



AUSTRALIAN  
LEADING  
INSTITUTE OF  
TECHNOLOGY

# Australian Leading Institute of Technology

**2024**  
**STUDENT**  
**COURSE GUIDE**

# ALIT

RTO Code:45156 | CRICOS Provider Code: 03981M

# WELCOME

## to Australian Leading Institute of Technology



## CEO Message

Congratulations on taking the leap into this fast-paced, exciting and ever-changing world, may your choices reflect your hopes and dreams.

My name is Emily McLennan. CEO of Australian Leading Institute of Technology and I'd like to warmly welcome you, no matter where you are on your career path or your education journey.

Australian Leading Institute of Technology is an RTO and CRICOS Education provider for International and local students.

The Australian Leading Institute of Technology is committed to improving our quality education and preparing our graduates for employment. Our vision is to continuously improve to become a market leader and centre of excellence in delivering training to our learners in ways that will build knowledge and skills that translate to ability in the workplace.

We continue to drive innovation, flexibility and responsiveness in the design and delivery of our programs and services. Our trainers and assessors have formal qualifications, industry experience and currency. We consulted with employers and industry to make sure ALIT's courses delivered by our trainers align with industry standards and continue to meet contemporary workforce skill needs. Our trainers' delivery methods are regularly reviewed to ensure the best learning outcomes are achieved, as part of an all-rounded and comprehensive educational experience for students.



We Aim to provide job-ready graduates who are appropriately trained to the level expected by the industry. And enable our learners to become a well-rounded, confident and responsible individual who aspires to achieve their chosen career goals by providing excellence in training and supporting career pathways to achieve student full potential. Our approach is to provide you with a safe, fair, and supported environment to participate in training and assessment. Through our presently offered courses, we strive to ensure our students get the best possible utility out of our thorough and well-developed learning resources and help them grow into their optimal capabilities.

We aim to provide a safe learning environment with a welcoming atmosphere which acknowledges respect and celebrated diversity.

We hope that the information in this prospectus will help you in taking a leap on starting your career with us. If at any time you require additional information, please do not hesitate to contact us on [info@alit.edu.au](mailto:info@alit.edu.au)

We also welcome your comment/s. Tell us about things we have done well, or can do better, so we can continue to improve our services to our learners. Feedback forms are available in each of our courses as well as via our website.

*Emily McLennan*

Kind regards,  
Emily McLennan  
Chief Executive Officer

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# What We Do

Australian Leading Institute of Technology (ALIT) is a Registered Training organisation (RTO) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider, delivering nationally recognised vocational training. It has a wide range of courses at Certificate, Diploma, and Advance Diploma levels on scope of delivery. Australian Leading Institute of Technology (ALIT), we take pride in modern and up-to-date facilities, we boast a team of qualified and dedicated Trainers and Assessors, and a supportive environment for our students. We continue to drive innovation, flexibility and responsiveness in the design and delivery of our programs online and on campus services. Our trainers and assessors have formal qualifications, industry experience and currency. We consulted with employers to make sure ALIT's courses delivered by our trainers align with industry standards and continue to meet contemporary workforce skill needs.

ALIT maintains a learning environment that is conducive to the learning and professional development of students. The institute has the capacity to deliver the Education and Training programs on its scope of registration and will ensure that the facilities, methods and materials used in the provision of training will be appropriate to the needs of the student and outcomes to be achieved.

ALIT implemented digital systems to streamlining our operations and improving efficiencies in our program planning, reporting and administrative processes. ALIT ensures the delivery of education and training remains competitive and encourages legislative frameworks for innovation and diversification. We make sure that our students will have access to all facilities and resources to have optimal experience. We are focused on delivering digital and blended modes of learning experiences and continuing to protect Australia's international reputation for providing high quality education.





# Our Mission, Vision & Values

## Mission

ALIT aim to provide job-ready graduates who are appropriately trained to the level expected by the industry and enable our learners to become a well-rounded, confident and responsible individual who aspires to achieve their chosen career goals by providing excellence in training and supporting career pathways to achieve student full potential.

## Vision

Our aim is to be:

- Known for high quality outcomes
- Known for growth strategies

Our vision is to continuously improve to become a market leader and centre of excellence in delivering training to our learners in ways that will build knowledge and skills that translate to ability in the workplace.



# Values

The values of ALIT reflects its commitment to delivering high-quality education and training services. These values include:

## 1. Quality:

We are dedicated to delivering education and training of the highest quality to ensure our students acquire the knowledge and skills they need for success.

## 2. Learner-Centric

We prioritize the individual needs and aspirations of our students, offering tailored support and guidance throughout their educational journey.

## 3. People & Leadership

We acknowledge the critical importance of leadership in driving system improvements and learning outcomes in vocational training. We work with our trainers and assessors to develop their leadership capacity for driving innovation in course design and delivery, and exploring new pedagogical approaches to providing effective training and assessment services. We support the ongoing development and growth of our staff to ensure they remain at the forefront of education and training practices. We strive to attract, recruit and retain talented, competent and committed trainers and assessors. We promote excellent performance through leadership and ongoing targeted professional development.

## 4. Industry Engagement

We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services which are founded on industry needs and expectations.

## 5. Continuous Improvement

ALIT is committed to the ongoing evaluation and enhancement of training programs and processes, always striving to better serve our students and employers.

## 6. Diversity and Inclusion

We provide an inclusive learning environment that welcomes students from diverse backgrounds and abilities.

## 7. Safety and Equality

We are committed to providing an environment which is safe, equitable, and promotes a confident and productive training and assessment environment.

## ALIT Provides Student-Centric Training

- We offer innovative, responsive and student-centric training that reflects the learning styles and needs of our students and industry.
- We consult with industry and incorporate feedback into our training and business operations.
- We create innovative methods of training delivery and skills development that improve people performance, productivity and employment opportunities and are responsive to the needs of our students.

### ALIT Therefore Provides:

- Learning that is professionally and workplace relevant and improves career opportunities;
- Flexible training options, recognising the needs of each individual student;
- Training Consultants/Trainers with recent and relevant industry expertise who are required to maintain currency in their industry experience;
- Innovative and responsive training delivery;
- Expertise to identify and clarify training needs and delivering training that meets those needs;
- Learning programs that make sense in the work environment;
- Students with the required skills for the present and future;
- Where appropriate, practical, hands-on skills linked to underpinning knowledge;
- Learning environments that adapt to change; and
- Learning that leads to career advancement.



