

**INTAKE 2020:**

13 JAN, 17 FEB, 23
MAR, 27 APR, 1 JUL, 10
AUG, 14 SEP, 19 OCT,
23 NOV

COURSE DURATION:
30 WEEKS**LOCATION:** PERTH**PRICE:**
\$3,000

Valid until 31/03/20

ENTRY REQUIREMENTS:

Completion of an Australian Year 10
Certificate or equivalent

Minimum IELTS overall score of 5.0
with a minimum 4.5 in writing

Lower Intermediate English

SIT20316 CERTIFICATE II IN HOSPITALITY

Looking for part-time work in Australia? The **Certificate II in Hospitality** has been designed as an entry level qualification for students who have a passion for the hospitality industry. This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, catering operations, clubs, pubs, and coffee shops.

Learning Outcomes:

- Gain a detailed understanding of the hospitality industry - Strategies to work effectively in a team environment and customer services skills.
- Hospitality essentials such as responsible service of alcohol, preparation and service of non-alcoholic beverages, espresso coffee and food.
- Process financial transactions
- Safety essentials such as the use of hygienic practices for food and workplace safety

RTO: 41178

PROVIDER CODE: 03459G

CRICOS COURSE CODE: 094940M



COURSE CONTENT

Participants will have the opportunity to increase their skills working in a hospitality setting whilst gaining practical and theoretical knowledge. The course aims to specifically provide international students with the training needed to perform key tasks and skills required throughout the hospitality sector to allow them the opportunity to gain part-time work whilst completing their studies. Potential job opportunities include bar attendant, cafe attendant, front office assistant, and food and beverage attendant.

UNITS OF COMPETENCY

- BSBWOR203 Work effectively with others (core)
- SITHIND002 Source and use information on the hospitality industry (core)
- SITHIND003 Use hospitality skills effectively (core)
- SITXCCS003 Interact with customers (core)
- SITXCOM002 Show social and cultural sensitivity (core)
- SITXWHS001 Participate in safe work practices (core)
- SITXFSA001 Use hygienic practices for food safety
- SITXFIN001 Process financial transactions
- SITHFAB005 Prepare and serve espresso coffee
- SITHFAB007 Serve food and beverage
- SITXCCS006 Provide service to customers
- BSBCMM301 Process customer complaints

COURSE DELIVERY

- 2 days a week face to face, 1 day consolidated learning, 1 day independent self study
- Face to Face: Monday & Tuesday | PER: 4:30 - 10:00pm
- Students are required to complete some course work electronically, and will need to bring or access a computer

Holidays: 16 Dec - 10 Jan 2020 (4 weeks)
Consolidated weeks: Every 5th week
Length of each unit: 2 weeks

PAYMENT STRUCTURE

- 1 x \$1000 initial COE deposit
- 2 x \$1000 in Week 8 and Week 18
- Current Lexis English students pay \$500 COE deposit

PACKAGED SPECIALS

- English + Lexis Training = English Cost + \$500
- English + Multiple VET courses = 1st COE \$500 - additional \$250



WWW.LEXISTESOLTRAINING.COM
RTO: 41178 CRICOS CODE: 03459G

**INTAKE 2020:**

13 JAN, 17 FEB, 23 MAR,
27 APR, 1 JUN, 6 JUL,
10 AUG, 14 SEP, 19 OCT,
23 NOV

COURSE DURATION:

30 WEEKS

LOCATION: NOOSA, PERTH,
BRISBANE, BYRON BAY,
SUNSHINE COAST, SYDNEY

PRICE:

\$3,200

Valid until 31/03/20

ENTRY REQUIREMENTS:

Completion of an Australian Year 10
Certificate or equivalent

Minimum IELTS overall score of 5.0
with a minimum 5.0 in writing

Intermediate English

BSB30115 CERTIFICATE III IN BUSINESS

Do you want to learn the skills to work in challenging and exciting office roles? The Certificate III in Business will allow you to gain an understanding of all the business fundamentals required. As a nationally recognised qualification, experienced industry professionals will guide your learning, providing you with both a theoretical and practical base for your development.

Learning Outcomes:

- Develop essential computer skills
- Increase confidence and knowledge in business operations
- Develop an increased understand of small to large business operations
- Provide quality customer service
- The ability to work effectively with co workers

RTO: 41178

PROVIDER CODE: 03459G

CRICOS COURSE CODE: 089719C



COURSE CONTENT

Graduates will have the opportunity to increase their skills in organising tasks, managing workplace information, producing business documents, delivering customer service and communicating effectively. The Certificate III in Business aims to provide participants with the training needed to work within an office environment in a variety of roles such as officer clerks, payroll officers, customer service advisor, typist, etc.

