

DIPLOMA
COURSE
GUIDE



Aurora
TRAINING INSTITUTE

**YOUR NEW CAREER
YOUR NEW LIFE
STARTS HERE**

www.aurora.edu.au

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Qualification course codes subject to change where training package transitions are applicable.

**The information contained in this guide is accurate at the time of printing.*

**The information published in this document is intended as a guide.*

**All information is subject to change without notice.*

Education is everything in the modern business world.

Competition is the driving force behind innovation, effectiveness and sustainability. Leading organisations rely heavily on high quality teams to get the job done!

This is where superior training, skills, knowledge and experience are needed to stand out from the competition.

Our **diploma courses** are designed to give you that edge amongst your competitors.

The team at Aurora Training Institute has shaped a collection of diploma courses that will ensure you have every opportunity for success in your chosen industry. We offer exceptional education and training services for people at every stage of their personal and professional development.

Professionally accredited lecturers, tutors and training staff have been carefully chosen to not only impart their skills, knowledge and experience but to identify and support your learning and development needs.



Stuart Love

MBA, Grad Dip Man (Learn), FAIM, JP
Chief Executive Officer

We offer comprehensive and tailored support using advanced technology for those who are tech-savvy and old school face-to-face tutorials for those who prefer a more traditional approach. Why not reap the benefits and use all of our resources to gain 100% out of your studies! The beauty is that it's up to you how you choose to study.

I extend a genuine and warm welcome to you and congratulate you on considering a high quality education with Aurora Training Institute.

Kindest Regards,

Stuart Love

Chief Executive Officer

INSTITUTE OVERVIEW

WHY CHOOSE US?

Aurora Training Institute provides you with exceptional education and training choices to achieve a nationally recognised qualification at Certificate through to Diploma level.

We are serious about providing you with world-class education and training at every stage of your personal and professional development. Aurora Training Institute is excited to offer you innovative, flexible and supportive education and training.

Quality Assurance

Aurora Training Institute is a leading Australian nationally recognised Registered Training Organisation (RTO) of vocational education and training. We offer an extensive range of courses that are accredited under the Australian Qualifications Framework (AQF), from Certificate through to Diploma level courses.



Aurora
TRAINING INSTITUTE

Innovative Choice

Aurora Training Institute delivers a range of short courses for industry entry and professional development. We also offer higher education qualifications at Certificate and Diploma level for personal development and career advancement.

Flexible Learning

Aurora Training Institute believes in giving you flexible learning options to suit your busy schedule and lifestyle. We offer classroom, workplace and even online learning platforms.

If there's a life you want, we can help you make it happen.



How difficult is it to complete a diploma?

Diplomas are rated as level 5 qualifications according to the Australian Qualifications Framework (AQF). We have specially designed our diplomas with similar structure and difficulty as a first year undergraduate degree at an Australian university. Our supportive training methods will ensure you the best possible chance of success in your studies.

Can I receive university credits by completing a diploma at Aurora Training Institute?

The majority of Australian universities recognise tertiary qualifications such as diplomas. A diploma from Aurora Training Institute may provide graduates with up to one year's credit towards a Bachelor's degree in a closely related field at an Australian university. Please contact your Australian university of choice to discuss the articulation pathway options available.

Example: A Diploma of Business or Hospitality or Management will receive credit towards a Bachelor of Business in Convention and Event Management with Southern Cross University.

Aurora Training Institute has articulation agreements in place with some of Australia's top universities, including: Southern Cross University, Griffith University and University of Southern Queensland.

By completing a diploma with Aurora Training Institute you may be eligible to receive up to one year of credit. Successful completion of a diploma qualification at Aurora Training Institute will result in a tertiary ranking number approximately equivalent to an OP (Overall Position) score of 9, which may qualify you for entry into many bachelor degrees at universities.

How long will it take to complete a diploma?

Aurora Training Institutes's diploma courses are designed to be completed in 12 months.

Will I have direct contact with teaching staff or is it all delivered online?

Diploma course materials including lectures are accessible online and you can also attend face to face support sessions with our accredited trainers.

How will I know if I am on track with my study and if I am passing my course?

Our training staff will engage with you directly and provide extensive support to your learning at every stage. You will be notified when assessment tasks are due and provided with constructive feedback allowing you to monitor your progress and see your achievements.

Have a question, then give us a call today!