## Learning and Teaching

ALIT incorporates adult learning principles into the training and assessment strategies of all its training programs. ALIT will, prior to the training program commencement, give participants all relevant information about the program of study, availability of learning resources and appropriate support services.

ALIT will ensure that training and assessment occurs in accordance with the requirements of the training program and the endorsed Training Package and where appropriate, the Training Package guidelines for customising. ALIT customises its education and training programs to meet the needs of the individual. Participants are encouraged to take responsibility for their own learning and to actively participate in the learning and assessment process.

## Our Trainers and Assessors

Our qualified ALIT trainers all have formal qualifications, industry experience and currency, ensuring you get training which is in demand and relevant for your future career. Trainers take a one to one approach to each student and provide intensive support to ensure successful completion of our courses. ALIT will ensure that the responsibility for the management and coordination of training delivery and assessment (including the recognition of prior learning and recognition of current competencies), staff selection and professional development is clearly identified and undertaken by a person or persons with relevant qualifications and experience.



## Educational Standards

The Australian Leading Institute of Technology (ALIT) upholds its compliance to the standards across a range of statutory bodies, including the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework as well as other VET regulations and Commonwealth, State and Territory legislation. ASQA uses the Standards to ensure nationally consistent, high-quality training and assessment across Australia's vocational education and training (VET) system.

ALIT upholds the requirements through the establishment of effective business systems and processes that direct and guide day to day operations. This means ALIT business systems and processes is consistently reviewed and improved regularly, so that this are effective and consistent with requirements.



ALIT strictly follows policies and management practices that maintain high professional standards in the delivery of education and training services, and which safeguard the interests and welfare of its students and, where relevant, their employers.

ALIT maintains a learning environment that is conducive to the learning and professional development of students. ALIT has the capacity to deliver the Education and Training programs on its scope of registration and will ensure that the facilities, methods and materials used in the provision of training will be appropriate to the needs of the student and outcomes to be achieved.

ALIT maintains compliant systems for recording and archiving student enrolments, attendance, completion, assessment outcomes, and recognition of prior learning, complaints, qualifications and statements of attainment issued. ALIT will treat all personal records of students confidentially and will comply with national privacy standards.

## Life at ALIT

At ALIT, we focus on developing our student's academic skills, but also their personal and social development skills. We have multiple start dates and delivery methods for students to adjust their timetable accordingly. We are located at a very convenient location, giving you direct access to key facilities such as restaurants, public transport and queen Victoria Market. Our students will be welcomed by our friendly staff and experience a valuable learning environment.



## Student Welfare Services

ALIT offers you a range of welfare services to help with the mental, physical, social and spiritual well-being of students. These services may include, through direct provision or referral, information/ advice about: accommodation, counselling, crisis services, disabilities and equity issues, financial matters, legal issues, medical issues, mental health, peer mentoring, programs promoting social interaction, religious and spiritual matters, and stress-management. It may also include advice on academic and study issues.

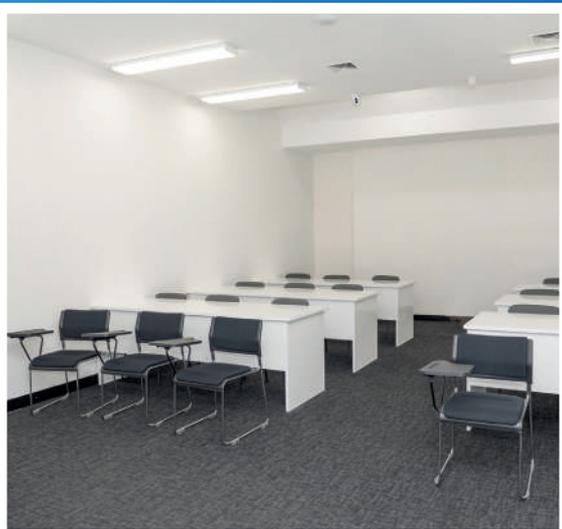
# Student Support Services At ALIT

The student support services that ALIT provides during the learners' journey include but are not limited to:

- Providing prospective students with full information about the target program prior to arrival for them to make informed decisions of their course choice.
- Organising orientation at the commencement of studies so that students are prepared for the coming training.
- Extra-curricular activities for students to integrate into the social life in Australia.
- English language support program to help students improve both spoken and written English.
- Confidential counselling services concerning students' academic progress.
- Consultation services for further studies.
- Partnering with BUPA to provide a free, confidential mental health support and counselling service to
- Students via Cyber Clinic app.



# Our Facilities



## Our Courses

Course Code	Course Name
CHC43015	Certificate IV in Ageing Support
CHC52021	Diploma of Community Service (Case Management)
BSB50120	Diploma of Business
BSB60420	Advance Diploma of Leadership and Management
ICT50220	Diploma of Information Technology
ICT60220	Advanced Diploma of Information Technology
CPP20218	Certificate II in Security Operations





# CHC43015

## Certificate IV in Ageing Support

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

This course is designed for international students who are over the age of 18, completed secondary education, may or may not have completed prior vocational courses and may have little or no previous work experience. This qualification is suitable for new entrants who are interested in pursuing a position in residential aged care facilities, community care and nursing homes or those who are already working in the area but who need to formalise their qualifications in order to take the next step in their career.





## Course Structure

### Core Units

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCDIV001	Work with diverse people
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCCCS025	Support relationships with carer and family
CHCAGE004	Implement interventions with older people at risk
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
HLTWHS002	Follow safe work practices for direct client care

### Elective Units

HLTAID011	Provide First aid
BSBTWK502	Manage team effectiveness
BSBTWK503	Manage meetings

# Entry Requirements

ALIT has the following entry requirements:

- » Be 18 years or over
- » Be competent in written and spoken English with an IELTS Score of no less than 6.0 or equivalent language test score
- » Students are required to complete an LLN aptitude test and pre-training review to ensure the student will have the best chance of success and the training will meet the learning and employment outcomes the student expects.

