume of study so that even if you need to stay in one level more than standard 12 weeks, it still accommodates each individual's learning needs.

Our Teachers – Qualified and Supportive

Our teachers have first language English proficiency with a University degree and TESOL/CELTA qualification. All of them are specifically trained in the Bespoke English teaching methodology, which has been developed and continues to be updated frequently. Plus, our teachers have overseas teaching experiences which create a familiar classroom atmosphere. This makes our school a place where students feel welcomed and supported.

Two Main Teachers – Improve Your Listening as well as Speaking

By having two main teachers, you get exposed to different pronunciations, accents, expressions, and teaching styles. These benefit you to improve listening skills as well as speaking skills.

English Only Policy

Strict classroom English only policy encourages you to practice English.



General English



Sydney



Melbourne

CRICOS Code 089425F

Our General English program aims to develop students' ability to communicate confidently in English. Our English courses build students' language skills in all areas with particular emphasis on speaking and pronunciation.

Bespoke programs identify and target individual student needs and prepare them to confidently use English for general communication in a wide range of situations, including travel, work and social interaction. Students are taught essential grammar, vocabulary, pronunciation and writing, reading, speaking and listening skills through interesting topics such as:

- Countries and Cultures
- Ambitions and Dreams
- Leisure and Lifestyle
- Memory
- Future Society

Students will also have a solid language foundation to progress to higher level classes in English for Academic Purposes and the IELTS Preparation program.

Course facts

Levels	CEFR A1 to C1
Duration	Up to 62 weeks (including holidays)
Class Size	Maximum 18 (Average 12)
Entry Requirements	Students must be 18 years of age or older
Class Time (20 hours/ week)	<p>Morning Class Monday – Friday 8:45am – 1:00pm (Includes 15 minute break)</p> <p>2.5 Day Intensive Class Monday & Tuesday 8:45am – 5:45pm Wednesday 8:45am – 1:00pm (Includes 3 short breaks)</p> <p>Evening Class Monday – Friday 4:45pm – 9:00pm (Includes 15 minute break)</p>
Assessments	Ongoing class-based assessment and proficiency level testing to show course progress

ELICOS Weekly Timetable (sample) Intermediate | Theme of this week: Across the Globe

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 10:45 am	Language Focus 1 Grammar: Comparatives & Superlatives Practice: Discuss & compare places	Vocabulary Features & sights of cities & countries Practice: Read & discuss places	Comparisons Grammar: Different ways of comparing Listening: Conversation sample	Tasks Listening: Gist of explanations Speaking: Make recommendations	Review Consolidation: Practice comparison, grammar, vocabulary & pronunciation
15 Minute Break					
11 am – 1 pm	Speaking: Make simple comparisons Writing: Comparisons between places & people	Vocabulary: Guessing from context skills Reading: Visit or avoid?	Speaking: Compare & contrast Writing: Personal experiences	Writing: A travel blog entry Speaking: Practice making travel arrangements	Community: Excursion to key places in Melbourne or Sydney, compare to home country features
1:30 – 2:30 pm Optional Free Clubs					
Homework	Grammar: Vocabulary & comparisons review	Vocabulary: Features & sights	Real Life Writing: Write diary entry	Review: Grammar & vocabulary	Review: Textbook & DVD-ROM

IELTS Exam Preparation



Sydney



Melbourne

CRICOS Code 089426E

The IELTS is one of the most widely used and recognised English Language tests throughout the world.

IELTS Exam Preparation is professionally designed to aid students in their preparation for the IELTS Academic Module in the four core skill areas – writing, speaking, reading and listening.

IELTS Academic test results are accepted by all tertiary education providers and DIBP as a measure of English proficiency. Our IELTS Preparation program is written with the specific objective of preparing students to sit the IELTS exam and achieve band scores of 6.0 or higher in each of the four skill areas.

This course is delivered by experienced IELTS teachers to maximize students' language improvement as they prepare for the test.

Course facts

Entry Level	CEFR B1+
Duration	Up to 38 weeks (including holidays)
Class Size	Maximum 18 (Average 12)
Entry Requirements	Students must be 18 years or older
Class Time	Monday – Friday 8:45am – 1:00pm (Includes 15-minute break) 20 hours/week
Assessments	Ongoing class-based assessment

This Course Will Cover

- Analysis of test tasks
- Test taking skills and strategies
- Writing, reading, speaking and listening skills development
- Core language development, vocabulary, grammar and pronunciation
- Regular exam practice

English for Academic Purposes (EAP)



Melbourne

CRICOS Code 089551M

This program develops the English language knowledge needed for vocational and academic studies.

The program emphasises the skills and strategies for comprehension and participation in lectures, seminars, research tasks, written coursework and examinations.

Skills in academic writing, critical thinking, independent research and reporting, oral presentations and confident participation in a range of academic situations are key features of the program.

Course Content

The EAP program has been designed to enable students to develop their critical understanding and control of the features of the English language that will best promote success in academic study. Classroom activities integrate the skills of reading, writing, speaking and listening in a series of assessment tasks which reflect the requirements of tertiary study.

Course facts

Entry Level	CEFR B1
Duration	Up to 38 weeks (12 week block, Intake every 4 weeks)
Class Size	Maximum 18 (Average 12)
Entry Requirements	Students must be 18 years or older
Class Time	Monday-Friday 8:45am – 1:00pm (Includes 15-minute break) 20 hours/week
Assessments	Ongoing class-based assessment tasks

\\ I came to Australia to learn English.

Would I recommend studying at
Lonsdale Institute?

Without a doubt!