1300 936 864



DIPLOMA OF BUSINESS

BSB50215

Are you game to step up?

Learn advanced business skills with a Diploma of Business and put yourself ahead of your peers, fast tracking you towards a new career or promotion. You will develop skills and knowledge in how to recruit quality staff, plan projects, manage risk and analyse business operations.

Business leaders are vital for organisations of every size and scope, and pursuing your diploma level studies could give you a wide variety of employment and promotional opportunities in the future.

EMPLOYMENT OPPORTUNITIES

- Team Leader
- Department Manager
- Program Coordinator
- Executive Officer

COURSE REQUIREMENTS

To achieve a Diploma of Business all 8 elective units listed below must be completed.

ELECTIVE UNITS

BSBADM502	Manage meetings
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM506	Manage recruitment, selection and induction processes
BSBHRM513	Manage workforce planning
BSBMGT403	Implement continuous improvement
BSBMKG501	Identify and evaluate marketing opportunities
BSBWOR501	Manage personal work priorities and professional development

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

This course is delivered over 12 months with a flexible learning approach. Content is accessed online with direct trainer support sessions available to suit individual student needs.

PAYMENT METHOD / COST \$5,075

Flexible payment options available – please contact us for further information.

Qualification course codes subject to change where training package transitions are applicable.



DIPLOMA OF BUSINESS ADMINISTRATION

BSB50415

Are you set to make your mark in business?

When it comes to running a successful business, it is crucial that you have the key fundamentals in place. This diploma course will introduce you to the skills, knowledge and practical techniques required to manage a business at a professional level, including the planning and implementing of administrative systems, leading and managing teams, and the delivery of quality customer service.

If you are really serious about building a career in the business sector or potentially running your own business, then the Diploma of Business Administration is your launch point.

EMPLOYMENT OPPORTUNITIES

- Team Leader
- Department Manager
- Office Manager
- Administration Manager

COURSE REQUIREMENTS

To achieve a Diploma of Business Administration all 8 units listed below must be completed.

ELECTIVE UNITS

BSBADM504	Plan and implement administrative systems
BSBPMG522	Undertake project work
BSBCUS501	Manage quality customer service
BSBWOR502	Lead and manage team effectiveness
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM506	Manage business document design and development
BSBSUS501	Develop workplace policy and procedures for sustainability

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

This course is delivered over 12 months with a flexible learning approach. Content is accessed online with direct trainer support sessions available to suit individual student needs.

PAYMENT METHOD / COST \$5,075

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DIPLOMA OF HUMAN RESOURCES MANAGEMENT

BSB50615

Are you a people person?

Good businesses need good people, and more importantly, they need even better people to hire and support that workforce. This diploma course will expose you to the relevant skills and knowledge required to succeed in managing personnel, including monitoring human resource systems and processes, guiding workforce planning and recruitment, and monitoring the performance of employees.

If you want to be a professional people person and work with people rather than just data, then the Diploma of Human Resources Management is your perfect match.

EMPLOYMENT OPPORTUNITIES

- Human Resources Assistant
- Human Resources Consultant
- Human Resources Manager

COURSE REQUIREMENTS

To achieve a Diploma of Human Resources Management 9 units including all 6 core units and 3 elective units listed below must be completed.

CORE UNITS

BSBHRM501	Manage human resources services
BSBHRM506	Manage recruitment, selection and induction processes
BSBHRM512	Develop and manage performance management processes
BSBHRM513	Manage workforce planning
BSBWKR510	Manage employee relations
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

ELECTIVE UNITS

BSBDIV501	Manage diversity in the workplace
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT516	Facilitate continuous improvement

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

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PAYMENT METHOD / COST \$5,075

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DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB51915

Are you equipped to take a lead role?

Become the leader and manager you know you can be with a Diploma of Leadership and Management. Enhance your ability to manage diverse teams, maximise your efficiency and productivity in the workplace, and achieve the best from your own work and that of your team.

A solid understanding of leadership and management could make you a valuable asset to any organisation across every industry and sector, anywhere in the world.

EMPLOYMENT OPPORTUNITIES

- Department Manager
- Project Coordinator
- Department Head
- Executive Officer

COURSE REQUIREMENTS

To achieve a Diploma of Leadership and Management 12 units must be completed including 4 core units and 8 elective units listed.

