



WINDSOR  
— COLLEGE —

# Course Brochure

YOUR SUCCESS TRULY MATTERS.

# WELCOME

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Melbourne is the first choice destination for many international students.

With world-class education providers offering credentials recognised by international institutions and employers, it's a great place to start your learning journey and make lifelong friends.

## Message from the CEO

Welcome to Windsor College and thank you for considering us as your preferred study destination in Melbourne, Australia.

We value you, and acknowledge that all students come to us with different life and educational backgrounds. Whether you have just finished school, or are a mature age student with significant life experiences, we are here to provide you with the highest quality of education to help you succeed. Our progressive education model aims to develop your potential, and help you prosper. Our range of innovative courses seek to equip our students with the necessary knowledge and skills to lead the change in our technology-driven society.

It is our goal to make your academic journey with Windsor College a worthwhile one. We are committed to offer our students a unique learning experience. We work closely in partnership with industry experts to equip you with the best job ready skills. We endeavour to provide an excellent teaching, and learning environment and facilities to deliver quality education. We have a state of the art campus in Melbourne CBD. Our staff are committed, well qualified and experienced in the providing of quality teaching and learning. Improving our student experience and learning outcomes remains a top priority at Windsor College. We introduce new ways of thinking and learning for our students to develop themselves into lifelong learners.

I truly believe our success lies with your success. I am looking forward to seeing you on campus, and am truly excited to see what we can accomplish together during your learning journey at Windsor College.

I wish you the best in your studies and hope this is a new beginning of your exciting future.

Sincerely,



Clement Eruva  
Chief Executive Officer



**At Windsor** we value personal service. Our smaller class sizes ensure each of our students get one-on-one attention from their teachers to really maximise their learning potential.

Windsor College (Windsor) is a Registered Training Organisation (RTO) accredited to deliver nationally recognised training courses to students studying in Australia. Windsor operates as an RTO under the requirements of the VET Quality Framework with dual registration: Australian Skills Quality Authority (ASQA) and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Since its humble beginnings, Windsor has established itself as a successful, quality driven training provider. The key to Windsor's success is our ongoing commitment to sound planning, working closely with business, industry, and the community. The Directors and management team are highly reputable, with a long history in the training industry, and are committed to operate under the highest ethical standards.

Students may choose to study on weekdays, or weekend classes. Our campus is located in the vicinity of the Melbourne CBD, and can be easily accessed by trains, and public transport - Our campus is a 5 minute walk from Parliament Station. The campus has excellent infrastructure and facilities for its students. We provide a broad range of training with training in ELICOS and qualifications ranging from Certificate III through to Advanced Diploma level courses.

Windsor is a truly diverse learning environment. Our staff are always striving to find innovative new ways to deliver training. All of our courses are guided by current and emerging industry requirements, ensuring that our students are equipped with the best job ready skills when they complete the course. We also offer a range of training designed to meet the learning needs of specific client groups including clients from culturally and linguistically diverse backgrounds.

# About Windsor



## Our Vision

Windsor College aims to be an example of educational excellence by:

- Delivering innovative and progressive teaching and learning
- Providing students with a unique learning experience in which they will flourish
- Equipping students with the necessary knowledge and skills to lead the change in our technology-driven society
- Promoting positive student experience and excellent learning outcomes
- Recruiting, developing and retaining high quality staff
- Working closely in partnership with industry to equip our students with the best job ready skills.

## Our Values

We value and acknowledge that all students come to us with different life and educational backgrounds. Each individual is important and will be treated equally without any form of discrimination. We truly believe our success lies in our students' success.

Our core values are:

- Provide the highest standard of Training and Assessment
- Display a professional image and service for our clients
- Honesty, integrity and the highest level of skill in our training performance

8 reasons to study at Windsor

# Why choose to study at WINDSOR?



## 01 Exceptional Facilities coupled with High Quality Teaching

Windsor's campus offers state of the art facilities and equipment, together with Trainers who are industry experts, makes the perfect environment to further your education.

## 03 Enhanced Student Services

Staff are committed to providing levels of service above and beyond a satisfactory level, assisting students with all their needs, to ensure their time with us is as pleasant as possible.

## 05 Quality courses

Windsor is committed to providing quality courses that meet the needs of our students. With the goal to develop further course offerings, Windsor will continue to lead the pack with offerings designed for today's students.