The teachers are very professional
and passionate about their jobs! //

Ben | South Korea



Free Extra Class

English for Specific Purposes (ESP)

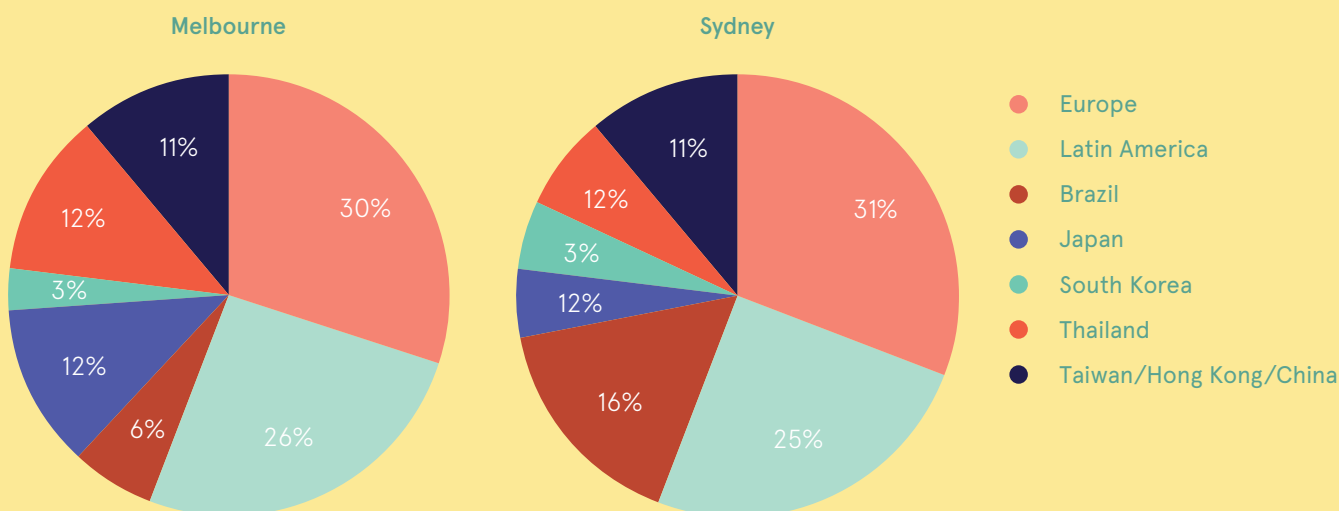
To support students to improve their language skills, we offer FREE classes. This program enables students to practice their English in an informal, relaxed setting, make friends and experience two of the best cities in Australia.

- Introduce basic language skills for jobs
- Learn vocabulary and grammar related to your job
- Learn how to talk about your job
- Practice language skills for your workplace and future study
- Prepare for VET & High Seasons courses
- This is not a certificate course, and does not replace business or hospitality courses
- These are light, fun, and interesting classes

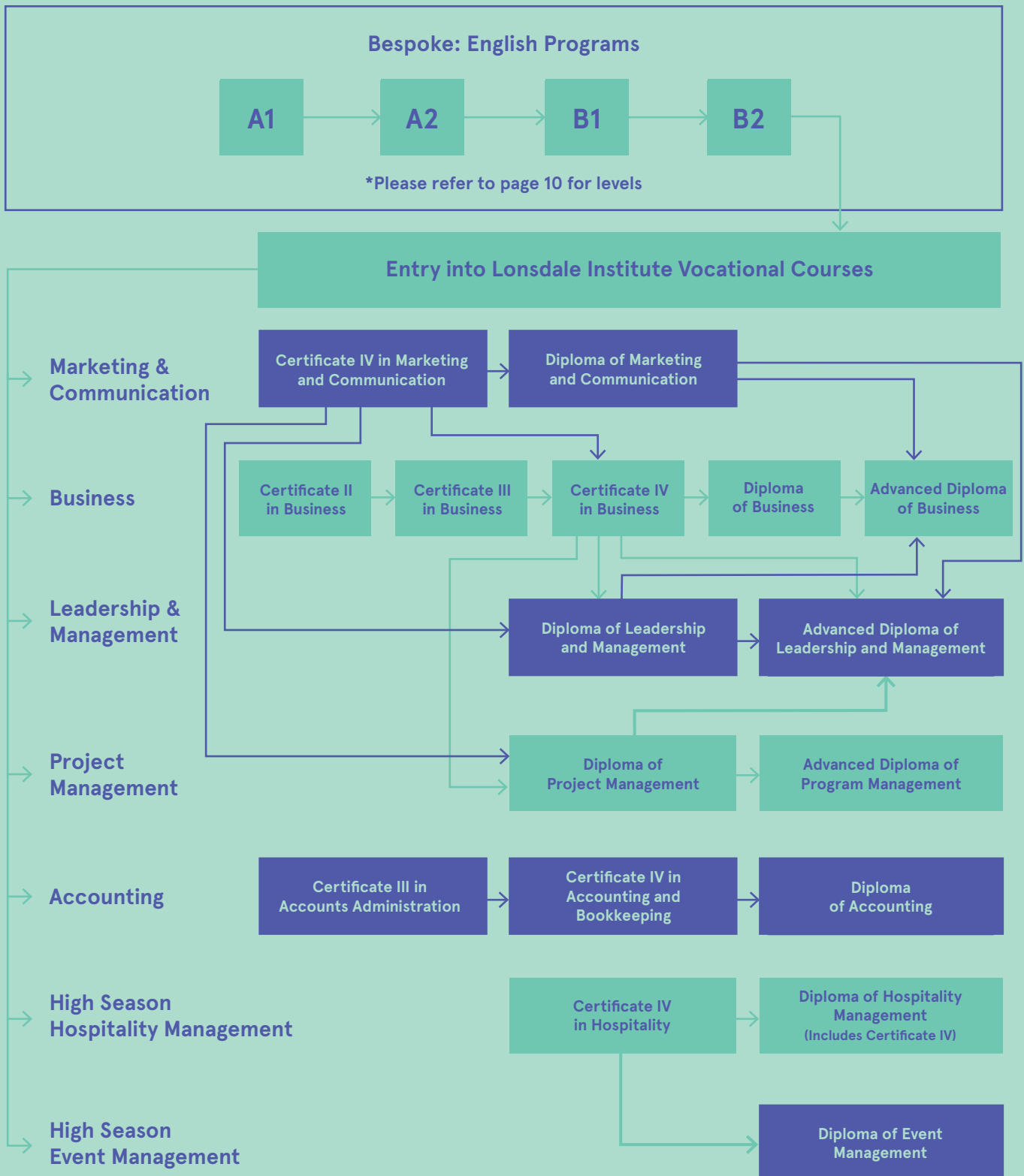
This course will cover:

- Engineering English
- Business English
- Food Services English
- Cooking English
- Academic Writing

Bespoke ELICOS Nationality Mix



Lonsdale Institute Pathways



Business



Sydney



Melbourne

Delivery Approach and Mode

20 hours delivery per week (full-time). Lecture & Tutorial, Study Group, Assessment Planning, Practical, and Self Study sessions will be provided.

Delivery and Assessment

A variety of methods are incorporated into the course to accommodate different learning styles. These include project work, reports, portfolio development and individual presentations.

Age Entry Requirement

- Students must be 18 years of age or over

English Proficiency Entry Requirement

- Please refer to the specific course details

Academic Entry Requirement

- Please refer to the specific course details



Studying at Lonsdale helped me to gain insight on the business environment and how it works in Australia. It helped me with my professional growth and made my study life in Australia a lot easier, as I have now higher standards than before.

Having studied at different education providers in Melbourne in the past 5 years, I can definitely recommend Lonsdale to anyone, as the services provided to assist students, knowledgeable and patient trainers and flexible and convenient timetables, are the main attributes that students look for in a studying environment.



Felipe | Brazil

Certificate II in Business

Course Code BSB20115 | CRICOS Code 098144G

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

English Proficiency Entry Requirement

IELTS 4.0 (CEFR B1) equivalent
(Intermediate level)

Academic Entry Requirements

Year 12 or equivalent in literacy and numeracy

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Unit Code	Unit Name
BSBWHS201	Contribute to health and safety of self and others
BSBIND201	Work effectively in a business environment
FSKRDG10	Read and respond to routine workplace information
BSBCUS201	Deliver a service to customers
BSBCMM201	Communicate in the workplace
FSKWTG09	Write routine workplace texts
BSBWOR203	Work effectively with others
BSBWOR202	Organise and complete daily work activities
FSKOCM07	Interact effectively with others at work
BSBITU213	Use digital technologies to communicate remotely
FSKLRG11	Use routine strategies for work-related learning
BSBITU211	Produce digital text documents

Certificate III in Business

Course Code BSB30115 | CRICOS Code 098145F

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Unit Code	Unit Name
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBDIV301	Work effectively with diversity
BSBWOR201	Manage personal stress in the workplace
BSBCMM301	Process customer complaints
BSBWRK311	Develop self-awareness
BSBITU315	Purchase goods and services online
BSBFLM311	Support a workplace learning environment
BSBMGT405	Provide personal leadership
BSBITU306	Design and produce business documents
BSBADM302	Produce texts from notes
BSBWOR301	Organise personal work priorities and development
BSBITU312	Create electronic presentations

English Proficiency Entry Requirement

IELTS 5.0 (CEFR B1+) equivalent
(Strong Intermediate level)

Academic Entry Requirements

Year 12 or equivalent in literacy and numeracy

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Certificate IV in Business

Course Code BSB40215 | CRICOS Code 086934J

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

English Proficiency Entry Requirement

IELTS 5.5 or equivalent
(Upper Intermediate level)

Academic Entry Requirements

Year 12 or equivalent in literacy and numeracy

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Course Structure

To achieve this qualification, you will need to complete the following 10 units.

Unit Code	Unit Name
BSBWHS401	Implement, monitor WHS policies, procedures and programs to meet legislative requirements
BSBINN301	Promote innovation in a team environment
BSBLED401	Develop teams and individuals
BSBADM405	Organise meetings
BSBMKG413	Promote products and services
BSBRES411	Analyse and present research information
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBADM406	Organise business travel
BSBMKG414	Undertake marketing activities



Diploma of Business

Course Code BSB50215 | CRICOS Code 087203C

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

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

Course Structure

To achieve this qualification, you will need to complete the following 8 units.

Unit Code	Unit Name
BSBHRM506	Manage recruitment selection and induction processes
BSBLED502	Manage programs that promote personal effectiveness
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBMGT502	Manage people performance
BSBCUS501	Manage quality customer service
BSBMKG501	Identify and evaluate marketing opportunities

English Proficiency Entry Requirement

IELTS 5.5 or equivalent (Upper Intermediate level)

Academic Entry Requirements

Demonstration of potential to undertake vocational education and training at diploma level, including:

- Completion of the BSB40207 Certificate IV in Business or other relevant qualifications
- Demonstration of vocational experience in a range of work environments in a senior support role

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Advanced Diploma of Business

Course Code BSB60215 | CRICOS Code 087486J

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

English Proficiency Entry Requirement

IELTS 5.5 or equivalent (Upper Intermediate level)

Academic Entry Requirements

Demonstration of potential to undertake vocational education and training at advanced diploma level, including:

- Completion of the BSB50207 Diploma of Business or other relevant qualification; or
- Substantial vocational experience in a range of environments, acting in a range of senior support or administrative roles

Course Structure

To achieve this qualification, you will need to complete the following 8 units.