## Duration

This program is scheduled to be delivered in approximately 72 weeks of full-time study, including 10 weeks of scheduled breaks.

## Study Modes

On Campus Study & Blended Learning

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.





## Career Opportunities

Successful completion of this qualification will equip students with skills required to work either as a-

- » Home care assistant
- » Residential Care worker
- » Community Care
- » Care assistant
- » Personal Care assistant
- » Age care worker
- » Age care support worker
- » Coordinator of Volunteers
- » Age care activity Worker
- » Care Supervisor





# CHC52021

## Diploma of Community Services (Case Management)

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management. Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

To achieve this qualification, the candidate must have completed at least 400 hours of work as detailed in the Assessment Requirements of units of competency.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

## Course Structure

### Core Units

CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM013	Facilitate and review case management – Work Placement
CHCDEV005	Analyse impacts of sociological factors on people in community work and services – Work Placement
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety

### Elective Units

CHCDIV003	Manage and promote diversity
CHCCSM015	Undertake case management in a child protection framework
CHCCSM009	Facilitate goal-directed planning
CHCCSM014	Provide case management supervision
CHCCCS009	Facilitate responsible behaviour
CHCCSM010	Implement case management practice
CHCCSL007	Support counselling clients in decision-making processes
CHCMGT003	Lead the work team



## Career Opportunities

Successful completion of this qualification will equip students with skills required to work either as a-

- » Community Care
- » Workplace critical incident debriefing
- » Counselling
- » Case management
- » Family violence prevention and intervention
- » Diversity and communication

## Duration

This program is scheduled to be delivered in approximately 108 weeks of full-time study, including 24 weeks of scheduled breaks.

## Study Modes

On Campus Study & Blended Learning

## Entry Requirements

There are no entry requirements for this qualification.

- » Be 18 years or over
- » Be competent in written and spoken English with an IELTS Score of no less than 6.0 or equivalent language test score
- » Students are required to complete an LLN aptitude test and pre-training review to ensure the student will have the best chance of success and the training will meet the learning and employment outcomes the student expects.

To achieve this qualification, the candidate must have completed at least 200 – 400 hours of work placement as detailed in the Assessment Requirements of units of competency.





# BSB50120

## Diploma of Business (Operations)

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.



## Course Structure

### Core Units

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

### Elective Units

BSBTWK503	Manage meetings
BSBOPS504	Manage business risk
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBTWK502	Manage team effectiveness
BSBLDR522	Manage people performance
BSBPMG430	Undertake project work



## Entry Requirements

The following entry requirements apply to the entrants for this qualification:

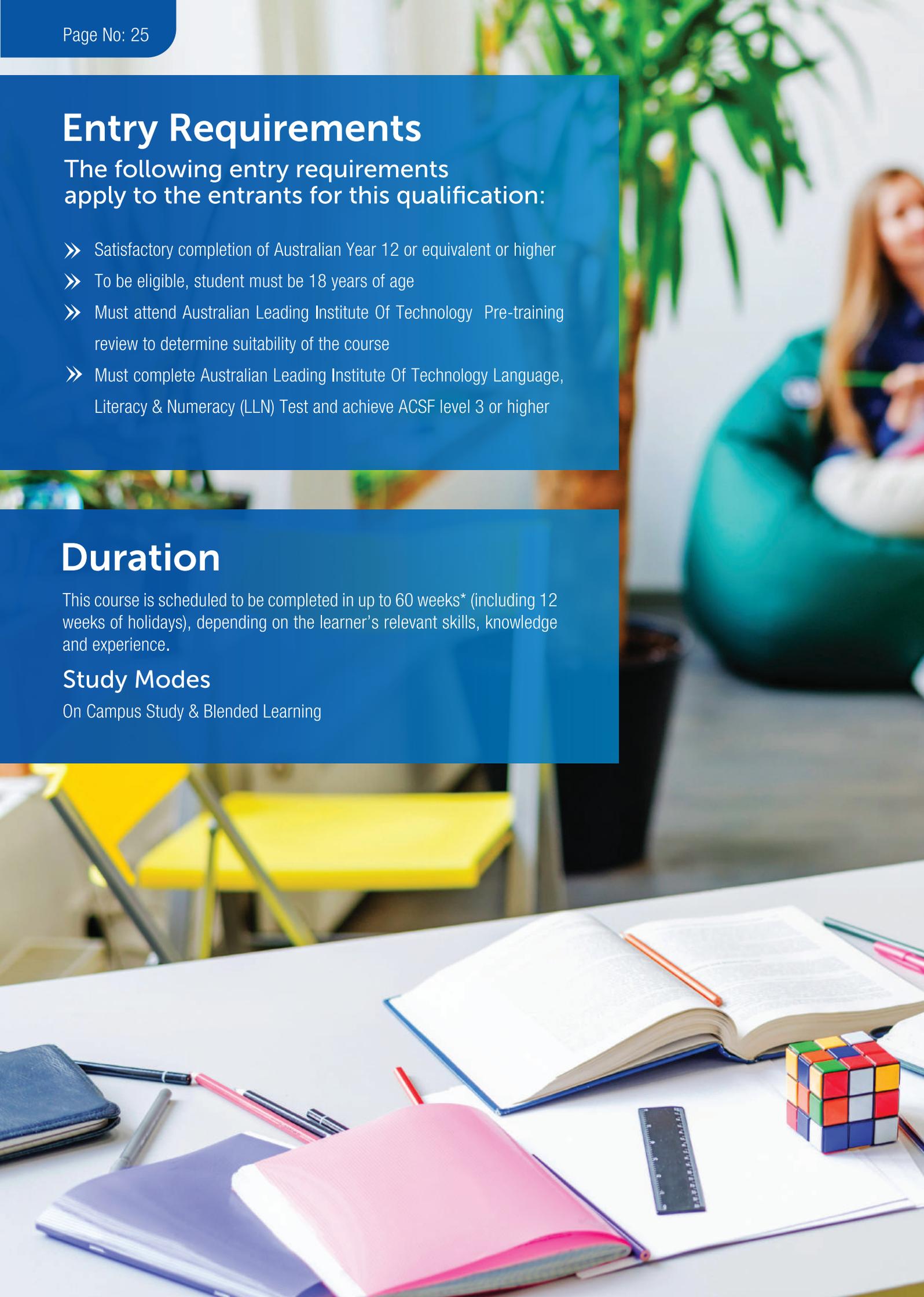
- » Satisfactory completion of Australian Year 12 or equivalent or higher
- » To be eligible, student must be 18 years of age
- » Must attend Australian Leading Institute Of Technology Pre-training review to determine suitability of the course
- » Must complete Australian Leading Institute Of Technology Language, Literacy & Numeracy (LLN) Test and achieve ACSF level 3 or higher

