CANBERRA COLLEGE OF MANAGEMENT & TECHNOLOGY

International Student Prospectus 2026

Nationally recognised vocational qualifications · Canberra & Sydney

SECOND EDITION · VERSION 2.0

RTO 45648 | CRICOS Provider 03880E | ABN 79 639 129 454

Level 3, 16–22 Wentworth Avenue, Surry Hills NSW 2010 · Level 2, 15 Barry Drive, Turner ACT 2612

+61 2 9188 1733 · info@ccmtcollege.edu.au · www.ccmtcollege.edu.au

Contents

Message from CEO 3
Welcome to CCMT & About CCMT 4
Studying in Australia 5
Entry & English requirements 5
Course & fee summary 6
Information Technology 8
Diploma of Information Technology 8
Advanced Diploma of Information Technology 10
Business & Management 13
Diploma of Leadership and Management 13
Advanced Diploma of Leadership and Management 15
Diploma of Project Management 17
Graduate Diploma of Management (Learning) 19
Marketing & Communication 22
Certificate IV in Marketing and Communication 22
Diploma of Marketing and Communication 24
Advanced Diploma of Marketing and Communication 26
Hospitality & Kitchen Management 29
Certificate IV in Kitchen Management 29
Diploma of Hospitality Management 32
Advanced Diploma of Hospitality Management 35
Early Childhood Education & Care 38
Certificate III in Early Childhood Education and Care 38
Diploma of Early Childhood Education and Care 40
Leisure & Health 44
Certificate IV in Leisure and Health 44
Diploma of Leisure and Health 46
Community Services 50
Certificate IV in Ageing Support 50
Certificate IV in Disability Support 53
Diploma of Community Services 55
Building & Construction 58
Certificate III in Carpentry 58
Diploma of Building and Construction (Building) 61
Student support 64
How to apply 64
Contact us 64

Message from CEO

I would like to take this opportunity to extend my warmest welcome to you on behalf of Bhairav Baba Pty Ltd, trading as Canberra College of Management and Technology.

We are proud and excited to be able to provide high quality vocational qualifications to students from several different countries. As an International Student, you enhance the diverse mix of cultures at our campuses by bringing your own cultural and life experience to share.

Canberra College of Management and Technology (hereafter CCMT) is committed to providing professional adult education in an industry standard and supportive environment as we prepare students to embrace the challenges of globalisation and a globalised workforce. We provide educational programs and pathways that develop the skills needed for the international marketplace by developing high quality, industry ready graduates and workforce professionals.

Our College is an Australian Registered Training Organisation (RTO) operating under the National VET Framework and we are regulated by the Australian Skills Quality Authority (ASQA). The qualifications we deliver are taken from Australian National Training Packages and are recognised Australia wide and internationally.

The International Student Handbook provides you with important pre-arrival information and information to assist you to settle into life in Australia and at our College. We also include advice on the cultural and social differences you may experience during your stay and provide other practical information to ensure your day-to-day experiences are positive ones for you. The Handbook also contains information about your rights and responsibilities, resources available and the terms used in relation to studying vocational qualifications in Australia and their meanings.

We hope you enjoy a supportive learning environment and cultural experience during your study with our College and wish you every success in your future endeavours!

Keshav P. Nepal
Chief Executive Officer
Canberra College of Management and Technology

Welcome to CCMT

Welcome to Canberra College of Management & Technology (CCMT). We are delighted to welcome you to our learning community.

CCMT is an Australian Registered Training Organisation (RTO Code: 45648) and CRICOS-registered provider (CRICOS Provider Code: 03880E), delivering nationally recognised qualifications that prepare students with the knowledge, practical skills and confidence to succeed in today's workforce.

We are committed to providing a safe, inclusive and supportive learning environment where every student is treated with respect and encouraged to achieve their full potential. Our experienced trainers and dedicated support team are here to assist you throughout your studies.

This handbook contains important information about studying at CCMT, including our services, facilities, policies, student support, and your rights and responsibilities. We encourage you to read it carefully and keep it for future reference.

We look forward to supporting your success and wish you an enjoyable and rewarding learning experience at CCMT.

About CCMT

CCMT is a private vocational education provider with campuses in two of Australia's most liveable cities — Canberra and Sydney. We specialise in nationally recognised training for international students across eight study areas, delivered under the Australian Qualifications Framework (AQF). Every qualification is quality-assured under our registration as an RTO (45648) and CRICOS provider (03880E).

Why choose CCMT

- Nationally recognised qualifications delivered under the AQF and quality-assured as an RTO.
- CRICOS-registered courses designed specifically for international students.
- Two capital-city campuses in Canberra (Turner) and Sydney (Surry Hills), close to transport and services.
- Industry-relevant curriculum with practical, hands-on learning and, where required, real work placement.
- Experienced trainers and assessors with current industry knowledge.
- Comprehensive student support — orientation, academic help, welfare and career guidance.
- Clear pathways to higher-level qualifications and university study.
- A diverse, multicultural student community and agent-supported applications worldwide.

Studying in Australia

Two capital-city campuses

Canberra campus — Level 2, 15 Barry Drive, Turner ACT 2612. In Australia's capital, minutes from the city centre and the Australian National University precinct.

Sydney campus — Level 3, 16–22 Wentworth Avenue, Surry Hills NSW 2010. In the heart of Sydney, close to transport, dining and student life.

Student visa (subclass 500)

International students studying a CRICOS-registered course generally require a Student visa (subclass 500). You must maintain full-time enrolment, satisfactory course progress and at least 80% attendance, and hold Overseas Student Health Cover (OSHC) for the duration of your studies. Visa requirements are set by the Department of Home Affairs and are updated from time to time — always confirm current requirements at immi.homeaffairs.gov.au.

Overseas Student Health Cover (OSHC)

OSHC is mandatory for the length of your Student visa and helps cover the cost of medical and hospital care while you study in Australia. CCMT can help you arrange cover before you arrive.

Living costs

As a guide, the Department of Home Affairs sets indicative annual living-cost figures used for visa purposes: approximately AUD $29,710 for a primary student, $10,394 for a partner/spouse and $4,449 for each dependent child. Always confirm the current amounts at immi.homeaffairs.gov.au. Budget separately for accommodation, transport, food and personal expenses.

Work rights

Student visa holders can generally work a limited number of hours while their course is in session (currently up to 48 hours per fortnight) and unrestricted hours during scheduled course breaks. Confirm current work conditions with the Department of Home Affairs.

Entry & English requirements

Entry requirements vary by qualification and individual applicant circumstances. The following information is general guidance only. Applicants must also review the qualification-specific Entry Requirements on the relevant course page, which take precedence over this general guidance.

General entry requirements

- Be at least 18 years of age at course commencement.
- Have completed Australian Year 12 or an equivalent overseas senior secondary qualification (or higher), as relevant to the course level.
- Meet the English language requirements set out below.
- Complete a Course Entry Interview, and a LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment where applicable to the qualification.
- Meet any additional prior-study or work-experience requirements listed on the individual course page.

English language requirements

All international applicants must demonstrate an English language proficiency of IELTS 6.0 overall, with no individual band score below 5.5. Test results must be no more than two years old at the time of application. Other recognised tests, including PTE Academic and TOEFL, are accepted where the result is equivalent to IELTS 6.0 or higher.

Where you do not hold a current English test result, English proficiency may also be demonstrated by any one of the following:

- Education for at least five years in an English-speaking country.
- Completion of at least six months of study in an AQF level 4 (or higher) course at an Australian registered training organisation within the last two years.
- Successful completion of the CCMT English Placement Test.

These requirements apply to every qualification in this prospectus. Individual course pages list any additional prior-study or work-experience requirements.

LLND Assessment

Where applicable, applicants complete a Language, Literacy, Numeracy and Digital Proficiency (LLND) Assessment so that CCMT can determine study readiness and identify any support needs. Whether the assessment applies to you depends on the qualification and your individual circumstances. The Admissions Team will advise you at the time of application.

Credit transfer (CT) & recognition of prior learning (RPL)

Students with relevant prior study or experience may apply for credit transfer (CT) or recognition of prior learning (RPL), which can reduce the units and time required to complete a qualification. Contact admissions to discuss your eligibility.

Course & fee summary

The table below summarises all 21 qualifications offered by CCMT in 2026. Fees are in Australian dollars and are indicative for international students. A non-refundable application fee applies. Confirm current fees in your Letter of Offer.