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Unit Code	Unit Name
BSBMKG605	Evaluate international marketing opportunities
BSBMKG606	Manage international marketing programs
BSBMKG603	Manage the marketing process
BSBFIM601	Manage finances
BSBHRM602	Manage human resources strategic planning
BSBMGT615	Contribute to organisation development
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBINN601	Manage organisational change

Marketing and Communication



Sydney



Melbourne

Delivery Approach and Mode

20 hours delivery per week (full-time). Lecture & Tutorial, Study Group, Assessment Planning, Practical, and Self Study sessions will be provided.

Delivery and Assessment

A variety of methods are incorporated into the course to accommodate different learning styles. These include project work, reports, portfolio development and individual presentations.

Age Entry Requirement

- Students must be 18 years of age or over

English Proficiency Entry Requirement

- IELTS 5.5 or equivalent (Upper Intermediate level)

Academic Entry Requirement

- Please refer to the specific course details



Certificate IV in Marketing and Communication

Course Code BSB42415 | CRICOS Code 095460G

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. It includes knowledge and skills in the areas of digital media as well as covering the requirements of thorough and effective research.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners.

Academic Entry Requirements

- Year 12 or equivalent in literacy and numeracy; or
- Provision of evidence of competency in Certificate III in Marketing and Communication or other relevant qualifications or equivalent work experience

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Unit Code	Unit Name
BSBMKG418	Develop and apply knowledge of the marketing communication industry
BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBMGT407	Apply digital solutions to work processes
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG408	Conduct market research
BSBMKG401	Profile the market
BSBMKG413	Promote products and services
BSBMKG419	Analyse consumer behaviour
BSBMKG420	Create digital media user experiences
BSBRES411	Analyse and present research information
BSBMKG421	Optimise digital media impact

Diploma of Marketing and Communication

Course Code BSB52415 | CRICOS Code 095461G

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area.

Typically they would have responsibility for the work of other staff.

Academic Entry Requirements

- Year 12 or equivalent in literacy and numeracy
- Completion of all core units in BSB42415 Certificate IV in Marketing and Communication

Course Duration

Up to 52 weeks
(including holidays)

Study Weeks

40 weeks

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Unit Code	Unit Name
BSBMKG506	Plan market research
BSBPMG522	Undertake project work
BSBIPR501	Manage intellectual property to protect and grow business
BSBCRT501	Originate and develop concepts
BSBADV509	Create mass print media advertisements
BSBMKG518	Plan and implement services marketing
BSBMKG510	Plan e-marketing communications
BSBDES602	Research global design trends
BSBMKG537	Develop a social media engagement plan
BSBMKG508	Plan direct marketing activities
BSBMKG507	Interpret market trends and developments
BSBMKG523	Design and develop an integrated marketing communication plan



“ I like studying at Lonsdale. I love the way the teachers worked with us, helping and supporting. I think it is very important when teachers understand your needs. I really appreciate that I could meet so many lovely people (teachers and other students), but the best thing is I could study everything in English!

I studied Marketing in Poland. It was many years ago, but at Lonsdale I could refresh all

of my knowledge. I learnt more current and real information (everything changes so fast). I came to Australia to start a better life and get more experience. The second reason was to practise my English. I would definitely recommend studying at Lonsdale. Actually, I recommended Lonsdale to a few of my friends from work. I think it can offer good education for everyone.

“
Anna | Poland

Project Management



Sydney



Melbourne

Delivery Approach and Mode

20 hours delivery per week (full-time). Lecture & Tutorial, Study Group, Assessment Planning, Practical, and Self Study sessions will be provided.

Delivery and Assessment

A variety of methods are incorporated into the course to accommodate different learning styles. These include project work, reports, portfolio development and individual presentations.

Age Entry Requirement

- Students must be 18 years of age or over

English Proficiency Entry Requirement

- Please refer to the specific course details

Academic Entry Requirement

- Please refer to the specific course details



Diploma of Project Management

Course Code BSB51415 | CRICOS Code 087442K

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors 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.

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Academic Entry Requirements

Demonstration of potential to undertake vocational education and training at diploma level, including:

- Completion of the BSB40207 Certificate IV in Business or other relevant qualification; or
- Demonstration of substantial vocational experience in project roles where they may have had limited responsibility without a formal project management qualification

Course Duration

Up to 28 weeks
(including holidays)

Study Weeks

20 weeks

Unit Code	Unit Name
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG19	Manage project stakeholder engagement
BSBMGT516	Facilitate continuous improvement
BSBWOR502	Lead and manage team effectiveness
BSBINN502	Build and sustain an innovative work environment

Advanced Diploma of Program Management

Course Code BSB61218 | CRICOS Code 098974B

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.

A program is defined as a set of interrelated projects, each of which has a project manager. 'Multiple projects' or a 'program of projects', refers to a number of related projects managed by the same person as a program to achieve organisational objectives.

It applies to individuals who are program managers, managing or directing a suite of projects (a program) to achieve organisational objectives.

Individuals at this level use initiative and judgment 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.

