LE CORDON BLEU®
AUSTRALIA

UNDERGRADUATE
**STUDENT
GUIDE**

BACHELOR OF **BUSINESS IN INTERNATIONAL RESTAURANT MANAGEMENT**

BACHELOR OF **BUSINESS IN INTERNATIONAL HOTEL MANAGEMENT**

BACHELOR OF **BUSINESS**

BACHELOR OF **BUSINESS ADMINISTRATION**

BACHELOR OF **BUSINESS / BACHELOR OF BUSINESS ADMINISTRATION**

ADELAIDE | MELBOURNE | SYDNEY

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Disclaimer

The Le Cordon Bleu Higher Education Undergraduate Student Guide provides general information regarding program facilities, services and regulations for students studying in the Le Cordon Bleu Undergraduate courses Across Australia.

The information provided is compiled from services provided by these institutions and in compliance with Le Cordon Bleu Australia's obligations as a provider of educational services.

To the best of our knowledge, at the time of publication, the information provided here is accurate.

However, it is the student's responsibility to check the currency and accuracy of the information related to policy and practices of Le Cordon Bleu Australia and the requirements of external agencies, particularly the Department of Home Affairs (DHA) in the case of Student Visa holders, as these areas are subject to change.

Students are expected to regularly visit www.cordonbleu.edu/australia to view the latest updates. Where there is a difference between the information provided in *Le Cordon Bleu Student Guide* and that provided on the website, the information on the website should be deemed to be the most accurate and up to date.

Where policies and procedures change, after your enrolment, the new policies and procedures will apply, unless otherwise stated.

Copyright

Version Control

Version No:	Date	Authorised by	Changes/ Status
1	15/12/2017	Student Services	Updated and merged Student Handbook to Student Guide for all campuses
2	18/12/2018	Academic Services	Reviewed content, updated policies names and program information from unit reviews and assessment moderations
3	27/05/19	Academic Administration Officer	Academic and holiday dates and CRICOS Provider and Course Codes added as per CRICOS requirements
4	24/06/20	Registrar	New programs added (HE Certificates)
4.1	29/6/2020	Registrar	Review, update personnel and contact details, editorial changes
4.1	25/9/2020	Registrar	Update Regency Program Manager telephone
5	30/11/2020	Registrar	Draft for new HE courses and delivery sites anticipated for 2022
6.0	31/03/2023	Academic Administration Manager	Split into UG and PG
6.1	30/01/2024	ASU Manager	Review, updated personnel and contact details, editorial changes. Added legislation section. Additional of Holmesglen Chadstone campus.

WELCOME FROM THE PRESIDENT

I am proud to offer Le Cordon Bleu's innovative culinary arts and hospitality management courses of study.

Le Cordon Bleu International has a 125-year reputation as a leading culinary arts educator. From preserving traditional techniques to researching cutting-edge molecular cuisine, Le Cordon Bleu upholds a tradition of excellence.

Our Bachelor and Master degrees provide the finest business management education in hospitality, tourism, events and gastronomy training. Our world-class courses of study address marketplace need with industry-relevant training informed by academic research.

Globally, Le Cordon Bleu continues to create highly skilled and work-ready graduates who are committed to excellence. Our international alumni network of the world's finest practitioners sets the highest standards in the culinary arts and hospitality industry.

Today, our international network includes more than 35 institutes in 20 countries with over 20,000 students attending each year.

We look forward to sharing our knowledge, passion and vision for this dynamic industry with you.

André J. Cointreau

Président

Le Cordon Bleu

LE CORDON BLEU – 125 YEARS OF EXCELLENCE

Tradition of Excellence

Le Cordon Bleu's tradition of excellence began in 1895 when its first school opened in Paris. Today, Le Cordon Bleu is a global leader in culinary arts and hospitality education offering world-class vocational, undergraduate and postgraduate studies in culinary, hotel and restaurant management, gastronomy, food entrepreneurship, and tourism and event management.

Globally, Le Cordon Bleu is linked to the world's most prestigious restaurants, the best hotels and hospitality events. Its reputation is built on delivering superior, industry-relevant courses and creating highly skilled, work-ready graduates.

Our Alumni

Alumni have played a significant role in defining and shaping Le Cordon Bleu. Our global alumni network is instrumental in providing opportunities for alumni to reconnect with fellow graduates and to recognise their contribution to industry and the wider community.

Le Cordon Bleu alumni represent the finest in their field, offering their commitment to excellence in a diverse range of roles. Many alumni are prominent international achievers in the culinary arts and hospitality industry such as acclaimed personalities Julia Child, J.P. Anglo, Janice Wong, Gastón Acurio, Giada De Laurentis and Rachel Khoo.

Contribution to Industry

Le Cordon Bleu graduates are highly valued in industry and employed worldwide as executive chefs, general managers, restaurant/hotel/resort managers, revenue analysts, food designers, product developers, consultants, event managers, or sommeliers. Many are business owners, and entrepreneurs, innovators and market leaders in the industry.

With each graduate upholding the Le Cordon Bleu commitment to excellence, a significant and lasting contribution to the industry is made.

Le Cordon Bleu Australia Contact Details

Address:	137 Days Road, Regency Park, South Australia 5010
Telephone:	+ 61 (08) 8348 3000
Email:	australia@cordonbleu.edu
Web: (Australia)	www.lecordonbleu.com.au
Web: (International)	www.cordonbleu.edu
Reception	+ 61 (08) 8348 3000 (General Switch Board)
	1800 064 802 (TOLL FREE) Australia Only
Finance Australia	Australia-Finance@cordonbleu.edu
Admissions Australia	Australia-Admissions@cordonbleu.edu
Regional Sales	Contact a Representative via web query link https://www.cordonbleu.edu/australia/contact/en; or please call or visit reception to make an appointment with an on campus Sales Representative
Industry Engagement	Adelaide-IndustryEngagement@cordonbleu.edu
	Sydney-IndustryEngagement@cordonbleu.edu
Student Services	Adelaide-StudentServices@cordonbleu.edu
	Sydney-StudentServices@cordonbleu.edu
Program Coordinator	Australia-HigherEducation@cordonbleu.edu

LE CORDON BLEU AUSTRALIA EMERGENCY CONTACT DETAILS

Student Services Department phone number: **+61 (08) 8348 3000**

(If a call is placed outside normal office hours, you will be redirected to an emergency out-of-hours contact number). Please contact Student Services and/or Program Administrators as soon as practicable after an emergency event to ensure that arrangements are made as necessary to minimise any impact on your studies.

EMERGENCY CONTACT DETAILS

Police, Ambulance & Fire: Call **000**

Le Cordon Bleu Australia Facilities and Services

LE CORDON BLEU AUSTRALIA VALUES

R **Respect**: embracing diversity and treating others collegially with civility and openness in all interactions and activities.

E **Excellence**: serving our students, colleagues and communities by delivering consistently high-quality programs, teaching, service and scholarship.

C **Collaboration**: working toward common goals with others through teamwork and participation, acknowledging the diversity of ideas and perspectives.

I **Integrity**: acting in an honest, fair and ethical manner, creating a culture of trust evident in all our undertakings and decision-making.

P **Professionalism**: promoting the individual qualities, knowledge and skills required to exhibit competence, accountability and leadership.

E **Enterprise**: supporting innovation and entrepreneurship by fostering individual ingenuity and creativity in study and work.

DIGITAL SERVICES

Upon commencement with Le Cordon Bleu you will receive access to a range of our digital services. These include:

- Office 365 including Microsoft Office apps. Access from mycordonbleu.net
- Student Portal to update your contact details and access important information
- Webmail for all official Le Cordon Bleu communication to students
- Le Cordon Bleu Engage for access to all subjects enrolled in, assessments and grades
- Password Self-Service if you wish to change your password to one that you can easily remember
- **Helpdesk** email to: helpdesk@mycordonbleu.net if you encounter any technical difficulties. Please allow 24 hours between Monday and Friday.

To access all our digital services visit: mycordonbleu.net

LE CORDON BLEU ENGAGE (LEARNING MANAGEMENT SYSTEM)

LCB Engage is your online portal to access learning resources for the units you are enrolled in. You can access this portal at https://engage.cordonbleu.edu

LE CORDON BLEU FORMS

Forms are required for much of the Le Cordon Bleu Australia administration of your studies and can be obtained from your campus student services department. Application forms also available from our website.

MENTAL HEALTH AND WELLBEING

Le Cordon Bleu takes student mental health seriously and is committed to helping you to succeed and achieve your educational goals. If you have good physical, mental and emotional wellbeing it follows that you will have higher energy levels, be better able to deal with life's challenges, and generally be happier - not to mention you will do better at your studies.

In Australia a range of 24-hour hotlines, resources and referral services are available should you require help. In a crisis you can free call:

- Lifeline   131 114
- Beyond Blue   1300 22 4636
- Family & Domestic Violence   1800 737 732
- Rape Crisis Centre: 1800 424 017 (New South Wales)
- Sexual Assault Resource Centre: 1800 199 888 (Western Australia)
- Sexual Assault Crisis Line: 1800 806 292 (Victoria)
- Yarrow Place Rape & Sexual Assault Service: 1800 817 421 (South Australia)

We also provide free counselling at all our Australian campuses – you can find more details in the Facilities and Services section for the relevant campus, in this Student Guide.

If you need assistance finding the right service or you just need someone to talk to, your first contact is always your Student Services team.

TAXATION AND WORK PERMISSION

Before seeking any paid employment, international students must check their obligations and limitations in relation to their Student Visa conditions.

Students obtaining casual employment are required to complete a tax declaration with each employer. For details of your obligations regarding taxation go to the Australian Taxation Office website at: http://www.ato.gov.au. You will also be able to apply for a Tax File Number (TFN) online at this site.

WORK-INTEGRATED LEARNING

Work-integrated learning is an integral part of many of Le Cordon Bleu's Courses of study. It provides an opportunity for you to apply the knowledge and skills you have gained in classroom contexts to the workplace, and to reflect upon your personal strengths and future career aspirations. Work-integrated learning opportunities also enable you to start building your industry reputation and professional networks.

Le Cordon Bleu has developed strong partnerships with hospitality organisations across Australia and internationally to facilitate students' work-integrated learning. In Australia, this industry network includes destinations such as far North Queensland where the majestic Great Barrier Reef draws tourists from across the globe to regional destinations such as Uluru and Broome and the cosmopolitan cities of Melbourne, Sydney and Perth. Internationally, work-integrated learning opportunities exist for Le Cordon Bleu students in Dubai, Canada, London, Singapore, Thailand, Scotland and the USA to name just a few. (Note: you are required to organise your own visas for overseas destinations, if applicable.)

All work-integrated learning experiences provide exposure to the hospitality and food-related industries by affording you with the opportunity to work in environments such as world class hotels, resorts, kitchens, restaurants, convention centres, and small to medium food and wine businesses.

Your particular experience(s) will depend upon your course of study, career goals, passions and preferred work destination. All work-integrated learning experiences are assessed, and successful completion is necessary in order for you to achieve qualifications.

ACADEMIC DATES & HOLIDAYS

Academic dates specific to each campus can be found online. Please visit the relevant LCBA campus for specific dates: https://www.cordonbleu.edu/australia/academic-dates/en

Holiday breaks are scheduled at the conclusion of each Trimester.

TAFE NSW, Ryde Campus - Contact Details

LE CORDON BLEU STAFF – TAFE NSW, RYDE CAMPUS

Address:	250 Blaxland Road, Ryde, NSW, 2112
Telephone:	+61 (02) 8878 3100
Email:	Sydney-StudentServices@cordonbleu.edu

LE CORDON BLEU HIGHER EDUCATION - ACADEMIC STAFF

Program Manager	+61 (02) 7920 6230
Centre Leader (Degree Program)	+61 (02) 7921 0660
Educational Support Officer	+61 (02) 7920 3637
Education Admin Support	+61 (02) 7921 6735
	+61 (02) 7920 3621

PROGRAM MANAGER AND LECTURER AVAILABILITY

Appointments with the Program Manager via Educational Support Office can be made on **+61 (02) 7920 3637** or by contacting the Educational Admin Support **+61 (02) 7921 6735** or **+61 (02) 7920 3621**.

Lecturers are generally available between 9.00 am and 5.00 pm. Contact details for individual lecturers will be provided at the commencement of the units they teach. To make an appointment to speak with your lecturer outside of class, please email them. If you telephone your lecturer and they are unavailable, make sure you leave a message that contains your name, your contact details and briefly what you were calling about.

TAFE NSW, Ryde Campus - Facilities and Services

TAFE NSW, Ryde Campus provides an array of support services of which you, as a Le Cordon Bleu student may take full advantage.

Accidents

All accidents (and "near misses") must be reported to either Le Cordon Bleu Student Services or the Educational Support office and or to a lecturer or chef.

First Aid kits are located in all work areas and each general area has a first aid/sick room. A list of all First Aid Officers can be found in each sick room.

Campus Map

A map of the TAFE NSW, Ryde Campus is available by going to:
https://www.tafensw.edu.au/locations/northern-sydney/ryde

Cafes

The cafeteria is located on the Ground Floor, Building H.

Monday to Friday   7.00 am – 2.00 pm

Good quality, low-cost food cooked by LCB students is sold at *Ambassadors Training Restaurant*. Go to https://restaurant.opentable.com.au/sign-in/ or call **+61 (02) 7920 3621** to make a booking.

Campus Safety and Security

Your safety is paramount to us here at Le Cordon Bleu, so security plays a very important role.

For assistance with security or lost property matters contact the Security Office (during or after hours); or visit the Security office located in the main entrance on the Ground floor.

Security Telephone: +61 (02) 7920 9130

All TAFE NSW, Ryde Campus students can download the free SafeZone App, providing additional security and support when studying on Campus. The app allows you to get help quickly in a personal emergency or if someone else needs first aid or general assistance. You can also check-in when working alone, after hours or in high-risk areas, which shares your status with an on-site response team. You can also receive notifications, so you know what to do in an emergency situation.

Download the App: https://www.safezoneapp.com/faqs/#footerBlocksMiddle

Campus Medical Clinic

There is no Medical Clinic at the NSW TAFE, Ryde Campus. Students can visit a local doctor at a Medical Clinic of their choice.

Disability Support

Le Cordon Bleu is committed to providing equal access to study for students with a disability or medical condition and ensuring that reasonable adjustments are made through consultation and negotiation on coordination with your Campus Program Manager.

Please visit the Support Services on the Le Cordon Bleu website
https://www.cordonbleu.edu/sydney/student-services/en

IT and Digital Services

Within two weeks of your commencement with Le Cordon Bleu you will receive access to a range of our digital services. Please go to the Digital Services page on the Le Cordon Bleu website; https://www.cordonbleu.edu/sydney/digital-services/en

Library Services

Computers are available for student use in the library however bookings are required. Please speak to the library staff for assistance.

For all library support services please contact Le Cordon Bleu Australia liaison librarian at the TAFE NSW, Ryde Campus library. Support includes searching library catalogues or e-resources, searching databases and how to reference an academic essay etc.

Library Telephone   +61 (02) 9448 6326

For details about the services provided go to: Home - TAFE NSW Library Services - Home at TAFE New South Wales (libguides.com)

Library Opening Hours

- Monday to Thursday   9.00 am – 5.00 pm
- Friday   9.00 am – 4.00 pm
- Saturday/ Sunday   Closed

You can also virtually chat with a librarian by visiting https://tafensw-au.libanswers.com/ 9.00am-5.00pm Monday to Fridays

Noticeboards

Le Cordon Bleu Australia noticeboards are located at Building A, Level 4 near the Ambassadors Restaurant. TAFE NSW, Ryde Campus also has many noticeboards, so please also make yourself familiar with these noticeboards to ensure information posted is noted.

Parking

Extensive provision for the parking of cars is available in all car park areas other than those designated for visitors, permit holders and disabled drivers. Student parking is on the two lower car parking levels closest to Building H. Access is off Parkes Street.

Fines are levied upon improperly parked vehicles, vehicles parked on roadways and for vehicles driven in a reckless or dangerous manner. Speed limits must be observed at all times, as must all parking time limit.

Join the Ryde Campus Student Association and you will pay only $2 a day at Ryde Campus.

Non-Student Association members pay an all-day flat rate of $4 per entry at Ryde Campus.

Bicycle parking racks are available at several locations around the Campus. Cyclists are urged to ensure their bicycles are secured to the racks with a quality lock and chain. Bicycles occupying more than one space in a rack may be removed.

Users are asked to ensure that vehicles left in any area set aside for parking are locked or otherwise secured. Ryde Campus cannot accept responsibility for theft, damage or loss of personal property. Should a vehicle be stolen or otherwise interfered with, please report this immediately to Security on **+61 (02) 7920 9130** that will ensure the police are promptly informed.

Public Transport

Information about public transport services can be found at the New South Wales Transport Hotline website https://transportnsw.info/#/. This site will provide details of timetables, the bus and train routes, how to purchase tickets and prices.

Smoking

It is the policy of TAFE NSW, Ryde Campus that smoking is prohibited within any building and under verandas. Smoking is permitted in designated areas only.

Please observe this requirement and also use the smokers' bins provided to extinguish cigarettes. Please do not leave cigarette butts on the ground.

You will be in breach of the TAFE NSW student discipline policy if you:

- Smoke in any area of the Campus other than where smoking is permitted
- Sell or supply cigarettes to anyone under the age of 18 in Campus grounds or during Campus activities

Student ID Card

Your Student ID card enables you to take advantage of the services offered by TAFE NSW, Ryde Campus. It is predominantly used for borrowing items from the Library and Parking. However, students may be required to produce their ID card for identification purposes when on Campus. Your ID card can also be used to obtain concessions for theatre admission, transport, software and other items.

New students will be issued with a Student ID card at the commencement of their studies. Continuing students will be issued with a Student ID card at the commencement of each year of their studies.

Support Services

While you are completing studies on-Campus you will be able to access a range of high-quality learning support services provided by our education partner - TAFE NSW, Ryde Campus.