Qualification	National code	CRICOS	Duration	Campus	Est. total
Diploma of Information Technology	ICT50220	107872G	65 weeks	Canberra & Sydney	A$15,750
Advanced Diploma of Information Technology	ICT60220	107873F	52 weeks	Canberra & Sydney	A$12,750
Diploma of Leadership and Management	BSB50420	104422B	52 weeks	Canberra & Sydney	A$13,000
Advanced Diploma of Leadership and Management	BSB60420	107871H	52 weeks	Canberra & Sydney	A$10,500
Diploma of Project Management	BSB50820	107494F	52 weeks	Canberra & Sydney	A$12,550
Graduate Diploma of Management (Learning)	BSB80120	107495E	104 weeks	Canberra & Sydney	A$24,850
Certificate IV in Marketing and Communication	BSB40820	112995J	78 weeks	Sydney	A$18,850

Qualification	National code	CRICOS	Duration	Campus	Est. total
Diploma of Marketing and Communication	BSB50620	112996H	78 weeks	Sydney	A$18,850
Advanced Diploma of Marketing and Communication	BSB60520	112997G	78 weeks	Sydney	A$18,850
Certificate IV in Kitchen Management	SIT40521	112990C	78 weeks	Sydney	A$26,050
Diploma of Hospitality Management	SIT50422	112991B	78 weeks	Sydney	A$26,050
Advanced Diploma of Hospitality Management	SIT60322	112992A	104 weeks	Sydney	A$34,650
Certificate III in Early Childhood Education and Care	CHC30125	119656E	52 weeks	Sydney	A$15,550
Diploma of Early Childhood Education and Care	CHC50125	118644F	78 weeks	Sydney	A$20,550
Certificate IV in Leisure and Health	CHC43415	112993M	65 weeks	Sydney	A$18,500
Diploma of Leisure and Health	CHC53415	112994K	104 weeks	Sydney	A$28,650
Certificate IV in Ageing Support	CHC43015	120732K	52 weeks	Sydney	A$33,000
Certificate IV in Disability Support	CHC43121	120733J	52 weeks	Sydney	A$33,000
Diploma of Community Services	CHC52025	120734H	104 weeks	Sydney	A$65,000
Certificate III in Carpentry	CPC30220	120735G	104 weeks	Sydney	A$65,000
Diploma of Building and Construction (Building)	CPC50220	120736F	104 weeks	Sydney	A$65,000

Estimated total course cost = tuition fee + non-tuition fee. Full tuition and non-tuition amounts appear on each course page.

Fees & payments

A non-refundable application fee of A$250 applies to all applications. Non-tuition fees cover materials, resources and other course-related costs, and are shown separately for each qualification. Tuition fees may be paid by instalments in line with the schedule set out in your Letter of Offer.

- Overseas Student Health Cover (OSHC) is arranged separately and is mandatory for the duration of your Student visa.
- Fees are reviewed periodically; the amount in your signed Letter of Offer is the amount payable.
- Refunds are handled in accordance with CCMT's Refund Policy and the Tuition Protection Service (TPS) under the ESOS framework.
- Additional costs such as living expenses, accommodation, transport and personal items are not included in course fees.

STUDY AREA 01

Information Technology

Build the digital skills powering every modern industry.

Diploma of Information Technology · Advanced Diploma of Information Technology

INFORMATION TECHNOLOGY

Diploma of Information Technology

National code	ICT50220	**CRICOS**	107872G
AQF level	Diploma (AQF 5)	**Duration**	65 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Canberra & Sydney
Total units	20 (6 core, 14 elective)	**Tuition fee**	A$15,000
Non-tuition fee	A$750	**Estimated total cost**	A$15,750

Course overview

The Diploma of Information Technology equips students with the specialised technical skills to take on moderately complex roles across the fast-growing ICT sector. Designed for those seeking a career in technology — whether as a support professional, developer or administrator — the course builds practical capability in building and managing websites, applications and databases, configuring networks and cloud services, and applying cyber security and data protection. Students also develop skills in data analysis, business intelligence and ICT project management, and learn to work effectively within technical teams and directly with clients. Graduates are prepared for employment across software development, networking, cyber security, cloud

computing and web development in virtually any industry, as well as self-employment. Typical roles include ICT support officer, network administrator, systems administrator and web developer. Further study options may include the Advanced Diploma of Information Technology or a related university degree, for students wishing to move into ICT management and specialist technical careers.

What you'll learn

- Build and manage websites, applications and databases
- Configure and manage networks and cloud services
- Apply cyber security awareness and data protection
- Analyse data and present business intelligence
- Apply ICT project management and problem-solving
- Work effectively in ICT teams and with clients

Career outcomes

Potential career outcomes may include:

- ICT Support Officer
- Network Administrator
- Systems Administrator
- Web Developer

Pathways

Further study options may include: Advanced Diploma of Information Technology (ICT60220), then a bachelor degree in IT or computer science.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
ICTICT517	Match ICT needs with the strategic direction of the organisation
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBCRT512	Originate and develop concepts

Unit code	Unit name
ICTICT532	Apply IP, ethics and privacy in ICT environments
BSBXTW401	Lead and facilitate a team
ICTSAS527	Manage client problems

Elective units

Unit code	Unit name
ICTICT523	Gather data to identify business requirements
ICTICT526	Verify client business requirements
ICTNWK546	Manage network security
ICTSAD509	Produce ICT feasibility reports
ICTPMG505	Manage ICT projects
ICTICT518	Research and review hardware technology options for organisations
ICTPRG535	Build advanced user interfaces
ICTWEB527	Research and apply emerging web technology trends
ICTNWK560	Determine best-fit topologies for wide area networks
ICTNWK561	Design enterprise wireless local area networks
ICTNWK536	Plan, implement and test enterprise communication solutions
ICTICT524	Determine ICT strategies and solutions for organisations
ICTNWK529	Install and manage complex ICT networks
ICTNWK540	Design, build and test network servers

INFORMATION TECHNOLOGY

Advanced Diploma of Information Technology

National code	ICT60220	**CRICOS**	107873F
AQF level	Advanced Diploma (AQF 6)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Canberra & Sydney
Total units	16 (6 core, 10 elective)	**Tuition fee**	A$12,000

National code	ICT60220	**CRICOS**	107873F
Non-tuition fee	A$750	**Estimated total cost**	A$12,750

Course overview

The Advanced Diploma of Information Technology develops the advanced technical and leadership skills needed to manage ICT projects, teams and enterprise systems. It is designed for experienced ICT practitioners and diploma graduates who want to progress into senior technical and management roles. Throughout the course, students learn to design and implement enterprise systems and architecture, manage IT service delivery and business continuity, and apply advanced cyber security and risk management. They also develop the strategic capability to align ICT with business goals and to manage vendor and stakeholder relationships. Graduates are prepared for leadership positions across the technology sector, including software, networking, cyber security and IT consulting, in both private enterprise and government. Typical career outcomes include ICT manager, cyber security specialist, systems architect and IT consultant. Further study options may include a bachelor degree in information technology or a related field. Credit towards a degree is at the discretion of the receiving institution.

What you'll learn

- Lead ICT projects, teams and resources
- Design and implement enterprise systems and architecture
- Manage IT service delivery and business continuity
- Apply advanced cyber security and risk management
- Align ICT strategy with business goals
- Manage vendor and stakeholder relationships

Career outcomes

Potential career outcomes may include:

- ICT Manager
- Cyber Security Specialist
- Systems Architect
- IT Consultant

Pathways

Further study options may include: Bachelor degree in information technology, computer science or a related field.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
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

Unit code	Unit name
BSBPMG530	Manage project scope
BSBPMG532	Manage project quality
BSBPMG536	Manage project risk
BSBSTR601	Manage innovation and continuous improvement
ICTDBS505	Monitor and improve knowledge management systems
ICTICT522	Evaluate vendor products and equipment
ICTICT614	Identify and implement business innovation
ICTNWK620	Design and implement wireless network security
ICTPMG613	Manage ICT project planning
ICTPMG617	Plan and direct complex ICT projects

STUDY AREA 02

Business & Management

Lead teams, manage operations and drive organisations forward.