## 07 CBD location

Located in the CBD, Windsor is easy to access via Bus, Tram or Train providing easy access for students.

## Flexible Payment Methods 02

We want to make sure that your education comes first. That is why we offer flexible payment methods to enable you to meet your education goals sooner.

## Flexibility 04

We know that today's students are exceedingly busy which is why Windsor provides courses in a flexible manner across a number of daily timeslots, 7 days a week.

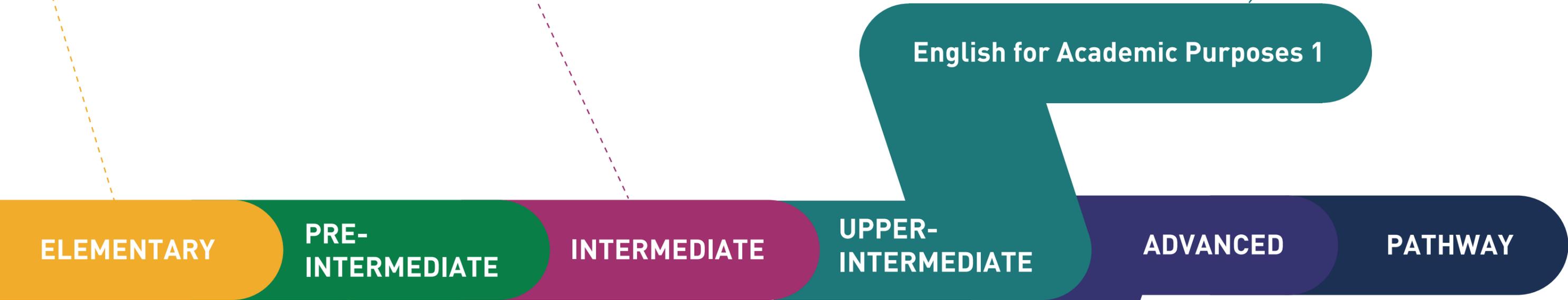
## Career Outcomes 06

Each of the courses offered provides a definitive outcome to enable you to achieve your career goals and objectives.

## Supporting Activities 08

Windsor will provide students with additional English classes to support their studies.

# Course articulation



## MATCH YOUR SCORES

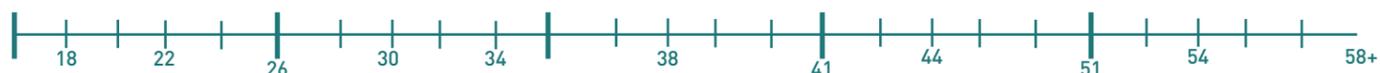
### General English

Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced
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### IELTS

No data available	4.5	5.0	5.5	6.0+
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### PTE Academic



English for Academic Purposes 1

English for Academic Purposes 2

Business

Certificate III → Certificate IV → Diploma → Advanced Diploma

Leadership and Management

Diploma → Advanced Diploma

# General English

**CRICOS Course Code 097448K**

**Learn English in a relaxed, fun environment with pathways to Business and Leadership**

General English is the perfect way to begin your studies in Australia. Focused on core English skills, studying English with Windsor College will provide students the foundation to comfortably communicate in English, in everyday settings.

Windsor College aims to provide an active, learner-centred environment to enable our students to achieve their English goals.



## Course Features

- 20 hours in-class study across 5 days, and 5 hours self-paced learning
- Focus on core English skills you will use in the real world
- Lessons with clear objectives, designed to contribute to overall progress
- Ongoing testing and assessment to increase your English level faster
- 10 weeks per level, with opportunities for students who excel to move to higher levels in a shorter period
- Flexible timetable options

## Levels

Windsor College offers General English across five levels from Elementary to Advanced;

- Elementary
- Pre intermediate
- Intermediate
- Upper Intermediate
- Advanced

Levels are described in terms of language ability in accordance with the Common European Framework of Reference for Languages (CEFR) and IELTS to be consistent with industry standards.

## Sample Timetable

Session	Duration	Days	Class Hours	Levels
GENERAL ENGLISH	2-52 weeks	Monday - Friday	9:00am - 1:15pm	Elementary to Advanced

# English for Academic Purposes (EAP)

**CRICOS Course Code 097449J**

**Prepare for tertiary studies with Windsor College**

English for Academic Purposes (EAP) programs are designed to prepare international students for study at vocational and tertiary institutions where the language of instruction is English.