Services include;

- Career Advice
- Counselling
- Disability
- Learning Support

For more information go to https://www.cordonbleu.edu/sydney/student-services/en

Visitors

Visitors are welcome to attend the general facilities at TAFE NSW, Ryde Campus. However, practical areas such as kitchens and classrooms are restricted to properly attired students and staff only, unless by prior arrangement with individual lecturers or the Program Manager.

Holmesglen Institute, Chadstone Campus - Contact Details

LE CORDON BLEU STAFF – HOLMESGLEN INSTITUTE, CHADSTONE CAMPUS

Address:	Corner of Batesford and Warrigal Rd, CHADSTONE VIC 3148
Telephone:	+61 (03) 9209 5589
Email:	Melbourne-StudentServices@cordonbleu.edu

The Academic Administration office for Le Cordon Bleu is located in Building 4.

LE CORDON BLEU STAFF - FACULTY

Program Coordinator	+61 (03) 9564 6258
Student Wellbeing (Holmesglen Student Services)	+61 (03) 9564 1649 (Office hours)
Higher Education Administration Officer	+61 (03) 9209 5638

COURSE COORDINATOR AND LECTURER AVAILABILITY

Appointments with the Course Coordinator can be made calling **+61 (03) 9564 6258** or by contacting the Higher Education Administrative Officer on **+61 (03) 9209 5638**

Lecturers are generally available between 9.00 am and 5.00 pm. Contact details for individual lecturers will be provided at the commencement of the unit/s of competency they teach. To make an appointment to speak with your lecturer outside of class, please email them. If you telephone your lecturer and they are unavailable, make sure you leave a message that contains your name, your contact details and briefly what you were calling about.

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Holmesglen Institute, Chadstone Campus - Facilities and Services

Holmesglen TAFE, Chadstone Campus provides an array of support services of which you, as a Le Cordon Bleu student may take full advantage.

Accidents

All accidents (and "near misses") must be reported to the LCB Reception and or to a lecturer or chef. First Aid kits are located in all teaching areas. Campus Security are all first aiders and can be contacted if needed on **+61 (03) 9564 2000.**

Campus Map
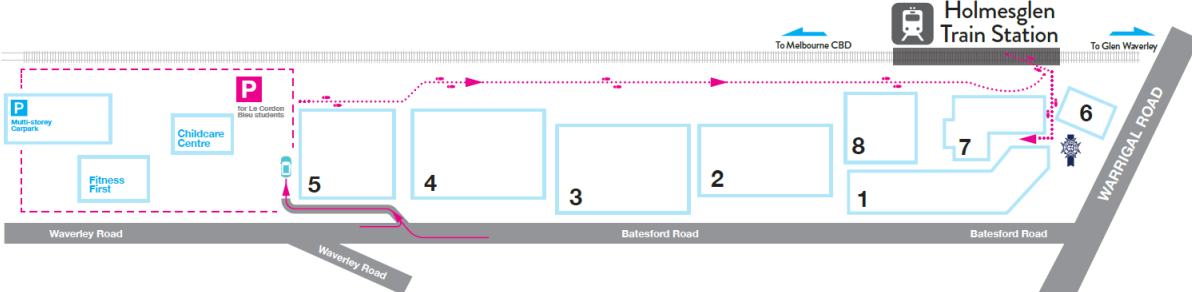
A map of the Holmesglen TAFE, Chadstone Campus will be given to you on orientation day. Alternatively, a copy is provided below:

CHADSTONE CAMPUS
Corner Batesford &, Warrigal Rd,
Chadstone VIC 3148

DIRECTIONAL MAP
View on Google Maps

GETTING HERE

The Chadstone campus is located on the corner of Warrigal Road and Batesford Roads, a short drive from the Warrigal Road exit of the Monash Freeway (see Building 6 on map).
Paid parking is available on campus.

PUBLIC TRANSPORT

Train
The Chadstone campus is adjacent to Holmesglen train station on the Glen Waverley line, and is accessible by various bus routes.

Bus
The Chadstone campus is accessible via the following bus routes:
624 - Kew to Oakleigh via Caulfield, Carnegie, Darling and Chadstone
903 - Altona to Mordialloc (smart bus service)

Cafes

A range of affordable eateries are located in and around the Holmesglen TAFE, Chadstone Campus.

The student **cafeteria** is located on the ground floor of **Building 7**

Opening Hours: Monday to Friday 8:00am – 4.00pm

Cilantro

Students are welcome make a booking at the *Moorabbin campus* to dine in Cilantro our **Student Training Restaurants**. Reservations are made through the Restaurant Bookings Office on **+61 (03) 9209 5599.** It should be noted that students attending class after dining should not consume alcohol when dining. https://www.holmesglen.edu.au/about-us/our-institute/our-facilities/restaurants-and-retail/cilantro-restaurant

Campus Safety and Security

Your safety is paramount to us here at Le Cordon Bleu, so security plays a very important role.

For assistance with security, first aid or lost property matters contact the Campus Security Office (during or after hours); or visit the Security Office located in the Main Entrance, Building 2 on the Ground Floor. Security Telephone: +61 (03) 9564 2000.

Campus Medical Centre

The Medical Centre at the TAFE Chadstone Campus located in the Student Wellbeing office and is open to students by appointment on (03) 9564 1649.

Disability Support

Le Cordon Bleu is committed to providing equal access to study for students with a disability or medical condition and ensuring that reasonable adjustments are made through consultation and negotiation on coordination with your Campus Program Manager. To access support, please contact Student Services.

Holmesglen Student Wellbeing

Student Wellbeing is able to help LCBA students achieve their educational, career and personal goals. Their qualified and experienced team can respond to students quickly and effectively by the following ways.

Personal counselling and welfare support available

- Welfare: legal, housing, government subsidies and more
- Study-related: returning to study, study skills, stress management, motivation and more
- Personal: relationships, confidence, adjusting to change, addictions, mental health and more

Location

Corner of Batesford and Warrigal Roads, Chadstone VIC 3148
Building 7, Level 1, Room 7.1.12 (near the main cafeteria)
Hours: Monday - Friday, 8.30am - 5pm
Contact: +61 (03) 9564 1649
Email: studentwellbeing@holmesglen.edu.au

IT and Digital Services Holmesglen

Within your first week of classes, you will have a digital session that will explain to you how the Digital Services work at the campus. You will be given at this time your Student ID card and Holmesglen passwords to access the on-campus facilities.

Library Services

For all library support services please contact the Chadstone liaison librarian. Support includes searching library catalogues or e-resources, searching databases and how to reference an academic essay etc.

Library Telephone   +61 (03) 9564 1621

For details about the services provided go to: https://www.holmesglen.edu.au/current-students/library/about-the-library

Library Opening Hours (Note: Opening times may vary during holidays)

- Monday to Thursday   9.00 am – 5.00 pm
- Saturday/ Sunday   Closed

Parking

The Chadstone campus is located on the corner of Warrigal Road and Batesford Roads, a short drive from the Warrigal Road exit of the Monash Freeway.

Paid Parking is available on site and payment ($6) is made via a ticketless system. Payment is made by entering your registration number at the meter or by using the Easypark application via your mobile device. Signage, prices and further information is available on the ticketless machines near each parking lot. Please enter the carpark via Batesford Rd.

Public Transport

Information about public transport services around Melbourne can be found via the Metro Trains Website www.metrotrains.com.au. Here you can find a journey planner which includes Bus and Train timetables. The fastest way to travel on Metro Trains network is to use a Myki card, you can find out more here; www.metrotrains.com.au/tickets-2/

The two best public transport options for Chadstone are Train or Bus.

Train: The Chadstone campus is adjacent to Holmesglen train station on the Glen Waverley line, and is accessible by various bus routes.

Bus: The Chadstone campus is accessible via the following bus routes: 624 - Kew to Oakleigh via Caulfield, Carnegie, Darling and Chadstone 903 - Altona to Mordialloc (smart bus service)

Smoking

Holmesglen and Le Cordon Bleu are committed to ensuring the health and wellbeing of its staff and students and therefore there is a smoke free policy across all campuses. Smoking is not permitted anywhere on campus; this includes the use of e-cigarettes and similar devices.

Student ID Card

Your Student ID card enables you to take advantage of the services offered on campus. It is predominantly used for borrowing items from the library. However, students may be required to produce their ID card for identification purposes when on Campus. Your ID card may also be used to obtain concessions for theatre admission, transport, software and other items.

Students will be issued with a Student ID card at the commencement of their studies.

Visitors

Visitors are welcome to attend the general areas on campus. However, practical areas such as kitchens and classrooms are restricted to properly attired students and staff only, unless by prior arrangement with individual lecturers or the Program Manager.

Academic Support

The **Learning Skills Centre** (LSC) at Chadstone campus focuses on improving the skills of learners throughout their student journey as well as assisting them to recognise and meet foundation skill requirements to become job ready applicants. The Learning Skills Centre is resourced with qualified

support teachers specialising in teaching and supporting students in language, literacy, numeracy, study and basic information and computer skills.

The LSC offers support with assignments, study skills and coursework, accessing and navigating online content and assessments, and using and participating in online classes. Services available for students include academic referencing, assignment support, note taking, presentation skills, report writing, research skills, study skills, summarising skills and time management.

Learners also have access to learning skills support as required. It is a fundamental goal of the support to encourage students to develop support seeking skills and self-identify support needs with confidence.

The LSC is available on campus for personalised support sessions. Students can 'drop in' to one of the campus Libraries at specified times and speak to LSC support teachers – no appointment is necessary. Drop-in times are available at https://www.holmesglen.edu.au/current-students/student-support/personal-support.

The LSC also provides remote learning support. Students may access remote support by contacting the LSC at https://www.holmesglen.edu.au/current-students/course-resources/learning-skills-centre. Students are able to speak with a Learning Skills Centre (LSC) teacher via the phone, attend online support sessions and receive readability feedback on assessment tasks via email. The LSC also provides remote learning support via mini online workshops on a range of topics such as Excel, PowerPoint and using MS Word, organising study and avoiding plagiarism. The focus and time of workshops are published at https://www.holmesglen.edu.au/current-students/course-resources/it-help-and-online-tools.

The Learning Skills Centre provides support to LCBA learners acknowledging that different levels of planning for support are required and provided depending on the individual learner needs.

The Learning Skills Centre administration and teaching staff work closely with Holmesglen Institute's disability and counselling services to develop suitable support plans for LCBA individual learners. An integral part of this is the referral process which provides learning skills support as early as possible and engages the learner in ongoing personalised one to one support with an Individual Learning Plan. The planning of support involves the learner and the collaboration of support services results in specialist advice and a broad range of support available to assist the learner to progress.

There is also information available to students about Learning Skills Centre remote study support that is available on the website at: https://www.holmesglen.edu.au/current-students/course-resources/learning-skills-centre.

TAFE SA, Regency Campus - Contact Details

LE CORDON BLEU STAFF – TAFE SA, REGENCY CAMPUS

Address:	137 Days Road, Regency Park, South Australia 5010
Telephone:	+61 (08) 8348 3000
Email:	Adelaide-StudentServices@cordonbleu.edu

LE CORDON BLEU HIGHER EDUCATION - ACADEMIC STAFF

Program Manager	Appointments are made through Reception/Program Support Officer
Program Support Officer	+61 (08) 8348 4459

PROGRAM MANAGER AND LECTURER AVAILABILITY

Appointments with the Program Manager can be made by contacting the Program Support Officer on **+61 (08) 8348 4459**.

Lecturers are generally available between 9.00 am and 5.00 pm. Contact details for individual lecturers will be provided at the commencement of the units they teach. To make an appointment to speak with your lecturer outside of class, please email them on contact them via Engage. If you telephone your lecturer and they are unavailable, make sure you leave a message that contains your name, your contact details and briefly what you were calling about.

TAFE SA, Regency Campus - Facilities and Services

The TAFE SA, Regency Campus provides an array of support services of which you, as a Le Cordon Bleu student may take full advantage.

Accidents

All accidents (and "near misses") must be reported to either Le Cordon Bleu Administration Office staff, or to a lecturer.

At the TAFE SA, Regency Campus first aid kits are located in all work areas and each general area has a first aid/sick room. A list of all First Aid Officers can be found in each sick room. A first-aid room for the Hotel School is located in Corridor FC6.

Campus Map

A map of the TAFE SA, Regency Campus is available by going to:
https://www.tafesa.edu.au/locations/metro/regency

Cafes

Good quality, low-cost food from the Hotel School's kitchen is sold at the *Results Cafe* in the Regency International Centre.

Students are welcome to dine in our restaurants. Reservations are made through the Restaurant Bookings Office on **+61 (08) 8348 4348**. It should be noted that students attending class after dining should not consume alcohol. Conduct and behaviour as a restaurant guest is expected to be responsible and mature. Neat casual dress is required.

Students may be entitled to a discount on *Tiros Restaurant* lunches from Tuesday to Friday and dinners on Wednesday and Thursday evenings. In order to check eligibility, mention you are an LCBA student when booking and show your student identification when paying the account after dining. Note that this discount is not valid with any other offer.

Campus Safety and Security

Your safety is paramount to us here at Le Cordon Bleu, so security plays a very important role.

For assistance with security or lost property matters contact the Customer Service Centre (during or after hours); or visit the Security office located in the main entrance on the ground floor.

Security Telephone: +61 (08) 8348 2648 (when calling from off Campus)

Security Telephone: **5#** (when calling from phones within TAFE SA, Regency Campus)

Campus Medical Clinic

There is no Medical Clinic at the TAFE SA, Regency Campus. Students can visit a local doctor at a Medical Clinic of their choice.

Disability Support

Le Cordon Bleu is committed to providing equal access to study for students with a disability or medical condition and ensuring that reasonable adjustments are made through consultation and negotiation on coordination with your Campus Program Manager.

Please visit the Support Services page on the Le Cordon Bleu website
https://www.cordonbleu.edu/adelaide/student-services/en

IT and Digital Services

Within two weeks of your commencement with Le Cordon Bleu you will receive access to a range of our digital services. Please go to the Digital Services page on the Le cordon Bleu website: https://www.cordonbleu.edu/adelaide/digital-services/en

Library Services

Computers are available for student use in the library however bookings are required. Please speak to the library staff for assistance

For all library support services please contact Le Cordon Bleu Australia liaison librarian at the I-Central TAFE SA, Regency Campus library. Support includes searching library catalogues or e-resources, searching databases and how to reference an academic essay etc.

For details about the services provided go to: https://tafesa.spydus.com/cgi-bin/spydus.exe/MSGTRN/OPAC/HOME

Library Opening Hours

- Monday to Friday   8.30 am – 5.00 pm
- Saturday & Sunday   Closed

Noticeboards

Le Cordon Bleu Australia noticeboards are located near the LCB Academic Administration office in Corridor 5 Regency International Centre Building, and in the corridor between rooms C207 and C208. Students are requested to make themselves familiar with these noticeboards to ensure any information posted is noted. Some communications are posted on the student information group in Engage.

Parking

Extensive provision for the parking of cars is available in all car park areas other than those designated for visitors, permit holders and disabled drivers.

Fines are levied upon improperly parked vehicles, vehicles parked on roadways and for vehicles driven in a reckless or dangerous manner. Speed limits must be observed at all times, as must all parking time limits.

Bicycle parking racks are available at several locations around the Campus. Cyclists are urged to ensure their bicycles are secured to the racks with a quality lock and chain. Bicycles occupying more than one space in a rack may be removed.

Users are asked to ensure that vehicles left in any area set aside for parking are locked or otherwise secured. TAFE SA, Regency Campus cannot accept responsibility for theft, damage or loss of personal property. Should a vehicle be stolen or otherwise interfered with, please report this immediately to

the Customer Service Centre (or after hours the Security Office on **+61 (08) 8348 2648** to ensure the police are promptly informed.

Prayer Room

Le Cordon Bleu embraces the religious and spiritual diversity of our staff and student community. In recognition of this diversity TAFE SA, Regency Campus has a prayer room for staff and students.

The Prayer room is located at **Block C, 1st Floor, Room C110.**

Public Transport

Information about public transport services can be found at the Adelaide Metro website http://www.adelaidemetro.com.au. This site will provide details of timetables, the bus and train routes, how to purchase tickets and prices. It also has some information in languages other than English.

Smoking

All TAFE SA campuses are smoke free environments. A smoke free environment means that smoking is prohibited on all TAFE SA owned grounds including all shared spaces/courtyards, carparks and cafes (external areas). The use of e-cigarettes and vaping is also prohibited. For more information visit https://students.tafesa.edu.au/student-life/student-safety-and-wellbeing/smoke-free-campus

Student ID Card

Your Student ID card enables you to take advantage of the services offered by TAFE SA, Regency Campus. It is predominantly used for borrowing items from the Learning Resource Centre (LRC). However, students may be required to produce their ID card for identification purposes when on Campus. Your ID card can also be used to obtain concessions for theatre admission, transport, software and other items.

New students will be issued with a Student ID card at the commencement of their studies. Continuing students will be issued with a Student ID card at the commencement of each year of their studies.

Support Services

While you are completing studies on-Campus you will be able to access a range of high-quality learning support services provided by our education partner –TAFE SA, Regency Campus. Services include;

- Career Advice
- Counselling
- Disability
- Learning Support

For more information go to https://www.cordonbleu.edu/adelaide/student-services/en

Visitors

Visitors are welcome to view the general facilities at TAFE SA, Regency Campus. However, practical areas such as kitchens and classrooms are restricted to properly attired students and staff only, unless by prior arrangement with individual lecturers or the Program Manager.