UNITS OF COMPETENCY

- BSBWHS307 Apply knowledge of WHS Laws in the workplace (core)
- BSBCMM301 Process customer complaints
- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBFIA301 Maintain financial records
- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM312 Contribute to team effectiveness
- BSBITU312 Create electronic presentations
- BSBITU313 Design and produce digital text documents
- BSBITU314 Design and produce spreadsheets
- BSBITU306 Design and produce business documents
- BSBPRO301 Recommend products and services

COURSE DELIVERY

- 2 days a week face to face, 1 day consolidate learning and 1 day online
- Face to Face: Monday & Tuesday | SC / NSA / 2:00pm - 7:00pm | PER / BRIS / SYD: 4:30 - 10:00pm | BB: 2:30pm - 5:30pm
- Students are required to complete some course work electronically, and will need to bring or access a computer

Holidays: 23 Dec - 10 Jan 2020 (3 weeks)
Consolidated weeks: Every 5th week
Length of each unit: 2 weeks

PAYMENT STRUCTURE

- 1 x \$1000 initial COE deposit
- 2 x \$1100 in Week 8 and Week 18
- Current Lexis English students pay \$500 COE deposit

PACKAGED SPECIALS

- English + Lexis Training = English Cost + \$500
- English + Multiple VET courses = 1st COE \$500 - additional \$250



INTAKE 2020:
NSA & BB | 2 MAR,
31 AUG
SC & PTH | 25 MAY,
23 NOV

COURSE DURATION:
26 WEEKS

LOCATION: BYRON BAY,
SUNSHINE COAST,
NOOSA, PERTH

PRICE:
\$3,200

Valid until 31/03/20

ENTRY REQUIREMENTS:
Completion of an Australian Year 11
Certificate or equivalent

Minimum IELTS overall score of 5.0
with a minimum 5.0 in writing

Strong Intermediate English

BSB42618 CERTIFICATE IV IN NEW SMALL BUSINESS

Whether you're planning a start-up, or when it's time to scale-up, Lexis Training's Certificate in New Small Business provides the specialized skills you need to turn your business ideas into reality.

The **BSB42618 Certificate in New Small Business** is designed to take your business to the next level or to help you start your empire. Students will use well-developed skills and a broad knowledge base to solve a range of unpredictable problems, analyse and evaluate information from a variety of sources. Fast track your entrepreneurial success!

Learning Outcomes:

- Understand legal and risk management requirements for small business
- Develop an increased understanding of small to medium business operations
- Develop business planning skills
- Implement methods to attract new business while providing quality customer service
- Prepare business finance documentation such as financial projections, profit margins and cash flow estimates

RTO: 41178

PROVIDER CODE: 03459G

CRICOS COURSE CODE: 0101437



COURSE CONTENT

The Certificate IV in New Small Business is completed over a 26 week period and includes 10 units of competency, 4 core units and 6 elective units. Participants are required to complete 20 course contact hours per week, spread over 4 days a week in the afternoon or evening depending on the scheduled timetable for the session. Participants will have the opportunity to increase their skills in organising tasks, managing workplace information, preparing company financial information, delivering customer service and communicating effectively.

UNITS OF COMPETENCY

- BSBSMB401 Establish legal and risk management requirements of small business
- BSBSMB403 Market the small business
- BSBSMB404 Undertake small business planning
- BSBSMB421 Manage small business finances
- BSBSMB402 Plan small business finances
- SITXEBS003 Build and launch a small business website
- BSBMKG413 Promote products and services
- BSBMKG414 Undertake marketing activities
- BSBSMB407 Manage a small team
- BSBSMB405 Monitor and manage small business operations

COURSE DELIVERY

- 2 days a week face to face, 1 day consolidation and 1 day online
- Face to Face: Monday & Tuesday | SC / NSA / BB: 2:00pm - 7:00pm | PER: 4:30 - 10:00pm
- Online delivery and consolidated learning requires participants to complete pre-readings, research and review material covered during face to face instruction

Holidays: 14 Dec - 10 Jan 2020 (4 weeks)

Consolidated weeks: N/A

Length of each unit: 2-3 weeks

PAYMENT STRUCTURE

- 1 x \$1000 initial COE deposit
- 2 x \$1100 in Week 7 and Week 15
- Current Lexis English students pay \$500 ECOE deposit

PACKAGED SPECIALS

- English + Lexis Training = English Cost + \$500
- English + Multiple VET courses = 1st COE \$500 - additional \$250



INTAKES 2020:

BNE | 15 JAN, 4 MAR, 29 APR,
24 JUN, 5 AUG, 7 OCT, 2 DEC
PTH | 13 JAN, 2 MAR, 27 APR,
22 JUN, 3 AUG, 5 OCT, 30 NOV
SYD | 13 JAN, 2 MAR, 27 APR,
22 JUN, 3 AUG, 5 OCT, 30 NOV

COURSE DURATION:
52 WEEKS

LOCATION: BRISBANE,
PERTH & SYDNEY

PRICE:
\$5,800

Valid until 31/03/20

ENTRY REQUIREMENTS:

Completion of an Australian Year 12 Certificate or equivalent

Minimum IELTS overall score of 5.5 with a minimum 5.0 in writing

Upper Intermediate English

BSB51918 DIPLOMA OF LEADERSHIP & MANAGEMENT

Why follow when you can lead?

The **Diploma of Leadership & Management** is the entry point to your corporate career. Our experienced industry professionals will give you the skills, knowledge and confidence to effectively lead teams and excel in the business environment.

Learning Outcomes:

- Effectively manage people to achieve team and business goals
- Manage operational plans to achieve set goals
- Maintain work life balance
- Manage professional development
- Be a role model in the workplace
- Build and sustain an innovative work environment

RTO: 41178

PROVIDER CODE: 03459G

CRICOS COURSE CODE: 098842C



COURSE CONTENT

Participants will have the opportunity to increase their skills in identifying, planning, developing and managing tasks fundamental to successful administration and leadership within a business environment. The Diploma of Leadership and Management aims to provide participants with the training needed to plan, create, apply and evaluate solutions to unpredictable problems, as well as identify, analyse and synthesise information from a number of sources while doing so. Potential job opportunities include Operations Manager, Team Leader, Project Manager and Office Co-Ordinator.

UNITS OF COMPETENCY

- BSBLDR501 Develop and use emotional intelligence (core)
- BSBMGT517 Manage operational plan (core)
- BSBLDR502 Lead and manage effective workplace relationship (core)
- BSBWOR502 Lead and manage team effectiveness (core)
- BSBINN502 Build and sustain an innovative work environment
- BSBPMG522 Undertake project work
- BSBADM502 Manage meetings
- BSBMKG507 Interpret market trends and developments
- BSBCUS501 Manage quality customer service
- BSBWOR501 Manage personal work priorities and professional development
- BSBHRM501 Manage human resource services
- BSBADV507 Develop a media plan

COURSE DELIVERY

Brisbane:

- 2 days a week face to face (Wednesday and Thursday - 4:30pm - 10pm)
- 1 day consolidate learning (Friday)
- 1 day independent self study (Tuesday)

Perth & Sydney:

- 2 days a week face to face (Monday and Tuesday - 4:30pm - 10pm)
- 1 day consolidate learning (Wednesday) 1 day independent self study (Thursday)

Holidays: 16 Dec - 10 Jan 2020 (4 weeks)

Consolidated weeks: 2 weeks per year

Length of each unit: 4 weeks

PAYMENT STRUCTURE

- 1 x \$1000 initial COE deposit
- 4 x \$1200 in Week 8, 18, 28 and 38
- Current Lexis English students pay \$500 COE deposit

PACKAGED SPECIALS

- English + Lexis Training = English Cost + \$500
- English + Multiple VET courses = 1st COE \$500 - additional \$250



INTAKE 2020:

22 JAN, 4 MAR, 15 APR,
27 MAY, 8 JUL, 19 AUG,
30 SEP, 11 NOV

COURSE DURATION:

52 WEEKS

LOCATION: BYRON BAY,
SUNSHINE COAST,
NOOSA, PERTH, SYDNEY

PRICE:

\$5,800

Valid until 31/03/20

ENTRY REQUIREMENTS:

Completion of an Australian Year 12
Certificate or equivalent

Minimum IELTS overall score of 5.5
with a minimum 5.0 in writing

Upper Intermediate English

BSB50215 DIPLOMA OF BUSINESS

Want a career in business or ever wanted to run your own business? The **Diploma of Business** will help you gain the knowledge you need to make a mark in the world of business. This course has been specifically designed to equip you with the necessary skills to start, run or manage any business. This qualification will teach you how to assess risks, communicate effectively and develop business strategies.

Learning Outcomes:

- Effectively implement digital marketing strategies
- Implement business planning strategies
- Carry out recruitment, selection and human resource related tasks
- Interpret market trends and implement relevant marketing activities
- Plan and implement administrative systems and processes to support business growth

RTO: 41178

PROVIDER CODE: 03459G

CRICOS COURSE CODE: 094938E



COURSE CONTENT

Participants will have the opportunity to increase their skills in identifying, planning, developing, and managing tasks fundamental to the successful operation of a business. The Diploma of Business aims to provide participants with the training needed to apply integrated technical and theoretical concepts in a broad range of skilled working situations.