Windsor College's EAP courses help students to learn the necessary skills required for further academic study in Australian institutions.



## Course Features

- 20 hours in-class study across 5 days, and 5 hours self-paced learning
- Small class sizes
- Learner centric approach to English teaching
- Learn academic research, and study skills
- Develop critical analysis skills
- Fine tune oral communication skills
- Further development of writing skills across different written genres

## Levels

- EAP 1 – Upper-Intermediate  
For students with English at an Intermediate Level, looking to achieve an exit level approximate to IELTS 5.5 - 6.0
- EAP 2 - Advanced  
For students with English at an Upper-Intermediate level, looking to achieve an exit level approximate to IELTS 6.0 - 6.5

## Sample Timetable

Session	Duration	Days	Class Hours	Levels
EAP	10 weeks	Monday - Friday	1:15pm - 5:30pm	Upper-Intermediate (IELTS 5.5)

BSB30115

# Certificate III in Business

CRICOS Course Code 093994E

## Course Description

This qualification is suitable for people of all levels, and will help you develop skills that will make you successful within any organisation.

Designed for practicality and those who want to be a leader in today's modern workforce, this course will ensure that you seize each opportunity with world events, and thrive in ever-expanding markets.

## Qualification

The course requires a student to complete 12 units to gain the nationally recognised; BSB30115 Certificate III in Business.

## Course Duration, Delivery and Assessment

52 weeks - Full Time Study (20 hours per week) including holiday

Training and assessment is conducted in the classroom as well as in practical labs when required to simulate real work environment. Assessments comprise of project, observation and written tests.

## Fee

Tuition fee - A\$ 9,400\*  
Enrolment fee - A\$ 200\*

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

**Total number of units = 12**

### Core Units

- BSBWHS302 Apply knowledge of WHS legislation in the workplace

### Elective Units

- BSBCMM301 Process customer complaints
- BSBDIV301 Work effectively with diversity
- BSBCUS301 Deliver and monitor a service to customers
- BSBFIA301 Maintain financial records
- BSBINN301 Promote innovation in a team environment
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBWOR301 Organise personal work priorities and development
- BSBMKG413 Promote products and services
- BSBSUS401 Implement and monitor environmentally sustainable work practices

## Delivery Location

- Lonsdale St Campus  
Level 5, 123 Lonsdale Street, Melbourne
- King St Campus  
Level 4, 310 King Street, Melbourne



**NATIONALLY RECOGNISED  
TRAINING**

Completing a Certificate III in Business will equip you with the essential skills and knowledge needed for a range of careers in diverse business environments. This qualification will teach you new skills such as producing documents, and spreadsheets and how to maintain financial records.

Completing this qualification may lead to careers such as;

- Data Entry Administrator
- Administration Officer
- Office Trainer
- Personal / Executive Assistant

BSB40215

# Certificate IV in Business

CRICOS Course Code 094731J

## Course Description

This qualification is suited to those working as administrators and project officers. In this role, individuals 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.

## Qualification

The course requires a student to complete 10 units to gain the nationally recognised; BSB40215 Certificate IV in Business.

## Course Duration, Delivery and Assessment

52 weeks - Full Time Study (20 hours per week) including holiday

Training and assessment is conducted in the classroom as well as in practical labs when required to simulate real work environment. Assessments comprise of project, observation and written tests.

## Fee

Tuition fee - A\$ 9,400\*  
Enrolment fee - A\$ 200\*

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

Total number of units = 10

### Core Units

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

### Elective Units

- BSBADM405 Organise meetings
- BSBCUS402 Address customer needs
- BSBINN301 Promote innovation in a team environment
- BSBMKG413 Promote products and services
- BSBMKG414 Undertake marketing activities
- BSBPMG522 Undertake project work
- BSBREL401 Establish networks
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBITU302 Create electronic presentations

## Delivery Location

- Lonsdale St Campus  
Level 5, 123 Lonsdale Street, Melbourne
- King St Campus  
Level 4, 310 King Street, Melbourne



**NATIONALLY RECOGNISED  
TRAINING**

Learn the skills you need to manage office administration aspects of a business. Completing this Certificate IV in Business will provide you with the skills and knowledge base, to manage a variety of office administration functions. You will learn practical skills such as creating presentations, how to organise meetings and how to promote products and services.