Diploma of Leadership and Management · Advanced Diploma of Leadership and Management · Diploma of Project Management · Graduate Diploma of Management (Learning)

BUSINESS & MANAGEMENT

Diploma of Leadership and Management

National code	BSB50420	**CRICOS**	104422B
AQF level	Diploma (AQF 5)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Canberra & Sydney
Total units	12 (6 core, 6 elective)	**Tuition fee**	A$13,000
Non-tuition fee	A$0	**Estimated total cost**	A$13,000

Course overview

The Diploma of Leadership and Management prepares students to lead teams and manage operations with confidence across a wide range of industries. It suits emerging leaders, team coordinators and aspiring managers who want to formalise their skills and take the next step in their careers. Students develop practical capability in leading effective teams and workplace relationships, planning and monitoring operational performance, and communicating with influence. The course also covers developing and implementing operational plans, managing workplace health, safety and risk, and supporting diversity and continuous improvement. Graduates

apply these skills in supervisory and management roles across corporate, government, small business and not-for-profit settings, in virtually any sector. Typical career outcomes include team leader, office manager, corporate services manager and public sector manager. Further study options may include the Advanced Diploma of Leadership and Management, the Graduate Diploma of Management (Learning), or a bachelor degree in business or management.

What you'll learn

- Lead and manage effective teams and workplace relationships
- Plan, organise and monitor operational performance
- Communicate with influence and lead meetings
- Develop and implement operational plans
- Manage workplace health, safety and risk
- Support diversity and continuous improvement

Career outcomes

Potential career outcomes may include:

- Team Leader
- Office Manager
- Corporate Services Manager
- Public Sector Manager

Pathways

Further study options may include: Advanced Diploma of Leadership and Management (BSB60420), Graduate Diploma of Management (Learning) (BSB80120), or a bachelor of business.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships

Unit code	Unit name
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

Elective units

Unit code	Unit name
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS504	Manage business risk
BSBSTR501	Establish innovative work environments
BSBLDR522	Manage people performance
BSBOPS505	Manage organisational customer service
BSBHRM524	Coordinate workforce plan implementation

BUSINESS & MANAGEMENT

Advanced Diploma of Leadership and Management

National code	BSB60420	**CRICOS**	107871H
AQF level	Advanced Diploma (AQF 6)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Canberra & Sydney
Total units	10 (5 core, 5 elective)	**Tuition fee**	A$10,000
Non-tuition fee	A$500	**Estimated total cost**	A$10,500

Course overview

The Advanced Diploma of Leadership and Management develops the strategic leadership skills required to guide organisations through growth and change. It is designed for experienced managers and diploma graduates ready to move into senior management. Students learn to develop organisational strategy and lead change, manage budgets, finances and business resources, and lead and influence people and workplace culture. The course also builds capability in managing risk, governance and compliance, driving innovation and continuous improvement, and building sustainable stakeholder relationships. It equips students to make high-level operational and strategic decisions and to lead multiple teams or business units. Graduates are prepared for senior roles across private enterprise, government and community organisations in any industry. Typical career outcomes include

senior manager, business manager, operations manager and department manager. Further study options may include the Graduate Diploma of Management (Learning) or a university business degree.

What you'll learn

- Develop organisational strategy and lead change
- Manage budgets, finances and business resources
- Lead and influence people and workplace culture
- Manage risk, governance and compliance
- Drive innovation and continuous improvement
- Build and sustain stakeholder relationships

Career outcomes

Potential career outcomes may include:

- Senior Manager
- Business Manager
- Operations Manager
- Department Manager

Pathways

Further study options may include: Graduate Diploma of Management (Learning) (BSB80120) or a university business degree.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Entry is limited to applicants who have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent version), or who have two years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. You must also have completed Australian Year 12 or equivalent.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.
- Verification of your prior qualification and/or relevant work experience.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBOPS601	Develop and implement business plans
BSBLDR601	Lead and manage organisational change

Unit code	Unit name
BSBSTR601	Manage innovation and continuous improvement
BSBLDR602	Provide leadership across the organisation
BSBCRT611	Apply critical thinking for complex problem solving

Elective units

Unit code	Unit name
BSBSTR602	Develop organisational strategies
BSBFIN601	Manage organisational finances
BSBSTR801	Lead innovative thinking and practice
BSBINS601	Manage knowledge and information
BSBHRM614	Contribute to strategic workforce planning

BUSINESS & MANAGEMENT

Diploma of Project Management

National code	BSB50820	**CRICOS**	107494F
AQF level	Diploma (AQF 5)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Canberra & Sydney
Total units	12 (8 core, 4 elective)	**Tuition fee**	A$12,000
Non-tuition fee	A$550	**Estimated total cost**	A$12,550

Course overview

The Diploma of Project Management equips students with the practical skills to plan, lead and deliver successful projects across any industry. It is designed for aspiring and practising project professionals who want to manage projects with confidence and formalise their expertise. Students develop capability in managing project scope, time, cost and quality, along with project risk, procurement and resources. The course covers leading project teams and stakeholder communication, applying recognised project management tools and methodologies, and monitoring performance to deliver outcomes on time and on budget. Students also learn to manage project integration and governance across the project life cycle. These skills are in demand across construction, information technology, government, consulting, finance and many other sectors. Typical career outcomes include project administrator, project coordinator, project officer and project team leader. Further study options may include further study in leadership and management, or a bachelor degree in business or project management.

What you'll learn

- Apply project scope, time, cost and quality management
- Manage project risk, procurement and resources
- Lead project teams and stakeholder communication
- Use project management tools and methodologies
- Monitor project performance and deliver outcomes
- Manage project integration and governance

Career outcomes

Potential career outcomes may include:

- Project Administrator
- Project Coordinator
- Project Officer
- Project Team Leader

Pathways

Further study options may include: Advanced Diploma of Leadership and Management (BSB60420), or a bachelor degree in business or project management.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication

Unit code	Unit name
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration

Elective units

Unit code	Unit name
BSBPMG538	Manage project stakeholder engagement
BSBTWK502	Manage team effectiveness
BSBLDR522	Manage people performance
BSBLDR601	Lead and manage organisational change

BUSINESS & MANAGEMENT

Graduate Diploma of Management (Learning)

National code	BSB80120	**CRICOS**	107495E
AQF level	Graduate Diploma (AQF 8)	**Duration**	104 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Canberra & Sydney
Total units	8 (3 core, 5 elective)	**Tuition fee**	A$24,000
Non-tuition fee	A$850	**Estimated total cost**	A$24,850

Course overview

The Graduate Diploma of Management (Learning) is a postgraduate-level qualification for professionals who design, lead and evaluate learning and organisational development within the workplace. It is designed for managers, trainers, and human resources and learning professionals seeking to build high-level strategic capability. Students learn to design and lead organisational learning strategies, develop workforce capability and learning frameworks, and initiate and evaluate complex learning functions. The course also develops skills in leading and influencing change and innovation, managing personal and team performance with accountability, and applying research to organisational learning and development. Graduates work across corporate learning and development, registered training organisations, human resources and consulting, in both the private and public sectors. Typical career outcomes include learning and development manager, training manager and organisational development manager. Further study options may include master-level university study. Admission and credit are at the discretion of the receiving institution.

What you'll learn

- Design and lead organisational learning strategies

- Develop workforce capability and learning frameworks
- Initiate and evaluate complex learning functions
- Lead and influence change and innovation
- Manage personal and team performance with accountability
- Apply research to organisational learning and development

Career outcomes

Potential career outcomes may include:

- Learning and Development Manager
- Training Manager
- Organisational Development Manager
- Capability Manager

Pathways

Further study options may include: Master-level university study in management, leadership or organisational development.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice

Elective units

Unit code	Unit name
BSBCRT611	Apply critical thinking for complex problem solving
BSBHRM611	Contribute to organisational performance development

Unit code	Unit name
BSBINS603	Initiate and lead applied research
BSBLDR812	Develop and cultivate collaborative partnerships and relationships
BSBOPS601	Develop and implement business plans

STUDY AREA 03

Marketing & Communication

Shape brands and campaigns across digital and traditional media.

Certificate IV in Marketing and Communication · Diploma of Marketing and Communication · Advanced Diploma of Marketing and Communication

MARKETING & COMMUNICATION

Certificate IV in Marketing and Communication

National code	BSB40820	**CRICOS**	112995J
AQF level	Certificate IV (AQF 4)	**Duration**	78 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	12 (6 core, 6 elective)	**Tuition fee**	A$18,000
Non-tuition fee	A$850	**Estimated total cost**	A$18,850

Course overview

The Certificate IV in Marketing and Communication is an ideal entry point for students beginning a career in marketing, advertising and communications. It is designed for those who want to develop practical, job-ready skills and support the delivery of marketing activities. Students learn to develop marketing communication plans and materials, apply digital and social media marketing, and conduct market research and data analysis. The course also covers creating and coordinating advertising campaigns, building brand and managing stakeholder communication, and working effectively within marketing teams. These skills are highly valued across advertising

agencies, digital marketing, public relations, retail and corporate marketing departments. Typical career outcomes include media planner, direct marketing officer, public relations officer, community relations team leader and sales administrator. Further study options may include the Diploma and Advanced Diploma of Marketing and Communication, for students seeking to progress into marketing coordination and management roles.