CORE UNITS

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

ELECTIVE UNITS

BSBADM502	Manage meetings
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction staff
BSBMGT502	Manage people performance
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development
BSBWKR510	Manage employee relations

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

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PAYMENT METHOD / COST \$5,075

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DIPLOMA OF HOSPITALITY MANAGEMENT

SIT50416

Are you willing to be part of one of the most exciting industries in the world?

If you love people and travel, it's hard to go past a career in hospitality. You will learn how the hospitality industry operates, how to manage finances and physical assets, manage people and lead teams, implement business and operational plans, develop and monitor staff performance, and how to establish and develop business relationships.

Whether you are currently working in the hospitality industry and want to earn a nationally recognised qualification or you are completely fresh to hospitality, this course will cater to you.

EMPLOYMENT OPPORTUNITIES

- Department Supervisor/Manager
- Hotel Executive
- Club Manager
- Hotel Manager
- Restaurant Manager
- Kitchen Manager

COURSE REQUIREMENTS

To achieve a Diploma of Hospitality Management 28 units must be completed including all 13 core units and 15 elective units. There are 10 prescribed electives and 5 stream specific electives depending on the chosen stream.

CORE UNITS

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

ELECTIVE UNITS

SITXFSA001	Use hygienic practices for food safety
SITHIND004	Work effectively in hospitality service**
SITEEVT001	Source and use information on the events industry
SITEEVT008	Manage event staging components
SITXFIN002	Interpret financial information
SITXMGT003	Manage projects
BSBWRT401	Write complex documents
SITXHRM004	Recruit, select and induct staff
BSBCMM401	Make a presentation
BSBADM502	Manage meeting

**36 shifts are required for completion of this unit

Qualification course codes subject to change where training package transitions are applicable.





ELECTIVE STREAMS: STUDENTS SELECT ONLY ONE STREAM FROM BELOW.

MANAGEMENT

BSBMGT401	Show leadership in the workplace
SITXHRM006	Monitor staff performance
BSBR501	Manage risk
BSBMGT516	Facilitate continuous improvement
BSBLDR403	Lead team effectiveness

RESTAURANT MANAGER

SITHFAB002	Provide responsible service of alcohol
SITXHRM006	Monitor staff performance
BSBR501	Manage risk
SITHFAB004	Prepare and serve non-alcoholic beverages*
SITHFAB005	Prepare and serve espresso coffee*

CLUB MANAGER

SITHFAB002	Provide responsible service of alcohol
SITXHRM006	Monitor staff performance
BSBR501	Manage risk
SITHFAB003	Operate a bar*^
SITHGAM001	Provide responsible gambling services

KITCHEN MANAGER

SITXFSA002	Participate in safe food handling practices
SITXHRM006	Monitor staff performance
BSBR501	Manage risk
SITXINV004	Control stock
SITHKOP007	Design and cost menus

**Prerequisite is SITXFSA001 Use hygienic practices for food safety*

^Prerequisite is SITHFAB002 Provide responsible service of alcohol

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

This course is delivered over 12 months with a flexible learning approach. Content is accessed online with direct trainer support sessions available to suit individual student needs.

PAYMENT METHOD / COST \$5,075

Flexible payment options available – please contact us for further information.

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DIPLOMA OF COMMUNITY SERVICES

CHC52015

Are you a community focused person?

This qualification reflects the roles of community services and case management workers involved in the managing, coordinating and/or delivery of person-centred services to individuals, groups and communities. You will develop skills and knowledge in how to lead, manage people and implement community service programs, facilitate workplace debriefing and implement community development strategies.

During this course you will gain specialized skills in community services and prepare yourself for the role of supervisor or manager.

EMPLOYMENT OPPORTUNITIES

- Community Services Worker
- Community Development Officer
- Neighbourhood Centre Worker
- Case Manager
- Client Services Manager

COURSE REQUIREMENTS

To achieve a Diploma of Community Services 16 units must be completed including 8 core units and 8 elective units. Choose either the Case Management Specialisation or General Stream.

CORE UNITS

CHCCCS007	Develop and implement service programs
CHCCOM003	Develop workplace communication strategies
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services*
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety

**100 hours of work placement is required for completion of this unit*



Qualification course codes subject to change where training package transitions are applicable.



ELECTIVE STREAMS: STUDENTS SELECT ONLY ONE STREAM FROM BELOW.