Le Cordon Bleu Service Standards

Le Cordon Bleu Australia is committed to:

- being helpful always
- treating all clients with courtesy
- answering questions and inquiries promptly
- being objective in dealings with clients
- maintaining high standards of confidentiality
- providing accurate information and advice

Le Cordon Bleu Australia aims to:

- Ensure that all stakeholder needs are addressed and attended to as quickly as possible
- Acknowledge receipt of all student applications within 5 business days
- Contact students within 10 business days if an application is incomplete
- Answer queries and questions to the best possible standards
- Respond to all telephone enquiries within one business day
- Respond to written correspondence within 10 business days after receipt
- Respond to all emails within 3 business days after receipt

Importance of respect:

- All students and staff are entitled to courteous treatment.
- Every employee represents Le Cordon Bleu Australia
- Name badges will be displayed as appropriate
- Staff will identify themselves and Le Cordon Bleu Australia every time they are contacted by a prospective, current or former student
- All correspondence and telephone calls will be directed to the correct party
- When transferring a caller, time will be taken to reassure the caller that the other party can help and that the caller is not being shuffled around.
- All telephone messages will be passed to the appropriate person as soon as possible
- After assisting a student, staff will offer to provide additional assistance at a later time should the need arise.
- Staff will ensure that a "real person" alternative to all voice-mail messages is provided wherever possible

Clients deserve quality products and service. Le Cordon Bleu Australia staff will:

- provide all available information to a customer on the first call or letter

- ensure that all queries are addressed and resolved where reasonably possible

- write in clear English, avoiding jargon or slang

- follow-up regularly to ensure that quality products are provided

- advise students and staff in writing when new policies or changes to policies are implemented

- consider the needs of students when developing products and procedures and policies and procedures

- include a contact name, organisation, telephone number and effective date on all correspondence

- always ensure that up-to-date brochures and pamphlets are used to promote Le Cordon Bleu Australia, its products and services

- promote the Le Cordon Bleu Australia website

Le Cordon Bleu Graduate Attributes

Higher education aims to provide students with knowledge, skills and attributes that enable graduates to flourish as individuals and to make a positive contribution to society. Graduate attributes should be regarded as the hallmarks of a successful tertiary education experience.

Central to LCBA's concept of Graduate Attributes is its commitment to developing abilities and values that will enhance the employability of its graduates.

Graduate Attribute 1: Disciplinary Knowledge and Capability

A level of disciplinary knowledge and practical skills that show intellectual rigour, scholarship and a commitment to reflective practice through structured inquiry and autonomous learning.

Key indicators of this Graduate Attribute are an ability to:

- Demonstrate a systematic and coherent understanding of the field of study in which they have been engaged.
- Apply critical techniques to question and analyse received ideas.
- Work autonomously, take initiative and be self-directed in undertaking tasks in complex and uncertain environments.
- Identify and define problems from different perspectives and evaluate the merits of putative solutions.
- Exhibit an understanding of the methods used to investigate and establish knowledge and its boundaries in a particular discipline.

Graduate Attribute 2: Critical and Innovative Thinking

An ability to analyse and respond to issues and opportunities in creative, thoughtful and constructive ways.

Key indicators of this Graduate Attribute are an ability to:

- Be critically aware of, and informed by, current knowledge and its possible applications in a discipline or professional context.
- Analyse information, synthesise views, make connections and, where appropriate, propose creative and entrepreneurial solutions.
- Exhibit flexible and independent thought respectful of relevant theoretical and applied contexts in making decisions and assessing their consequences.
- Identify and pursue personal learning strategies to enhance understanding, skills and problem-solving capacity.
- Conceptualise problems and propose plausible and appropriate solutions, anticipating potential consequences and risks.

Graduate Attribute 3: Ethical and Social Awareness

A commitment to the well-being of others through responsible and inclusive behaviour that exhibits an awareness of relevant codes of conduct, standards and cultural sensitivity.

Key indicators of this Graduate Attribute are an ability to:

- Exhibit awareness of ethical considerations and consequences for others of one's behaviour, attitudes and decisions.

- Be aware of and show respect for other perspectives and sensitivities, whether local, national or international, and the implications for individual behaviour.

- Learn and benefit from one's own experience, successes and failures and those of others.

- Apply academic learning to professional contexts and to address problems in an effective way, having regard to legal and ethical considerations.

- Reflect on one's values and biases, and those of others, when analysing a problem and proposing solutions, and adopt an objective and balanced perspective.

Graduate Attribute 4: Communication and Social Skills

An ability to communicate and collaborate effectively with individuals, and within and across teams and cultures, in interdisciplinary, professional and social settings.

Key indicators of this Graduate Attribute are an ability to:

- Show sensitivity to the confidentiality, nuances and implications of certain forms of information at individual, communal and social levels.

- Integrate, present and communicate information in a way which is comprehensible and relevant to the needs of others using a variety of media and technologies.

- Respond sensitively and appropriately to the needs of different stakeholders and circumstances.

- Work and communicate effectively in multicultural and global settings.

- Manage time, tasks, priorities and workloads effectively in a range of practical contexts.

Graduate Attribute 5: Professionalism and Inclusiveness

Respectful and constructive behaviour and attitudes in professional and community settings that promote positive outcomes for stakeholders.

Key indicators of this Graduate Attribute are an ability to:

- Work with others towards the achievement of shared goals in team contexts.

- Take responsibility for one's own academic and professional development and learning.

- Recognise and undertake due diligence with respect to issues of justice, legal compliance and social responsibility in professional contexts.

- Practice honesty and openness in one's dealings with others.

- Show awareness and understanding of business, commercial and/or social issues and opportunities and the expectations of prospective employers.

Graduate Services

ALUMNI

Le Cordon Bleu looks forward to welcoming you to the world of Le Cordon Bleu Alumni.

Your association with Le Cordon Bleu does not finish just because you have finished your studies. We provide a comprehensive Alumni network to make sure you have the tools to stay in contact with us; your fellow classmates; existing Alumni; and Industry professionals.

Le Cordon Bleu takes great pride in the achievements of our Alumni community and we work with all graduates to help you achieve and access the best opportunities for your career.

We can also help if you are interested in continuing your education by working with you to ensure you are making the most of the opportunities available to you.

Students completing their final six months of academic study with Le Cordon Bleu Australia are invited to join our Alumni Association as a "pre-graduate" member.

It is at this stage that we work with you to get you ready for life post-graduation. We help you locate jobs, search and apply for jobs and build your networks before you graduate.

Upon graduation, you will be able to become an Alumni member and receive additional benefits available to our Alumni community.

For further information; contact our team on **+61 (08) 8348 3000** or email Australia-alumni@cordonbleu.edu for further assistance.

CONTINUING STUDY OPTIONS WITH LE CORDON BLEU

Graduating students who wish to continue their studies with Le Cordon Bleu in its Schools around the world should contact the Le Cordon Bleu Australia office by telephone

Free Call (Australia only): 1800 064 802.

Students are encouraged to research the extensive variety of options by viewing the Le Cordon Bleu website www.cordonbleu.edu/australia and its associated hyperlinks. All Le Cordon Bleu Australia programs provide for direct recognition and credit transfer.

Policies and Procedures

Full copies of the Le Cordon Bleu Australia Policies and Procedures which govern your studies are available on the Le Cordon Bleu Australia website.

You **must** make yourself familiar with the following policies and procedures. Le Cordon Bleu Australia staff and students are expected to refer to them when needed and to act in accordance with them. You can find a full list of the policies on the LCBA website

- Academic Policies
- General Polices

ACADEMIC INTEGRITY

(See Academic Integrity Policy)

Students found to have deliberately or inadvertently engaged in academic misconduct will be dealt with in accordance with the Academic Integrity Policy.

Academic misconduct' refers to:

- plagiarism (see definition below),
- breaches of the examination procedures,
- presenting data that has been copied, falsified or in any way obtained improperly,
- including material in individual work that has involved significant assistance from another person, unless this is specifically allowed in the unit/unit of competency outline or assessment guidelines,
- providing assistance to a student in the presentation of individual work, unless this is specifically allowed in the unit/unit of competency outline or assessment guidelines,
- falsifying or misrepresenting academic records, or any other documents,
- providing assessments to other current or future students,
- obtaining assessments from other current of past students,
- using a writing service or individual to write assessments (irrespective if payment is made or not),
- publishing assessments to, or accessing assessments hosted on, file sharing services,
- using artificial intelligence software or paraphrasing tools, and
- any other actions that contravene the principles of academic integrity.

Plagiarism is a specific form of academic misconduct. Plagiarism refers to

- directly copying any material from electronic or print resources without acknowledging the source,
- closely paraphrasing sentences or whole passages without referencing the original work,
- submitting another student's work in whole or in part, unless this is specifically allowed in the unit/unit of competency outline,
- using another person's ideas, work or research data without acknowledgment,
- appropriating or imitating another's ideas unless this is specifically allowed in the unit/unit of competency outline,

- submitting a piece of work that has previously been submitted for assessment at LCBA or another education provider in whole or in part, unless allowed for in the unit/unit of competency assessment.

A student who willingly and/or knowingly assists another student to commit plagiarism will be subject to the same penalties as the student who committed the plagiarism.

To avoid academic misconduct, students must become familiar with expectations for academic research and writing, especially the requirements for referencing.

ATTENDANCE

(See Student Attendance Policy)

It is compulsory for all students to attend 100% of scheduled classes and activities. If you are unable to attend classes due to illness, injury or another emergency, you must provide a medical certificate from a registered health practitioner or other documentary evidence of the reason for your absence immediately on returning to classes.

As attendance is strongly linked to academic performance, your attendance will be monitored, recorded and reviewed regularly. Students with poor attendance will be required to meet with staff to be reminded of the obligation to attend all classes and to discuss any issues that may be contributing to the poor attendance.

Continued poor attendance by holders of student visas and result in students being inactively withdrawn from their program and must be reported to the Department of Home Affairs (DHA).

Attendance at all scheduled classes, activities, excursions, visits, workshops, information sessions, lectures, and tutorials is compulsory, unless specifically stated otherwise.

Students who arrive late for a class or leave early for any reason will be asked to supply documents to justify their late arrival or early departure from class.

Attendance will be calculated based on students being present and participating in all scheduled class hours and other program related activities where attendance is compulsory. Being on Campus but not attending part or, all of the scheduled classes/sessions/activities, or not returning to a class/session/activity after a break, will result in an absence being recorded.

DRESS CODE AND UNIFORM POLICY

(See Student Dress Code Policy)

All students are required to maintain the highest standard of personal appearance. Please remember you are being trained as a professional and represent Le Cordon Bleu and this institution whenever in uniform. It is essential that your presentation and conduct reflect this.

Please make yourself familiar with the requirements of the Student Dress Code Policy. All students are expected to present themselves as described in this policy.

Students are only required to wear a full uniform while attending practical units and as specified in the relevant unit outline. Full uniform requirements as outlined in the Policy may be amended from time to time. Extreme weather conditions may require modifications to the uniform policy from time to time. Students will be advised of the variation when this occurs.

All Le Cordon Bleu Australia staff have the right and obligation to enforce this policy and report any non-compliance.

ENGLISH LANGUAGE

Le Cordon Bleu Australia courses are delivered on English speaking campuses. The language of instruction for all Le Cordon Bleu Australia courses is English.

For many of Le Cordon Bleu Australia's students, studying in Australia is a way to practise and improve their English language skills. Le Cordon Bleu Australia sets minimum English language proficiency levels required to enrol in all Le Cordon Bleu Australia courses and expects all students to perform at least to this level in aspects of their studies – speaking, reading, writing and listening.

For all of these reasons Le Cordon Bleu Australia respectfully requests that students to speak in English at all times when on campus, whether in class, on excursions, or socially.

PHOTOGRAPHY

Students may take photographs on the campus only with the prior approval of the appropriate member of Le Cordon Bleu Australia staff. Please note that you also need the permission of any person whose photograph you wish to take, before you take it.

Le Cordon Bleu Australia will normally permit students to take, at the end of a class and for strictly personal use only, photographs of dishes prepared by Le Cordon Bleu Australia instructor chefs from recipes demonstrated during the class.

Students agree that copyright in all photographs taken on the campus will be owned exclusively by Le Cordon Bleu Australia and such photographs may be used by students only for personal, non-commercial purposes. The use by students of video cameras or any other form of moving pictures is not permitted on the campus.

STUDENT CONDUCT

(See Student Code of Conduct)

Le Cordon Bleu Australia (LCBA) expects students to share the responsibility for maintaining a respectful and harmonious learning environment. LCBA requires students to conduct themselves in a manner that upholds the values, integrity and reputation of LCBA at all times. Behaviour that does not meet this standard is not tolerated and may result in a penalty.

Behaviour that upholds the values, integrity and reputation means:

- Treating everyone with respect and courtesy,
- Refraining from bullying, harassment or discrimination,
- Behaving with honesty and integrity,
- Respecting difference and diversity,
- Respecting the privacy and confidentiality of others,
- Participating in collaboration, open dialogue and the exchange of ideas,
- Using LCBA resources, including IT and online resources, responsibly and for their proper purpose,
- Following reasonable directions from LCBA.

It also means taking reasonable care to protect your own health and safety and the health and safety of others. Students must comply with LCBA's Policies and Procedures and all applicable Australian laws.

You have the right to:

- be treated fairly and with respect
- learn in an environment free of discrimination
- learn in a supportive and safe environment
- have access to counselling
- be given information about assessment procedures at the beginning of each unit
- make a complaint to any staff member without fear of reprisal
- receive feedback on your progress.

You have a responsibility to:

- treat other people with respect and fairness
- do all assessment tasks by the due date or ask for an extension of time if there are exceptional circumstances.
- return or renew library resources on time
- follow normal safety practices, e.g. wear approved clothing and protective equipment and follow directions, both written and verbal, given by staff
- not damage or steal property
- not enter the campus with drugs, alcohol, weapons or be under the influence of drugs or alcohol
- not disrupt classes or use mobile phones or pagers in the classroom
- show concern for others by:
- not swearing in classrooms and other learning areas
- not smoking on campus, except in designated areas.

Student Feedback

There are three main methods that Le Cordon Bleu Australia gathers information from its student body – Surveys, Focus Groups and Student Representative Meetings. The information provided by students through these activities forms an integral part of the planning and continuous improvement processes of Le Cordon Bleu Australia.

SURVEYS

Students are surveyed on a regular basis.

1. **At the end of each unit:** Students will be asked to complete a *Unit Survey t*o provide valuable feedback about the content of unit taught and the teaching approach.

2. **Commencing year and final year.** Students will have the opportunity to participate in the national Quality Indicators for Teaching and Learning *Student Experience Survey.*

3. **Upon graduation.** Students will have the opportunity to participate in the national Quality Indicators for Teaching and Learning *Graduate Outcomes Survey.*

STUDENT REPRESENTATIVE MEETINGS

Le Cordon Bleu Australia staff meet regularly with representatives of the student body. These meetings are a useful forum for you to express your views and concerns about any issues related to your study, through your representative.

Representatives need to commit to attending at least 3 meetings per semester, must find a way to canvas the view of the group they represent, and be willing to participate in discussions during the meetings.

FOCUS GROUPS

Focus groups are convened from time to time and usually for a specific purpose, for example to obtain student feedback on LCBA courses. Focus groups are an opportunity for students to share their experience with Le Cordon Bleu Australia in a confidential forum, where student anonymity is protected.

Communication with Students

CORRESPONDENCE WITH STUDENTS

Email correspondence between students and Le Cordon Bleu Australia (LCBA) staff will be considered formal and official; notifications sent electronically will include matters of Unsatisfactory Academic Progress, Unsatisfactory Attendance and/or appeals.

An email will be considered as received on the first working date after it was sent. Students are required to provide their personal email accounts and other contact details upon enrolment with LCBA, and to notify Student Services of updated contact details within 7 working days of any change.

LCBA will use your mycordonbleu.net Webmail for all official Le Cordon Bleu communication.

PERSONAL CORRESPONDENCE

Students are requested not to use the Campus address as their personal address. Le Cordon Bleu Australia will not be held responsible for student correspondence and cannot forward mail to students after their departure from the program.

CHANGE OF ADDRESS

(See Student Contact Details Policy)

It is the responsibility of each student to ensure the accuracy and currency of their contact details held by Le Cordon Bleu Australia. Each time any of these details change, the student must inform Le Cordon Bleu Australia.

Le Cordon Bleu Australia shall ensure that a student's current contact details, including residential address, phone and mobile phone numbers and personal email address and who to contact in an emergency situation, as notified by the student are recorded and used as contact details for official Le Cordon Bleu Australia information and notifications. This information will be used to communicate with the student throughout their program of study.

Students should advise Le Cordon Bleu Australia of a change in their contact details by informing Student Services or by using the Student Portal.

Note to Student Visa Holders:

Under the National Code 2018, the education provider, Le Cordon Bleu Australia, must be kept informed at all times of the student visa holder's residential address.

Each student shall ensure that they inform Le Cordon Bleu Australia of their current address, telephone number, email address and any other relevant contact details within 7 days of arriving in Australia.

Legislation Governing your Studies at Le Cordon Bleu

As a student at Le Cordon Bleu, you are required to not only comply with the rules and regulations of the school, but State and Commonwealth legislation stipulated by the Government.

All staff and students of Le Cordon Bleu Australia are required to be aware of their rights and responsibilities under the following Commonwealth and State legislation (principal and amendment acts).

- Age Discrimination Act 2004

- Australian Human Rights Commission Act 1986

- Disability Discrimination Act 1992

- Education Services for Overseas Students Act 2000

- Fair Work Act 2009

- Gender Equality Act 2020 (Vic)

- National Code of Practice for Registration Authorities and Providers of Education to Overseas Students 2018 (National Code)

- Occupational Health and Safety Act 2004 (Vic)

- Privacy Act 1988

- Privacy and Personal Protection Information Act 1988 (NSW)

- Racial Discrimination Act 1975

- Sex Discrimination Act 1984

- Standards for registered training organisations 2015

- State Records Act 1988 (NSW)

- The Education Services for Overseas Students Regulations 2001

- The Higher Education Standards Framework (Threshold Standards) 2021

- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

- Work Health and Safety Act 2011 (NSW)

- Work Health and Safety Act 2011 (QLD)

- Work Health and Safety Act 2012 (SA)

- Work Health and Safety Regulation 2011 (QLD)

- Work Health and Safety Regulation 2017 (NSW)

- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)

This list is not exhaustive. For a list of all legislation see Commonwealth of Australia Consolidated Acts (austlii.edu.au)

UNIQUE STUDENT IDENTIFIER (USI)

During Orientation all students will be guided through the process of creating a USI. New and continuing students undertaking Higher Education (HE) courses will need to create a USI in order to receive any academic documentation including transcripts and French Qualifications.