What you'll learn

- Develop marketing communication plans and materials
- Apply digital and social media marketing
- Conduct market research and analyse data
- Create and coordinate advertising campaigns
- Build brand and manage stakeholder communication
- Work effectively in marketing teams

Career outcomes

Potential career outcomes may include:

- Media Planner
- Direct Marketing Officer
- Public Relations Officer
- Sales Administrator

Pathways

Further study options may include: Diploma of Marketing and Communication (BSB50620), then the Advanced Diploma of Marketing and Communication (BSB60520).

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBCRT412	Articulate, present and debate ideas
BSBMKG439	Develop and apply knowledge of communications industry
BSBCMM411	Make presentations

Unit code	Unit name
BSBMKG435	Analyse consumer behaviour
BSBMKG433	Undertake marketing activities
BSBWRT411	Write complex documents

Elective units

Unit code	Unit name
BSBOPS404	Implement customer service strategies
BSBOPS403	Apply business risk management processes
BSBCMM511	Communicate with influence
SIRXMKT006	Develop a social media strategy
BSBMKG434	Promote products and services
BSBOPS502	Manage business operational plans

MARKETING & COMMUNICATION

Diploma of Marketing and Communication

National code	BSB50620	**CRICOS**	112996H
AQF level	Diploma (AQF 5)	**Duration**	78 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	12 (5 core, 7 elective)	**Tuition fee**	A$18,000
Non-tuition fee	A$850	**Estimated total cost**	A$18,850

Course overview

The Diploma of Marketing and Communication develops the skills to plan, manage and deliver integrated marketing campaigns across traditional and digital channels. It is designed for marketing coordinators and communication professionals ready to take on greater responsibility. Students learn to develop integrated marketing communication strategies, plan and manage campaigns and budgets, and apply digital marketing and analytics. The course also covers conducting market and customer research, leading public relations and brand management, and providing leadership to marketing teams. Graduates are prepared for coordination and specialist roles across advertising, digital marketing, public relations, brand management and corporate communications, in agencies and in-house marketing teams alike. Typical career outcomes include marketing coordinator, digital marketing specialist, brand officer and communications officer. Further study options may

include the Advanced Diploma of Marketing and Communication, or a university degree in marketing or communications.

What you'll learn

- Develop integrated marketing communication strategies
- Plan and manage marketing campaigns and budgets
- Apply digital marketing and analytics
- Conduct market and customer research
- Lead public relations and brand management
- Provide leadership to marketing teams

Career outcomes

Potential career outcomes may include:

- Marketing Coordinator
- Digital Marketing Specialist
- Brand Officer
- Communications Officer

Pathways

Further study options may include: Advanced Diploma of Marketing and Communication (BSB60520) or a bachelor degree in marketing or communications.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBMKG552	Design and develop marketing communication plans
BSBMKG555	Write persuasive copy

Unit code	Unit name
BSBPMG430	Undertake project work

Elective units

Unit code	Unit name
BSBCRT512	Originate and develop concepts
BSBMKG543	Plan and interpret market research
BSBMKG544	Plan and monitor direct marketing activities
BSBMKG545	Conduct marketing audits
BSBMKG546	Develop social media engagement plans
SIRXMKT006	Develop a social media strategy
BSBOPS504	Manage business risk

MARKETING & COMMUNICATION

Advanced Diploma of Marketing and Communication

National code	BSB60520	**CRICOS**	112997G
AQF level	Advanced Diploma (AQF 6)	**Duration**	78 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	12 (4 core, 8 elective)	**Tuition fee**	A$18,000
Non-tuition fee	A$850	**Estimated total cost**	A$18,850

Course overview

The Advanced Diploma of Marketing and Communication builds the strategic expertise required to lead marketing functions and shape organisational direction. It is designed for experienced marketing professionals and diploma graduates moving into leadership. Students learn to develop organisational marketing strategy and direction, lead marketing, advertising and public relations functions, and manage marketing performance and budgets. The course also develops advanced market research and insight capability, brand strategy and stakeholder engagement, and the leadership skills to build and develop high-performing marketing teams. It emphasises data-driven decision-making and the ability to align marketing with broader business goals. Graduates are equipped for senior roles across agencies, corporate marketing departments, digital and brand consultancies, and public relations firms in any industry. Typical career outcomes include marketing manager, brand manager, communications manager and marketing strategist. Further study options may include a

bachelor or postgraduate degree in marketing. Credit towards a degree is at the discretion of the receiving institution.

What you'll learn

- Develop organisational marketing strategy and direction
- Lead marketing, advertising and PR functions
- Manage marketing performance and budgets
- Apply advanced market research and insights
- Drive brand strategy and stakeholder engagement
- Lead and develop marketing teams

Career outcomes

Potential career outcomes may include:

- Marketing Manager
- Brand Manager
- Communications Manager
- Marketing Strategist

Pathways

Further study options may include: Bachelor or postgraduate degree in marketing or communications.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Entry requires completion of BSB50620 Diploma of Marketing and Communication; or the units BSBMKG541, BSBMKG542, BSBMKG552, BSBMKG555 and BSBPMG430 (or equivalent competencies); or four years' equivalent full-time relevant work experience. You must also have completed Australian Year 12 or equivalent.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.
- Verification of your prior qualification and/or relevant work experience.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBMKG621	Develop organisational marketing strategy
BSBMKG622	Manage organisational marketing processes
BSBMKG623	Develop marketing plans

Unit code	Unit name
BSBTWK601	Develop and maintain strategic business networks

Elective units

Unit code	Unit name
BSBMKG624	Manage market research
BSBMKG626	Develop advertising campaigns
BSBCRT512	Originate and develop concepts
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBLDR522	Manage people performance
BSBLDR602	Provide leadership across the organisation

STUDY AREA 04

Hospitality & Kitchen Management

Cook, create and lead in world-class hospitality.

Certificate IV in Kitchen Management · Diploma of Hospitality Management · Advanced Diploma of Hospitality Management

HOSPITALITY & KITCHEN MANAGEMENT

Certificate IV in Kitchen Management

National code	SIT40521	**CRICOS**	112990C
AQF level	Certificate IV (AQF 4)	**Duration**	78 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	33 (27 core, 6 elective)	**Tuition fee**	A$24,000
Non-tuition fee	A$2,050	**Estimated total cost**	A$26,050

Course overview

The Certificate IV in Kitchen Management prepares students to work as chefs and cooks with supervisory and team-leading responsibilities in professional kitchens. It is designed for those who want to build both culinary expertise and the management skills to run a kitchen. Students develop practical skills in preparing and cooking a wide range of dishes and menus, leading kitchen operations and supervising teams, and applying food safety and hygiene (HACCP) practices. The course also covers managing kitchen costs, stock and rostering, and planning menus and food production, and culminates in a commercial kitchen work placement that builds real industry

experience. Graduates are prepared for careers in restaurants, hotels, clubs, pubs, cafés and catering businesses, or to run their own small hospitality business. Typical career outcomes include chef, chef de partie, kitchen supervisor and kitchen manager. The qualification provides a pathway to the Diploma and Advanced Diploma of Hospitality Management for students seeking broader hospitality leadership roles.

What you'll learn

- Prepare and cook a range of dishes and menus
- Lead kitchen operations and supervise teams
- Apply food safety and hygiene (HACCP) practices
- Manage kitchen costs, stock and rostering
- Plan menus and manage food production
- Complete a commercial kitchen work placement

Career outcomes

Potential career outcomes may include:

- Chef
- Chef de Partie
- Kitchen Supervisor
- Kitchen Manager

Pathways

Further study options may include: Diploma of Hospitality Management (SIT50422), then the Advanced Diploma of Hospitality Management (SIT60322).