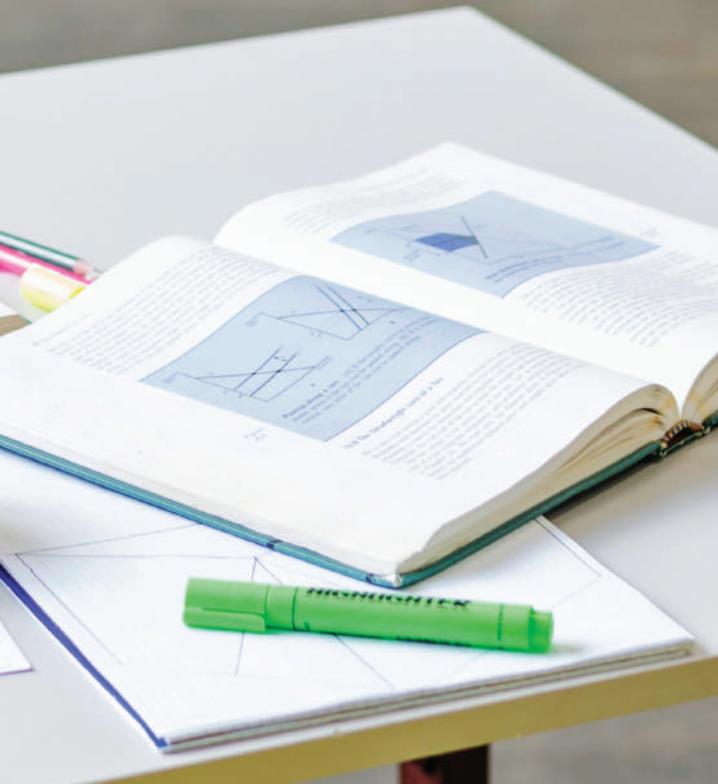
## Duration

This course is scheduled to be completed in up to 60 weeks\* (including 12 weeks of holidays), depending on the learner's relevant skills, knowledge and experience.

## Study Modes

On Campus Study & Blended Learning





## Career Opportunities

Graduates may seek employment in the following jobs:

- » Business Manager
- » Chief Data Officer
- » Business Development Manager
- » Business Services Manager
- » Executive officer
- » Team Leader

# BSB60420

## Advanced Diploma of Leadership and Management

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

### Core Units

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

### Elective Units

BSBPMG633	Provide leadership for the program
BSBXCM501	Lead communication in the workplace
BSBPEF502	Develop and use emotional intelligence
BSBSTR602	Develop organisational strategies
BSBFIN601	Manage organisational finances

# Entry Requirements

Entry to this qualification is limited to those who:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

**ALIT has the following entry requirements:**

- » Be 18 years or over
- » Be competent in written and spoken English with an IELTS Score of no less than 6.0 or equivalent language test score
- » Students are required to complete an LLN aptitude test and pre-training review to ensure the student will have the best chance of success and the training will meet the learning and employment outcomes the student expects.

## Duration

This program is scheduled to be delivered in approximately 60 weeks of full-time study, plus 12 weeks of scheduled breaks.

## Study Modes

On Campus Study & Blended Learning



## Career Opportunities

Graduates may seek employment in the following jobs:

- » Business Manager
- » Chief Data Officer
- » Business Development Manager
- » Business Services Manager
- » Executive Officer
- » Team Leader

# ICT50220

## Diploma of Information Technology

(Systems administration & front end web development specialisation)

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in a specialist field, working independently,

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



## Course Structure

### Core Units

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

### Elective Units

ICTWEB518	Build a document using extensible markup language
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB519	Develop complex web page layouts
ICTWEB441	Produce basic client-side script
ICTPRG533	Debug and monitor applications
ICTICT530	Design user experience solutions
ICTPRG532	Apply advanced object-oriented language skills
ICTNWK615	Design and configure desktop virtualisation
ICTSAS512	Review and manage delivery of maintenance services
ICTSAS518	Install and upgrade operating systems
ICTSAS524	Develop, implement and evaluate an incident response plan
ICTPRG530	Manage projects using software management tools
ICTWEB520	Develop complex cascading style sheets



## Entry Requirements

ALIT has the following entry requirements:

- » Be 18 years or over
- » Be competent in written and spoken English with an IELTS Score of no less than 6.0 or equivalent language test score
- » Students are required to complete an LLN aptitude test and pre-training review to ensure the student will have the best chance of success and the training will meet the learning and employment outcomes the student expects.

## Duration

This program is scheduled to be delivered in approximately 72 weeks of full-time study, including 12 weeks of scheduled breaks.

## Study Modes

On Campus Study & Blended Learning

## Career Opportunities

Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.

- » E-business project manager
- » ICT business manager
- » ICT manager
- » ICT procurement manager Enterprise systems administrator
- » ICT administrator/ coordinator
- » ICT operations administrator/coordinator Network administrator/coordinator Network engineer
- » ICT program/project manager Quality assurance manager
- » ICT projects Senior project manager Network operations analyst
- » Network security administrator/coordinator
- » Network services administrator/coordinator
- » Network support administrator/coordinator