Please refer to the USI Frequently Asked Questions at https://www.usi.gov.au/help/Student-FAQs-higher-education for more information on how to complete this process or contact Le Cordon Bleu Student Services if you require further assistance.

Course Learning Outcomes

Course Learning Outcomes (CLO) are learner-focused statements of what students are expected to evidence or demonstrate upon completion of a course. They specify what students are expected to know and do as a result of learning in the course.

DIPLOMA IN BUSINESS

Course Learning Outcomes
Graduates of the Higher Education Diploma in Business should be able to:
Demonstrate broad theoretical and technical knowledge of foundational concepts and theories relevant to the interpretation and evaluation of information in the practice and management of key business disciplines.
Demonstrate an ability to identify, evaluate and synthesise concepts and information required to address problems arising in key fields of business management in a professional manner.
Express ideas and explain theoretical and technical concepts in a clear, sensitive and relevant way in writing or orally to facilitate collaboration with others in interdisciplinary, professional and social settings.
Apply theoretical and practical disciplinary knowledge and creative skills in key business and management disciplines to the analysis, integration and evaluation of information to devise sound and effective solutions in changing contexts, having regard to ethical and legal considerations, industry practices and community expectations.
Apply disciplinary knowledge and skills to manage technical business processes and transparently evaluate one's own and other's decisions which impact on the achievement of shared goals.

ASSOCIATE DEGREE IN BUSINESS

Course Learning Outcomes
Graduates of the Associate Degree in Business should be able to:
Demonstrate broad theoretical and technical knowledge of key concepts and theories relevant to the interpretation and evaluation of information in the practice and management of business disciplines.
Demonstrate an ability to critically reflect on and appraise a broad range of issues in a variety of business contexts, and to identify, analyse and evaluate relevant information and concepts in the articulation and application of matters relevant to specific fields of business management.
Exhibit the technical and creative skills required to effectively articulate, discuss and review operational matters in a variety of business settings using oral and written communication and language, exhibiting independence of thought and relevant disciplinary literacy.
Apply practical and theoretical disciplinary and contextual knowledge and skills to the analysis, integration and evaluation of information to devise effective solutions and create further learning opportunities in a supervised setting in an ethical and socially responsible manner.
Exhibit a breadth of cognitive, technical and academic skills to evaluate and apply disciplinary knowledge, methods and technologies to the analysis of standard, unpredictable and sometimes complex problems in a range of settings working individually and in collaboration with internal and external stakeholders.

ADVANCED DIPLOMA OF BUSINESS IN INTERNATIONAL HOTEL MANAGEMENT

Course Learning Outcomes
Graduates of the Advanced Diploma of Business in International Hotel Management should be able to:
Integrate theoretical and technical hotel knowledge that includes hotel operations, logistics, legal accounting, HRM and marketing issues
Integrate theoretical and technical business management knowledge that includes communication, accounting, HRM, quality management and marketing
Discuss, interpret and synthesise specialised knowledge of core and cognate business and management fields
Demonstrate understanding of general management issues with in-depth knowledge of particular fields
Use analytical thinking, initiative and creative approaches to complex problem solving and decision making
Exercise ethical judgement, social responsibility and cultural awareness in business and management practice
Communicate business and management knowledge to others in diverse hotel settings
Use initiative and judgment in planning, design, technical and management functions in a range of hotel contexts
Adapt personal and group outcomes-focused business and management techniques to known and unknown hotel management situations
Apply knowledge to practice in a WIL (Work Integrated Learning) program

ADVANCED DIPLOMA OF BUSINESS IN INTERNATIONAL RESTAURANT MANAGEMENT

Course Learning Outcomes
Graduates of the Advanced Diploma of Business in International Restaurant Management should be able to:
Integrate theoretical and technical restaurant knowledge that includes restaurant operations, logistics, legal, costing, food quality
Integrate theoretical and technical business management knowledge that includes communication, accounting, HRM, quality management and marketing
Discuss, interpret and synthesise specialised knowledge of core and cognate business and management fields
Demonstrate understanding of general management issues with in-depth knowledge of particular fields
Use analytical thinking, initiative and creative approaches to problem solving and decision making
Exercise ethical judgement, social responsibility and cultural awareness in business and management
Communicate business and management knowledge to others in diverse restaurant settings
Use initiative and judgment in planning, design, technical and management functions in a range of restaurant contexts
Adapt personal and group outcomes-focused business and management techniques to known and unknown restaurant management situations
Apply knowledge to practice in a WIL (Work Integrated Learning) program

BACHELOR OF BUSINESS IN INTERNATIONAL RESTAURANT MANAGEMENT

Course Learning Outcomes
Graduates of the Bachelor of Business in International Restaurant Management should be able to:
Integrate theoretical and technical restaurant knowledge, which includes restaurant operations, logistics, legal, costing, food quality
Integrate theoretical and technical business management knowledge which includes legal, accounting, HRM, strategy, marketing and entrepreneurship
Interpret and discuss the key elements of the core and cognate fields of business and management
Demonstrate a broad understanding of management and leadership issues in general with in-depth knowledge of some fields in particular
Use critical thinking, initiative and creative approaches to problem solving and decision making
Exercise ethical judgement, social responsibility and cultural awareness in business and management
Adapt business and management knowledge in diverse settings and contexts
Demonstrate the application of business management knowledge and skills in a variety of restaurant settings
Select and/or adapt knowledge and skills appropriate to diverse restaurant settings and contexts
Apply knowledge to practice in a WIL (Work Integrated Learning) program

BACHELOR OF BUSINESS IN INTERNATIONAL HOTEL MANAGEMENT

Course Learning Outcomes
Graduates of the Bachelor of Business in International Hotel Management should be able to:
Integrate theoretical and technical hotel knowledge, which includes hotel operations, logistics, legal accounting, HRM and marketing issues.
Integrate theoretical and technical business management knowledge which includes legal, accounting, HRM, strategy, marketing and entrepreneurship
Interpret and discuss the key elements of the core and cognate fields of business and management
Demonstrate a broad understanding of management and leadership issues in general with in-depth knowledge of some fields in particular
Use critical thinking, initiative and creative approaches to problem solving and decision making
Exercise ethical judgement, social responsibility and cultural awareness in business and management
Adapt business and management knowledge in diverse settings and contexts
Demonstrate the application of business management knowledge and skills in a variety of hotel settings
Select and/or adapt knowledge and skills appropriate to diverse hotel settings and contexts
Apply knowledge to practice in a WIL (Work Integrated Learning) program

BACHELOR OF BUSINESS

Course Learning Outcomes
Graduates of the Bachelor of Business should be able to:
Conceptualise professional and managerial challenges and opportunities, apply relevant knowledge and evaluate information to form opinions, derive solutions, and/or achieve decisions that are contextually appropriate and effective and potentially applicable to future scenarios.
Demonstrate a broad understanding of business and management activities and processes in identifying, evaluating and synthesising concepts and information required to address complex problems in innovative and entrepreneurial ways.
Communicate theoretical and operational proposals and solutions in creative, appropriate and effective ways that exhibit critical analysis, sound judgment and intellectual independence.
Apply evidence-based and theoretical disciplinary and contextual knowledge in a range of business and managerial disciplines to the analysis, integration and evaluation of information, processes and innovations to devise effective and creative solutions.
Apply disciplinary knowledge and skills to produce effective, ethical, socially responsible and collaborative professional decisions that take into account internal and external stakeholder perspectives, relevant contextual information, and professional and industry standards and expectations.

BACHELOR OF BUSINESS ADMINISTRATION

Course Learning Outcomes
Graduates of the Bachelor of Business Administration should be able to:
Conceptualise a broad range of professional and managerial challenges and opportunities, apply relevant knowledge and evaluate information to form opinions and derive solutions that are valid and potentially applicable to professional practice and scenarios.
Demonstrate a broad and advanced understanding of business and management activities and processes in identifying, evaluating and synthesising concepts and information required to address complex problems in innovative and entrepreneurial ways drawing from a range of scholarly sources.
Communicate theoretical and operational proposals and solutions in creative, appropriate and effective ways that exhibit critical analysis, sound judgment and intellectual independence.
Apply evidence-based and theoretical knowledge in a wide range of business and managerial disciplines to the collection, analysis, integration and evaluation of information, processes and innovations to devise valid and creative solutions.
Apply advanced disciplinary knowledge and skills to produce effective, ethical, socially responsible and collaborative professional decisions that take into account internal and external stakeholder perspectives, relevant contextual information, and professional and industry standards and expectations.

BACHELOR OF BUSINESS / BACHELOR OF BUSINESS ADMINISTRATION

Course Learning Outcomes
Graduates of the Bachelor of Business / Bachelor of Business Administration should be able to:
Conceptualise a broad range of professional and managerial challenges and opportunities, apply relevant knowledge and evaluate information to form opinions, derive solutions, and/or achieve decisions that are valid, contextually appropriate and effective and potentially applicable to professional practice and future scenarios.
Demonstrate a broad and advanced understanding of business and management activities and processes in identifying, evaluating and synthesising concepts and information required to address complex problems in innovative and entrepreneurial ways drawing from a range of scholarly sources.
Communicate theoretical and operational proposals and solutions in creative, appropriate and effective ways that exhibit critical analysis, sound judgment and intellectual independence.
Apply evidence-based and theoretical disciplinary and contextual knowledge in a range of business and managerial disciplines to the collection, analysis, integration and evaluation of information, processes and innovations to devise valid, effective and creative solutions.
Apply advanced disciplinary knowledge and skills to produce effective, ethical, socially responsible and collaborative professional decisions that take into account internal and external stakeholder perspectives, relevant contextual information, and professional and industry standards and expectations.

Undergraduate Course Structures and Course Rules

BACHELOR OF BUSINESS (BBUS) COURSE STRUCTURE

Level 100 Dip Bus	**Y1 T1** (Year 1, Trimester 1)	U1 (10 cp) Foundation Core	U2 (10 cp) Foundation Core	U3 (10 cp) Foundation Core	a) Repeat unit or b) Additional unit
	Y1 T2	U4 (10 cp) Foundation Core	U5 (10 cp) Foundation Core	U6 (10 cp) Foundation Core	a) Repeat unit or b) Additional unit
	Y1 T3	U7 (10 cp) Foundation Core	U8 (10 cp) Foundation Core	U9 (10 cp) WORK101 – Foundation Theory and Practical	a) Repeat unit or b) Additional unit
+ Level 200 Assoc Degree	**Y2 T1**	U10 (10 cp) WORK102 – Industry Experience A			
	Y2 T2	U11 (10 cp) Advanced Core	U12 (10 cp) Major	U13 (10 cp) Major	a) Repeat unit or b) Additional unit
	Y2 T3	U14 (10 cp) Advanced Core	U15 (10 cp) Major	U16 (10 cp) Major	a) Repeat unit or b) Additional unit
+ Level 300 BBus	**Y3 T1**	U17 WORK201 – Industry Experience B			
	Y3 T2	U18 (10 cp) Elective or Minor	U19 (10 cp) Major	U20 (10 cp) Major	U21 (10 cp) Elective or Minor
	Y3 T3	U22 (10 cp) Advanced Core	U23 (10 cp) Elective or Minor	U24 (10 cp) Capstone	a) Repeat unit or b) Additional unit

BACHELOR OF BUSINESS (BBUS) COURSE RULES

1. **Credit points**
   a. The Bachelor of Business requires the successful completion of 240 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.
   b. EFTSL value of units: All units in this course have an EFTSL value of 0.125 per unit.
   c. The maximum credit that may be granted for other studies not taken with Le Cordon Bleu Australia in a cognate course is 120 cp.

2. **Rate of progression**
   a. The expected normal rate of progression is 80 cp (or 1.0 EFSTL) per calendar year for a full-time study load.
   b. Students may not take more than 40 cp per trimester.
   c. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.
   d. The maximum duration of completion of the course is twenty (20) trimesters
   e. No unit can be taken more than once unless that unit is repeated because of failure.
   f. Once passed, a unit cannot be repeated.

g. Units may be taken in any sequence in accordance with course progression rules and availability.

h. Students are required to complete three units (30 cp) at Level 100 before progressing to Level 200 or 300 units.

i. Students must take a minimum of three units (30 cp) at Level 300 in order to complete the qualification.

j. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause. (See Academic Progress Policy HE)

k. Students may enrol as full- or part-time and vary this status from trimester to trimester.

l. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

3. Exit qualifications

a. The Diploma in Business is an exit qualification nested in the Bachelor of Business comprising the first eight (8) units of Bachelor of Business.

b. The Associate Degree in Business is an exit qualification nested in the Bachelor of Business comprising the first sixteen (16) units of Bachelor of Business.

4. Requirements for Completion of the Degree

a. To qualify for the degree, a student must complete

240 cp from the **Schedule of Unit Offerings**, consisting of:

   i. 80 cp of Foundation Core units;

   ii. 10 cp WIL Foundation Theory and Practical unit

   iii. 20 cp Industry Experience units

   iv. 30 cp of Advanced Core units

   v. 60 cp of a nominated major selected from the following majors:

   a. Entrepreneurship and Innovation
   b. Event Management
   c. Food and Health
   d. Gastronomy
   e. Hospitality Management
   f. Hotel Management
   g. International Business
   h. Management
   i. Marketing
   j. Professional Culinary Practice
   k. Restaurant Management
   l. Supply Chain Management
   m. Tourism Management

   vi. 10 cp Capstone unit

   vii. 30 cp for a minor, which consists of 30 cp from a major other than the nominated major,
   OR
   30 cp of elective units drawn from any major other than the nominated major.

5. Definitions

Core unit: a core unit is a required unit that must be passed in order to fulfil the requirements of the degree. The eight (8) core units in the first three trimesters are referred to as 'Foundation Core' units, and the remaining three (3) core units over subsequent trimesters are referred to as 'Advanced Core' units.

Major: is a set of six (6) prescribed units in a named discipline, plus a related capstone unit. Students are required to select one major to complete the Bachelor of Business. This major is referred to as "the nominated major."

Minor: is a set of three (3) units from a major other than the nominated major. There is no requirement to take only Level 200 units, but the capstone and work-integrated learning units may not be taken in a Minor.

Elective: is a unit for which students have a choice of units available to fulfil credit point requirements for that unit and is any unit from a major other than the nominated major, providing that the pre-requisites are observed. The capstone unit may not be taken as an elective.

BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE STRUCTURE

Level 100 Dip Bus	**Y1 T1** (Year 1, Trimester 1)	U1 (10 cp) Foundation Core	U2 (10 cp) Foundation Core	U3 (10 cp) Foundation Core	a) Repeat unit or b) Additional unit
	Y1 T2	U4 (10 cp) Foundation Core	U5 (10 cp) Foundation Core	U6 (10 cp) Foundation Core	a) Repeat unit or b) Additional unit
	Y1 T3	U7 (10 cp) Foundation Core	U8 (10 cp) Foundation Core	U9 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
+ Level 200 Assoc Degree	**Y2 T1**	U10 (10 cp) Elective, Minor or Major	U11 (10 cp) Elective, Minor or Major	U12 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
	Y2 T2	U13 (10 cp) Advanced Core	U14 (10 cp) Elective, Minor or Major	U15 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
	Y2 T3	U16 (10 cp) Advanced Core	U17 (10 cp) Elective, Minor or Major	U18 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
+ Level 300 BBA	**Y3 T1**	U19 (10 cp) Elective, Minor or Major	U20 (10 cp) Elective, Minor or Major	U21 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
	Y3 T2	U22 (10 cp) Advanced Core	U23 (10 cp) Elective, Minor or Major	U24 (10 cp) Capstone	a) Repeat unit or b) Additional unit

BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE RULES

1. **Credit points:**

   a. The BBA requires the successful completion of 240 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.

   b. EFTSL value of units: All units in this course have an EFTSL value of 0.125 per unit.

   c. The maximum credit that may be granted for other studies not taken with Le Cordon Bleu Australia in a cognate course is 120 cp.

2. **Rate of progression:**

   a. The expected normal rate of progression is 80 cp (or 1.0 EFSTL) per calendar year for a full-time study load.

   b. Students may not take more than 40 cp per trimester.

   c. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.

   d. The maximum duration of completion of the course is eighteen (18) trimesters

   e. No unit can be taken more than once unless that unit is repeated because of failure.

   f. Once passed, a unit cannot be repeated.

   g. Students are required to complete three units (30 cp) at Level 100 before progressing to Level 200 or 300 units.

h. Students must take a minimum of three units (30 cp) at Level 300 in order to complete the qualification.

i. Units may be taken in any sequence in accordance with course progression rules and availability.

j. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause. (See Academic Progress Policy HE)

k. Students may enrol as full- or part-time and vary this status from trimester to trimester.

l. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

3. **Exit qualifications:**

a. The Diploma in Business is an exit qualification nested in the Bachelor of Business Administration comprising the first eight (8) units of Bachelor of Business Administration.

b. The Associate Degree in Business is an exit qualification nested in the Bachelor of Business Administration comprising the first sixteen (16) units of Bachelor of Business Administration.

4. **Requirements for Completion of the Degree**

a. To qualify for the degree, a student must complete one of the following study patterns drawn from the **Schedule of Offerings**:

240 cp consisting of:

i. 80 cp of Foundation Core units;

ii. 30 cp of Advanced Core units

iii. 10 cp Capstone unit

iv. 120 cp from the BBus majors as majors, minors or electives in one of the following combinations:

    a. 2 Majors + no Electives or Minors

    b. 1 Major + 6 Electives

    c. 1 Major + 2 Minors

    d. 1 Major +1 Minor + 3 Electives

    e. 4 Minors

    f. 3 Minors + 3 Electives

    g. 2 Minors + 6 Electives

    h. 1 Minor + 9 Electives

b. For any combination of majors with a duplicate unit, a substitute unit will be determined by the Head of School.