Completing this qualification may lead to careers such as;

- Administration Coordinator
- Office Trainer
- Personal / Executive Assistant

BSB50215

# Diploma of Business

CRICOS Course Code 093995D

## Course Description

This qualification applies to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

## Qualification

The course requires a student to complete 8 units to gain the nationally recognised; BSB50215 Diploma of Business.

## Course Duration, Delivery and Assessment

52 weeks - Full Time Study (20 hours per week) including holiday

Training and assessment is conducted in the classroom as well as in practical labs when required to simulate real work environment. Assessments comprise of project, observation and written tests.

## Fee

Tuition fee - A\$ 9,400\*  
Enrolment fee - A\$ 200\*

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

Total number of units = 8

### Elective Units

- BSBMKG501 Identify and evaluate marketing opportunities
- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBPMG522 Undertake project work
- BSBRSK501 Manage risk
- BSBMKG609 Develop a marketing plan
- BSBWOR501 Manage personal work priorities and professional development
- BSBMKG413 Promote products and services

## Delivery Location

- Lonsdale St Campus  
Level 5, 123 Lonsdale Street, Melbourne
- King St Campus  
Level 4, 310 King Street, Melbourne

By completing a Diploma of Business you will be provided with the skills and knowledge required to be prepared for a career within the business sector. You'll develop marketing skills, learn about project work, as well as to manage personal priorities and professional development.

Completing this qualification may lead to careers such as;

- Program Coordinator
- Office Manager
- Senior Administrator



**NATIONALLY RECOGNISED  
TRAINING**

BSB60215

# Advanced Diploma of Business

CRICOS Course Code 093996C

## Course Description

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge, and wish to consolidate and build pathways to further educational or employment opportunities.

## Qualification

The course requires a student to complete 8 units to gain the nationally recognised; BSB60215 Advanced Diploma of Business.

## Course Duration, Delivery and Assessment

52 weeks - Full Time Study (20 hours per week) including holiday

Training and assessment is conducted in the classroom as well as in practical labs when required to simulate real work environment. Assessments comprise of project, observation and written tests.

## Fee

Tuition fee - A\$ 9,400\*  
Enrolment fee - A\$ 200\*

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

Total number of units = 8

### Elective Units

- BSBINN601 Lead and manage organisational change
- BSBINM601 Manage knowledge and information
- BSBFIM601 Manage finances
- BSBMGT615 Contribute to organisation development
- BSBMKG609 Develop a marketing plan
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBADM502 Manage meetings
- BSBRSK501 Manage risk

## Delivery Location

- Lonsdale St Campus  
Level 5, 123 Lonsdale Street, Melbourne
- King St Campus  
Level 4, 310 King Street, Melbourne

By completing an Advanced Diploma of Business you pose the skills to work at a senior level in a business environment, across a range of functions. You will learn skills such as managing finances, developing workplace policy and leading organisational change. Completing this qualification may lead to careers such as;

- Business Consultant
- Business Development Manager
- Senior Administrator



**NATIONALLY RECOGNISED  
TRAINING**

BSB51915

# Diploma of Leadership and Management

CRICOS Course Code 094732G

## Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## Qualification

The course requires a student to complete 12 units to gain the nationally recognised; BSB51915 Diploma of Leadership and Management

## Course Duration, Delivery and Assessment

52 weeks - Full Time Study (20 hours per week) including holiday

Training and assessment is conducted in the classroom as well as in practical labs when required to simulate real work environment. Assessments comprise of project, observation and written tests.

## Fee

Tuition fee - A\$ 9,400\*  
Enrolment fee - A\$ 200\*

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

Total number of units = 12

### Core Units

- BSBLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

### Elective Units

- BSBMGT516 Facilitate continuous improvement
- BSBPMG522 Undertake project work
- BSBADM502 Manage meetings
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBADM504 Plan and implement administrative systems
- BSBMGT605 Provide leadership across the organisation
- BSBINN502 Build and sustain an innovative work environment
- BSBMGT615 Contribute to organisational development

## Delivery Location

- Lonsdale St Campus  
Level 5, 123 Lonsdale Street, Melbourne
- King St Campus  
Level 4, 310 King Street, Melbourne



**NATIONALLY RECOGNISED  
TRAINING**

By completing the Diploma of Leadership & Management you will learn the skills necessary to provide strategic leadership to an organisation. Successful completion of this qualification will enable you to lead and manage team effectiveness, manage risk and facilitate continuous improvement within an organisation.

