



BROCHURE

STATE INSTITUTE OF TRAINING

RTO No. 45205

www.sit.vic.edu.au

Level 1, 29 James Street Pakenham VIC 3810

Introduction

JMD Business Institute trading as State Institute of Training (SIT) is a Registered Training Organisation (RTO No. 45205) and meets all the requirements of The Standards for Registered Training Organisations (RTOs) 2015 and all other relevant legislation.

- Our mission is to provide relevant and affordable training through innovative and flexible approaches to learning.
- We do not sub-contract any of our services to 3rd Party delivery organisations and you can be assured your course will be delivered only by accredited trainers who currently also work in the industry and provide you with the latest trends and information. You will learn in a relevant meaningful way with realistic and useful learning resources.
- State Institute of Training's website contains useful and important information regarding courses, durations, any entry requirements, services provided, your rights and responsibilities, fees and refunds, complaints and appeals and the Student Handbook.
- It is a requirement that you read and understand this information before enrolling. If you have any concerns about your ability to undertake and complete a course, we encourage you to contact us and our experienced team will offer you sound advice on how you can be supported through your course.
- Prior to enrolment you will have the opportunity to speak with our friendly and experienced team and we encourage you to ask questions, seek advice and discuss any concerns you may have. We're here to support you through your course.
- Prior to enrolling please discuss your employment prospects and aspirations with our staff to ensure the course you enrol in is best suited to you. State Institute of Training does not guarantee any employment outcomes and students should seek their own employment advice prior to entering the industry.
- The enrolment and commencement processes will collect information to enable us to provide any support you may need to successfully progress through and complete your course. Please inform us if you have any concerns.

SIT Campus

State Institute of Training Campus is located at **Level 1, 29 James Street, Pakenham VIC 3810**



The SIT Campus is centrally located in the Pakenham, which has become a major growth area in South Eastern Melbourne. Pakenham offers a range of Recreation, Sports and Retail facilities.

Transport options:

- The SIT Campus is a short walk from the Pakenham Train Station. This train station has Metro Trains from Melbourne CBD and V/Line Trains to and from Gippsland.
- The area is also well serviced by Bus Services for different routes.
- Pakenham is also on the Princes Highway. The Pakenham bypass allows road traffic between Melbourne and Gippsland to bypass Pakenham

Facilities and Resources on Campus

SIT will provide all the required facilities, equipment and learning resources to the students related to their course.

- SIT campus has well equipped training rooms where delivery and assessment of the courses will occur.
- SIT will provide Simulated work environment and related business documentation related to the courses.
- Students will have access to a well-equipped computer lab.
- Students will be provided current and contextualised Learning resources for their course.

Course Information

BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

DURATION: 34 weeks (including public holidays, re-assessment and catch-up days)
Full Time study (minimum 20 hours per week) – Total 600 Hours

MODE OF STUDY: Face to Face

ENTRY REQUIREMENTS:

There are No entry requirements specified in the Training Package for this course.

SIT requires that all students must be 18 years of age or older to apply for enrolment.

Students must have completed High School (or equivalent)

SIT also requires a proof of English Language Proficiency.

UNITS OF COMPETENCY:

Total number of units = 9 units (3 core, 6 elective)

Unit Code	Title	Unit Type
BSBPMG420	Apply project scope management techniques	Core Unit
BSBPMG421	Apply project time management techniques	Core Unit
BSBPMG422	Apply project quality management techniques	Core Unit
BSBPMG423	Apply project cost management techniques	Elective Unit
BSBPMG424	Apply project human resources management approaches	Elective Unit
BSBPMG425	Apply project information management and communications techniques	Elective Unit
BSBPMG426	Apply project risk management techniques	Elective Unit
BSBCMM411	Make a Presentation	Elective Unit
BSBOPS405	Organise Business Meetings	Elective Unit

TOTAL COURSE FEES

Tuition Fees: \$10,000(including all learning resources)

Application Fee: \$250

Total: \$10,250

Initial deposit: \$1500

For detailed information about this course, please refer to the Pre-Enrolment Course Information Sheet.

BSB50820 DIPLOMA OF PROJECT MANAGEMENT

DURATION: 60 weeks (including public holidays, re-assessment and catch-up days)
Full Time study (minimum 20 hours per week) – Total 1200 Hours

MODE OF STUDY: Face to Face

ENTRY REQUIREMENTS:

There are No entry requirements specified in the Training Package for this course.

SIT requires that all students must be 18 years of age or older to apply for enrolment.

Students must have completed High School (or equivalent)

SIT also requires a proof of English Language Proficiency.