5. **Definitions**

Core unit: a core unit is a required unit that must be passed in order to fulfil the requirements of the degree. The eight (8) core units in the first three trimesters are referred to as 'Foundation Core' units, and the remaining three (3) core units over subsequent trimesters are referred to as 'Advanced Core'.

Major: is a set of six (6) prescribed units in a named discipline, plus a related capstone unit. Should a student select one or more majors in the Bachelor of Business Administration, this/these will be referred to as "the nominated major(s)."

Minor: is a set of three (3) units from a major other than the nominated major. There is no requirement to take only Level 200 units, but the capstone and work-integrated learning units may not be taken in a Minor.

Elective: is a unit for which students have a choice of units available to fulfil credit point requirements for that unit and is any unit from a major other than a nominated major, providing that the pre-requisites are observed. The capstone unit may not be taken as an elective.

BACHELOR OF BUSINESS / BACHELOR OF BUSINESS ADMINISTRATION (BBUS/BBA) COURSE STRUCTURE

Level 100 Dip Bus	**Y1 T1** (Year 1, Trimester 1)	U1 (10 cp) Foundation Core	U2 (10 cp) Foundation Core	U3 (10 cp) Foundation Core	a) Repeat unit or b) Additional unit
	Y1 T2	U4 (10 cp) Foundation Core	U5 (10 cp) Foundation Core	U6 (10 cp) Foundation Core	a) Repeat unit or b) Additional unit
	Y1 T3	U7 (10 cp) Foundation Core	U8 (10 cp) Foundation Core	U9 (10 cp) WORK101 – Foundation Theory and Practical	a) Repeat unit or b) Additional unit
Assoc Degree	**Y2 T1**	U10 (10 cp) WORK102 – Industry Experience A			
	Y2 T2	U11 (10 cp) Advanced Core	U12 (10 cp) Elective, Minor or Major	U13 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
	Y2 T3	U14 (10 cp) Advanced Core	U15 (10 cp) Elective, Minor or Major	U16 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
BBus (if Capstone taken at U24)	**Y3 T1**	U17 (10 cp) WORK201 – Industry Experience B			
	Y3 T2	U18 (10 cp) Elective, Minor or Major	U19 (10 cp) Elective, Minor or Major	U20 (10 cp) Elective, Minor or Major	U21 (10 cp) Elective, Minor or Major
	Y3 T3	U22 (10 cp) Advanced Core	U23 (10 cp) Elective, Minor or Major	U24 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
BBus/BBA (Capstone at U32)	**Y4 T1**	U25 (10 cp) Elective, Minor or Major	U26 (10 cp) Elective, Minor or Major	U27 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
	Y4 T2	U28 (10 cp) Elective, Minor or Major	U29 (10 cp) Elective, Minor or Major	U30 (10 cp) Elective, Minor or Major	a) Repeat unit or b) Additional unit
	Y4 T3	U31 (10 cp) Elective, Minor or Major	U32 (10 cp) Capstone	a) Repeat unit * or b) Additional unit **	a) Repeat unit or b) Additional unit

BACHELOR OF BUSINESS / BACHELOR OF BUSINESS ADMINISTRATION (BBUS/BBA) COURSE RULES

1. **Credit points:**

   a. The Bachelor of Business / Bachelor of Business Administration requires the successful completion of 320 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.

   b. EFTSL value of units: All units in this course have an EFTSL value of 0.125 per unit.

   c. The maximum credit that may be granted for other studies not taken with Le Cordon Bleu Australia in a cognate course is 160 cp.

2. **Rate of progression:**

   a. The expected normal rate of progression is 80 cp (or 1.0 EFSTL) per calendar year for a full-time study load.

   b. Students may not take more than 40 cp per trimester.

   c. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.

   d. The maximum duration of completion of the course is twenty-six (26) trimesters

   e. No unit can be taken more than once unless that unit is repeated because of failure.

   f. Once passed, a unit cannot be repeated.

   g. Students are required to complete three units (30 cp) at Level 100 before progressing to Level 200 or 300 units.

   h. Students must take a minimum of three units (30 cp) at Level 300 in order to complete the qualification.

   i. Units may be taken in any sequence in accordance with course progression rules and availability.

   j. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause. (See Academic Progress Policy HE)

   k. Students may enrol as full- or part-time and vary this status from trimester to trimester.

   l. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

3. **Exit qualifications:**

   a. The Diploma in Business is an exit qualification nested in the Bachelor of Business/Bachelor of Business Administration comprising the first eight (8) units of Bachelor of Business/Bachelor of Business Administration.

   b. The Associate Degree in Business is an exit qualification nested in the Bachelor of Business/Bachelor of Business Administration comprising the first sixteen (16) units of Bachelor of Business/Bachelor of Business Administration.

4. Requirements for Completion of the Double Degree

    a. To qualify for the degree, a student must complete

        i. 320 cp from the **Schedule of Unit Offerings**, consisting of:

            a. 80 cp of Foundation Core units;

            b. 10 cp WIL Foundation Theory and Practical unit

            c. 20 cp Industry Experience units

            d. 30 cp of Advanced Core units

            e. 10 cp Capstone unit

        ii. 170 cp from the BBus majors as majors, minors or electives in one of the following combinations:

            a. 2 Majors + 5 Electives

            b. 2 Majors + 1 Minor + 2 Electives

            c. 1 Major + 3 Minors + 2 Electives

            d. 1 Major +2 Minors + 5 Electives

For any combination of majors with a duplicate unit, a substitute unit will be determined by the Head of School.

5. Definitions

Core unit: a core unit is a required unit that must be passed in order to fulfil the requirements of the degree. The eight (8) core units in the first three trimesters are referred to as 'Foundation Core' units, and the remaining three (3) core units over subsequent trimesters are referred to as 'Advanced Core' units.

Major: is a set of six (6) prescribed units in a named discipline, plus a related capstone unit. When a student selects one or more majors in the Bachelor of Business/Bachelor of Business Administration, this/these will be referred to as "the nominated major(s)."

Minor: is a set of three (3) units from a major other than the nominated major. There is no requirement to take only Level 200 units, but the capstone and work-integrated learning units may not be taken in a Minor.

Elective: is a unit for which students have a choice of units available to fulfil credit point requirements for that unit and is any unit from a major other than the nominated major, providing that the pre-requisites are observed. The capstone unit may not be taken as an elective.

BACHELOR OF BUSINESS (INTERNATIONAL HOTEL MANAGEMENT)

Abbreviation: BIHM

1. Credit points

    a. The BIHM requires the successful completion of 270 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.

    b. The maximum credit that may be granted for other studies not taken with Le Cordon Bleu Australia in a cognate course is 120 cp.

2. Rate of **progression**

    a. The expected normal rate of progression is 90 cp per calendar year for a full-time study load.

    b. Students may not take more than 40 cp per trimester, except where students undertake practical units in the trimester, in which case students may be able allowed up to 50 cp per trimester.

    c. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.

    d. The maximum duration of completion of the course is twenty (20) trimesters

    e. No unit can be taken more than once unless that unit is repeated because of failure.

    f. Once passed, a unit cannot be repeated.

    g. Units may be taken in any sequence in accordance with course progression rules and availability.

    h. Students are required to complete each Stage before progressing to the next.

    i. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause. (See Academic Progress Policy HE)

    j. Students may enrol as full- or part-time and vary this status from trimester to trimester.

    k. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

3. Exit **qualifications**

    a. The Advanced Diploma of Business (International Hotel Management) is an exit qualification nested in the BIHM comprising the first four (4) Stages of the BIHM.

4. Requirements for Completion of the Degree

    a. To qualify for the degree, a student must complete 270 cp in accordance with the **BIHM Schedule of Unit Offerings.**

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL HOTEL MANAGEMENT)

Abbreviation: ADIHM

1. **Description**

    a. The ADIHM is an exit qualification nested in the BIHM.

    b. As an exit qualification, students may not enrol in the ADIHM but only exit it from it on successful completion of constituent units.

    c. Advanced standing may not be awarded towards the ADIHM as a qualification in its own right but only as a consequence of advanced standing towards the qualifications in which it is embedded.

2. **Credit points**

    a. The ADIHM requires the successful completion of 180 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.

3. **Rate of progression**

    a. The expected normal rate of progression is 90 cp per calendar year for a full-time study load.

    b. Students may not take more than 40 cp per trimester, except where students undertake practical units in the trimester, in which case students may be able allowed up to 50 cp per trimester.

    c. The minimum time in which the requirements for the ADIHM may be completed is five (5) trimesters.

    d. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.

    e. The maximum duration for completion of the requirements for the ADIHM is six (6) trimesters.

    f. No unit can be taken more than once unless that unit is repeated because of failure.

    g. Once passed, a unit cannot be repeated.

    h. Units may be taken in any sequence in accordance with course progression rules and availability.

    i. Students are required to complete each Stage before progressing to the next.

    j. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause.

    k. Students may enrol as full- or part-time and vary this status from trimester to trimester.

    l. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

4. **Requirements for Completion of the Qualification**

    a. To satisfy the requirements for the exit qualification of ADIHM, a student must complete 180 cp in accordance with the BIHM **Schedule of Unit Offerings**.

BACHELOR OF BUSINESS (INTERNATIONAL RESTAURANT MANAGEMENT)

Abbreviation: BIRM

1. **Credit points**

   a. The BIRM requires the successful completion of 280 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.

   b. The maximum credit that may be granted for other studies not taken with Le Cordon Bleu Australia in a cognate course is 120 cp.

2. **Rate of progression**

   a. The expected normal rate of progression is 90 cp per calendar year for a full-time study load.

   b. Students may not take more than 40 cp per trimester, except where students undertake practical units in the trimester, in which case students may be able allowed up to 50 cp per trimester.

   c. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.

   d. The maximum duration of completion of the course is twenty (20) trimesters

   e. No unit can be taken more than once unless that unit is repeated because of failure.

   f. Once passed, a unit cannot be repeated.

   g. Units may be taken in any sequence in accordance with course progression rules and availability.

   h. Students are required to complete each Stage before progressing to the next.

   i. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause. (See Academic Progress Policy HE)

   j. Students may enrol as full- or part-time and vary this status from trimester to trimester.

   k. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

3. **Exit qualifications**

   a. The Advanced Diploma of Business (International Restaurant Management) is an exit qualification nested in the BIHM comprising the first four (4) Stages of the BIRM.

4. **Requirements for Completion of the Degree**

   a. To qualify for the degree, a student must complete 280 cp in accordance with the **Schedule of Unit Offerings**.

ADVANCED DIPLOMA OF BUSINESS (INTERNATIONAL RESTAURANT MANAGEMENT)

Abbreviation: ADIRM

5. **Description**

   a. The ADIRM is an exit qualification nested in the BIRM.

   l. As an exit qualification, students may not enrol in the ADIRM but only exit it from it on successful completion of constituent units.

   m. Advanced standing may not be awarded towards the ADIRM as a qualification in its own right but only as a consequence of advanced standing towards the qualifications in which it is embedded.

6. **Credit points**

   a. The ADIRM requires the successful completion of 170 credit points (cp) in total, where one unit of study (unit) is worth ten (10) cp, including, where appropriate, any advanced standing or credit for prior academic achievement.

7. **Rate of progression**

   a. The expected normal rate of progression is 90 cp per calendar year for a full-time study load.

   n. Students may not take more than 40 cp per trimester, except where students undertake practical units in the trimester, in which case students may be able allowed up to 50 cp per trimester.

   o. The minimum time in which the requirements for the ADIHM may be completed is five (5) trimesters.

   p. Students may take a maximum of 12 units (120 cp) per calendar year where they have not failed a unit in the first two trimesters of any year of study.

   q. The maximum duration for completion of the requirements for the ADIRM is six (6) trimesters.

   r. No unit can be taken more than once unless that unit is repeated because of failure.

   s. Once passed, a unit cannot be repeated.

   t. Units may be taken in any sequence in accordance with course progression rules and availability.

   u. Students are required to complete each Stage before progressing to the next.

   v. Students may repeat a failed unit once without being asked to show cause as to why they should remain in the course. Students who fail a unit twice may be asked to show cause.

   w. Students may enrol as full- or part-time and vary this status from trimester to trimester.

   x. Students are not required to undertake consecutive trimesters whether full- or part-time, providing that they meet the minimum progression requirements for full-time, which is 80 cp per year.

8. **Requirements for Completion of the Qualification**

   a. To satisfy the requirements for the exit qualification of ADIRM, a student must complete 170 cp in accordance with the **Schedule of Unit Offerings**.

SCHEDULE OF UNIT OFFERINGS – BACHELOR OF INTERNATIONAL HOTEL MANAGEMENT

Advanced Diploma of Business (International Hotel Management) (AQF 6)			
Unit	Credit Points	Contact Hours	Pre-Requisite
Stage 1 (1 year)			
Reasoning and Communication	10	30 hours	No
Accounting Principles and Practice	10	30 hours	No
Management and Organisational Behaviour	10	30 hours	No
Kitchen Operations Management	20	60 hours	No
Food and Beverage Service	20	60 hours	No
Wine Fundamentals	10	30 hours	No
Foundation Theory and Practice	10	30 hours	No
Stage 2 (1 trimester)			
Industry Experience A	10	30 hours*	Foundation Theory and Practice and other pre-requisites apply. See pre-requisites in Work-Integrated Learning section below.
Stage 3 (2 trimesters)			
Food & Beverage Cost Control	10	30 hours	No
Hospitality Financial Management	10	30 hours	Accounting Principles and Practice
Human Resource Management	10	30 hours	No
Introduction to Marketing	10	30 hours	No
The Hospitality Experience	10	30 hours	No
International Hotel and Events	10	30 hours	No
Rooms Division Management	10	30 hours	No
Business Information Systems	10	30 hours	No
Stage 4 (1 trimester)			
Industry Experience B	10	30 hours*	Foundation Theory and Practice, Industry Experience A
Bachelor of Business (International Hotel Management) (AQF 7)			
Stages 1, 2, 3 and 4 PLUS			
Stage 5 (2 trimesters)			
Strategic Management	10	30 hours	No
Entrepreneurship and Business Management	10	30 hours	No
Digital Marketing	10	30 hours	Introduction to Marketing
Leadership & Management in Action	10	30 hours	No
Decision Making for Managers	10	30 hours	No
Strategies in Globalised hospitality	10	30 hours	No
Quality Service Management	10	30 hours	No
Hospitality Business Law	10	30 hours	No

* Plus 300 hours work placement

Work-Integrated Learning

Prerequisites apply to *Industry Experience A*. Students will be required to obtain a Pass as a minimum, or have been granted status for *Foundation Theory and Practice,* and the following units depending on their chosen placement, before they can undertake *Industry Experience A*:

- All students placed in food and beverage roles must obtain a Pass as a minimum or granted status for *Food and Beverage Service*;

- All students placed in culinary roles must obtain a Pass as a minimum or granted status for *Kitchen Operations Management.*

All students placed in food and beverage roles should complete the relevant workshops and training as part of *Foundation Theory and Practice*, as appropriate.

Students are required to undertake a WIL placement completing a minimum of 300 hours, an average of 23 hours per week over a 13-week trimester.

SCHEDULE OF UNIT OFFERINGS – BACHELOR OF INTERNATIONAL RESTAURANT MANAGEMENT

Advanced Diploma of Business (International Restaurant Management) (AQF 6)			
Unit	**Credit Points**	**Contact Hours**	**Pre-Requisite**
Stage 1 (1 year)			
Reasoning and Communication	10	30 hours	No
Accounting Principles and Practice	10	30 hours	No
Management and Organisational Behaviour	10	30 hours	No
Kitchen Operations Management	20	60 hours	No
Food and Beverage Service	20	60 hours	No
Wine Fundamentals	10	30 hours	No
Foundation Theory and Practice	10	30 hours	No
Stage 2 (1 trimester)			
Industry Experience A	10	30 hours*	Foundation Theory and Practice and other pre-requisites apply. See pre-requisites in Work-Integrated Learning section below.
Stage 3 (2 trimesters)			
Food & Beverage Cost Control	10	30 hours	No
Hospitality Financial Management	10	30 hours	Accounting Principles and Practice
Human Resource Management	10	30hours	No
Introduction to Marketing	10	30 hours	No
The Hospitality Experience	10	30 hours	No
Food Quality Management	10	30 hours	No
Restaurant Concepts	10	30 hours	No
Culinary Practice	20	60 hours	Kitchen Operations Management
Stage 4 (1 trimester)			
Industry Experience B	10	30 hours*	Foundation Theory and Practice, Industry Experience A
Bachelor of Business (International Restaurant Management) (AQF 7)			
Stages 1, 2, 3 and 4 PLUS			
Stage 5 (2 trimesters)			
Strategic Management	10	30 hours	No
Entrepreneurship and Business Management	10	30 hours	No
Digital Marketing	10	30 hours	Introduction to Marketing
Leadership & Management in Action	10	30 hours	No
Hospitality Business Law	10	30 hours	No
Quality Service Management	10	30 hours	No
Decision Making for Managers	10	30 hours	No

Advanced Diploma of Business (International Restaurant Management) (AQF 6)			
Unit	**Credit Points**	**Contact Hours**	**Pre-Requisite**
Food and Wine Philosophy	10	30 hours	Kitchen Operations Management or Culinary Practice

* Plus 300 hours for work placement

Work-Integrated Learning

Prerequisites apply to *Industry Experience A*. Students will be required to obtain a Pass as a minimum, or have been granted status for *Foundation Theory and Practice,* and the following units depending on their chosen placement, before they can undertake *Industry Experience A*:

- All students placed in food and beverage roles must obtain a Pass as a minimum or granted status for *Food and Beverage Service;*

- All students placed in culinary roles must obtain a Pass as a minimum or granted status for *Kitchen Operations Management.*

All students placed in food and beverage roles should complete the relevant workshops and training as part of *Foundation Theory and Practice*, as appropriate.