Academic Entry Requirements

Demonstration of potential to undertake vocational education and training at advanced diploma level and completion of the BSB51415 Diploma of Project Management

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Course Duration

Up to 52 weeks
(including holidays)

Study Weeks

40 weeks

Unit Code	Unit Name
PSPMGT006	Develop a business case
BSBMGT520	Plan and manage the flexible workforce
BSBPMG622	Implement program governance
BSBPMG610	Enable program execution
BSBPMG615	Manage program delivery
BSBPMG617	Provide leadership for the program
BSBPMG624	Engage in collaborative alliances
BSBLDR511	Develop and use emotional intelligence
BSBPMG621	Facilitate stakeholder engagement
AHCBUS607	Implement a monitoring, evaluation and reporting program
BSBPMG616	Manage program risk
BSBPMG623	Manage benefits



I loved my class experience with Kerry, the trainer of the Advanced Diploma of Business.

The class was always dynamic and fun and she has lots of knowledge and an excellent attitude.

I gained a great deal of general knowledge about working in a company and even starting my own business.

Australia is the place to be if you want to have new experiences and practice your English. I would highly recommend studying at Lonsdale Institute. The teachers are well prepared.



Sara | Mexico

Leadership and Management



Sydney



Melbourne

Delivery Approach and Mode

20 hours delivery per week (full-time). Lecture & Tutorial, Study Group, Assessment Planning, Practical, and Self Study sessions will be provided.

Delivery and Assessment

A variety of methods are incorporated into the course to accommodate different learning styles. These include project work, reports, portfolio development as well as individual presentations.

Age Entry Requirement

- Students must be 18 years of age or over

English Proficiency Entry Requirement

- IELTS 5.5 or equivalent (Upper Intermediate level)

Academic Entry Requirement

- Please refer to the specific course details



Diploma of Leadership and Management

Course Code BSB51918 | CRICOS Code 098738C

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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

Academic Entry Requirements

- Year 12 or equivalent literacy and numeracy levels or equivalent; or
- Provision of evidence of competency of Certificate IV or above in a related business field; or
- Demonstration of substantial vocational experience in a range of environments, acting in supervisor/ middle management or management role

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Course Duration

Up to 52 weeks
(including holidays)

Study Weeks

40 weeks

Unit Code	Unit Name
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBMKG512	Forecast international market and business needs
BSBINN502	Build and sustain an innovative work environment
BSBHRM513	Manage workforce planning
BSBEBU511	Develop and implement an e-business strategy
BSBLDR513	Communicate with influence
BSBMGT516	Facilitate continuous improvement
BSBMGT520	Plan and manage the flexible workforce
BSBLED501	Develop a workplace learning environment

Advanced Diploma of Leadership and Management

Course Code BSB61015 | CRICOS Code 093420K

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Course Structure

To achieve this qualification, you will need to complete the following 12 units.

Unit Code	Unit Name
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
BSBCUE604	Develop and maintain a service level strategy
BSBMGT619	Identify and implement business innovation
BSBHRM604	Manage employee relations
BSBMGT623	Monitor corporate governance activities
BSBMGT616	Develop and implement strategic plans
BSBMGT608	Manage innovation and continuous improvement
BSBMKG609	Develop a marketing plan
BSBMGT621	Design and manage the enterprise quality management system

Academic Entry Requirements

Demonstration of potential to undertake vocational education and training at advanced diploma level, including:

- Completion of the BSB51918 Diploma of Leadership and Management or Certificate IV and above in a related business field; or
- Substantial vocational experience in a range of environments, acting in a supervisor/ middle management or management role

Course Duration

Up to 52 weeks
(including holidays)

Study Weeks

40 weeks

“ I’ve always wanted to come to Australia and I am here now to fulfill my childhood dreams.

I don’t want this amazing experience to end. ”

Laura | Colombia



Accounting



Melbourne

Delivery Approach and Mode

20 hours delivery per week (full-time). Lecture & Tutorial, Study Group, Assessment Planning, Practical, and Self Study sessions will be provided.

Delivery and Assessment

A variety of methods are incorporated into the course to accommodate different learning styles. These include project work, reports, portfolio development as well as individual presentations.

Age Entry Requirement

- Students must be 18 years of age or over

English Proficiency Entry Requirement

- IELTS 5.5 or equivalent (Upper Intermediate level)

Academic Entry Requirement

- Please refer to the specific course details

Certificate III in Accounts Administration

Course Code FNS30317 | CRICOS Code 099390G

This qualification reflects the job roles of employees with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Academic Entry Requirements

Year 12 or equivalent in literacy and numeracy

Course Duration

Up to 28 weeks
(Including holidays)

Study Weeks

20 weeks

Course Structure

To attain a Certificate III in Accounts Administration, competency in the following 11 units must be achieved.

Unit Code	Unit Name
FNSINC301	Work effectively in the financial service industry
FNSACC311	Process financial transactions and extract interim reports
FNSRTS309	Maintain main bank account
BSBWRT301	Write simple documents
FNSACC304	Conduct business activities using a computerised accounting system
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC313	Perform financial calculations
BSBITU314	Design and produce spreadsheets
BSBFIA401	Prepare financial reports
BSBFIA302	Process payroll
BSBITU306	Design and produce business documents

Certificate IV in Accounting and Bookkeeping

Course Code FNS40217 | CRICOS Code 099391F

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 installment 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 judgment in completing routine and non-routine activities.

Academic Entry Requirements

Year 12 or equivalent in literacy and numeracy

Course Duration

Up to 40 weeks
(Including holidays)

Study Weeks

30 weeks

Course Structure

To attain a Certificate IV in Accounting and Bookkeeping, competency in the following 13 units must be achieved.