Work placement

This qualification includes mandatory work placement: 192 hours of industry work placement in a commercial kitchen. Placement is arranged with CCMT's support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name

Unit code	Unit name
SITXCOM010	Manage conflict
SITXHRM009	Lead and manage people
SITXFSA006	Participate in safe food handling practices
SITXFSA005	Use hygienic practices for food safety
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITXINV006	Receive, store and maintain stock
SITXFIN009	Manage finances within a budget
SITXFSA008	Develop and implement a food safety program
SITXMGT004	Monitor work operations
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC023	Use food preparation equipment
SITHCCC028	Prepare appetisers and salads
SITXWHS007	Implement and monitor work health and safety practices
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHPAT016	Produce desserts
SITHKOP010	Plan and cost recipes
SITHKOP015	Design and cost menus
SITHKOP012	Develop recipes for special dietary requirements
SITHKOP013	Plan cooking operations
SITHCCC043	Work effectively as a cook
SITXHRM008	Roster staff

Elective units

Unit code	Unit name
SITHCCC038	Produce and serve food for buffets
SITHCCC026	Package prepared foodstuffs
SITHCCC040	Prepare and serve cheese
SITHIND006	Source and use information on the hospitality industry
SITXCCS015	Enhance customer service experiences
SITXHRM007	Coach others in job skills

HOSPITALITY & KITCHEN MANAGEMENT

Diploma of Hospitality Management

National code	SIT50422	**CRICOS**	112991B
AQF level	Diploma (AQF 5)	**Duration**	78 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	28 (11 core, 17 elective)	**Tuition fee**	A$24,000
Non-tuition fee	A$2,050	**Estimated total cost**	A$26,050

Course overview

The Diploma of Hospitality Management develops the operational and leadership skills to manage hospitality businesses across departments. It is designed for aspiring hospitality managers and supervisors ready to take on greater responsibility. Students learn to coordinate hospitality operations across departments, lead and manage teams, and manage finances, budgets and rostering. The course also covers delivering quality customer service and experiences, applying food safety and work health and safety, and managing marketing and business performance. Graduates are prepared for supervisory and management roles across hotels, restaurants, resorts, clubs, event venues and catering companies, both in Australia and internationally. Typical career outcomes include restaurant manager, food and beverage supervisor, duty manager and functions coordinator. Further study options may include the Advanced Diploma of Hospitality Management, or a university degree in hospitality or business management.

What you'll learn

- Coordinate hospitality operations across departments
- Lead and manage hospitality teams
- Manage finances, budgets and rostering
- Deliver quality customer service and experiences

- Apply food safety and work health & safety
- Manage marketing and business performance

Career outcomes

Potential career outcomes may include:

- Restaurant Manager
- Food and Beverage Supervisor
- Duty Manager
- Functions Coordinator

Pathways

Further study options may include: Advanced Diploma of Hospitality Management (SIT60322) or a bachelor degree in hospitality or business.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Students who have completed SIT40521 Certificate IV in Kitchen Management may be eligible for credit transfer for a significant number of units. Where credit transfer is granted, the course duration is reduced to 26 weeks and the units to be studied are reduced accordingly. The full qualification is shown below.

Core units

Unit code	Unit name
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff

Unit code	Unit name
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

Elective units

Unit code	Unit name
SITXFSA005	Use hygienic practices for food safety
SITHKOP013	Plan cooking operations
SITHCCC023	Use food preparation equipment
SITHCCC041	Produce cakes, pastries and breads
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC037	Prepare seafood dishes
SITHCCC036	Prepare meat dishes
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITXHRM010	Recruit, select and induct staff
BSBOPS504	Manage business risk
BSBTEC301	Design and produce business documents
SITXHRM007	Coach others in job skills

HOSPITALITY & KITCHEN MANAGEMENT

Advanced Diploma of Hospitality Management

National code	SIT60322	**CRICOS**	112992A
AQF level	Advanced Diploma (AQF 6)	**Duration**	104 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	33 (14 core, 19 elective)	**Tuition fee**	A$32,000
Non-tuition fee	A$2,650	**Estimated total cost**	A$34,650

Course overview

The Advanced Diploma of Hospitality Management builds the strategic and financial expertise required to lead hospitality businesses at a senior level. It is designed for experienced hospitality professionals and diploma graduates aiming for management and executive roles. Students learn to develop and manage hospitality business strategy, lead operations across multiple departments, and manage financial performance and budgets. The course also develops skills in leading human resources and team development, driving customer experience and quality systems, and making strategic business management decisions. Graduates are equipped to lead hotels, resorts, restaurant groups, event and catering companies and other hospitality enterprises in Australia and overseas. Typical career outcomes include hotel manager, operations manager, venue manager and hospitality business owner. The qualification provides a pathway to university study, including a bachelor degree in hospitality, tourism or business management, for students seeking to advance into senior executive positions.

What you'll learn

- Develop and manage hospitality business strategy
- Lead operations across multiple departments
- Manage financial performance and budgets
- Lead human resources and team development
- Drive customer experience and quality systems
- Make strategic business management decisions

Career outcomes

Potential career outcomes may include:

- Hotel Manager
- Operations Manager
- Venue Manager
- Hospitality Business Owner

Pathways

Further study options may include: Bachelor degree in hospitality, tourism or business management.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Successful completion of SIT50422 Diploma of Hospitality Management, or equivalent. The training package does not set specific entry requirements for this qualification; entry is typically through SIT50422.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.
- Verification of your prior qualification and/or relevant work experience.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Students who have completed SIT50422 Diploma of Hospitality Management may be eligible for credit transfer for a significant number of units. Where credit transfer is granted, the course duration is reduced to 26 weeks and the units to be studied are reduced accordingly. The full qualification is shown below.

Core units

Unit code	Unit name
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
SITXCCS016	Develop and manage quality customer service practices
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXFIN011	Manage physical assets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXHRM010	Recruit, select and induct staff
SITXHRM012	Monitor staff performance
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXMPR014	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system

Elective units

Unit code	Unit name
SITXFSA005	Use hygienic practices for food safety
SITHKOP013	Plan cooking operations
SITHCCC023	Use food preparation equipment
SITHCCC041	Produce cakes, pastries and breads
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITXCCS015	Enhance customer service experiences
SITHIND006	Source and use information on the hospitality industry
SITXHRM007	Coach others in job skills
BSBOPS504	Manage business risk
BSBTEC301	Design and produce business documents
SITXCOM010	Manage conflict

STUDY AREA 05

Early Childhood Education & Care

Nurture and educate the next generation.

Certificate III in Early Childhood Education and Care · Diploma of Early Childhood Education and Care

EARLY CHILDHOOD EDUCATION & CARE

Certificate III in Early Childhood Education and Care

National code	CHC30125	**CRICOS**	119656E
AQF level	Certificate III (AQF 3)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	17 (15 core, 2 elective)	**Tuition fee**	A$15,000
Non-tuition fee	A$550	**Estimated total cost**	A$15,550

Course overview

The Certificate III in Early Childhood Education and Care is the essential entry qualification for those beginning a rewarding career supporting young children's learning and development. It is designed for caring, patient individuals who want to work in childcare and early learning settings. Students develop practical skills in supporting children's wellbeing, learning and development, implementing an approved learning framework, and ensuring child safety, health, hygiene and nutrition. The course also covers supporting inclusion and respect for diversity and working effectively with families and colleagues, and includes supervised work placement in a regulated education and care service. Checks and clearances required by the placement provider must be in

place before placement begins. Graduates work in long day care centres, kindergartens, preschools and family day care. Typical career outcomes include early childhood educator, childcare assistant and family day care educator. Further study options may include the Diploma of Early Childhood Education and Care and, subsequently, a bachelor degree in early childhood teaching.

What you'll learn

- Support children's wellbeing, learning and development
- Implement an approved learning framework
- Ensure child safety, health, hygiene and nutrition
- Support inclusion and respect for diversity
- Work effectively with families and colleagues
- Complete supervised work placement (WWCC & first aid required)

Career outcomes

Potential career outcomes may include:

- Early Childhood Educator
- Childcare Assistant
- Family Day Care Educator
- Nursery Educator

Pathways

Further study options may include: Diploma of Early Childhood Education and Care (CHC50125), then a bachelor of early childhood teaching.

Licensing and regulatory requirements

This qualification is approved by the Australian Children's Education and Care Quality Authority (ACECQA) under the Education and Care Services National Law. Employment requirements, including a Working with Children Check, are set by the relevant state or territory authority.