Students are required to undertake a WIL placement completing a minimum of 300 hours, an average of 23 hours per week over a 13-week trimester.

SCHEDULE OF UNIT OFFERINGS (BBus, BBA, BBus/BBA)

Foundation Core

Unit Code	Unit Title	Pre-Requisite	Credit Points
COMM102	Reasoning and Communication	-	10
ISYS103	Business Information Systems	-	10
MGMT103	Management and Organisational Behaviour	-	10
MGMT104	Design Thinking in Business	-	10
DATA101	Business Data Analysis	-	10
ACCT101	Accounting Principles and Practice	-	10
HLTH101	Workplace Health and Safety	-	10
MRKT101	Introduction to Marketing	-	10

Advanced Core

Unit Code	Unit Title	Pre-Requisite	Credit Points
LAWS203	Business Law	-	10
ACCT202	Business Finance	-	10
MGMT301	Decision Making and Leadership	Completion of 210 cp	10

Capstone

Unit Code	Unit Title	Pre-Requisite	Credit Points
MGMT302	Strategic Management	Completion of 210 cp	10

Additional Required Units for the BBus and BBus/BBA

Work Integrated Learning

Unit Code	Unit Title	Pre-Requisite	Credit Points
WORK101	Foundation Theory and Practical	-	10
WORK102	Industry Experience A	Completion of 80 cp	10
WORK201	Industry Experience B	Completion of 120 cp	10

MAJORS

Entrepreneurship and Innovation Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
ECON202	Economics for Managers	-	10
ENTR202	Principles of Entrepreneurship	-	10
MGMT201	Project Management	-	10
ENTR203	Social Entrepreneurship	-	10
MGMT303	Risk Management	Completion of 120 cp	10
ENTR301	Entrepreneurship and Business Management	Completion of 120 cp	10

Event Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
TOUR203	Introduction to Tourism, Conventions and Events	-	10
MGMT201	Project Management	-	10
SCMT201	Supply Chain and Operations Management	-	10
MGMT303	Risk Management	Completion of 120 cp	10
EVNT302	Convention, Exhibitions and Event Design	Completion of 120 cp	10
TOUR302	Ethical Tourism and Event Management	Completion of 120 cp	10

Food and Health Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
GAST201	Food History	-	10
NUTR201	Food, Nutrition and Wellbeing	-	10
HLTH201	Health Promotion	-	10
HLTH202	Public Health: Evaluation and Intervention	-	10
NUTR301	Food Systems: Modelling and Analysis	Completion of 120 cp	10
SCMT303	Food Logistics	Completion of 120 cp	10

Gastronomy Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
TOUR205	The Gastronomic Tourism Experience	-	10
GAST203	Food Quality Management	-	10
GAST208	Wine Fundamentals	-	10
GAST301	Food and Wine Philosophy	Completion of 120 cp	10
GAST303	Professional Gastronomic Practice	Completion of 120 cp	10
SCMT303	Food Logistics	Completion of 120 cp	10

Hospitality Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
HOSP204	The Hospitality Experience	-	10
HRMT201	Human Resource Management	-	10
MGMT203	Quality Service Management	-	10
SCMT201	Supply Chain and Operations Management	-	10
ACCT201	Hospitality Financial Management	-	10
EVNT302	Convention, Exhibitions and Event Design	Completion of 120 cp	10

Hotel Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
HOSP203	Rooms Division Management	-	10
HOSP205	Property and Facilities Management	-	10
HRMT201	Human Resource Management	-	10
ACCT201	Hospitality Financial Management	-	10
MGMT202	Cross-Cultural Management	-	10
MGMT303	Risk Management	Completion of 120 cp	10

International Business Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
ECON202	Economics for Manager	-	10
MGMT204	Organisational Change and Development	-	10
MGMT202	Cross-Cultural Management	-	10
ECON203	International Business and Trade	-	10
MRKT302	International Marketing	Completion of 120 cp	10
MGMT303	Risk Management	Completion of 120 cp	10

Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
MGMT204	Organisational Change and Development	-	10
ECON202	Economics for Managers	-	10
SCMT201	Supply Chain and Operations Management	-	10
HRMT201	Human Resource Management	-	10
MGMT201	Project Management	-	10
MGMT303	Risk Management	Completion of 120 cp	10

Marketing Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
MRKT202	Marketing Research	-	10
MRKT203	Digital Marketing	-	10
MRKT204	Marketing Communication	-	10
MRKT205	Destination Branding and Marketing	-	10
MRKT206	Consumer Behaviour	-	10
MRKT301	Services Marketing	Completion of 120 cp	10

Professional Culinary Practice Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
GAST209	Kitchen Operations Management	-	20
GAST210	Food and Beverage Service	-	20
GAST304	Culinary Practice	-	20

Restaurant Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
GAST204	Kitchen Operations and Restaurant Service	-	10
GAST206	Restaurant Concepts	-	10
HRMT201	Human Resource Management	-	10
GAST202	Food and Beverage Cost Control	-	10
GAST203	Food Quality Management	-	10
GAST302	Restaurant Business Operations	Completion of 120 cp	10

Supply Chain Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
SCMT201	Supply Chain and Operations Management	-	10
SCMT202	Transport, Freight and Warehousing	-	10
MGMT201	Project Management	-	10
SCMT301	Supply Chain Demand and Inventory Management	Completion of 120 cp	10
SCMT302	Supply Chain Planning and Strategy	Completion of 120 cp	10
SCMT303	Food Logistics	Completion of 120 cp	10

Tourism Management Major

Unit Code	Unit Title	Pre-Requisite	Credit Points
TOUR203	Introduction to Tourism, Conventions and Events	-	10
TOUR204	Sustainable Cultural and Eco-Tourism	-	10
TOUR205	The Gastronomic Tourism Experience	-	10
TOUR206	Tourism Planning and Development	-	10
MRKT205	Destination Branding and Marketing	-	10
TOUR302	Ethical Tourism and Event Management	Completion of 120 cp	10

Unit Descriptors

Unit Code	**ACCT101**
Unit Title	**Accounting Principles and Practice**
Unit Descriptor	This introductory unit provides a synoptic overview of accounting, focusing on the foundational principles of modern Australian accounting practices. The unit provides an overview of business and the business environment and introduces the principles supporting the use of an accounting information system for financial and management reporting purposes. The unit covers the relevance and significance of fundamental accounting conventions; the accounting cycle and double entry, and addresses applications of the accounting information system by small to medium enterprises operating as sole traders. On completion, students should have a clear understanding of the accounting process and the language of accounting to enable communication with an accounting professional, understand the relevance of accounting information for informed decision-making by a wide range of potential users, and have the ability to analyse and interpret accounting information.
Unit Code	**ACCT201**
Unit Title	**Hospitality Financial Management**
Unit Descriptor	Financial management accounting is concerned with measuring activity and with providing operational and financial information that guides management action, thereby enabling an organisation to achieve its strategic objectives. This unit presents the fundamentals of financial and managerial accounting in the context of the hospitality industry. With particular emphasis on the analysis of operating and financial reports as a basis for effective decision-making and sustainable business practice in the hospitality industry. The unit applies financial management techniques to the hospitality sector, in the context of hotels, restaurants, convention and event as well as tourist facilities and programs. As with financial management for all businesses, the emphasis will be on the preparation of accurate, relevant, and timely reports for internal analysis and review, as well as reporting to external stakeholders, such as investors and regulators. The technical focus is on measurement and control of costs, and standard techniques that are used to guide managers in making business decisions. Students will consider the influence of the characteristics of hotel operations on accounting and financial information systems; the principles and procedures of hotel revenue and expense accounting; the analysis and interpretation of management and financial reports in the hospitality industry; hotel financial information systems and the accounting function; cash flow management; forecasting and operations budgeting; the control of costs of sales, labour cost, and cost of operating supplies; pricing decisions in hospitality; and capital budgeting.
Unit Code	**ACCT202**
Unit Title	**Business Finance**
Unit Descriptor	This unit introduces the student to the principles of financial management needed by a business organisation. The fundamental theories, principles and techniques of managerial finance, along with the investment, financing, and dividend decisions made by managers are addressed, along with foundational concepts such as the time value of money and the valuation of a variety of securities and their impact on investment decisions. These include capital budgeting, portfolio theory, and the capital asset pricing model. Financing decisions such as capital structure and current asset management along with dividend policy and consideration of takeovers. Particular emphasis is given to the theory and practice of investment and financing decision-making. Students will be introduced to the standard analytical methods used to inform financial decision-making, with attention both to the underlying reasons for using them and to the details of required calculations, using appropriate tools. A key aspect of the assessments for this unit is an understanding that the clear explanation of reasons for financial decisions enables clear communication of the results of analyses to stakeholders.

Unit Code	COMM102
Unit Title	Reasoning and Communications
Unit Descriptor	This introductory unit is designed to develop skills in reasoning, critical thinking, and communication as foundations for formal studies and for working with others in academic settings, business and daily life. The unit has two main strands, one of which concentrates on communication, the other reasoning. Both strands emphasise personal responsibility and ethical awareness as the cornerstones of effective reasoning and communication. Critical thinking links both strands by applying reasoning to problem solving and communication through scenarios and examples using a combination of elementary logic and communication techniques. With respect to communication in particular, the unit aims to broaden students' awareness of the range and complexity of organisational communications, the importance of applying particular techniques with respect to evidence, and to enhance the ability to communicate effectively in a variety of contexts. The unit concentrates on the application of communication concepts and processes to organisational challenges and issues, including the preparation and presentation of academic materials such as essays and reports. Students will learn to identify and use a range of communication strategies, methodologies and techniques as part of internal management and interaction with external stakeholders. Particular emphasis is given to identifying and understanding actual and potential audiences, and the likely impact of various forms of communication and messaging styles.
Unit Code	DATA101
Unit Title	Business Data Analysis
Unit Descriptor	This introductory unit provides students with a basic understanding of elementary statistics as used in a business context. The primary purpose of business statistics is to provide decision-makers with the wherewithal to extract and apply useful information from a data set. The unit is designed to provide students with the basic statistical techniques commonly used to analyse business activities and trends. Students will learn to recognise situations where statistical analysis facilitates decision-making, and what statistical tool to use when analysing and presenting data. The unit uses simple, real-world examples and assumes only basic high-school level numeracy. No statistical software packages are required, since all calculations will be made in Excel spreadsheets. The unit will focus on: organising, summarising and presenting data in relevant and useful ways; recognising circumstances in which particular data analysis processes should be applied; applying a range of methods to address statistical issues; understanding the role of data analysis in decision- making; and using the statistical tools in the Excel spreadsheet package to perform basic statistical data analysis.
Unit Code	ECON203
Unit Title	International Business and Trade
Unit Descriptor	This unit addresses issues involved in undertaking business and trading internationally. In examining why and how businesses engage in international trade and commerce, the unit considers the role that economics, politics, culture and value systems play in the decision to operate internationally. Topics covered include: the development of firms with international operations, including multinational enterprises; national differences in the economic, financial, political, social, and legal environments; cultural differences and their effects on international business; international trade and investment policy; entering foreign markets; regional economic integration; and the impact of technology. In particular, the unit aims to introduce students to the nature of international business and the internationalised firm; analyse trends and changes in the current global business environment and debate the impact of globalisation; show how international business is affected by the many different types of environments (i.e. economic, political, social, cultural, financial, technological) in which it operates; discuss the relevance of international monetary institutions, governments and non-governmental organisations to

	international business; and analyse multinational firms' responses to threats and opportunities in the global business environment.
Unit Code	**ENTR202**
Unit Title	**Principles of Entrepreneurship**
Unit Descriptor	The aim of this unit is to introduce students to the theory and practice of entrepreneurship. It focuses specifically on how and why some innovations are successfully commercialised, with particular emphasis on the role of the innovator-entrepreneur. A fundamental outcome of entrepreneurship is the creation of new value, usually through the creation of new products and services which may lead to the creation of a new business entity. To start a successful business, an entrepreneur must exercise motivation as well as enterprising and managerial skills. He or she requires access to financial, social and human resources to grow a business. Overall success is not just related to the nature of market opportunities but to the entrepreneurial and managerial motivations and skills of the entrepreneur. The main objectives of this unit are to demonstrate that exploiting a new opportunity is a process that can be planned, resourced and managed; to generate an understanding of the identification and exploration of entrepreneurial opportunities, and to encourage individual self-evaluation with regard to entrepreneurial interest, intent, and capabilities.
Unit Code	**ENTR203**
Unit Title	**Social Entrepreneurship**
Unit Descriptor	Social entrepreneurship looks for creative and affordable solutions to specific societal problems. Fuelled by the spread of the internet and the ubiquity of mobile devices, there are more people working to solve pressing social and environmental problems in the world today than ever before. The aim of this unit is to foster a better understanding of the role of the social enterprise and social innovation in creating business opportunities within a sustainable society. The unit examines the accelerating economic relationship between government, business and the third sector and the way this delivers social (including environmental) value in communities and drives social innovation. The unit will consider the social economy through the emerging spectrum of organisational forms that generate both social and economic value: from not-for-profit organisations, to social enterprises, through to socially responsible business and traditional corporations, and government. It looks at why the traditional boundaries between government, business and the third sector have become blurred and fluid and what that means for the capacity of the community to deliver new forms of social impact.
Unit Code	**ENTR301**
Unit Title	**Entrepreneurship and Business Management**
Unit Descriptor	This unit focuses on the integration of entrepreneurship, innovation and cross-disciplinary teamwork in organisations to achieve sustainable competitive advantage. Managing processes of change, creativity and innovation are no longer the exclusive concern of a few advanced organisations but are essential to all firms and all senior managers regardless of their business sector or value proposition. The unit takes a holistic approach to change, creativity and innovation by engaging students in teamwork activities and the analysis of case studies that investigate the links between innovation and entrepreneurship in an organisational context; creative processes and techniques that promote organisational innovation; identifying and scoping opportunities for innovation, and the types of innovation that can promote organisational mission and objectives. Students will analyse the design of products and services that will assist organisations in repositioning to take advantage of new technologies and techniques, changing forms of social interaction and rapidly evolving expectations in organisational capability, service and supply. Students will work together in developing innovation business plans, pitching for the adoption of their plans, and then reflect on these activities to better understand the dynamics of contemporary entrepreneurial management.

Unit Code	EVNT302
Unit Title	**Convention, Exhibitions and Event Design**
Unit Descriptor	The aim of this unit is to explore in detail the design principles and elements involved in the conceptualisation, planning, management, delivery and review of conventions, exhibitions and events. The transition from concept and objectives definition to actual operational planning and implementation is determined in large part by specific design features ranging from modelling the aesthetic to the financial and risk dimensions. At each step of the convention, exhibition or event life cycle decisions need to be made about how the purpose of the event is to be realised – its purpose, benefits, risks, finances, sponsors, participants, look, feel and impact, not to mention the successful communication of the messages it wishes to convey and the experiences it intends to create. In other words, before one can plan an event, its components need to be designed. The unit will assist students to appreciate that the design of an event necessarily involves consideration of key stakeholders, the quality parameters of the intended experience, visitor behaviour, financial and human resources management, legal and risk management and evaluation. Students will be required to design an event, articulating its key elements and the rationale for their design.
Unit Code	GAST201
Unit Title	**Food History**
Unit Descriptor	Food is a culturally constructed and historically grounded concept. From blood-drinking pastoralists to highly ritualised gastronomic practices, people have long negotiated their identities through food. Thus, food production and consumption patterns are potent barometers of historical and cultural change. This unit aims to introduce students to the discipline of food history and how food provides a window into broader societal processes, such as politics, nationalism, economics, religion, race and gender relations, leisure, and consumption. The unit also intends to provide students with a sociological understanding of the social context of food and nutrition through examining the production, distribution and consumption of food to understand why people eat the way they do. The unit explores topics such as the importance of food to various social groupings, the gendering of food preparation and presentation, technological change, evolving agricultural practices, the growth of the food processing industry, and the rise of nutritional science. Beyond the intricacies of production and consumption of food, the unit looks at the manifold implications of the commercialisation of food leading to environmental change, trade in global commodities, conflict and changes in labour regimes as well as causes of hunger; the rise in popularity of vegetarianism; the environmental consequences of food production and consumption practices; debates over the genetic modification of food; and the influence of social class and culture on food habits.
Unit Code	GAST202
Unit Title	**Food and Beverage Cost Control**
Unit Descriptor	Cost control relies on information internal to a business, and is therefore an aspect of managerial accounting, used to guide managerial decisions. But managerial accounting takes its input from financial records and control methods that protect the accuracy of these records. The unit starts from a brief overview of financial reports and standard analyses of these. Aspects like cash flow are obviously important, and other standard analyses may provide signals that indicate the need for managerial accounting investigations. The unit then focuses on analyses appropriate for guiding decisions in restaurant management. Topics include classification of costs, and methods such as cost-volume-profit analysis and standard methods for choosing marketing mix, that can inform managers' decisions, as well as the use of budgeting in the interests of planning and control. Purchase of equipment require comparison of alternatives, which entails methods