# ICT60220

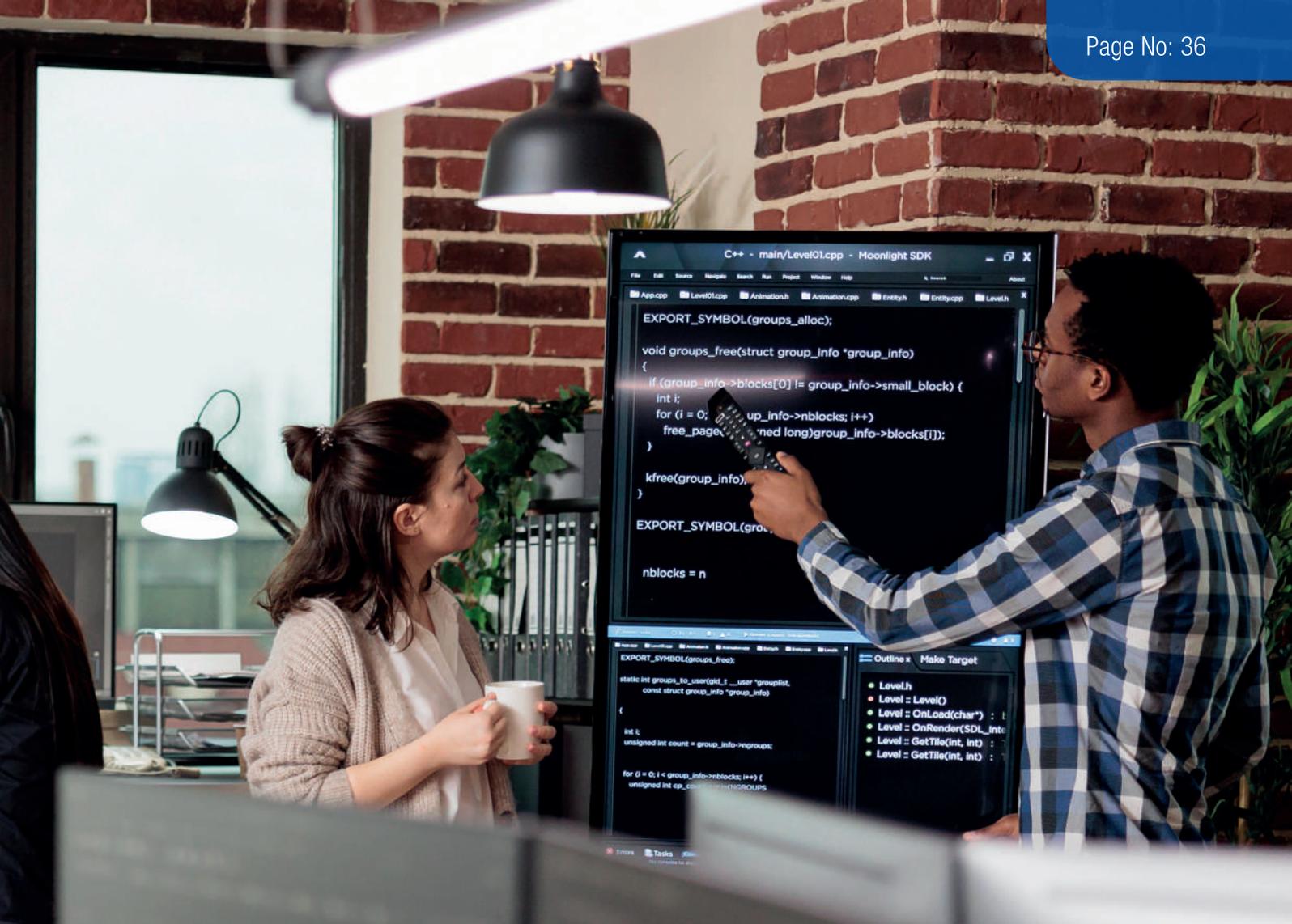
## Advanced Diploma of Information Technology

(Cyber Security & Advanced data management information)

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).





## Course Structure

### Core Units

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

### Elective Units

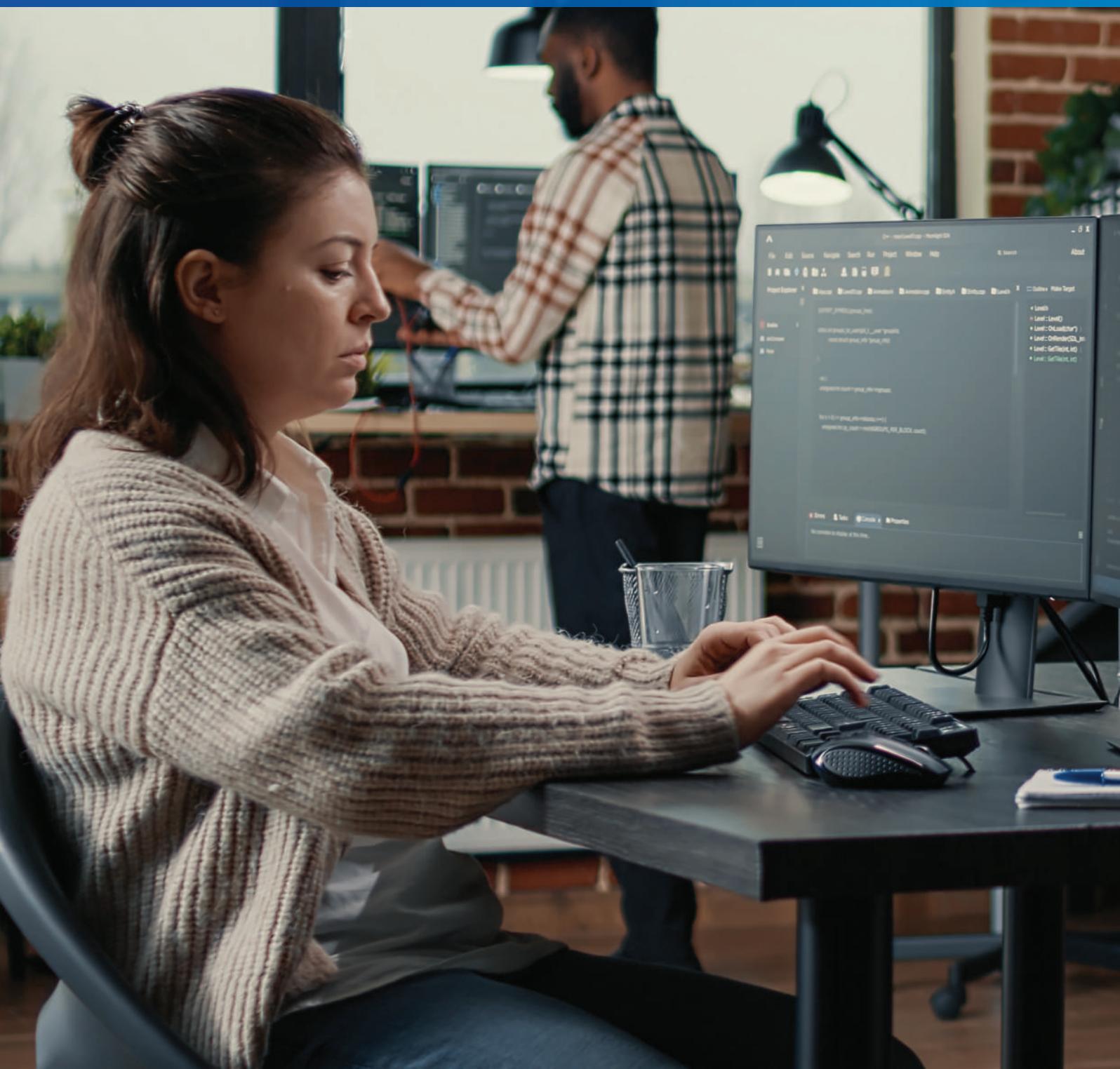
ICTCYS604	Implement best practices for identity management
ICTCYS606	Evaluate an organisation's compliance with cyber security standards and law
ICTCYS608	Perform cyber security risk assessments
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations
ICTDBS604	Build data warehouses
ICTDBS605	Develop knowledge management strategies
ICTDBS606	Determine database functionality and scalability
ICTICT523	Gather data to identify business requirements
BSBPMG430	Undertake project work
ICTPMG617	Plan and direct complex ICT projects