Unit Code	Unit Name
FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBFIA401	Prepare financial reports
FNSACC311	Process financial transactions and extract interim reports
FNSACC416	Set up and operate a computerised accounting system
BSBITU402	Develop and use complex spreadsheets
BSBWOR501	Manage personal work priorities and professional development
FNSACC412	Prepare operational budgets
FNSTPB402	Establish and maintain a payroll system
FNSACC414	Prepare financial statements for non-reporting entities
FNSTPB401	Complete business activity and installment activity statements
FNSACC411	Process business tax requirements
BSBITU422	Use digital technologies to collaborate in the workplace
FNSACC312	Administer subsidiary accounts and ledgers

Diploma of Accounting

Course Code FNS50217 | CRICOS Code 099392E

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.

Academic Entry Requirements

Year 12 or equivalent literacy and numeracy levels and Provision of evidence of:

- Completion of the FNSSS00014 Accounting Principles Skill Set; or
- Completion of FNS40615 Certificate IV in Accounting or equivalent; or
- Completion of FNS40215 Certificate IV in Bookkeeping or equivalent

Course Duration

Up to 40 weeks
(Including holidays)

Study Weeks

30 weeks

Course Structure

To attain a Diploma of Accounting, competency in the following 11 units must be achieved.

Unit Code	Unit Name
FNSACC511	Provide financial and business performance information
FNSINC602	Interpret and use financial statistics and tools
FNSACC517	Provide management accounting information
BSBLDR402	Lead effective workplace relationships
FNSACC607	Evaluate business performance
FNSACC505	Establish and maintain accounting information systems
BSBITU402	Develop and use complex spreadsheets
FNSACC512	Prepare tax documentation for individuals
FNSACC516	Implement and maintain internal control procedures
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities

Hospitality



HIGH SEASON



Melbourne

Established in January of 2018, High Season has been created with the sole purpose of providing an elite education experience aligned to tangible employment outcomes in the professions of Hospitality and Event Management.

Developed in partnership with industry leaders within the fields of hospitality, event management and education, High Season offers industry recognised qualifications for students in Melbourne who are looking to develop knowledge, experience, capability and relationships in their field of expertise.

High Season celebrates a carefully crafted development formula where knowledge and experience unite to build the confidence and capability of our graduating students.

Delivery Approach and Mode

20 hours delivery per week (full-time). A combination of face to face trainer led theory & practical sessions involving group and individual activities, within the Hospitality industry.

Delivery and Assessment

A variety of methods are incorporated into the course to accommodate different learning styles. These include industry observation, projects, case study, role play and participation as well.

Age Entry Requirement

- Students must be 18 years of age or over

English Proficiency Entry Requirement

- IELTS 5.5 or equivalent (Upper Intermediate level)

Academic Entry Requirement

- Year 12 or equivalent in literacy and numeracy



Hospitality Short Courses

- Responsible Service of Alcohol (RSA)
- Responsible Service of Food (RSF)
- Hospitality Job Ready Skills
- Bar & Cocktail Workshops
- Barista Training
- More to come

*Package offers are available

Certificate IV in Hospitality

Course Code SIT40416 | CRICOS Code 095457C

This qualification reflects the role of skilled operators who use a broad range of hospitality service, operational skills, food and beverage combined with supervisory skills and sound knowledge of industry operations to plan, monitor and evaluate the work of team members. They operate independently or with limited guidance from others, and use discretion to solve non-routine problems.

This qualification provides an introduction into a career pathway in hospitality to work as a supervisor in organisations such as restaurants, hotels, motels, event venues, clubs, pubs, cafés and retail.

This qualification allows for multi-skilling and for specialisation in food and beverage, hotels, venues, stadiums and gaming.

Possible job titles are team leader, front of house supervisor, venue supervisor, duty manager and shift manager in the areas of event venues, restaurants, bars, catering food and beverage roles and cafes.

Course Duration	Study Weeks
Up to 52 weeks (including holidays)	40 weeks

Industry & Volunteer Experience

Students will be required to attend or volunteer at hospitality industry events. This will be expected in completing your qualification. Prior notification will be discussed and confirmed with the High Season trainer.

Course Structure

To achieve this qualification, you will need to complete the following 21 units.

Hospitality Industry Knowledge

Source and use information on the hospitality industry	SITHIND002
Work effectively in hospitality service	SITHIND004
Enhance customer service experiences	SITXCCS007

Business Basics

Plan in-house events or functions	SITEEVT005
Manage finances within a budget	SITXFIN003
Use hygienic practices for food safety	SITXFSA001
Identify hazards, assess and control safety risks	SITXWHS002
Implement and monitor work health and safety processes	SITXWHS003
Implement and monitor environmentally sustainable work practices	BSBSUS401

Food Service

Provide table service of food and beverage	SITHFAB014
Provide advice on food	SITHFAB016

Bar & Coffee Service

Prepare and Serve Espresso Coffee	SITHFAB005
Provide responsible service of alcohol	SITHFAB002
Operate a bar	SITHFAB003
Provide advice on Australian wines	SITHFAB012
Provide advice on beers, spirits and liqueurs	SITHFAB011

Leadership & Diversity

Manage diversity in the workplace	BSBDIV501
Monitor Work Operations	SITXMGTO01
Coach others in job skills	SITXHRM001
Lead and manage people	SITXHRM003
Manage conflict	SITXCOM005

Diploma of Hospitality Management

Course Code SIT50416 | CRICOS Code 095458B

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 manager or small business manager.