UNITS OF COMPETENCY:

Total number of units = 12 units (8core, 4 elective)

Unit Code	Title	Unit Type
BSBPMG530	Manage project scope	Core Unit
BSBPMG531	Manage project time	Core Unit
BSBPMG532	Manage project quality	Core Unit
BSBPMG533	Manage project cost	Core Unit
BSBPMG534	Manage project human resources	Core Unit
BSBPMG535	Manage project information and communication	Core Unit
BSBPMG536	Manage project risk	Core Unit
BSBPMG540	Manage project integration	Core Unit
BSBTWK503	Manage meetings	Elective Unit
BSBOPS505	Manage organisational customer service	Elective Unit
BSBPEF501	Manage personal and professional development	Elective Unit
BSBSTR502	Facilitate continuous improvement	Elective Unit

TOTAL COURSE FEES

Tuition Fees: \$15,000(including all learning resources)

Application Fee: \$250

Total: \$15,250

Initial deposit: \$1500

For detailed information about this course, please refer to the Pre-Enrolment Course Information Sheet.

Language Literacy and Numeracy (LLN) Support

SIT requires that prior to course commencement, students undergo a Language, Literacy and Numeracy (LLN) assessment relevant to the qualification to determine whether or not to provide specific the student with specific language, literacy and/ or numeracy support. The aim of this support is to maximise the chances of students successfully completing their training within their period of enrolment. To achieve this aim, SIT will:

- identify any support individual students need prior to their enrolment or commencement (whichever is the earliest); and
- provide access to that support throughout their training.

Recognition of Prior Learning and Credit Transfer

SIT will conduct a Recognition of Prior Learning assessment for every student prior to their enrolment in the course so that SIT can determine the amount of training it will provide to each student with regards to their existing skills, knowledge and the experience that may have been acquired through formal, non-formal and informal learning. Where RPL or credit is granted, this will result in shorter course duration for this qualification. For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

Fees and Charges

Students will be charged Tuition Fee for their course. Additional fees may apply resulting from any variation to the original course SIT will provide the information relating to fees and any additional charges applicable prior to commencement of the course, so that students can make an informed decision.

For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

Refunds, Cooling off Period and Fees Protection

Refund of the fees will only be granted in accordance with SIT's Refund Policy. Any student willing to apply for a refund must submit the request in writing to SIT.

SIT considers the Enrolment Agreement to be an unsolicited contract in terms of Australian Consumer Law (ACL). According SIT will provide a cooling off period of 10 Business days for students to cancel this agreement. For more information, please follow:

SIT has a responsibility to protect the fees paid by students in advance of their training and assessment services being delivered. For more information on how to access the Tuition Protection Service, please visit <https://tps.gov.au/Home>

For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

Deferment, Suspension and Cancellation

Students may be able to temporarily defer the commencement of their studies or suspend their enrolment after commencement on the grounds of compassionate or compelling circumstances. SIT will assess each case on its individual merits and will consider documentary evidence provided to support the claim. This application must be made in writing to SIT Administration.

Student Support Services

SIT offers a range of Student Support Services upon request that cater to the needs of all students. Students will be provided with an age and culturally appropriate Orientation Program which will provide them with information about the services available. This provision of support services to students is as an integral part of training services provided by SIT. These support services will be provided at no additional cost to the student. For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

Complaints and Appeals

Students can choose to appeal any decision made by SIT in accordance with the Complaints and Appeals Policy and Procedures. The availability of complaints and appeals processes, does not remove the right of the student to take action under Australian Consumer Law. For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

Issuance of Certification

- SIT will issue AQF [Australian Qualifications Framework] certification documentation only to a student whom it has assessed as meeting the requirements of the training product as specified in the relevant training package.

AQF certification documentation will be issued within 30 calendar days of course completion, provided all agreed fees the student owes to SIT have been paid.

For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

USI – Unique Student Identifier

All new or continuing SIT students undertaking nationally recognised training, need a USI in order to receive their Qualification or Statement of Attainment.

For Further information: <https://www.usi.gov.au/>

SIT meets the requirements of the Student Identifier scheme. SIT will not issue AQF certification documentation to a student without being in receipt of a verified Student Identifier for that student including Recognition of Prior Learning (RPL), unless an exemption applies under the Student Identifiers Act 2014.

For more information, please visit our website <http://www.sit.vic.edu.au/policies.html>

Student Rights:

1. Students have the right to be provided with the Educational and Support Services as outlined in the Enrolment Agreement.
2. Students have the right to access all SIT services and facilities related to this course of study during the period of their enrolment.
3. Students have the right to Complain and Appeal about any behaviour or decisions made by SIT that may affect the educational outcomes they are seeking.
4. Students have the right to obtain a Refund for services not provided by SIT in case of Provider Default.
5. Nothing in the Enrolment Agreement removes the student's rights to take action under Australian Consumer Law.

To discuss your learning needs and to find more about the course we deliver, please contact us at info@sit.vic.edu.au