# Entry Requirements

ALIT has the following entry requirements:

- » Be 18 years or over
- » Be competent in written and spoken English with an IELTS Score of no less than 6.0 or equivalent language test score
- » Students are required to complete an LLN aptitude test and pre-training review to ensure the student will have the best chance of success and the training will meet the learning and employment outcomes the student expects.

It is strongly recommended that individuals completed ICT50220 –Diploma of Information Technology qualifications to build the required knowledge and skills, and/or gain industry experience prior to entering this qualification.



## Duration

This program is scheduled to be delivered in approximately 72 weeks of full-time study, including 10 weeks of scheduled breaks.

## Study Modes

On Campus Study & Blended Learning

## Career Opportunities

Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.

- » E-business project manager
- » ICT business manager
- » ICT manager ICT procurement manager
- » Enterprise systems administrator
- » ICT administrator/ coordinator
- » ICT operations administrator/coordinator
- » Network administrator/coordinator
- » Network engineer
- » ICT program/project manager
- » Quality assurance manager – ICT projects
- » Senior project manager
- » Network operations analyst
- » Network security administrator/coordinator
- » Network services administrator/coordinator
- » Network support administrator/coordinator



# CPP20218

## Certificate II In Security Operations

This qualification reflects the role of a security officer, responsible for maintaining safety and security by patrolling, protecting or guarding property while unarmed, and screening entry, monitoring behaviour and removing persons from premises. This qualification is intended to align with the occupational licensing outcomes of an unarmed guard or crowd control security officer.

Licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication. Successful completion of this qualification provides the necessary competencies to apply to Victoria Police Licensing and Regulation Division for a Private Security Individual Licence for the categories of Crowd Controller and Unarmed Guard.





## Course Structure

### CLUSTER 1 – WHS & SECURITY RISKS

- CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security
- CPPSEC2104 Apply risk assessment to select and carry out response to security risk situations
- CPPSEC2113 Escort and protect persons and valuables

### CLUSTER 2 – DEFENSIVE TECHNIQUES & LEGAL

- CPPSEC2106 Protect self and others using basic defensive techniques
- CPPSEC2102 Apply legal and procedural requirements to work effectively within a security team

### CLUSTER 3 – CLIENT SERVICES & QUALITY

- CPPSEC2101 Apply effective communication skills to maintain security
- CPPSEC2105 Provide quality services to a range of security clients

### CLUSTER 4 – SCREENING & PATROL

- CPPSEC2107 Patrol premises to monitor property and maintain security
- CPPSEC2108 Screen people, personal effects and items to maintain security
- CPPSEC2109 Monitor and control access and exit of persons and vehicles from premises

### CLUSTER 5 – CROWD CONTROL & LICENSED VENUES

- CPPSEC2110 Monitor and control individual and crowd behaviour to maintain security
- CPPSEC2111 Apply security procedures to manage intoxicated persons
- CPPSEC2112 Apply security procedures to remove persons from premises

### CLUSTER 6 – FIRST AID

- CLUSTER 6 First Aid



## Entry Requirements

### Admission

This course is available to students who are able to provide evidence that they:

- » Have satisfactory numeracy and literacy
- » Are over the age of 18
- » Be a fit and proper person. This includes not having any medical condition or history with police that would hinder your employment within the industry
- » Have no records of conviction of a disqualifying offence within the previous 10 years

### Duration

This program is scheduled to be delivered in approximately 18 days.

### Study Modes

On Campus Study & Online classes with structured independent learning.

## Career Opportunities

The following employment pathways are available to students who complete this qualification:

- » Shopping centre security
- » Concert security
- » Nightclub security
- » Mobile patrol guard
- » Security officer
- » Unarmed guard
- » Crowd controller



## Recognition Of Prior Learning (RPL) and Credit Transfer (CT)

ALIT offers credit transfer (CT) and recognition of prior learning (RPL) to individuals who are eligible. If an applicant has course related skills and experience, they may be eligible for RPL or previously completed a unit of competency they may be eligible for Credit Transfer. This is discussed and documented at pre-training review stage.

- ALIT provides information to the applicant that outlines the RPL/CT process outlined in the RPL handbook.
- Applicants will be considered on an individual basis and may apply for any amount of RPL for this training product.

**If Applicants are deemed eligible to apply for RPL or CT they will need to compile and present their evidence, in consultation with the trainer/assessor following enrolment including any:**

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation.
- Verified VET transcripts issued by the Registrar.
- Evidence of currency in skills and knowledge relevant to unit of competency detailed in the Assessment tools supplied.