Completing this qualification may lead to careers such as;

- Business Manager
- Business Owner

BSB61015

# Advanced Diploma of Leadership and Management

CRICOS Course Code 094733G

## Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## Qualification

The course requires a student to complete 12 units to gain the nationally recognised; BSB61015 Advanced Diploma of Leadership and Management.

## Course Duration, Delivery and Assessment

52 weeks - Full Time Study (20 hours per week) including holiday

Training and assessment is conducted in the classroom as well as in practical labs when required to simulate real work environment. Assessments comprise of project, observation and written tests.

## Fee

Tuition fee - A\$ 9,400\*  
Enrolment fee - A\$ 200\*

\* Fees and other charges are subject to change without prior notice. For updated fees and scholarship details contact us or check Windsor College website [www.windsorcollege.edu.au/fees](http://www.windsorcollege.edu.au/fees).

Note: International student must also satisfy entry requirements.

## Units

**Total number of units = 12**

### Core Units

- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMGT605 Provide leadership across the organisation
- BSBMGT617 Develop and implement a business plan

### Elective Units

- BSBHRM602 Manage human resources strategic planning
- BSBADV602 Develop an advertising campaign
- BSBMGT608 Manage innovation and continuous improvement
- BSBMGT616 Develop and implement strategic plans
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBMKG608 Develop organisational marketing objectives
- BSBMGT622 Manage resources
- BSBMGT615 Contribute to organisational development

## Delivery Location

- Lonsdale St Campus  
Level 5, 123 Lonsdale Street, Melbourne
- King St Campus  
Level 4, 310 King Street, Melbourne



**NATIONALLY RECOGNISED  
TRAINING**

By completing the Advanced Diploma of Leadership and Management you will learn how to be an effective leader within an organisation. Completing this qualification will enable you to develop complex skills such as leading and managing organisational change, providing leadership across an organisation and how to manage innovation.

Completing this qualification may lead to careers such as;

- Regional Manager
- General Manager

# Entry requirements

## Entry requirements for Business - Leadership and Management Qualifications

### Age Requirements

It is a requirement that all students must be over 18 years of age at the commencement of their course.

### Academic Requirements

To gain entry into Certificate III, Certificate IV, Diploma and Advanced Diploma level courses, participants should have successfully completed year 12, or secondary studies in the applicant's home country equivalent to an Australian Year 12 qualification.

### English Language Requirements

All International Students applying for courses at Windsor College must have a minimum English Language proficiency level of IELTS 5.5 or equivalent.

## Transferring Students

International students who are currently enrolled with another Provider within Australia and are requesting to enroll with another Provider are generally categorised as 'Transfer Students'. For this purpose, these students need to be released by their current Provider via release approval that is recorded on PRISMS, unless the student has finished six (6) months in their Principal Course of Study.

## General English

- Be 18 years or older at the time your course begins
- IELTS 3.0 or equivalent or successful completion of the College's English Placement Test

## English for Academic Purposes

- EAP1 Upper Intermediate
  - Be 18 years or older at the time your course begins
  - IELTS 5.0 or equivalent
- EAP2 Advanced
  - Be 18 years or older at the time your course begins
  - IELTS 5.5 or equivalent



# How to Enrol - RPL - Credit Transfer

## How to Enrol

Windsor offers several intakes in a year. For more information visit: [www.windsorcollege.edu.au/intake-dates](http://www.windsorcollege.edu.au/intake-dates)

### 1. APPLY

Download an Application Form available from our website. You must complete all requested information. Scanned copies of the application form can be submitted via email to: [admissions@windsorcollege.edu.au](mailto:admissions@windsorcollege.edu.au)

### 2. SUBMIT DOCUMENTS

You must submit the following documents:

- A verified copy of your Australian Year 12 or equivalent qualification & transcripts (Documents not in English must be provided with a certified translation for VET students);
- Evidence of your language skills e.g. IELTS Certificate;
- Certified copy of your passport;
- Certified copy of current visa, if currently in Australia.

These documents can be submitted to us via email at [admissions@windsorcollege.edu.au](mailto:admissions@windsorcollege.edu.au), or by post to Level 5, 123 Lonsdale Street, Melbourne, VIC 3000, Australia.

### 3. LETTER OF OFFER AND AGREEMENT

If you are accepted, Windsor will send you an Offer of Enrolment and Enrolment Acceptance Agreement.

