Careers at
McGill Institute
Australia

McGill
INSTITUTE AUSTRALIA

www.mcgill.edu.au

Welcome to **McGill Institute**, Australia!

At McGill Institute Australia, we believe that knowledge is power, and education is the key that unlocks limitless possibilities. We pride ourselves on providing a supportive and dynamic learning environment that nurtures your talent and ambition.

Whether you aspire to lead in business, unleash your creativity, explore the realms of technology, or make a difference in healthcare and social sciences, McGill Institute Australia offers a range of courses tailored to your desired pathway.

Mission & Vision

Beyond the classroom, our commitment to experiential learning ensures that you gain practical, real-world experience. Seamlessly blending theory and practice, we prepare you to tackle the challenges of today and seize the opportunities of tomorrow.

At McGill Institute Australia, we strive to harness the power of education to ignite minds, shape futures, and redefine possibilities. Our unwavering mission is to cultivate a dynamic and immersive learning environment where students are inspired to push boundaries, challenge conventions, and realise their true potential.

Embrace the McGill experience, where possibilities are limitless, and dreams are within reach. We invite you to explore our courses and take the first step towards an extraordinary future.

Discover. Excel. Succeed.

Choose **Your Course**

MEM31922 - Certificate III in Engineering - Fabrication Trade
CRICOS Course Code 112712C | Duration 98 weeks

BSB40120 - Certificate IV in Business
CRICOS Course Code 112247 A | Duration 52 weeks

SIT40521 - Certificate IV in Kitchen Management
CRICOS Course Code 112709J | Duration 78 weeks

BSB50120 - Diploma of Business
CRICOS Course Code 112248M | Duration 52 weeks

SIT50422 - Diploma of Hospitality Management
CRICOS Course Code 112710E | Duration 104 weeks

BSB80120 - Graduate Diploma of Management (Learning)
CRICOS Course Code 112711D | Duration 52 weeks

MEM31922 **Certificate III in Engineering - Fabrication Trade**

CRICOS COURSE CODE **112712C**

This qualification defines the skills and knowledge required of an Engineering Tradesperson - Fabrication within metal, engineering, manufacturing and associated industries. The qualification has been specifically developed to meet the needs of apprentices in the above trade.

This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson - Fabrication.

Career Opportunities

The skills associated with this qualification are intended to apply to a wide range of fabrication work,

including undertaking metal fabrication, structural steel erection, sheetmetal work, welding,

blacksmithing and surface finishing.

Pathways

Completing this course may provide you with employment or learning opportunities.

Potential employment options are in the Fabrication Engineering industry. These are potential routes for career progression:

- Welder
- Blacksmith
- Boilermaker
- Sheetmetal Worker
- Aluminium Fabrication Production Worker
- Metal Fabricator Manufacturing Technician
- Advanced Fabrication Technician (Structural)

Course delivery modes: Face to face
Course conducted in English
This course is recommended for for International students who are interested in developing their knowledge and skills in Fabrication Trade
Course Duration 98 Weeks

Tuition Fee

Course Fee: AUD $26,000
Non-Tuition Fee: AUD $4,000
Estimated Total Course
Cost: AUD $30,000

Units of Competency

Unit Code	Unit Title	Core / Elective
MEM09002	Interpret technical drawing	Core
MEM11011	Undertake manual handling	Core
MEM12023	Perform engineering measurements	Core
MEM12024	Perform computations	Core
MEM13015	Work safely and effectively in manufacturing and engineering	Core
MEM14006	Plan work activities	Core
MEM16006	Organise and communicate information	Core
MEM16008	Interact with computing technology	Core
MEM17003	Assist in the provision of on-the-job training	Core
MEM18001	Use hand tools	Core
MEM18002	Use power tools/hand held operations	Core
MSMENV272	Participate in environmentally sustainable work practices	Core
MEM05004	Perform routine oxy fuel gas welding	Elective
MEM05007	Perform manual heating and thermal cutting	Elective
MEM05009	Perform automated thermal cutting	Elective
MEM05012	Perform routine manual metal arc welding	Elective
MEM05014	Monitor quality of production welding/fabrications	Elective
MEM05049	Perform routine gas tungsten arc welding	Elective
MEM05050	Perform routine gas metal arc welding	Elective
MEM05052	Apply safe welding practices	Elective
MEM05065	Maintain weld records	Elective
MEM05089	Assemble fabricated components	Elective
MEM08010	Manually finish/polish materials	Elective
MEM05085	Select welding processes	Elective
MEM05006	Perform brazing and/or silver soldering	Elective
MEM05003	Perform soft soldering	Elective
MEM05052	Apply safe welding practices	Elective
MEM07032	Use workshop machines for basic operations	Elective
MEM11016	Order materials	Elective
MEM13001	Perform emergency first aid	Elective
MEM13003	Work safely with industrial chemicals and materials	Elective
MEM15001	Perform basic statistical quality control	Elective
MEM15004	Perform inspection	Elective
MEM18011	Shut down and isolate machines/equipment	Elective
MSMENV472	Implement and monitor environmentally sustainable work practices	Elective