CASE MANAGEMENT SPECIALISATION

CHCCCS004	Assess co-existing needs
CHCCSM004	Coordinate complex case requirements
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCSM006	Provide case management supervision
CHCMHS001	Work with people with mental health issues
CHCMHS011	Assess and promote social, emotional and physical wellbeing
BSBWOR502	Lead and manage team effectiveness
BSBWOR403	Manage stress in the workplace

GENERAL STREAM

CHCCDE011	Implement community development strategies
CHCCCS009	Facilitate responsible behaviour
CHCCCS019	Recognise and respond to crisis situations
CHCFAM005	Facilitate and monitor contact
CHCMHS001	Work with people with mental health issues
CHCMHS011	Assess and promote social, emotional and physical wellbeing
BSBWOR502	Lead and manage team effectiveness
BSBWOR403	Manage stress in the workplace

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

This course is delivered over 12 months with a flexible learning approach. Content is accessed online with direct trainer support sessions available to suit individual student needs..

PAYMENT METHOD / COST \$10,150

Flexible payment options available – please contact us for further information.

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DIPLOMA OF COUNSELLING

CHC51015

Are you a compassionate, optimistic and supportive person?

This qualification reflects the role of counsellors who work with clients on personal and psychological issues using established counselling modalities.

During this course you will gain communication, micro-counselling and interviewing skills and learn how to assist clients whilst working in defined and supported counselling roles. This qualification is best suited to individuals looking to work in established agencies rather than independent practices.

EMPLOYMENT OPPORTUNITIES

- Community Services Worker
- Counsellor

COURSE REQUIREMENTS

To achieve a Diploma of Counselling all 17 units listed below must be completed, including 13 core units and 4 elective units.

CORE UNITS

CHCCCS019	Recognise and respond to crisis situations
CHCCSL001	Establish and confirm the counselling relationship
CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCCSL003	Facilitate the counselling relationship process
CHCCSL004	Research and apply personality and development theories
CHCCSL005	Apply learning theories in counselling
CHCCSL006	Select and use counselling therapies
CHCCSL007	Support counselling clients in decision-making processes
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCDIV001	Work with diverse people
CHCDIV002	Promote aboriginal and/or Torres Strait Islander cultural safety
CHCLEG001	Work legally and ethically
CHCPRP003	Reflect on and improve own professional practice

ELECTIVE UNITS

CHCCCS015	Provide individualised support
CHCCCS017	Provide loss and grief support
CHCMHS001	Work with people with mental health issues
BSBWOR403	Manage stress in the workplace

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course. Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.

COURSE DELIVERY / COURSE DURATION

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PAYMENT METHOD / COST \$10,150

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It's all about skills.

Australia's training system – also known as vocational education and training (VET) – supports economic adaptation and productivity and is focused on delivering the skilled workers that businesses need.

The VET system supports people gaining skills to secure and maintain rewarding and sustainable employment.

Skills and training are at the centre of Australia's economic agenda.

Our vocational education and training (VET) sector is training over three million students annually, providing students with the opportunity to:

- Gain the skills they need to enter the workforce for the first time
- Re-enter the workforce
- Upgrade their skills for an existing job
- Retrain for a new job
- Gain new qualifications
- Get credit towards higher qualifications

The formal qualifications awarded by Australia's registered training organisations (RTOs) on completion of VET programs are nationally recognised and highly valued by industry, employers and governments.



Real skills lead to real outcomes and options.

Information gathered by The National Centre for Vocational Education Research (NCVER) in 2017 shows that graduates of the VET sector experienced the following outcomes:

- Graduates working full time after training earned \$59,400 per year on average.
- 77.7% were employed.
- 86.1% were employed or engaged in further study.
- 30.4% continued further study.
- 87.3% were satisfied with the overall quality of training.
- 91.6% would recommend the training.
- 84.2% achieved their main reason for undertaking training.

Source: Australian Government 'Department of Industry and Science' www.industry.gov.au

YOUR NEW CAREER YOUR NEW LIFE STARTS HERE

Locations

Gold Coast Campus
Suite 25 "Acacia Centre Commercial"
340 Scottsdale Drive
Robina QLD 4226

Toowoomba Campus
566 Ruthven Street
Toowoomba QLD 4350

Web

www.aurora.edu.au

Email

admin@aurora.edu.au

Phone

1300 936 864

Mail

Aurora Training Institute
PO Box 2849 Burleigh BC QLD 4220