### 4. ACCEPT AN OFFER

To accept an offer, you must:

- Complete and sign the Enrolment Acceptance Agreement
- Pay an enrolment fee of AUD \$200.00
- Pay an initial deposit amount of your first semester tuition fee
- Organise Overseas Student Health Cover (OSHC).

### 5. APPLY FOR VISA

Windsor will send you Electronic Confirmation of Enrolment (eCOE) for your course so that you can apply for visa.

## Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. Windsor College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

# Important Information for Students

## Policies and Procedures

Before submitting your application, please read Windsor College's policies and procedures, including our Refund Policy and Procedure, Other Fees and Charges, and other relevant information from our website at [www.windorcollege.edu.au](http://www.windorcollege.edu.au)

## Student Support Services

Studying in another country is exciting but can be overwhelming. If this is the case, we are here to help you by offering you comprehensive student support services. Windsor College has a dedicated team of student support staff that provide a range of advice, information, personal support and counselling to students throughout their studies.

Our friendly student support team are available to help you with:

- Understanding the Australian way of life
- Medical services information
- Banking information
- Public transport information
- Accommodation information
- Problems and complaints
- Student Counselling

## Student Orientation

Windsor College offers a comprehensive orientation program for all new students at the commencement of their course. Students are provided with valuable information to ensure they receive the best possible support and care during their studies.

## Personal Support

Windsor College offers counselling at no cost to support our students, helping them overcome any academic, social, or personal issues and difficulties.

## Academic Support

Windsor College offers a range of services to support you in your studies. These include;

- Peer mentoring program
- Pre-arrival information
- On-campus orientation
- Academic support staff
- On-campus counsellor
- On-going support from the Student Support Team
- Special learning needs are treated confidentially and expertly
- Individual classes for personalised support
- Printing, copying and scanning facilities

## Student Handbook

The Windsor College student handbook covers all the information related to studying with us. You can access this via our website. You can also contact our Student Support Team with any questions regarding studying with us.

## Other services

We can also assist with:

- Airport transfers
- Overseas Student Health Cover (OSHC)
- Private tutors
- External Counselling

# Pathways

## Pathways

### BSB30115 Certificate III in Business

**Pathways to the qualification:** The preferred pathways for candidates considering this qualification includes holding a BSB20115 Certificate II in Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

**Pathways from the qualification:** After achieving BSB30115 Certificate III in Business, individuals could progress to BSB40215 Certificate IV in Business or other Certificate IV level qualifications within the BSB Business Services Training Package, or other Training Packages.

### BSB40215 Certificate IV in Business

**Pathways to the qualification:** The preferred pathways for candidates considering this qualification includes holding a BSB30115 Certificate III in Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

**Pathways from the qualification:** After achieving BSB40215 Certificate IV in Business, individuals could progress to BSB50215 Diploma of Business or other Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

### BSB50215 Diploma of Business

**Pathways to the qualification:** The preferred pathways for candidates considering this qualification includes holding a BSB40215 Certificate IV in Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

**Pathways from the qualification:** After achieving BSB50215 Diploma of Business, individuals could progress to BSB60215 Advanced Diploma of Business or other Advanced Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

### BSB60215 Advanced Diploma of Business

**Pathways to the qualification:** The preferred pathways for candidates considering this qualification includes holding a BSB50215 Diploma of Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

**Pathways from the qualification:** After achieving BSB60215 Advanced Diploma of Business, individuals could progress to undertake studies at higher education level.

### BSB51915 Diploma of Leadership and Management

**Pathways to the qualification:** The preferred pathways for candidates considering this qualification includes holding a BSB40215 Certificate IV in Business or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

**Pathways from the qualification:** After achieving BSB51915 Diploma of Leadership and Management, individuals could progress to BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

### BSB61015 Advanced Diploma of Leadership and Management

**Pathways to the qualification:** The preferred pathways for candidates considering this qualification includes holding a BSB51915 Diploma of Leadership and Management or other relevant qualification or holding vocational experience in a range of work environments in senior support roles but without a qualification.

**Pathways from the qualification:** After achieving BSB61015 Advanced Diploma of Leadership and Management, individuals could progress to undertake studies at higher education level.





## WINDSOR — COLLEGE —

Level 4, 310 King Street,  
VIC 3000 Australia



## WINDSOR — COLLEGE —

Level 5, 123 Lonsdale Street,  
VIC 3000 Australia



## WINDSOR COLLEGE

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