	for evaluating investment. Given the importance of staffing in a restaurant, it is also important to ensure that the abilities of skilled staff are adequately deployed.
Unit Code	**GAST203**
Unit Title	**Food Quality Management**
Unit Descriptor	The primary purpose of this unit is to develop students' skills and knowledge to ensure safe commercial kitchen food handling, including the preparation and storage food consistent with the application of the Hazard Analysis Critical Control Point (HACCP) methodology. The unit discusses food processing systems and food quality management systems with an emphasis on the principles of the various operations including pre-processing, food processing operations and post-processing. Students will learn about the application of the HACCP methodology to food production to ensure healthy, safe and satisfying customer experiences. Topics covered in the unit include: unit operations involved in food processing systems, including pre-processing and post-processing; food processing by thermal application, heat removal and at ambient temperature; the production automation, physical, chemical and microbiological considerations; food quality management systems incorporating HACCP and related flow charts, hazards identification, control points and corrective actions; and good manufacturing practices (GMP) focusing on hygiene and sanitation.
Unit Code	**GAST204**
Unit Title	**Kitchen Operations and Restaurant Service**
Unit Descriptor	The aim of this unit is to provide an overview of kitchen operations and restaurant service from a managerial rather than a practitioner perspective, although the latter is also addressed in practical matters such as workplace health and safety, risk and human resource management, as well as customer interaction and service quality. The unit has two strands, the first focusing on the nature of kitchen operations, including staff role types and allocations, common equipment, layout, workflow, health and safety considerations, among other physical and organisational factors that define the processes that constitute kitchen operations. The second strand looks at the nature of restaurant service, from the types of service to the challenges of staffing, training and developing people and systems. The unit will cover ways of defining consumption of the food and beverage experience from the guests' perspective, application of the functions of management to food and beverage operations, the establishment and maintenance of control processes and procedures, the purchasing function and inventory management, sales and revenue optimisation using menu analysis and engineering among other key components of what constitute a safe, efficient and effective kitchen operation and the essential steps of good restaurant service
Unit Code	**GAST206**
Unit Title	**Restaurant Concepts**
Unit Descriptor	Restaurant design is no longer just about a seated restaurant. In today's world, restaurants concepts come in many variations: stand alone, pop-up, degustation only, moving from room to room per course, a secret society food ritual after hours in a fast-food establishment, a religiously defined eating venue, vegan fast casual, pets-first, sophisticated sushi. With potentially unlimited conceptual models, it is critical to ensure that whatever concept is realised it will meet the needs of the target audience, provide a satisfying experience for the customer, and be commercially viable and sustainable. Moreover, chefs are often seen as leaders in social change and innovation, creating food and meeting experiences that reflect values, politics and identity. In other words, restaurant concepts have moved beyond purely functional considerations, such as location, supply chain, cuisine type and personnel - as important as these are – to a host of other contextual matters that help define the functional. Consequently, this unit explores the research required to plan, design and market a new restaurant venture. Regardless of the scale or type of restaurant venture the same or similar design, planning, operational and marketing factors need to be addressed. The aim of this unit, therefore, is

	to provide students with a contextual understanding of restaurant concepts and the very idea of a restaurant and it what it does and means.
Unit Code	**GAST208**
Unit Title	**Wine Fundamentals**
Unit Descriptor	This unit deals with the skills and knowledge to provide specialist advice and where required, service of wine. The aim of the unit is to provide students with an understanding of basic viticultural, oenological and sensory principles. The unit focuses on knowledge relating to Australian and imported wines, recommendations for wine and food combinations, determination of wine quality and characteristics, the construction of wine lists, and the ability to further develop and update wine knowledge. Sensory evaluation is dealt with in depth in this unit, as are wine marketing concepts and commercial opportunities, consumer behaviour, business-to-business wine marketing and the interaction between wine marketing and tourism for the purpose of informing decisions about varietal selection and land management.
Unit Code	**GAST209**
Unit Title	**Kitchen Operations Management**
Unit Descriptor	The purpose of this unit is for students to be able to interpret the daily activities and operations of a commercial kitchen; and acquire basic culinary skills and techniques in the French classical tradition. The theoretical component of the unit provides general information about kitchen operations and the fundamentals of cookery. Forming part of each session, the theory forms an important role supporting and reinforcing the basic principles of each ensuing topic, including cookery theory, terminology and occupational health and safety standards. Each practical session aims to introduce students to new techniques and principles as well as reinforce those learnt in previous sessions. Students will learn about: workplace health and safety in the kitchen; occupational and environmental hygiene; kitchen tools, small and fixed equipment, kitchen hierarchy and systems of organisation; facilities and layout, workflow planning and teamwork for preparing, cooking and serving food; reading and interpreting recipes, including standardised recipes, quality measures and profit tools; food presentation techniques and appropriate portion sizes for selected target markets; waste minimisation, including elements of costs, including dish cost and recipe costs yield testing, the chef's role in utilising usable waste; commodity knowledge, including ordering specifications, receiving and storing, quality points, seasonal availability, convenience products; and methods of cookery, including their suitability to and effect on different food types, equipment, and facilities.
Unit Code	**GAST210**
Unit Title	**Food and Beverage Service**
Unit Descriptor	The purpose of this unit is to develop in students an understanding of the knowledge and skills required by food and beverage service operations personnel within the international hospitality industry. Students will learn about: customer service and hospitality; how to prepare the dining room for service; restaurant service; preparing the bar for service; beverage service; functions and special events; managing a bar or restaurant.
Unit Code	**GAST301**
Unit Title	**Food and Wine Philosophy**
Unit Descriptor	The word 'philosophy' is much abused in common discourse, usually meaning a strongly held opinion or set of beliefs about how things are or ought to be. In the world of food and wine, 'philosophy' typically refers to a set of principles to guide choices about what and what not to do when it comes to food and drink. Hence veganism, for example, is referred to as a 'philosophy' rather than just a set of preferences, whereas the common unreflective omnivore is regarded as a non-philosophical creature of habit. The aim of this unit is not to provide a brief introduction to philosophy, but to adopt certain philosophical techniques borrowed from aesthetics and ethics in particular, to help students think more deeply about the nature of food and wine and especially about what we believe is

appropriate or inappropriate about the food chain and our role in it. The unit explores the view that a food philosophy is essentially a cuisine that is influenced by certain ideals. There are many types of cuisine which incorporate a lot of ideals, such as vegetarian with ethical influences; medicinal with health-focused beliefs; production-based premised on views about sustainability, organicity and locale; quality reflecting taste and other aesthetic dimensions; communal emphasising food and wine as social engagements; comfort which favours the hedonistic, and so on. The list seems endless, as are the 'philosophies.' As well as discussing these various views, student will be encouraged to think about two genuinely philosophical perspectives on food and wine: the Epicurean (the true foodies philosophy which lauds the pleasurable side of food and wine) and the Stoic (which emphasises the need for modesty in all matters culinary to satisfy essential needs.).

Unit Code	**GAST302**
Unit Title	**Restaurant Business Operations**
Unit Descriptor	The fundamental principles of restaurant business operations apply to, and are fundamental to the success of, all food business operations, from pop-up restaurants, dark kitchens, food trucks, catering, events, traditional restaurants and bespoke food experiences. The aim of this unit is to provide an overview of how restaurants actually function as businesses with a focus on integrating key elements of supply chain, operations, financial, human resource and kitchen management. The primary focus is on the activities, practices, skills, knowledge and attitudes required to successfully manage and operate a restaurant from a commercial perspective. The unit covers kitchen design and layout to optimise service, food supply and preparation, supplier management and cost analysis, cleaning, hygiene and food standards, cost control and financial management, profitable menu planning and design, meeting safety, risk and legal obligations, beverage management, applying technology and point of sale systems and managing customer expectations.
Unit Code	**GAST303**
Unit Title	**Professional Gastronomic Practice**
Unit Descriptor	The term 'gastronomy' has been used to define everything related to food preparation from fine dining experiences to studies of the chemical manipulation of food. From the biology of human digestion and nutrition to the ethnography of food, gastronomy may be regarded as the culturally defined study and practice of the ingredients, preparation, delivery and appreciation of food. As well as addressing the cultural foundations of gastronomy, the unit integrates industry case studies and scenarios with history and science in order to enhance students' grasp of sound planning, marketing, management, and decision-making in culinary settings. The unit requires students to analyse gastronomic standards such as eating quality within the context of innovative culinary techniques and entrepreneurial business practices. A central aim of this eclectic unit is to introduce students to major contemporary trends in gastronomy as a discipline and as a commercial activity, from healthy eating, fusion-, haute -, nouvelle cuisine and molecular gastronomy, to the evolution of food trends, eating cultures and traditions to commercial and career opportunities.
Unit Code	**GAST304**
Unit Title	**Culinary Practice**
Unit Descriptor	The purpose of this subject is to develop intermediate and advanced culinary and management skills and knowledge. The theoretical component of the unit provides general information about cuisines from different regions, culinary techniques and skills, kitchen management and trends in the food business sector, including culinary theory, cultural aspects of each cuisine, terminology used in international cuisine and various aspects of kitchen management. Forming part of each session, the theory forms an important role supporting and reinforcing the basic principles of each ensuing topic. The

practical sessions of the unit introduce students to new techniques and principles from various cuisines as well as reinforce those learnt in previous sessions.

Students will learn about: menu planning and evaluation; French classical cuisine; commodity purchasing; north-western and central French regional cuisine; menu costing and yield testing; central-eastern French regional cuisine; systems of production; north-east French regional cuisine; southern French regional cuisine; Italian cuisine; market drivers and trends in the food business sector; ethical eating, sustainability, vegetarianism, locavorism: Chinese, Japanese, Thai and Pacific Rim cuisine; contemporary cookery and modernist cuisine; Indian cuisine.

Unit Code	**HLTH101**
Unit Title	**Workplace Health and Safety**
Unit Descriptor	This unit aims to provide an overview of Workplace Health and Safety (WHS) in a managerial context. WHS, otherwise known as Occupational Health and Safety, is highly regulated in Australia, and all organisations are required to have effective WHS strategies and procedures in place to protect their workforce and the general public. WHS as a management discipline is a strategic and operational implementation of compliant health and community service activities and processes. As well as introducing students to the concepts and implications of WHS, the unit will focus on how a proactive approach to WHS can improve organisational performance through reduced hours lost to injury and illness, a more positive and productive workforce, and a culture of mutual support. However, before colleagues can collaborate, they need to understand the operational and strategic implications and foundations of WHS. Therefore, the unit pays particular attention to the steps involved in designing and implementing an effective WHS strategy, and how operational excellence in strategy execution will foster a more stable, productive and efficient workplace. Particular emphasis is placed on human factors, also known as ergonomics, and an understanding of the role of design in creating a safe and productive workplace.
Unit Code	**HLTH201**
Unit Title	**Health Promotion**
Unit Descriptor	Health promotion is a process that seeks to enable individuals, carers, communities and populations to increase control over their health by addressing the determinants of health and equity issues, resulting in improved health outcomes. This unit aims to provide an understanding of health promotion concepts and approaches as they relate to contemporary health issues in Australian community care settings. The unit is designed to assist students to: appreciate the key developments in Australia that have contributed to current understandings of health, its determinants and health promotion practice. The unit examines the range of theoretical and practical health promotion intervention frameworks in Australian contexts and emphasises familiarity with the information and skills required for the development of evidence-based health promotion programs. Particular emphasis is placed on the development of health promotion competencies, including conducting a needs and stakeholder analysis and planning and evaluating an intervention. Sociocultural factors influencing mental health and wellbeing of children and adolescents are explored, and the role that school communities play in the promotion of health and wellbeing is discussed. The areas covered in this unit include self-esteem, resilience, connectedness, participation, and relationships with self and others.
Unit Code	**HLTH202**
Unit Title	**Public Health: Evaluation and Intervention**
Unit Descriptor	This unit provides foundation knowledge in public health that begins with its historical underpinnings and leads to examination of the principles, practices and values of contemporary public health. Particular attention is given to public health principles and practices, including fundamental concepts of public policy, health protection, the surveillance and monitoring of communicable and non-communicable diseases, managing domains for public health action, partnerships with key stakeholders and settings. Public

	health issues and interventions are considered in a global and local context. Examples will be used to illustrate the importance of inter-sectoral and interdisciplinary systems thinking for the success of public health programs and policy. Students will critically analyse the determinants and burdens of disparate rates of illness and disease from the perspectives of health inequalities and vulnerable populations to understand public health priorities, and the core roles and functions of public health systems and programs.
Unit Code	**HOSP203**
Unit Title	**Rooms Division Management**
Unit Descriptor	This unit introduces students to the management of the accommodation sector of the hospitality industry, in particular, hotels. The principles and procedures in the provision of quality tourist accommodation are studied with an emphasis on the front office, room-division analyses, housekeeping and security. The unit places the idea of optimal rooms division and space allocation in the context of the functions and departments of a hotel, its management structure and the roles of various departments, such as the front office, night auditor and finance. These functions are analysed in the context of revenue management, which includes various service costs and quality criteria, such as facilities, dining, room service, energy management, call accounting systems, guest reservation systems, billing, security/loss prevention and guest comfort and overall experience. The various aspects of housekeeping are addressed, including the timing and quality of specific services, ranging from cleaning to laundry. A particular emphasis of the unit is sustainable lodging, both in terms of environmental and business sustainability.
Unit Code	**HOSP204**
Unit Title	**The Hospitality Experience**
Unit Descriptor	This unit explores the history and characteristics of the hospitality: what it is and various ways of conceptualising and operating successful hospitality ventures. The emphasis is on developing an understanding of what it is that people seek from hospitality and, in broad terms, what is required to design, deliver and manage an engaging hospitality experience as the foundation of a successful hospitality operation. The unit introduces students to the nature, diversity and scope of hospitality, the characteristics of the main sectors of hospitality industry including various theoretical perspectives and concepts through the ages. Particular emphasis will be given to investigation of key environmental, economic and socio-cultural impacts of hospitality experiences as manifested in its various forms, ranging from accommodation to the creation of events and entertainment and cultural experiences. Current trends shaping international hospitality and tourism organisations will also be discussed, as well as the various challenges faced by the hospitality industry in adapting to changing tastes and a range of challenges, such as pandemics, conflict and economic disruptions.
Unit Code	**HOSP205**
Unit Title	**Property and Facilities Management**
Unit Descriptor	This unit introduces students to the key components involved in the design and management of hospitality facilities. The unit covers the nature of hospitality facilities, maintenance needs, the primary facility systems, lodging and food service design and renovation. Today's highly challenged hospitality industry requires managers who understand the basic elements of facility design and renovation in order to be innovative and financially viable. The unit moves from a discussion of the range and types of hospitality properties and facilities to analyses of their establishment, operating and maintenance and renovation costs. Various maintenance management systems and programs are discussed and the budgeting of utilities, services and staffing. The various elements of property and facility performance are also addressed, including water, waste, transport and energy systems, as well as food services and associated quality, health and safety issues. The unit provides an overview of the physical structure and relative performance of various types of facilities and their impact on the surrounding built and

	natural environments, including sports facilities, car parking, residential and industrial neighbours.
Unit Code	**HRMT201**
Unit Title	**Human Resource Management**
Unit Descriptor	This unit aims to provide a synoptic overview of Human Resource Management (HRM) as both a central management function in its own right, and as a set of processes and approaches to organising the workplace. It introduces students to the key theoretical principles underpinning human resource management, overviewing topics such as employee motivation and performance management, managing diversity and equal employment opportunities within the workplace, managing employee recruitment and selection, learning and career management, organisational culture, employee involvement, the law of employment, industrial relations, labour flexibility, organisational restructuring, and some of the international dimensions of human resource management. The unit focuses on developing a sound theoretical and practical knowledge of the key concepts and debates in human resource management, and understanding the key HRM functions and operations, and their relevance to organisational plans and problems. Emphasis is placed on understanding the regulatory and employment environment in which organisations operate, and the role HRM plays in operations and organisational objectives and strategies.
Unit Code	**ISYS103**
Unit Title	**Business Information Systems**
Unit Descriptor	This unit provides an overview of Business Information Systems (BIS) – which is also referred to in the literature as Management Information Systems (MIS) – and its role in organisations and contribution to business decision-making processes. The unit explains how technology is used to develop BIS that effectively support, enable and add value to business processes. An understanding of BIS is important to the work of managers because it serves as a bridge between management and operation. For instance, accountants use information systems for business reporting; financial managers use information systems for market forecasting; sales managers and marketers use information systems to track customer purchases and to promote new products; information systems designers build and deliver new information services; and executive managers use strategic information systems to determine the company's strategic position. The unit has two primary aims: first, to focus on the management practices that appropriately and correctly use the features of technologies and available software applications, which will require students to explore the scope of database use; and second, to appreciate how information technologies, services and data are combined to deliver successful organisational solutions within rapidly changing technological and operational environments.
Unit Code	**LAWS203**
Unit Title	**Business Law**
Unit Descriptor	This unit provides an overview of the Australian legal system as relevant to Australian business in order to familiarise students with the legal environment. Through a detailed consideration of the law of contract, students will be introduced to issues of supremacy of law (legislation vs common law), the law of agency, corporations law and the law of torts. Particular emphasis is given to the following topics: the creation and content of a contract (formation, privity, agency, terms); statutory remedies for misleading and deceptive conduct in trade and commerce; -misrepresentation, unconscionable dealing, improper pressure; performance and discharge of obligations (performance, breach, frustration, variation and discharge by agreement); and remedies (enforcement, compensation and restitution). Students will be expected to exhibit in their assessments a sound understanding of contract law and the law as it applies to different forms of business ownership, together with consumer protection legislation, restrictive trade practices, tort and cheque and insurance law.

