

QUALITY 



CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

Canberra Business and Technology College
CRICOS Provider Code: 03465J
RTO Number: 40882 ABN: 68 164 068 875

CAMPUS
75 Gozzard Street, Gungahlin ACT 2912
Australia

Telephone: 1 800 830 091
Email: info@cbtc.edu.au
Website: www.cbtc.edu.au



WELCOME TO CBTC



We welcome all students to our college. Whether you are studying with us for a short time or for a few years we want to make the most of your experience with us. We have created a community spirit which we hope you will remember for the rest of your life. We aim to give you pathways to Australian Universities and a creative learning environment.

CBTC takes pride in delivering excellence in teaching and training. We ensure that our academic staff is professional and experienced.

We make sure that we are using the latest teaching methods and classroom technologies. CBTC has invested in online learning resources for the benefit of students.

We aim to maximise your experience in the classroom by offering real business opportunities via our expert trainers and business partners.



At CBTC we have a duty of care and responsibility for all students. We are a leading international College delivering quality Education programs (with pathways to Australian Universities).

We have representative agents based in countries all over the globe. For information on your nearest agent please see our website.

CAMPUS FACILITIES

- Free WiFi
- Fully air conditioned
- Filtered drinking water
- Computers in common areas
- Well equipped, spacious classrooms
- Beverage and snack vending machines
- Convenient access to food and transport
- Microwaves and fridge at the common areas

CBTC is one of the most versatile and innovative institutions of its type in Australia. We look after the need and interest of each of our student. We have had excellent feedback in quarterly surveys taken by students.

CBTC responds to student feedback and we focus on continuous improvement. We welcome students from all countries and continents. We are a truly international community here, all with a common interest to study.

CBTC is known for its outstanding efforts in flexibility and innovation. Staff is dedicated and they ensure that students feel welcome, comfortable and supported.

AWARD WINNING EXCELLENCE



BUSINESS STUDIES

BSB60215 Advanced Diploma of Business
BSB50215 Diploma of Business
BSB40215 Certificate IV in Business
BSB30115 Certificate III in Business

CRICOS 089836J
CRICOS 089835K
CRICOS 089834M
CRICOS 089833A

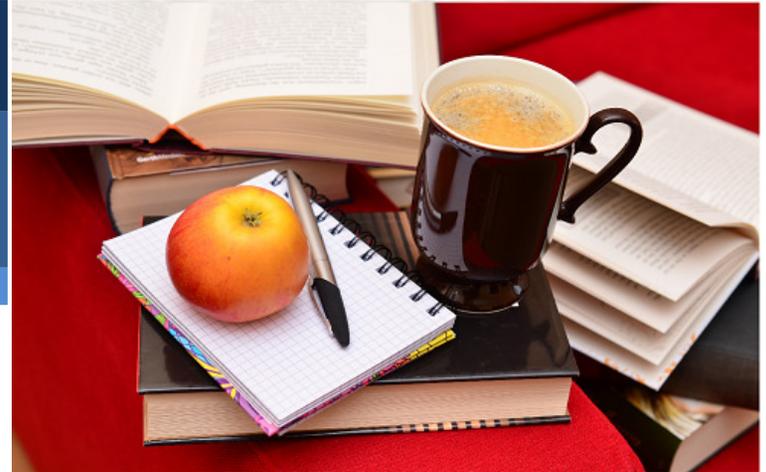
DURATION 52WEEKS
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Our School of Business provides Vocational Education and Training (VET) courses. The effective combination of training and practical skills allows students to learn from experience in order to gain a nationally recognised qualification.

The College campus is well equipped to deliver a range of professional courses. For class work, we have computers, reference and assignments. Each computer is set up with all the necessary software. Other resources such as DVDs, CDs and text books are also used to support the delivery of business courses.

CBTC has formal and informal arrangements with several Australian Universities. When applying for a VET course with us, please enquire about university pathway and packaging options.

Students have the option to apply for Recognition of Prior Learning (RPL). This involves the assessment of unrecognised learning against the requirements of a qualification - this can save students time and money.