## Course Progress Requirements for International Students

### Meeting Course Progress Requirements

Students must have demonstrated satisfactory course progress requirements by the end of each study period. In order to do so they must have successfully completed (achieved satisfactory outcome on) all assessment tasks marked so far and handed in all assessment tasks due.

### At Risk of Not Meeting Course Progress Requirements

Students will be deemed at risk of not meeting course progression requirements if they:

- Do not attend scheduled training sessions and haven't made arrangements to catch up or defer their studies.
- Do not participate in learning tasks.
- Do not participate in a summative assessment task.
- Do not submit an assessment task when due date.
- Have received an assessment outcome of Not Satisfactory on a second attempt for any assessment task.

### Monitoring and Study Periods

At the end of each study period students will be assessed as having met or not met the course progress requirements. At the end of each monitoring period students will be assessed for being at risk of not meeting course progress requirements, and an individual intervention plan will be implemented so that ALIT can support those who are 'at risk'.

# Life In MELBOURNE

Melbourne is the capital of the State of Victoria and Australia's second largest city. It is famous for its parks and gardens, historic buildings, theatres, galleries, restaurants, multicultural precincts, festivals and internationally recognized sporting events.

Melbourne is a well-planned city and very easy to get around. There is always plenty to do in Melbourne: please check <https://www.whatsoninmelbourne.vic.gov.au>





# Entertainment

Many international events are held in Melbourne and Victoria including comedy festivals, Antipodes (Greek) Festival, Indian Festivals, Chinese Festivals, the Australian Tennis Open, World Series Cricket, Melbourne Fashion Festival, and the Formula 1 Grand Prix. There are many more such events.

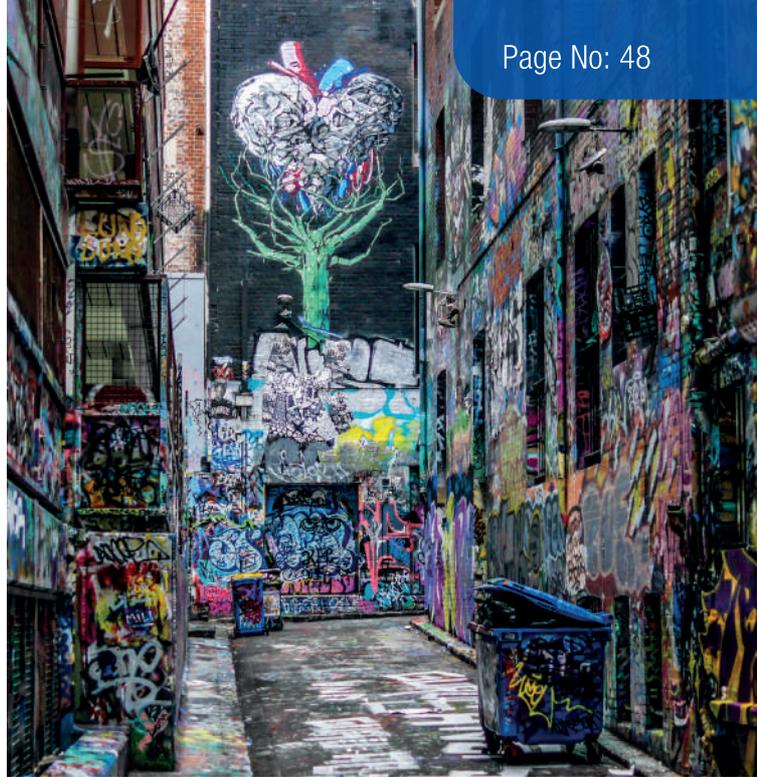
Use <https://www.thatsmelbourne.com.au> and follow the links to find out what events including sports are on in Melbourne. You can purchase tickets to events through Ticket Master <https://www.ticketmaster.com.au>



# Places of Interest

- Federation Square
- Queen Victoria Market
- Southern Cross Station
- Royal Exhibition Building
- Royal Botanic Gardens
- Chinatown Melbourne
- Melbourne Cricket Ground (MCG)
- Flinders Street Railway Station
- Melbourne Central Station
- Hosier Lane
- Melbourne Zoo
- Main Train Station
- Flagstaff Station
- Melbourne Skydeck
- Parliament Station





# Multicultural Communities

Melbourne is a city of colour and surprises. People from different cultures live here in harmony. People of every culture celebrate their customs with others. Melbourne becomes colourful to welcome each event. You will never feel bored in this vibrant and inclusive community.



## Some of the Notable Festivals of Melbourne are:

- YIRRAMBOI Festival
- NAIDOC Week
- Vida: Melbourne Latin Summer Festival
- Midsumma Festival
- Chinese Lunar New Year Dragon Festival
- Antipodes Festival
- RISING
- Melbourne International Film Festival
- Melbourne Celtic Festival
- Moomba Festival
- International Festival of Photography
- Melbourne International Comedy Festival