* The list of electives is only a sample

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:

  i. Educated for 5 years in an English-speaking country; or

  ii. Successful completion of an English Placement Test

  iii. General English - Upper Intermediate

*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

SIT40521 **Certificate IV in Kitchen Management**

CRICOS COURSE CODE **112709J**

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Career Opportunities

Completing this course may provide you with employment or learning opportunities. Potential employment options are in Hospitality Sector. These are potential routes for career progression:

Pathway

After SIT40521 Certificate IV in Kitchen Management you may progress to higher-level qualifications.

- As a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shop.
- Chef
- Chef de partie

Course delivery modes: Face to face
Course conducted in English
Course Duration 78 Weeks

Tuition Fee

Course Fee: AUD $20,000
Non-Tuition Fee: AUD $2,000
Estimated Total Course Cost: AUD $22,000

Units of Competency

Unit Code	Unit Title	Core / Elective
SITHCCC023*	Use food preparation equipment	Core
SITHCCC027*	Prepare dishes using basic methods of cookery	Core
SITHCCC028*	Prepare appetisers and salads	Core
SITHCCC029*	Prepare stocks, sauces and soups	Core
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes	Core
SITHCCC031*	Prepare vegetarian and vegan dishes	Core
SITHCCC035*	Prepare poultry dishes	Core
SITHCCC036*	Prepare meat dishes	Core
SITHCCC037*	Prepare seafood dishes	Core
SITHCCC041*	Produce cakes, pastries and breads	Core
SITHCCC042*	Prepare food to meet special dietary requirements	Core
SITHCCC043*	Work effectively as a cook	Core
SITHKOP010	Plan and cost recipes	Core
SITHKOP012*	Develop recipes for special dietary requirements	Core
SITHKOP013*	Plan cooking operations	Core
SITHKOP015*	Design and cost menus	Core
SITHPAT016*	Produce desserts	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFSA005	Use hygienic practices for food safety	Core
SITXFSA006	Participate in safe food handling practices	Core
SITXFSA008*	Develop and implement a food safety program	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXINV006	Receive, store and maintain stock	Core
SITXMGT004	Monitor work operations	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
BSBTWK401	Build and maintain business relationships	Elective
SITHCCC038*	Produce and serve food for buffets	Elective
SITHCCC040	Prepare and serve cheese	Elective
SITHCCC044*	Prepare specialised food items	Elective
SITXCCS014	Provide service to customers	Elective
SITXFIN010	Prepare and monitor budgets	Elective

* The list of electives is only a sample

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:

  i. Educated for 5 years in an English-speaking country; or

  ii. Successful completion of an English Placement Test

  iii. General English - Upper Intermediate

*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

SIT50422 **Diploma of Hospitality Management**

CRICOS COURSE CODE **112710E**

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

Units of Competency

Unit Code	Unit Title	Core / Elective
SITXCCS015	Enhance customer service experiences	Core
SITXCCS016	Develop and manage quality customer service practices	Core
SITXCOM010	Manage conflict	Core
SITXFIN009	Manage finances within a budget	Core
SITXFIN010	Prepare and monitor budgets	Core
SITXGLC002	Identify and manage legal risks and comply with law	Core
SITXHRM008	Roster staff	Core
SITXHRM009	Lead and manage people	Core
SITXMGT004	Monitor work operations	Core
SITXMGT005	Establish and conduct business relationships	Core
SITXWHS007	Implement and monitor work health and safety practices	Core
BSBCMM411	Make a presentation	Elective
BSBOPS502	Manage business operational plans	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBTEC301	Design and produce business documents	Elective
SITHCCC028	Prepare appetisers and salads	Elective
SITHCCC027*	Prepare dishes using basic methods of cookery	Elective
SITHCCC035*	Prepare poultry dishes	Elective
SITHCCC036*	Prepare meat dishes	Elective
SITHCCC037*	Prepare seafood dishes	Elective
SITHCCC040	Prepare and serve cheese	Elective
SITHCCC041*	Produce cakes, pastries and breads	Elective
SITHCCC043*	Work effectively as a cook	Elective
SITHCCC023*	Use food preparation equipment	Elective
SITXFSA006	Participate in safe participate in safe food handling practices	Elective
SITHPAT016*	Produce desserts	Elective
SITXFSA005	Use hygienic practices for food safety	Elective
SITXFSA008*	Develop and implement a food safety program	Elective