TEACHING STAFF

Teachers at CBTC are highly qualified both in their subject areas and as trainers. It is essential for them to have business experience and to keep their business skills current. Above all they are people who can communicate effectively with students and who are sympathetic to the individual need of the members of their class. Everyone should feel comfortable about asking for assistance.



WHY TAKE A COURSE AT CBTC?

It is a cheaper, faster and easier way to get an Australian qualification

Qualifications start at Certificate level, go to Diploma, Advanced Diploma and on to university

Qualifications are recognised by universities around Australia, Many universities will allow credits

Training prepares you for employment by teaching the skills that directly apply to the jobs you want in the future

Training is structured for students to gain skills and knowledge and therefore can easily manage the assessments

HUMAN RESOURCE MANAGEMENT

BSB50618 Diploma of Human Resource Management
BSB60915 Advanced Diploma of Management
(Human Resources)

CRICOS 098668A

DURATION 52WEEKS

CRICOS 091278E

DURATION 52WEEKS

This is a practical, hands-on course that develops knowledge, skills and professional practice for a human resources (HR) career. You'll learn workforce planning strategies, HR systems and compliance issues, performance management systems, and organisational culture and change. Students may already have technical qualifications but need additional management skills to advance their careers. If you have previous experience in an HR role, or substantial experience in a non-HR role, the course is ideal to help further develop your career. CBTC also offers various flexible delivery options to suit your work/study balance and can provide customised programs in an organisational setting.

This qualification is designed for people responsible for managing the delivery of human resource services in a business setting and ensuring activities lead to effective outcomes.



BUILD THE WORKFORCE

When you complete the Diploma of Human Resources Management you will have what it takes for a career starting as a Project Manager, Human Resources Manager or Industrial Relations Manager.

You will gain the career enhancing knowledge and skills to build and manage a capable team, managing the recruitment of the right people, supporting staff and developing their skills, as well as managing organisational risk.

You will acquire valuable experience in project management, facilitating effective meetings, and managing conflicting priorities

COMMERCIAL COOKERY

SIT40516 Certificate IV in Commercial Cookery

CRICOS 03465J

DURATION 78 WEEKS

Make your mark in hospitality industry with CBTC's comprehensive course. It's a hands-on course led by industry-trained experts, so you'll be learning from the best. This course combines practical cookery classes taught at CBTC's purpose built specialty kitchens, with theoretical management subjects. This will provide you with a well rounded knowledge of what to expect when entering the industry.

The course could lead to work in various hospitality enterprises where food products are prepared and served. This course also lays the foundations for opening your own business.



HOSPITALITY MANAGEMENT

SIT50416 Diploma of Hospitality Management

CRICOS 0100722

DURATION 52 WEEKS

Gain the knowledge and training required to become a skilled manager in the hospitality industry with a Diploma of Hospitality Management.

You will gain practical skills tailored to working in restaurants, cafes, hotels and other hospitality areas. You'll learn and apply your skills in our fully equipped hospitality training centre under the guidance of passionate industry experts.

You will learn the skills to use the system and manage hotel front office operations, including creating reservations, managing accounts and check out. You will also gain essential skills in restaurant operations systems.

Face to face training and industry placements makes student familiar with the practicalities of the hospitality industry from food and beverage services, event management to the strategic management of hotels, resorts and restaurants.



AREA OF STUDY

- ▶ Staff Management
- ▶ Strategic Business Operations
- ▶ Food and Beverage Service
- ▶ Safety
- ▶ Business Marketing

CAREER IN HOSPITALITY

Employment for management and other roles in the hospitality sector is expected to grow significantly in the next few years. After graduating, you could find employment in the following positions:

- ▶ Banquet or Function Manager
- ▶ Café Manager
- ▶ Front Office Manager
- ▶ Restaurant Manager
- ▶ Bar Manager
- ▶ Club Manager
- ▶ Motel Manager
- ▶ Food and Beverage Outlet Manager