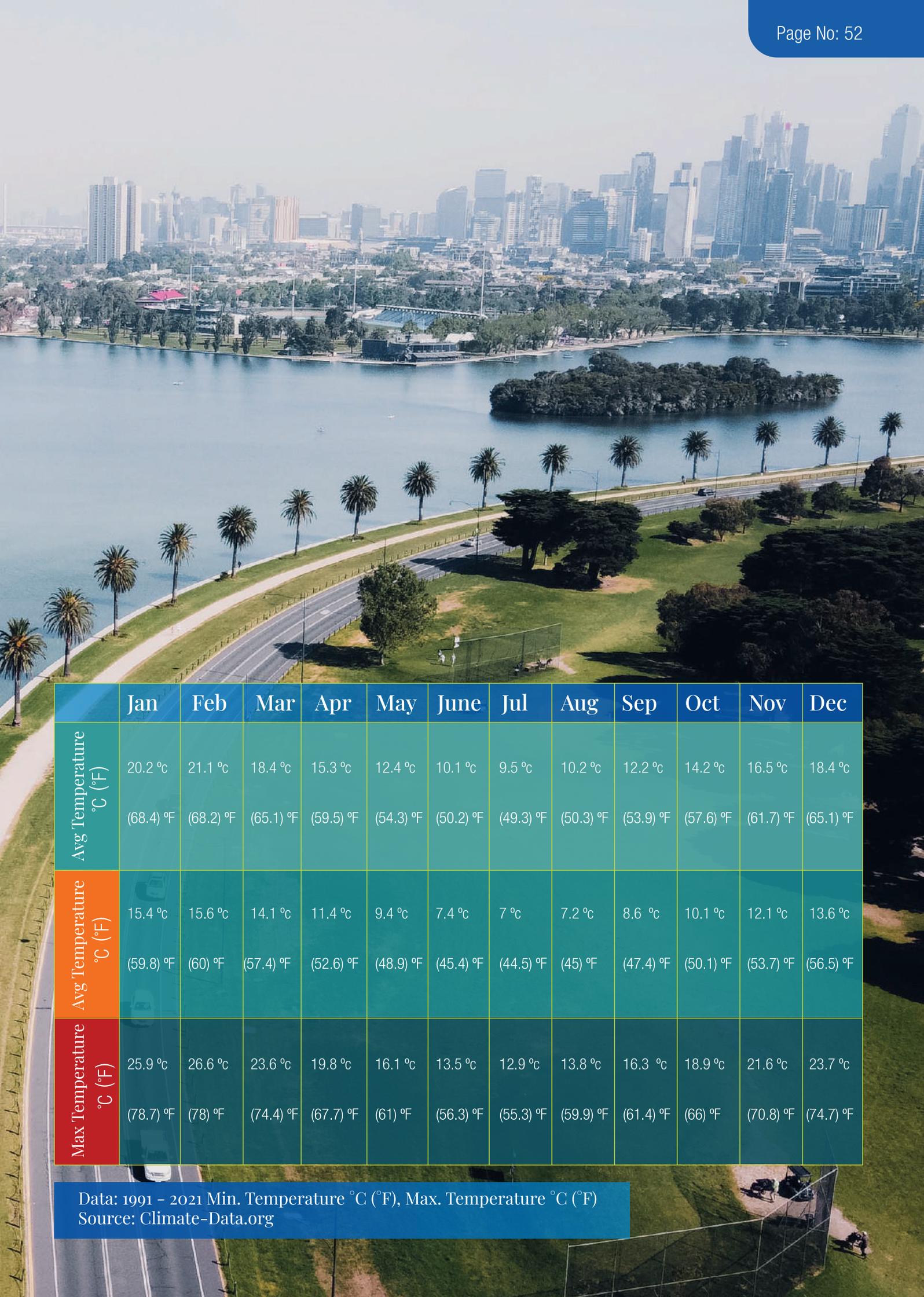


# Climate

Melbourne has four distinct seasons. Summer is dry with warm to hot daytime temperatures averaging 28 degrees C (82 degrees F). Winter is cold, crisp and wet with daytime temperatures averaging 14 degrees C (57 degrees F). Weather can affect you and your family while settling into Melbourne or Australia. Some may be used to a much warmer climate. Some may be used to colder weather. Getting to know what the weather is like in Melbourne can help you prepare and feel more settled.

Melbourne's weather is highly unpredictable and is known to occasionally provide 'four seasons in one day'. A range of clothing for all conditions is recommended for anyone planning to study in or visit Melbourne. A really warm coat is essential for the winter months. The following table provides the lowest, average and highest temperature in Melbourne.





	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
<b>Avg Temperature</b> °C (°F)	20.2 °C (68.4) °F	21.1 °C (68.2) °F	18.4 °C (65.1) °F	15.3 °C (59.5) °F	12.4 °C (54.3) °F	10.1 °C (50.2) °F	9.5 °C (49.3) °F	10.2 °C (50.3) °F	12.2 °C (53.9) °F	14.2 °C (57.6) °F	16.5 °C (61.7) °F	18.4 °C (65.1) °F
<b>Avg Temperature</b> °C (°F)	15.4 °C (59.8) °F	15.6 °C (60) °F	14.1 °C (57.4) °F	11.4 °C (52.6) °F	9.4 °C (48.9) °F	7.4 °C (45.4) °F	7 °C (44.5) °F	7.2 °C (45) °F	8.6 °C (47.4) °F	10.1 °C (50.1) °F	12.1 °C (53.7) °F	13.6 °C (56.5) °F
<b>Max Temperature</b> °C (°F)	25.9 °C (78.7) °F	26.6 °C (78) °F	23.6 °C (74.4) °F	19.8 °C (67.7) °F	16.1 °C (61) °F	13.5 °C (56.3) °F	12.9 °C (55.3) °F	13.8 °C (59.9) °F	16.3 °C (61.4) °F	18.9 °C (66) °F	21.6 °C (70.8) °F	23.7 °C (74.7) °F

Data: 1991 – 2021 Min. Temperature °C (°F), Max. Temperature °C (°F)  
Source: Climate-Data.org

# The Cost Of Living in Melbourne as A Student

Renowned for its culture and arts, Melbourne is one of Australia's leading university cities. If you're trying to determine the living cost in Melbourne for a student, we can help you create a realistic budget. Adding up living expenses like rent, food and travel will help you figure out how much money you'll need to live your best life as a student in the Victorian capital. Learn more about the cost of living in Melbourne for international students below.

## Overview of Expenses

This table offers a general overview of the cost of living in Melbourne. All figures are approximate and may vary depending on your location within the city.

Weekly rent for an apartment	\$430
Monthly public transport ticket	\$155
Overseas student health cover minimum cost is around	\$400
Groceries average per household in (VIC)	\$257
Meal in a mid-range restaurant	\$20
Meal in a high-end restaurant	\$50

\*\*\*\* Note: The cost of living in Melbourne as a student can change depending on different factors. You will find more information here: <https://www.unilodge.com.au/>



# Australian Leading Institute of Technology (ALIT)



AUSTRALIAN  
LEADING  
INSTITUTE OF  
TECHNOLOGY



ALIT EDUCATION GROUP PTY. LTD. As proprietary company trading as  
Australian Leading Institute of Technology | ABN: 61 610 991 | RTO No:45156 | CRICOS:03981M  
500 Spencer St., West Melbourne VIC 3003 | Telephone: (03) 99175018 | Email: [info@alit.edu.au](mailto:info@alit.edu.au)

Website: [www.alit.edu.au](http://www.alit.edu.au)