The list of electives is only a sample

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:

  i.Educated for 5 years in an English-speaking country; or

  ii.Successful completion of an English Placement Test

  iii.General English - Upper Intermediate

*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Career Opportunities

Completing this course may provide you with employment or learning opportunities. After SIT50422

- Diploma of Hospitality Management you may progress to higher-level qualifications. Potential

employment options are in the Hospitality Sector. These are potential routes for career progression:

- Hospitality Manager
- Motel Manager
- Sous Chef
- Chef Pâtissier
- Restaurant Manager

Course delivery modes: Face to face Course conducted in English
Course Duration 104 Weeks

Note: *The course is offered for a reduced duration for students who have already completed SIT40521 - Certificate IV in Kitchen Management

Tuition Fee

Course Fee: AUD $$ 22,000
Non-Tuition Fee: AUD $ 2,000
Estimated Total Course Cost: AUD $ 24,000

BSB80120 **Graduate Diploma of Management (Learning)**

CRICOS COURSE CODE **112711D**

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in a company where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Units of Competency

Unit Code	Unit Title	Core / Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBCRT611	Apply critical thinking for complex problem solving	Elective
BSBTEC601	Review organisational digital strategy	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBSUS601	Lead corporate social responsibility	Elective

* The list of electives is only a sample

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:

  i.Educated for 5 years in an English-speaking country; or

  ii.Successful completion of an English Placement Test

  iii.General English - Upper Intermediate

*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Course delivery modes: Face to face | Course conducted in English

This course is recommended for International students who are interested in developing their knowledge and skills in management (learning)

Course Duration 52 Weeks

Career Opportunities

With relevant working experience graduates of BSB80120 – Graduate Diploma of Management (Learning) course may gain employment in the management and commerce field job roles including:

- Career Development Manager (Education Sector)
- RTO Manager
- RTO Education Advisor

Graduates at this level will apply knowledgeand skills to demonstrate autonomy, well-developed judgement, adaptability and responsibility as a practitioner or learner.

They will have advanced theoretical and technical knowledge in one or more disciplines or areas of practice.

Study Pathway

After achieving this qualification candidates may undertake further higher education (Master degree or above)

Tuition Fee

Course Fee: AUD $18,000
Non-Tuition Fee: AUD $2,000
Estimated Total Course Cost: AUD $20,000

BSB40120 Certificate IV in Business

CRICOS COURSE CODE **112247A**

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

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Units of Competency

Unit Code	Unit Title	Core / Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures, and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF401	Manage personal health and wellbeing	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCMM411	Make presentations	Elective
BSBCMM412	Lead difficult conversations	Elective
BSBOPS405	Organise business meetings	Elective
BSBSTR402	Implement continuous improvement	Elective

* The list of electives is only a sample

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:

  i.Educated for 5 years in an English-speaking country; or

  ii.Successful completion of an English Placement Test

  iii.General English - Upper Intermediate

*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Course delivery modes: Face to face | Course conducted in English

This course is recommended for for International students who are interested in developing their knowledge and skills in business management.

Course Duration 52 Weeks

Career Opportunities

With relevant working experience graduates

of BSB40120 - Certificate IV in Business course may gain employment in administration job roles including:

- Personal Assistance
- Customer Service Assistance
- Office Administration
- E-business Practitioner
- Sustainability Officers

Pathways to the qualification:

Graduates will have knowledge and skills for application in a business environment. The course is suitable for students with prior knowledge looking to upskill, and others with limited experience in the field, looking to obtain entry-level employment in an industry. Graduates can consolidate and build

Pathways to further education and employment opportunities including:

- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business

Tuition Fee

Course Fee: AUD $15,000
Non-Tuition Fee: AUD $500
Estimated Total Course Cost: AUD $15,500

McGill INSTITUTE AUSTRALIA

BSB50120 **Diploma of Business**

CRICOS COURSE CODE **112248M**

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

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

Units of Competency

Unit Code	Unit Title	Core / Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBTWK503	Manage meetings	Elective
BSBOPS504	Manage business risk	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOPS503	Develop administrative systems	Elective
BSBPMG430	Undertake project work	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBOPS505	Manage organisational customer service	Elective

* The list of electives is only a sample

Entry Requirements

• Be at least 18 years of age and have completed Year 12 or equivalent.

• Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.

• English language competence can also be demonstrated through documented evidence of any of the following:

    i.Educated for 5 years in an English-speaking country; or

    ii.Successful completion of an English Placement Test

    iii.General English - Upper Intermediate

**Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Course delivery modes: Face to face | Course conducted in English

This course is recommended for International students who are interested in developing their knowledge and skills in business management.

Course Duration 52 Weeks

Career Opportunities

Examples of indicative job roles include:

● Business owner/ Corporate services manager/ Executive officer/ Project consultant

● Study Pathway

Pathways to the qualification:

There are no pre-requisite requirements for this course but pathways for candidates considering this qualification may include:

● Study Pathway

● BSB40120 - Certificate IV in Business or other relevant qualification/s with extensive vocational experience in a business context

Pathways from the qualification:

Graduates will have knowledge and skills for application in a business environment. The course is suitable for students with prior knowledge looking to upskill, and others with limited experience in the field, looking to obtain employment in an industry setting. Graduates can consolidate and build pathways to further education and employment opportunities including:

● BSB60215 Advanced Diploma of Business

● Bachelor programs at university

Tuition Fee

Course Fee: AUD $15,000
Non-Tuition Fee: AUD $500
Estimated Total Course Cost: AUD $15,500

General English

CRICOS COURSE CODE **097104A**

Our English Language Intensive Course for Overseas Students (ELICOS) is designed to help you improve your English language skills in preparation to study or to progress your career. General English is recommended as the first step in language learning for those just starting out with English.

General English is designed to improve your language skills for day-to-day situations. It can also prepare you for further studies.

Application Criteria

Students seeking entry into an ELICOS program must provide evidence of English language proficiency by completing an English language proficiency test. The test may be:

a.   an external proficiency test that has been undertaken no more than two years prior to enrolment, from the date the test was undertaken; or

b.   an offshore placement test; or

c.   an onshore placement test.

The student's results achieved in an external proficiency test may be used to determine the most appropriate program for that student.

In the absence of other valid external proficiency test results, a student who completes an offshore placement test may also be required to complete an onshore placement test after arriving at the Institute.

Note: In the event a student's English language proficiency results from an offshore placement test and an onshore placement test vary, the Program Convenor may advise the student to commence their ELICOS program at a different course level to that recommended in the Letter of Offer that was issued based on results of an offshore placement test.

Entry Requirements

• Must be 18 years or older.

• When students arrive at McGill Institute Australia, they are given a Placement Test (which covers - reading, writing and grammar, speaking test.) Students are then placed at the level which suits their current proficiency.

Course Structure

- There are 6 levels
  (Starter – Advanced)
- Each level is 12 weeks in length
- Students can begin their course on any Monday (except public holiday)
- The ELICOS Institute closes for 4 weeks during Christmas and New Year
- AM and PM Sessions available (subject to availability)

Study Pathway

After achieving this qualification candidates may undertake further higher education

Course Level – Non AQF Award

Tuition Fee
Course Fee: $300/week

Our **Enrolment** Process

1 **Choose Course**

Choose from our wide range of courses on our website

2 **Complete the Application Form**

After reading Entry requirements and Student Handbook available on our website. Please apply via filling pdf form **on our website** or apply directly on our **online portal**

3 **Provide Relevant Documents**

Attach all the documents requested at the application stage

4 **Submit Your Application**

Send the complete application form to admissions@mcgill.edu.au or submit it via our **online student application.**

5 **Provide Further Information**

- After the initial review of your application, if our admissions team finds your application incomplete, they will reach out to you for further information.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.

6 **Receive an Offer letter**

If you meet all the criteria for the course you applied for, you will receive an offer letter outlining the details of your course, the terms and conditions of enrolment, tuition and non tuition fee and payment plans

7 **Send us signed offer letter**

Please sign and send us your signed offer letter along with the payment receipt

8 **Receive a Confirmation of Enrolment (COE)**

Upon receiving the signed offer letter and payment receipt, we will send you an electronic Confirmation of Enrolment (COE). A COE is required for International students to apply for a visa