This qualification allows for multi-skilling and for specialisation in management, leadership food and beverage, development of people.

Possible job titles includes supervisor or managerial roles can be secured in the areas of bar, café, club, front office, gaming, kitchen, hotel, housekeeping, restaurant, banquet, event and function and catering operations.

Course Duration	Study Weeks
Up to 80 weeks (including holidays)	60 weeks

Industry & Volunteer Experience

Students will be required to attend or volunteer at hospitality industry events. This will be expected in completing your qualification. Prior notification will be discussed and confirmed with the High Season trainer.

Course Structure

To achieve this qualification, you will need to complete the following 28 units.

Hospitality Industry Knowledge

Source and use information on the hospitality industry	SITHIND002
Work effectively in hospitality service	SITHIND004
Enhance customer service experiences	SITXCCS007

Business Basics

Plan in-house events or functions	SITEEVT005
Manage finances within a budget	SITXFIN003
Use hygienic practices for food safety	SITXFSA001
Identify hazards, assess and control safety risks	SITXWHS002
Implement and monitor work health and safety processes	SITXWHS003
Implement and monitor environmentally sustainable work practices	BSBSUS401

Food Service

Provide table service of food & beverage	SITHFAB014
Provide advice on food	SITHFAB016

Bar & Coffee Service

Prepare and Serve Espresso Coffee	SITHFAB005
Provide responsible service of alcohol	SITHFAB002
Operate a bar	SITHFAB003
Provide advice on Australian wines	SITHFAB012
Provide advice on beers, spirits & liqueurs	SITHFAB011

Leadership & Diversity

Manage diversity in the workplace	BSBDIV501
Monitor Work Operations	SITXMGT001
Coach others in job skills	SITXHRM001
Lead and manage people	SITXHRM003
Manage conflict	SITXCOM005

Operations Planning

Research and comply with regulatory requirements	SITXGLC001
Prepare and monitor budgets	SITXFIN004
Establish and conduct business relationships	SITXMGT002
Manage meetings	BSBADM502

Management

Roster staff	SITXHRM002
Manage operational plans	BSBMGT517
Develop and manage quality customer service practices	SITXCCS008

Diploma of Event Management

Course Code SIT50316 | CRICOS Code 095459A

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 hospitality, corporate, social and weddings, travel and tourism, sport, cultural, council and community sectors.

The diversity of employers includes event management or exhibition management companies, event venues, stadiums or corporate and community organisations that manage their own events.

Work could be undertaken in an office environment where the planning of events takes place then to site where operations, creative design, productions and logistics are staged.

Possible roles include event co ordinator, event manager, exhibition planner, venues co ordinator, wedding co ordinator, sales co ordinator, corporate event co ordinator in areas of events, exhibitions, restaurants, weddings, conferencing planning and festivals.

Course Duration

Up to 52 weeks
(including holidays)

Study Weeks

40 weeks

Industry & Volunteer Experience

Students will be required to volunteer at Melbourne and community events. This will be expected in completing your qualification. Prior notification will be discussed and confirmed with the High Season trainer.

Course Structure

To achieve this qualification, you will need to complete the following 20 units.

Events Industry Knowledge Business Basics

Source and use information on the event industry	SITEEVT001
Enhance customer service experiences	SITXCCS007
Monitor Work Operations	SITXMGT001
Manage finances within a budget	SITXFIN003
Identify hazards, assess and control safety risks	SITXWHS002

Event Planning

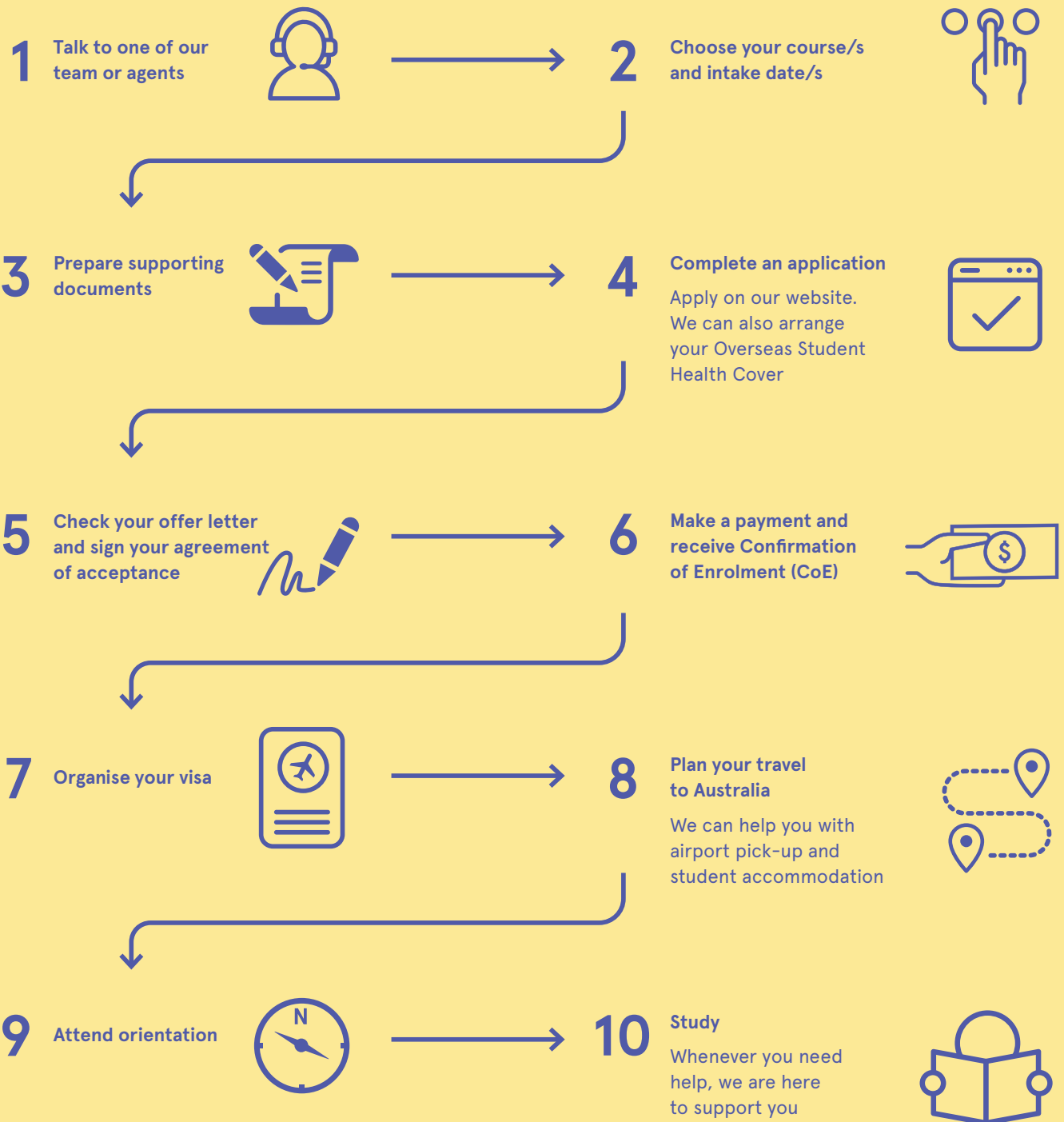
Select event venues and sites	SITEEVT007
Book supplier products and services	SITTTSL008
Coordinate Marketing Activities	SITXMPR004
Prepare quotations	SITTTSL006
Manage meetings	BSBADM502
Make a Presentation	BSBCMM401