Work placement

This qualification includes mandatory work placement: 160 hours of supervised work placement in a regulated education and care service. Placement is arranged with CCMT's support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
HLTAID012	Provide first aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCECE056	Work effectively in children's education and care
CHCECE034	Use an approved learning framework to guide practice
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE037	Support children to connect with the natural environment
CHCECE030	Support inclusion and diversity
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCPRT025	Identify and report children and young people at risk

Elective units

Unit code	Unit name
CHCPRP003	Reflect on and improve own professional practice
CHCDIV001	Work with diverse people

EARLY CHILDHOOD EDUCATION & CARE

Diploma of Early Childhood Education and Care

National code	CHC50125	**CRICOS**	118644F
AQF level	Diploma (AQF 5)	**Duration**	78 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney

National code	CHC50125	**CRICOS**	118644F
Total units	15 (12 core, 3 elective)	**Tuition fee**	A$20,000
Non-tuition fee	A$550	**Estimated total cost**	A$20,550

Course overview

The Diploma of Early Childhood Education and Care prepares students to design early learning programs and lead practice in children's education and care services. It is designed for educators ready to take on greater responsibility for curriculum and team leadership. Students learn to design and implement early childhood curriculum, lead programs under the National Quality Standard, and promote child safety, health and wellbeing. The course also develops skills in guiding children's development and behaviour, mentoring and supervising educators, and engaging families and communities, and includes supervised work placement in a compliant education and care service. Checks and clearances required by the placement provider must be in place before placement begins. Graduates work as lead educators, room leaders and centre supervisors in long day care, preschools and kindergartens. Typical career outcomes include early childhood educator, room leader and centre director. The qualification provides a pathway to a bachelor degree in early childhood education and teaching for those wishing to become qualified early childhood teachers.

What you'll learn

- Design and implement early childhood curriculum
- Lead programs under the National Quality Standard
- Promote child safety, health and wellbeing
- Guide children's development and behaviour
- Mentor and supervise educators
- Engage families and communities (WWCC & first aid required)

Career outcomes

Potential career outcomes may include:

- Lead Educator
- Room Leader
- Centre Director
- Early Childhood Educator

Pathways

Further study options may include: Bachelor degree in early childhood education and teaching.

Licensing and regulatory requirements

This qualification is approved by the Australian Children's Education and Care Quality Authority (ACECQA) under the Education and Care Services National Law. Employment requirements, including a Working with Children Check, are set by the relevant state or territory authority.

Work placement

This qualification includes mandatory work placement: 280 hours of supervised work placement in a compliant education and care service. Placement is arranged with CCMT's support, and students are supported by CCMT

trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Entry is open only to applicants who hold CHC30121 or CHC30113 Certificate III in Early Childhood Education and Care; or an Australian Diploma in Early Childhood Education and Care; or an Australian Diploma or Certificate III in Children's Services together with at least 12 months' cumulative full-time-equivalent employment in a regulated Australian education and care service within the last five years (supported by verifiable evidence); or CHCSS00147 Entry into Diploma of Early Childhood Education and Care. You must also have completed Australian Year 12 or equivalent.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.
- Verification of your prior qualification and/or relevant work experience.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
BSBTWK502	Manage team effectiveness
CHCECE041	Maintain a safe and healthy environment for children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE044	Facilitate compliance in a children’s education and care service
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE047	Analyse information to inform children’s learning
CHCECE048	Plan and implement children’s education and care curriculum
CHCECE049	Embed environmental responsibility in service operations
CHCECE050	Work in partnership with children’s families
CHCPRP003	Reflect on and improve own professional practice

Elective units

Unit code	Unit name
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBSTR501	Establish innovative work environments

STUDY AREA 06

Leisure & Health

Improve wellbeing through activity and lifestyle programs.

Certificate IV in Leisure and Health · Diploma of Leisure and Health

LEISURE & HEALTH

Certificate IV in Leisure and Health

National code	CHC43415	**CRICOS**	112993M
AQF level	Certificate IV (AQF 4)	**Duration**	65 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	17 (10 core, 7 elective)	**Tuition fee**	A$18,000
Non-tuition fee	A$500	**Estimated total cost**	A$18,500

Course overview

The Certificate IV in Leisure and Health prepares students to plan and deliver activity and lifestyle programs that improve the wellbeing of clients in care. It is designed for compassionate individuals who want to make a meaningful difference in people's lives. Students develop skills in planning and delivering leisure and health programs, supporting client wellbeing and participation, and working with clients in residential and community settings. The course emphasises person-centred and inclusive practice and supporting healthy ageing and active living, and includes supervised work placement in which a CCMT trainer assesses students in the workplace. Graduates work across aged care facilities, disability services, community health organisations and rehabilitation

settings. Typical career outcomes include leisure and lifestyle coordinator, activities officer and lifestyle assistant. The qualification provides a pathway to the Diploma of Leisure and Health and to further study in community services, health or allied health for students seeking to progress their careers.

What you'll learn

- Plan and deliver leisure and health programs
- Support client wellbeing and participation
- Work with clients in residential and community settings
- Apply person-centred and inclusive practice
- Support healthy ageing and active living
- Complete supervised work placement

Career outcomes

Potential career outcomes may include:

- Leisure and Lifestyle Coordinator
- Activities Officer
- Lifestyle Assistant
- Recreational Activities Officer

Pathways

Further study options may include: Diploma of Leisure and Health (CHC53415) or further study in community services or allied health.

Work placement

This qualification includes mandatory work placement: 120 hours of supervised work placement, during which a CCMT trainer/assessor visits the workplace to assess students. Placement is arranged with CCMT's support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name

Unit code	Unit name
CHCPRP003	Reflect on and improve own professional practice
CHCLAH005	Incorporate lifespan development and sociological concepts into leisure and health programming
HLTAAP002	Confirm physical health status
HLTWHS002	Follow safe work practices for direct client care
CHCLAH001	Work effectively in the leisure and health industries
CHCLAH002	Contribute to leisure and health programming
CHCLAH003	Participate in the planning, implementation and monitoring of individual leisure and health programs
CHCLAH004	Participate in planning leisure and health programs for clients with complex needs
CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people

Elective units

Unit code	Unit name
CHCCCS036	Support relationships with carers and families
CHCCCS031	Provide individualised support
CHCCCS040	Support independence and wellbeing
CHCCCS044	Follow established person-centred behaviour supports
CHCCCS038	Facilitate the empowerment of people receiving support
CHCAGE011	Provide support to people living with dementia
CHCMHS001	Work with people with mental health issues

LEISURE & HEALTH

Diploma of Leisure and Health

National code	CHC53415	**CRICOS**	112994K
AQF level	Diploma (AQF 5)	**Duration**	104 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	22 (15 core, 7 elective)	**Tuition fee**	A$28,000

National code	CHC53415	**CRICOS**	112994K
Non-tuition fee	A$650	**Estimated total cost**	A$28,650

Course overview

The Diploma of Leisure and Health develops the skills to design, coordinate and evaluate leisure and health programs that enhance clients' quality of life. It is designed for experienced support workers and Certificate IV graduates ready to move into coordination and supervisory roles. Students learn to design, implement and evaluate leisure and health programs, coordinate services across community and residential settings, and lead person-centred, inclusive activity planning. The course also develops the ability to support clients with diverse and complex needs and to supervise and mentor support staff, and includes an extended supervised work placement. Graduates work in aged care, disability services, community health, rehabilitation and residential care facilities. Typical career outcomes include leisure and health coordinator, lifestyle team leader and diversional therapist. The qualification provides a pathway to a bachelor degree in health, community services or allied health for students seeking professional or clinical roles.

What you'll learn

- Design, implement and evaluate leisure and health programs
- Coordinate services across community and residential settings
- Lead person-centred, inclusive activity planning
- Support clients with diverse needs
- Supervise and mentor support staff
- Complete supervised work placement

Career outcomes

Potential career outcomes may include:

- Leisure and Health Coordinator
- Lifestyle Team Leader
- Diversional Therapist
- Activities Coordinator

Pathways

Further study options may include: Bachelor degree in health, community services or allied health.

Work placement

This qualification includes mandatory work placement: 240 hours of supervised work placement. Placement is arranged with CCMT's support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
CHCCOM003	Develop workplace communication strategies
CHCDIV001	Work with diverse people
CHCLAH001	Work effectively in the leisure and health industries
CHCLAH002	Contribute to leisure and health programming
CHCLAH003	Participate in the planning, implementation and monitoring of individual leisure and health programs
CHCLAH004	Participate in planning leisure and health programs for clients with complex needs
CHCLAH005	Incorporate lifespan development and sociological concepts into leisure and health programming
CHCLAH006	Coordinate planning, implementation and monitoring of leisure and health programs
CHCLAH008	Provide leisure education
CHCLAH009	Apply concepts of human psychology to facilitate involvement in leisure programs
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
HLTAAP002	Confirm physical health status
HLTWHS003	Maintain work health and safety
BSBMGT502	Manage people performance

Elective units

Unit code	Unit name
CHCCCS038	Facilitate the empowerment of people receiving support
CHCAGE009	Coordinate services for older people
CHCAGE010	Implement interventions with older people to reduce risk

Unit code	Unit name
CHCAGE011	Provide support to people living with dementia
CHCCCS040	Support independence and wellbeing
CHCCCS036	Support relationships with carers and families
CHCMHS001	Work with people with mental health issues

STUDY AREA 07

Community Services

Support people, families and communities to thrive.