UNITS OF COMPETENCY

- BSBXCM501 Lead communication in the workplace
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBMKG502 Establish and adjust the marketing mix
- BSBMKG537 Develop a social media engagement plan
- BSBINN501 Establish systems that support innovation
- BSBMGT403 Implement continuous improvement
- BSBEBU511 Develop and implement an e-business strategy
- BSBMGT617 Develop and implement a business plan

COURSE DELIVERY

- 2 days a week face to face, 1 day online and 1 day consolidation
- Face to Face: Wednesday & Thursday | SC / NSA: 2:00pm - 7:00pm | PER / SYD: 4:30pm - 10:00pm | BB: 2:30pm - 5:30pm
- Students are required to complete some course work electronically, and will need to bring or access a computer

Holidays: 23 Dec - 17 Jan 2020 (4 weeks)
Consolidated weeks: Every 6th week
Length of each unit: 5 weeks

PAYMENT STRUCTURE

- 1 x \$1000 initial COE deposit
- 4 x \$1200 in Week 8, 18, 28 and 38
- Current Lexis English students pay \$500 COE deposit

PACKAGED SPECIALS

- English + Lexis Training = English Cost + \$500
- English + Multiple VET courses = 1st ECOE \$500 - additional \$250



INTAKE 2020:

4 MAR, 29 APR, 24
JUN, 19 AUG, 14
OCT, 9 DEC

COURSE DURATION:

52 WEEKS

LOCATION: BYRON BAY,
SUNSHINE COAST,
NOOSA, PERTH, SYDNEY

PRICE:

\$5,800

Valid until 31/03/20

ENTRY REQUIREMENTS:

Completion of an Australian Year 12
Certificate or equivalent

Minimum IELTS overall score of 5.5
with a minimum 5.0 in writing

Upper Intermediate English

BSB51915 DIPLOMA OF PROJECT MANAGEMENT

Plan for success! The **Diploma of Project Management** reflects the role of industry leaders who apply project management skills and knowledge. Manage projects in a variety of contexts, across several sectors. This course provides a sound theoretical knowledge base and the ability to use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate your work and the work of others.

Learning Outcomes:

- Create a project management plan
- Work within the project financial constraints
- Develop and monitor performance measures
- Adapt projects in response to organisational issues that arise
- Implement general business concepts, practices and tools to facilitate project success
- Utilise technology tools for communication, collaboration and information management

RTO: 41178

PROVIDER CODE: 03459G

CRICOS COURSE CODE: 0101438



COURSE CONTENT

The Diploma of Project Management is completed over a 12 month period (48 teaching weeks) and includes 12 units of competency, 8 core units and 4 elective units. Participants will have the opportunity to increase their skills in identifying, planning, developing, and managing tasks fundamental to the successful delivery of a project. This qualification will also provide participants with the training needed to apply integrated technical and theoretical concepts in a broad range of skilled working situations.

UNITS OF COMPETENCY

- BSBPMG511 Manage project scope
- BSBPMG512 Manage project time
- BSBPMG513 Manage project quality
- BSBPMG514 Manage project cost
- BSBPMG515 Manage project human resources
- BSBPMG516 Manage project information and communication
- BSBPMG517 Manage project risk
- BSBPMG521 Manage project integration
- BSBMGT516 Facilitate continuous improvement
- PSPMGT006 Develop a business case
- BSBINN601 Lead and manage organisational change
- BSBSUS501 Develop workplace policy and procedures for sustainability

COURSE DELIVERY

- 2 days a week face to face, 1 day online and 1 day consolidation
- Face to Face: Wednesday & Thursday | SC / NSA / BB: 2:00pm - 7:00pm | PER / SYD: 4:30 - 10:00pm
- Online delivery and consolidated learning requires participants to complete pre-readings, research and review material covered during face to face instruction

Holidays: 14 Dec - 17 Jan 2020 (4 weeks)

Consolidated weeks: N/A

Length of each unit: 4 weeks

PAYMENT STRUCTURE

- 1 x \$1000 initial COE deposit
- 4 x \$1200 in Week 8, 18, 28 and 38
- Current Lexis English students pay \$500 COE deposit

PACKAGED SPECIALS

- English + Lexis Training = English Cost + \$500
- English + Multiple VET courses = 1st COE \$500 - additional \$250