Event Management

Manage projects	SITXMGT003
Establish and conduct business relationships	SITXMGT002
Coordinate on-site event registrations	SITEEVT003
Manage event staging components	SITEEVT008
Manage on-site event operations	SITEEVT010
Develop event concepts	SITEEVT012
Lead and manage people	SITXHRM003
Organise event infrastructure	SITEEVT009
Implement and monitor environmentally sustainable work practices	BSBSUS401



How to start your Lonsdale Journey



We look forward to welcoming you to Lonsdale Institute. If you would like more information about our courses or our campuses, please feel free to contact us via email at info@lonsdaleinstitute.edu.au or phone

Melbourne

+61 3 9639 0543

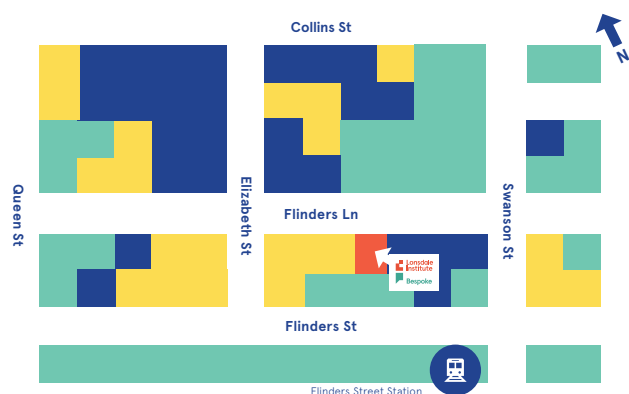
Sydney – City

+61 2 9267 0011

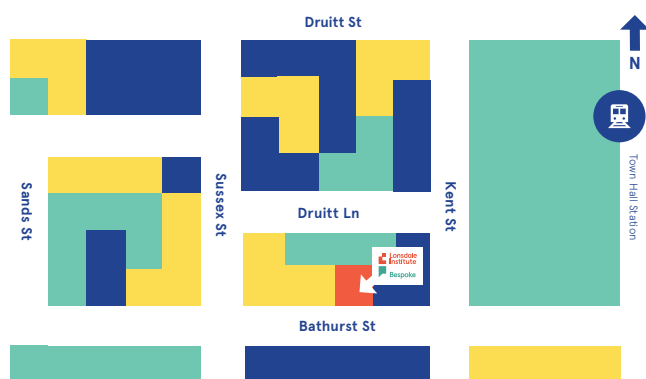
Sydney – Surry Hills

+61 2 4058 2278

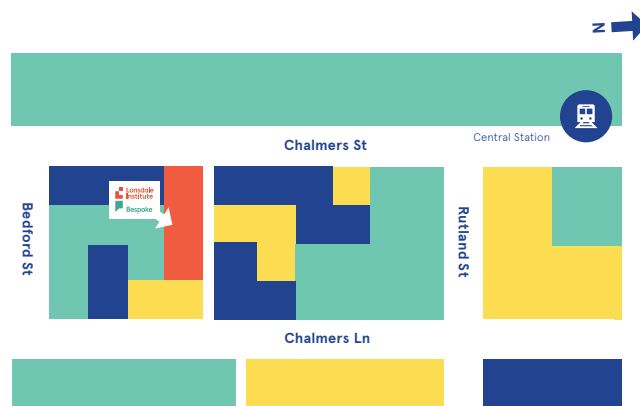
Melbourne Campus



Sydney – City Campus



Sydney – Surry Hills Campus



Sydney – City Campus

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