Certificate IV in Ageing Support · Certificate IV in Disability Support · Diploma of Community Services

COMMUNITY SERVICES

Certificate IV in Ageing Support

National code	CHC43015	**CRICOS**	120732K
AQF level	Certificate IV (AQF 4)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	18 (15 core, 3 elective)	**Tuition fee**	A$30,000
Non-tuition fee	A$3,000	**Estimated total cost**	A$33,000

Course overview

The Certificate IV in Ageing Support prepares students for a rewarding career caring for older people and helping them live with dignity and independence. It is designed for compassionate individuals who want to work in the growing aged care sector. Students develop skills in providing person-centred care to older people, supporting independence, wellbeing and dignity, and following individualised care and support plans. The course also covers supporting clients with complex needs and dementia and applying work health and safety and infection control, and includes supervised work placement in an aged care service. Checks and clearances required by the placement provider must be in place before placement begins. Graduates work across residential aged care

facilities, home and community care and retirement living. Typical career outcomes include aged care worker, personal care assistant, home care worker and care team leader. The qualification provides a pathway to the Diploma of Community Services and to further study in nursing or allied health for students seeking to advance their care careers.

What you'll learn

- Provide person-centred care to older people
- Support independence, wellbeing and dignity
- Follow individualised care and support plans
- Support clients with complex needs and dementia
- Apply work health & safety and infection control
- Complete supervised work placement (police check required)

Career outcomes

Potential career outcomes may include:

- Aged Care Worker
- Personal Care Assistant
- Home Care Worker
- Care Team Leader

Pathways

Further study options may include: Diploma of Community Services (CHC52025) or further study in nursing or allied health.

Work placement

This qualification includes mandatory work placement: 120 hours of supervised work placement in an aged care service, scheduled over approximately six weeks. Placement is arranged with CCMT's support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name

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

Elective units

Unit code	Unit name
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCOM005	Communicate and work in health or community services
CHCCCS007	Develop and implement service programs

COMMUNITY SERVICES

Certificate IV in Disability Support

National code	CHC43121	**CRICOS**	120733J
AQF level	Certificate IV (AQF 4)	**Duration**	52 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney

National code	CHC43121	**CRICOS**	120733J
Total units	10 (7 core, 3 elective)	**Tuition fee**	A$30,000
Non-tuition fee	A$3,000	**Estimated total cost**	A$33,000

Course overview

The Certificate IV in Disability Support prepares students to empower people with disability to live independent and fulfilling lives. It is designed for caring, motivated individuals who want to work in the rapidly growing disability and NDIS sector. Students develop skills in providing person-centred disability support, empowering independence and community participation, and following individualised and positive behaviour support plans. The course also covers supporting daily living, wellbeing and personal goals and applying work health and safety, safeguarding and ethical practice, and includes supervised work placement in a disability service. Checks and clearances required by the placement provider, which may include an NDIS Worker Screening Check, must be in place before placement begins. Graduates work across disability support services, NDIS providers, community organisations and supported accommodation. Typical career outcomes include disability support worker, community support worker and behaviour support assistant. The qualification provides a pathway to the Diploma of Community Services and to further study in community services or allied health.

What you'll learn

- Provide person-centred disability support
- Empower independence and community participation
- Follow individualised and positive behaviour support plans
- Support daily living, wellbeing and goals
- Apply WHS, safeguarding and ethical practice
- Complete supervised work placement (checks required)

Career outcomes

Potential career outcomes may include:

- Disability Support Worker
- Community Support Worker
- Behaviour Support Assistant
- Residential Support Worker

Pathways

Further study options may include: Diploma of Community Services (CHC52025) or further study in community services or allied health.

Work placement

This qualification includes mandatory work placement: 120 hours of supervised work placement in a disability service, scheduled over approximately six weeks. Placement is arranged with CCMT's support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Entry requires completion of CHC33021 Certificate III in Individual Support (Disability); or CHC33015 Certificate III in Individual Support (Disability); or CHC30408 Certificate III in Disability plus the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set. You must also have completed Australian Year 12 or equivalent.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.
- Verification of your prior qualification and/or relevant work experience.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
CHCDIS019	Provide person-centred services to people with disability with complex needs
CHCMHS001	Work with people with mental health issues
CHCLEG003	Manage legal and ethical compliance
HLTWHS003	Maintain work health and safety
CHCCCS044	Follow established person-centred behaviour supports
CHCDIS018	Facilitate ongoing skills development using a person-centred approach
CHCDIS017	Facilitate community participation and social inclusion

Elective units

Unit code	Unit name
CHCCCS041	Recognise healthy body systems
CHCDIS020	Work effectively in disability support
CHCAGE011	Provide support to people living with dementia

COMMUNITY SERVICES

Diploma of Community Services

National code	CHC52025	**CRICOS**	120734H
AQF level	Diploma (AQF 5)	**Duration**	104 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	20 (12 core, 8 elective)	**Tuition fee**	A$60,000
Non-tuition fee	A$5,000	**Estimated total cost**	A$65,000

Course overview

The Diploma of Community Services prepares students to coordinate and deliver person-centred support to individuals, families and communities. It is designed for support workers and Certificate IV graduates ready to move into case management and program coordination. Students learn to coordinate person-centred community services, apply case management and program coordination, and assess and respond to client needs. The course also develops skills in advocacy and referral across services and in applying legal, ethical and safeguarding practice, and includes supervised work placement in a community-services setting. Graduates work across case management, family and youth services, aged and disability support, housing and homelessness services, and not-for-profit and government community organisations. Typical career outcomes include case manager, community services coordinator, welfare support worker and program coordinator. Further study options may include a bachelor degree in social work, community services or human services.

What you'll learn

- Coordinate person-centred community services
- Apply case management and program coordination
- Assess and respond to client needs
- Advocate and refer across services
- Apply legal, ethical and safeguarding practice
- Complete supervised work placement

Career outcomes

Potential career outcomes may include:

- Case Manager
- Community Services Coordinator
- Welfare Support Worker
- Program Coordinator

Pathways

Further study options may include: Bachelor degree in social work, community services or human services.

Work placement

This qualification includes mandatory work placement: 100 hours of supervised work placement in a compliant community services setting, scheduled over approximately five weeks. Placement is arranged with CCMT's

support, and students are supported by CCMT trainers throughout. Before work placement, students may be required to provide checks, clearances, certificates, vaccinations, or other evidence required by the approved placement provider.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
HLTWHS003	Maintain work health and safety
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCCCS004	Assess co-existing needs
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCPRP003	Reflect on and improve own professional practice
CHCCCS019	Recognise and respond to crisis situations
CHCLEG003	Manage legal and ethical compliance
CHCCCS007	Develop and implement service programs
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCMGT005	Facilitate workplace debriefing and support processes
CHCCSM017	Facilitate and review case management

Elective units

Unit code	Unit name
CHCPRP001	Develop and maintain networks and collaborative partnerships

Unit code	Unit name
CHCCDE027	Implement community development strategies
CHCCSM012	Coordinate complex case requirements
CHCCSM016	Undertake advanced assessments
CHCCSM010	Implement case management practice
CHCDEV004	Confirm developmental status
CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCCSM009	Facilitate goal directed planning

STUDY AREA 08

Building & Construction

Build Australia's homes, workplaces and infrastructure.

Certificate III in Carpentry · Diploma of Building and Construction (Building)

BUILDING & CONSTRUCTION

Certificate III in Carpentry

National code	CPC30220	**CRICOS**	120735G
AQF level	Certificate III (AQF 3)	**Duration**	104 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	34 (27 core, 7 elective)	**Tuition fee**	A$60,000
Non-tuition fee	A$5,000	**Estimated total cost**	A$65,000

Course overview

The Certificate III in Carpentry is a nationally recognised trade qualification for those pursuing a career as a carpenter in residential and commercial construction. It is designed for practical, hands-on students who enjoy building and working as part of a construction team. Students develop the core trade skills of setting out, manufacturing, constructing, assembling, installing and repairing products made from timber and other materials. The course covers reading and interpreting plans and specifications, using carpentry tools and materials safely, and applying construction work health and safety, with several units assessed in a real or simulated workplace. Graduates are prepared for employment across the building and construction industry on

residential and commercial projects. Typical career outcomes include carpenter, formwork carpenter, shopfitter and construction tradesperson, with strong demand across Australia's construction sector. Further study options may include the Diploma of Building and Construction (Building). Licensing and registration requirements vary between states and territories, and completion of this qualification alone may not satisfy all licensing requirements.

What you'll learn

- Carry out carpentry for residential and commercial structures
- Read and interpret plans and specifications
- Use carpentry tools and materials safely
- Construct, assemble and install frames and fixtures
- Apply construction work health and safety
- Work effectively on a construction site

Career outcomes

Potential career outcomes may include:

- Carpenter
- Formwork Carpenter
- Shopfitter
- Construction Tradesperson

Pathways

Further study options may include: Diploma of Building and Construction (Building) (CPC50220).

Licensing and regulatory requirements

Licensing and registration requirements vary between states and territories. Completion of this qualification alone may not satisfy all licensing requirements. Students must also complete the general construction induction training program (white card) before entering a construction site.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name

Unit code	Unit name
CPCCCA2002	Use carpentry tools and equipment
CPCCCA2011	Handle carpentry materials
CPCCCA3001	Carry out general demolition of minor building structures
CPCCCA3002	Carry out setting out
CPCCCA3003	Install flooring systems
CPCCCA3004	Construct and erect wall frames
CPCCCA3005	Construct ceiling frames
CPCCCA3006	Erect roof trusses
CPCCCA3007	Construct pitched roofs
CPCCCA3008	Construct eaves
CPCCCA3010	Install windows and doors
CPCCCA3016	Construct, assemble and install timber external stairs
CPCCCA3017	Install exterior cladding
CPCCCA3024	Install lining, panelling and moulding
CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground
CPCCCM2006	Apply basic levelling procedures
CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCCCM2012	Work safely at heights
CPCCCO2013	Carry out concreting to simple forms
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM3001	Perform construction calculations to determine carpentry material requirements
CPCCOM3006	Carry out levelling operations
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCWHS3001	Identify construction work hazards and select risk control strategies

Elective units

Unit code	Unit name
CPCCCM2002	Carry out hand excavation
CPCCSF2004	Place and fix reinforcement materials
CPCCCM3001	Operate elevated work platforms up to 11 metres
CPCCCA3014	Construct and install bulkheads
CPCCCA3012	Frame and fit wet area fixtures
CPCCCM3005	Calculate costs of construction work
CPCCOM1013	Plan and organise work

BUILDING & CONSTRUCTION

Diploma of Building and Construction (Building)

National code	CPC50220	**CRICOS**	120736F
AQF level	Diploma (AQF 5)	**Duration**	104 weeks
Delivery	On-campus + online (total of 20 hrs/week)	**Campus**	Sydney
Total units	27 (24 core, 3 elective)	**Tuition fee**	A$60,000
Non-tuition fee	A$5,000	**Estimated total cost**	A$65,000

Course overview

The Diploma of Building and Construction (Building) develops the technical and management skills needed to plan, coordinate and supervise building projects. It is designed for tradespeople, site supervisors and construction professionals aiming to move into building management. Students learn to apply structural principles to residential and commercial buildings, estimate, plan and schedule projects, and prepare and administer building contracts. The course also covers managing building and construction work and quality, applying risk, financial and project management, and working within the National Construction Code. Graduates are equipped for supervisory and management roles across the residential and commercial construction industry. Typical career outcomes include building supervisor, construction manager, site manager and estimator. Licensing and registration requirements vary between states and territories, and completion of this qualification alone may not satisfy all licensing requirements. Further study options may include a university degree in construction management.

What you'll learn

- Apply structural principles to residential and commercial buildings

- Estimate, plan and schedule building projects
- Prepare and administer building contracts
- Manage building and construction work and quality
- Apply risk, financial and project management
- Work within the National Construction Code

Career outcomes

Potential career outcomes may include:

- Building Supervisor
- Construction Manager
- Site Manager
- Estimator

Pathways

Further study options may include: A bachelor degree in construction management. Admission and credit are at the discretion of the receiving institution.

Licensing and regulatory requirements

Licensing and registration requirements vary between states and territories. Completion of this qualification alone may not satisfy all licensing requirements, and additional experience or assessment may be required for builder registration.

Entry requirements

Age You must be at least 18 years of age.

Prior Study Completion of Australian Year 12 or equivalent school studies.

English IELTS 6.0 overall with no individual band below 5.5, taken within the last two years. Equivalent tests (PTE, TOEFL) and other evidence of English proficiency are also accepted — see Entry & English requirements.

Assessments

- Course Entry Interview — to determine your suitability for the course and your learning needs.
- LLND (Language, Literacy, Numeracy and Digital Proficiency) Assessment — if applicable, to determine your readiness and learning capacity.

Important: Some qualifications have additional entry requirements or industry-specific conditions, including mandatory work placement, prerequisite qualifications, licensing requirements, workplace compliance checks, or other regulatory requirements. Please contact the Admissions Team at admissions@ccmtcollege.edu.au for advice specific to your chosen qualification before submitting your application.

Units of competency

Core units

Unit code	Unit name
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction
CPCCBC4012	Read and interpret plans and specifications

Unit code	Unit name
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCCBC5011	Manage environmental management practices and processes in building and construction
CPCCBC4004	Identify and produce estimated costs for building and construction projects
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4010	Apply structural principles to residential and commercial constructions
CPCCBC5018	Apply structural principles to the construction of buildings up to 3 storeys
CPCCBC5003	Supervise the planning of onsite building and construction work
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4009	Apply legal requirements to building and construction projects
CPCCBC5007	Administer the legal obligations of a building and construction contractor
CPCCBC5005	Select and manage building and construction contractors
BSBOPS504	Manage business risk
BSBWHS513	Lead WHS risk management
CPCCBC5002	Monitor costing systems on complex building and construction projects
CPCCBC5019	Manage building and construction business finances
CPCCBC5010	Manage construction work
CPCCBC4008	Supervise site communication and administration processes for building and construction projects
CPCCBC5013	Manage professional technical and legal reports on building and construction projects

Elective units

Unit code	Unit name
BSBPMG538	Manage project stakeholder engagement
BSBPMG532	Manage project quality
CPCCBC4052	Lead and manage teams in the building and construction industry

Student support

At CCMT, your success matters. Our student support services are here from your first enquiry through to graduation.

- Orientation — a welcome and orientation program to help you settle into study and life in Australia.
- Academic support — help with assessments, study skills and language, literacy and numeracy throughout your course.
- Learning resources — access to the learning management system, learner guides and campus facilities.
- Welfare support — confidential wellbeing support, referrals and reasonable adjustments.
- Career guidance — advice on career pathways, further study and employment.
- Counselling referral services — connections to professional counselling and community support services.

How to apply

- Choose your course and check the entry requirements.
- Submit your application directly or through a registered CCMT education agent, with your identity documents, academic transcripts and English test results.
- Complete the Course Entry Interview and LLND Assessment.
- Receive and accept your Letter of Offer, then pay your fees.
- Receive your Confirmation of Enrolment (CoE) and apply for your Student visa.
- Attend orientation and begin your studies.

Contact us

Canberra College of Management & Technology (Bhairav Baba Pty Ltd t/a CCMT)

Canberra campus: Level 2, 15 Barry Drive, Turner ACT 2612

Sydney campus: Level 3, 16–22 Wentworth Avenue, Surry Hills NSW 2010

Phone: +61 2 9188 1733 Email: info@ccmtcollege.edu.au Web: www.ccmtcollege.edu.au

RTO 45648 | CRICOS Provider 03880E | ABN 79 639 129 454

This prospectus is correct at the time of publication (2026, Second Edition, V2.0). CCMT reserves the right to update course information, fees and dates. Confirm current details in your Letter of Offer and at www.ccmtcollege.edu.au.

CANBERRA COLLEGE OF MANAGEMENT & TECHNOLOGY

International Student Prospectus 2026

Your future starts here.

CANBERRA CAMPUS
Level 2, 15 Barry Drive, Turner ACT 2612

SYDNEY CAMPUS
Level 3, 16–22 Wentworth Avenue, Surry Hills NSW 2010

+61 2 9188 1733 • info@ccmtcollege.edu.au

www.ccmtcollege.edu.au

RTO 45648 | CRICOS Provider 03880E | ABN 79 639 129 454

SECOND EDITION • VERSION 2.0