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Unit Code	**MGMT103**
Unit Title	**Management and Organisational Behaviour**
Unit Descriptor	This introductory unit provides a synoptic overview of organisational management as both a central business function and as a set of processes and approaches central to the achievement of organisational goals. It introduces students to the key theoretical principles underpinning organisational behaviour and management, overviewing topics such as planning and business goals, organisational culture, decision making, organising and leading, motivation, managing diversity, teamwork, and styles of personal management. Particular emphasis is given to identifying internal and external environmental influences on organisational decision making and the ways in which various key managerial concepts are interpreted and applied in the real world. The unit focuses on: developing a sound theoretical and practical knowledge of the key concepts and debates in organisational management; understanding the key management functions and operations, and their relevance to organisational plans and problems; understanding the role of leadership, planning and culture in managing business units; the ability to identify the linkages between specific managerial functions and operations and organisational objectives and strategies; and communicating to others the importance of issues relating to management in organisations.
Unit Code	**MGMT104**
Unit Title	**Design Thinking in Business**
Unit Descriptor	Design has evolved from being a central concept in the creative arts to become an interdisciplinary practice and field of research in all areas of business, including hospitality. Design thinking applies the skills and strategies developed by designers to a wide range of problems and situations. These skills and strategies include a range of conceptual and communication approaches, ways to explore and reconsider the context in which we work, as well as what should or could be achieved. Designers necessarily question the assumptions underlying other disciplines. What they bring to each task are special ways of understanding and solving problems which address practical, viable, and emotional needs. In this unit students explore ways of investigating and understanding problems, methods of generating ideas to solve those problems, and approaches to implementing their designs. The unit introduces the fundamentals of the design process and the evolution of design solutions as they apply to business and organisational problems. The unit addresses human-centric processes focusing on need finding, understanding, creating, thinking, and doing. Particular emphasis is placed on how to conceptualise and conduct design research that engages potential end-users to create effective design solutions. Students will be required to apply this knowledge in finding solutions for real-world problems in the creation of a design solution and application.
Unit Code	**MGMT201**
Unit Title	**Project Management**
Unit Descriptor	This unit provides students with a basic understanding of the principles of project management, focusing on the key concepts as they apply to business activities. The unit addresses project management approaches, processes and tools for succeeding in the workplace. It offers a strategic view, as well as practical tools to better manage projects. Throughout, the emphasis is on taking a managerial view of the situation and implementing tools to support decision making. The unit focuses on understanding the organisational context in which project management operates; analysing and evaluating business challenges from a project management perspective; understanding the relevance of project management to business; resource allocation and task identification; leadership; and a project management perspective on organisational risks.

Unit Code	**MGMT202**
Unit Title	**Cross-Cultural Management**
Unit Descriptor	This unit integrates theories and concepts from the broad fields of culture and international business and applies them to problems typically confronted by managers involved in international or multicultural business. Students are introduced to the study of management in an international context. The unit extends and integrates the basic concepts of management and how they are affected by differences across cultures. The unit will help participants to become acquainted with elements of cultural context for management, managing across cultures, cross-cultural communications, motivation and leadership. Students are provided with a framework for understanding the implications of this diversity on the management of cross-cultural dynamics in a multicultural business environment, whether that environment be local or international. The unit will draw on the existing knowledge of the participants to address problems relevant to them. Ethical issues across cultures is a major focus, as will be the balance of cultural expectations and local and international regulatory requirements.
Unit Code	**MGMT203**
Unit Title	**Quality Services Management**
Unit Descriptor	The aim of this unit is to develop in students an appreciation of quality and service excellence as a fundamental strategic orientation that delivers customer value and ensures superior performance and sustainable competitive advantage. The unit explores the dimensions of successful service firms, with a focus on the hospitality industry, and prepares students for quality-focused and innovative management. Typically, service operations are managed differently to production operations for physical goods. Actions are based on totally different assumptions about the way success is achieved, with result not only understood in terms of conventional measures of product performance but also in terms of the performance characteristics of staff and degree of customer satisfaction. Beginning with the service encounter, service managers must blend marketing, technology, organisational and technological variables to achieve a complex set of tangible (explicit) and intangible (implicit) standards that manifest in stakeholder perceptions and assessment ratings. Service management is addressed from an integrated viewpoint, with students gaining knowledge and skills relating to: the operations of successful hospitality and other organisations that can be benchmarks for future management practice; the opportunities that information technology provides for enhancing competitiveness; the organisational significance of managing the service encounter to achieve internal and external customer satisfaction; how processes work in service firms and how to analyse processes in terms of process capacity, utilisation and bottleneck; how to manage process variability; appreciation of the entrepreneurial opportunities in services; and how to enhance communication, reflection and teamwork skills.
Unit Code	**MGMT204**
Unit Title	**Organisational Change and Development**
Unit Descriptor	This unit provides students with a theoretical and practical appreciation of issues associated with organisational change and development. It examines the process of organisation change within the theoretical frameworks of organisation culture, power and leadership, and explores the major schools of thought concerning the management of change, with a central focus on change processes used in organisations. The unit focuses on understanding the conceptual and contextual aspects of organisational change plans, including strategic goals and the cultural milieux in which the strategy will operate; identifying the approaches and guidelines used to analyse organisational issues and requirements and to make decisions regarding organisational change and/ or development; understanding the ethical and legal implications of organisational change and/ or development plans and processes; and understanding the key individual, cultural

	and organisational elements in planning, managing, and executing an organisational and/or development strategy.
Unit Code	**MGMT301**
Unit Title	**Decision Making and Leadership**
Unit Descriptor	One of the most important roles of a leader, regardless of their role in an organisation, is making effective decisions. Leaders make a variety of strategic and tactical decisions, including those about strategy, personnel, finances, how an organisation will function, and how resources are deployed in pursuit of a goal. Leading is a complex endeavour and involves vision, passion, the ability to make decisions under pressure and uncertainty, and the ability to motivate others. This unit explores the symbiotic relationship between leadership and decision-making, combining classical wisdom, recent research, and theory and practice to analyse leadership and decision-making skills. The unit will cover traditional and recent paradigms or organisational leaderships, including distributed and transforming leadership; leaders, followers and the social context; the roles, values, ethics and styles of leadership; organisational vision and mission and their role in decision-making. The aim of the unit is to provide insight into what it is to be a leader and what are the essential decision-making and problem-solving skills that define a good leader. The unit will assist students to better understand their own leadership and potential decision styles and personal dispositions.
Unit Code	**MGMT302**
Unit Title	**Strategic Management**
Unit Descriptor	This capstone unit provides an opportunity for students to integrate their prior learning in the course through discussion and analysis of the elements of organisational strategy. The unit addresses the key parameters of strategic management, covering the evaluation of the organisation's internal and external environments, the formulation of basic organisational missions, purposes, and objectives; the development of policies and strategies to achieve them and, the efficient execution of implementation processes that result in the achievement of organisational objectives and achievement and retention of competitive advantage with respect to competitors. The unit develops aspects of ethics and governance covered in previous units and applies them to strategic thinking and planning. The unit focuses on: developing an enhanced understanding of the factors contributing to sustainable competitive advantage of organisations; developing an enhanced understanding of the link between the external and internal environments of an organisation, and how this impacts on strategy formulation and implementation; and communicating to others the importance of issues relating to business strategy.
Unit Code	**MGMT303**
Unit Title	**Risk Management**
Unit Descriptor	A risk is a potential future harm that may arise from some present state of affairs or action. Managing risk is an integral part of good management in general, and an essential element of sound project governance. It is something that all managers do instinctively in one form or another, but when undertaken effectively in a coherent way it enables continuous improvement in decision-making and facilitates continuous improvement in performance. Risk management is the process in which managers and organisations identify potential risks, analyse and rank them, and determine what actions, if any, need to be taken to avert these threats. Associated with this process are the costs, time, and quality concerns arising from perceived risks and their proposed solutions. In addition, the reactions to risks are analysed for any secondary risks the solutions may have created. In other words, the goal of risk management is to ensure informed decisions are made at the right time, and that there is visibility of sources of uncertainty that may impact on the success of a project. The focus of this unit is on understanding le concepts and practices of risk management planning, risk identification, analysis, response planning, and the monitoring and control of identified risks. The unit also looks at risk management in terms of the culture, processes and structures adopted by an organisation directed towards the

effective management of risk. A central theme of the unit is that risk management is a pervasive operational discipline that ought to be integrated with all other managerial and leadership activities in an organisation. Students will be introduced to ISO Standard 31000 Risk Management and its guidelines.

Unit Code	**MGMT305**
Unit Title	**Decision Making for Hotel Managers**
Unit Descriptor	This unit is designed to equip students with the strategic management, practical and personal skills necessary to be effective decision makers in the hospitality industry. The hotel industry is the focus of this unit since the managerial and decision-making challenges hotel managers face encompass nearly all aspects of managerial decision-making in hospitality. Hotel managers are at once financial managers, human resource managers, facility managers, event managers, risk managers, marketing managers, and so much more. And as a manager in the hotel sector one is forever faced with highly fluid decision-making environments characterised by a focus on tactical decision making in response to variables with low-to-medium predictability in highly constrained regulatory, strategic and financial contexts. This unit seeks to develop students' competencies in decision-making in general, not just the hotel industry, and therefore encourages an analytical approach to the key decision points in planning, organising, leading and controlling functions associated with the management of hospitality organisations. Emphasis is placed on developing decision-making awareness and skills as they relate to areas of lodging, food service, travel, tourism and recreation through the application of data analysis and evidence-based issue definition.
Unit Code	**MRKT101**
Unit Title	**Introduction to Marketing**
Unit Descriptor	Marketing is an organisational function and a set of processes for creating, communicating and delivering value to customers and for managing customer relationships in ways that benefit the organisation and its stakeholders. Critically, marketing is a managerial discipline that focuses on the allocation of resources and business processes to achieve strategic goals. But sound marketing management must always keep in mind that marketing is also a social process through which people learn about and acquire goods and services. Therefore, responsible and ethical marketing is crucial to sustainable and productive relationships between organisations and their customers. This unit examines how organisations use marketing decisions to satisfy customer needs and deliver value. Areas of study include market segmentation and positioning; market planning; product decisions and new product development; branding; customer decision processes, channels of distribution; promotion and advertising; pricing strategies; and customer information management. Particular emphasis is placed on digital marketing, ethical practices and social responsibility.
Unit Code	**MRKT202**
Unit Title	**Marketing Research**
Unit Descriptor	The aim of this unit is to provide students with a working knowledge of the methods and issues involved in conducting marketing research, and how to use market research techniques in a business context. Particular attention is paid to understanding the research process and how to conduct marketing research. Consequently, the emphasis is more on how research supports decision making processes rather than basic research. Decision-focused research supports a decision-making process, whereas basic research is undertaken to discover new knowledge. In this respect, marketing research serves a single purpose - that of providing information to assist marketing managers and their colleagues to make better decisions. A practical and applied approach is adopted throughout. Where possible, students are actively involved in their own market research problem/s and in real life marketing research situations as much as possible.

	The unit focuses on: key marketing research concepts and techniques, and their relevance to organisational plans and problems; the importance of a properly conducted research in supporting an organisation's overall strategy; an understanding of the strengths and weaknesses of marketing research as a decision-support tool for management analysis, forecasting and strategy development.
Unit Code	**MRKT203**
Unit Title	**Digital Marketing**
Unit Descriptor	The aim of this unit is to provide students with a sound understanding of the ways in which the Internet has affected marketing, consumer behaviour and organisational decision-making processes. It addresses online micro- and macro-environments, digital marketing strategy, the online marketing mix, relationship marketing using the Internet, achieving online service quality, and issues relating to business-to-business and business-to-consumer internet marketing. Starting with a broad overview of the Internet as a marketing medium, the unit explores the ways in which the Internet has changed consumer behaviour through convenience, immediacy, ubiquity and choice, and, inevitably, increasing transparent competition. From here, the unit explores how marketing theorists and practitioners have adapted to the challenges of the Internet by developing new metrics, strategies and forms of customer engagement. Particular attention is given to the impact of the Internet on the fundamentals of the marketing mix, the 7 Ps, and the creation of online communities through social networking technologies. Students will consider the integration of digital marketing with other organisational functions; the research, analysis, and synthesis of information relevant to digital marketing; and comprehending the impact of digital marketing on individuals and groups in society.
Unit Code	**MRKT204**
Unit Title	**Marketing Communications**
Unit Descriptor	This unit provides students with a theoretical and practical appreciation of the central role marketing communication plays in the general business environment. The unit introduces students to methodologies for examining, analysing and evaluating various aspects of the marketing communications process and the relevant marketing communications tools most commonly used. A major aim is to provide evidence-based foundations for choices regarding which marketing tools to use in a variety of dynamic environments. Topics covered include advertising, public relations, personal selling, direct selling, Internet marketing, sponsorship, sales promotion, emerging technologies and their potential. The unit focuses on understanding the conceptual and contextual aspects of marketing communications, including strategic goals and the cultural milieu in which the strategy will operate; identifying the environmental factors affecting strategic choices in marketing communications; understanding the various media and technologies through which a marketing communications strategy will be implemented; and the key elements in planning, managing, and executing a marketing communications strategy with respect to brand, product, price, distribution, and promotion.
Unit Code	**MRKT205**
Unit Title	**Destination Branding and Marketing**
Unit Descriptor	Hospitality, tourism and events activities and organisations rely heavily on destination development and marketing to forge distinctive products that will help create competitive advantage over an array of competing value propositions in order to attract potential customers and to maximise community benefits. The unit introduces students to destination management and marketing organisations, destination product development, creating reasons for visiting destinations, delivering visitor experiences and destination branding. Particular attention is given to understanding the motivations for implementing place promotion schemes, e.g. regeneration, and the role of traditional marketing and advertising channels and new and emerging social media technologies in destination characterisation, awareness, development, accessibility and infrastructure, and

	cooperative marketing and partnerships in destination development. The unit examines how destination marketing organisations analyse market and stakeholder expectations, evaluate different options to create destination products and market destination to stakeholders such as tourists and the general public to achieve economical but also sustainability and community objectives. Students will analyse different tourism destinations, evaluate success and failures of destination marketing organisations to create a new product for an international tourism destination
Unit Code	**MRKT206**
Unit Title	**Consumer Behaviour**
Unit Descriptor	This unit aims to provide students with a sound knowledge of the complexities of consumer decision- making processes, including the influence of situational, psychological and social factors. The unit will also encourage critical evaluation of marketing strategies in relation to the exploitation and manipulation of consumer motivation. Understanding how a consumer selects, purchases, uses and disposes of products and services is central to all marketing strategy and planning. Therefore, this unit draws on various concepts in psychology, economics, sociology and anthropology to create a coherent model of consumer behaviour that explains and supports marketing decision making. This necessarily entails analysing consumer decision-making processes and internal and external influences on the purchasing and consumption process. The marketing challenges and implications for selling to consumers are discussed throughout from a consumer behaviour perspective. The unit will focus on: understanding the role of theory as it applies to the "real-world" of consumer/ buyer behaviour; the research, analysis, and synthesis of information relevant to buyer/consumer behaviour; and comprehending the impact of marketing practices on individuals and groups in society.
Unit Code	**MRKT301**
Unit Title	**Services Marketing**
Unit Descriptor	The growth and diversification of services in all commercial environments, in particular in the hospitality industry, has led to increasing competition for customers and of new kinds of products. This advanced unit explores the marketing of specialist services, with a particular emphasis on the hospitality industry. It focuses particularly on the marketing of a services-based business, such as a hotel or restaurant, which, while providing tangible products are typically regarded by their stakeholders as providers of experiential services. Professional or specialist consulting (product or practice) marketing refers to the marketing undertaken by providers of specialist knowledge/intellectual-based services such as those engaged in the marketing of financial services. This unit takes the key principles of marketing and places them in the context of this important sector, including the types of services that are marketed; market segmentation, market targeting and positioning of services, marketing research in services markets; framing of the service experience. The unit focuses on: key service marketing concepts and their relevance to organisational plans and problems; analysis and problem solving skills in responding to review and application questions, and case studies relating to key aspects of services marketing theory in a variety of domestic and international contexts; and a sound understanding of integrated services marketing communications.
Unit Code	**MRKT302**
Unit Title	**International Marketing**
Unit Descriptor	This advanced unit provides an in-depth analysis and practical application of a variety of concepts, theories, facts, analytical procedures, and techniques involved in the development, evaluation, and implementation of an international marketing strategy. The unit concentrates on comprehending the differences between domestic and international marketing and understanding the environmental conditions of host markets and their particular challenges. Students will learn how to analyse international marketing opportunities to identify appropriate market segments and entry strategies and to formulate the strategic marketing mix for new international projects.

	Students will work in teams and individually over the entire unit preparing a Feasibility Study for an international marketing initiative. Students will be required to show competence in the use of various marketing tools and models and demonstrate an ability to integrate international marketing operations with other business functions. Particular attention will be given to: key strategic marketing concepts and their relevance to organisational plans and problems; the importance of a properly researched and developed marketing plan in an organisation's overall strategy; and a sound understanding of portfolio management, environmental analysis, and marketing analysis and forecasting.
Unit Code	**NUTR201**
Unit Title	**Food, Nutrition and Wellbeing**
Unit Descriptor	Nutrition forms the focus of many health initiatives and is an essential component of ethical gastronomy. Reducing the burden of poor nutrition has the potential to produce major change in the health status of individuals and entire communities. This unit provides students with foundation knowledge of food and nutrition systems, food constituents, energy balance, changing nutritional requirements throughout the life course, and the application of dietary assessment methodologies and food selection guides to maintain and improve health at the individual and population level. The unit addresses food intake and promotion of diet-related health across the lifecycle and considers nutrition requirements and practical food-based advice for each lifecycle stage. The unit aims to develop understanding and skills in communicating evidence-based nutrition information to a variety of audiences to design and evaluate effective nutrition communication strategies. In order to communicate food and nutrition concepts effectively, it is essential to understand how food is transformed from its raw state to the multitude of formats available for consumers. Therefore, the unit also touches on the origins and composition of food and how composition is affected by culinary processes in the home, foodservice or commercial cooking environments. In this way, the unit assists students develop a basis on which to build deep knowledge and skills in food identification, nutrient composition, preparation and cooking.
Unit Code	**NUTR301**
Unit Title	**Food Systems: Modelling and Analysis**
Unit Descriptor	Food systems include all processes involved in feeding people: growing, harvesting, processing, packaging, transporting, marketing, consuming and disposing of food and packaging. It also includes the inputs needed and outputs generated at each step. The food system operates within and is influenced by the social, political, economic and natural environments. Each step is also dependent on human resources that provide labour, research and education. Of necessity, food systems are connected to many other areas of life, such as nutrition, food, health, community economic development, and agriculture. In effect, food systems represent the value chain of nutrition and cuisine in a society. In this unit, students will explore a range of concepts related to the nature of food systems and the concept of food security. Some of the topics that are addressed in the unit are: pre-modern or traditional agriculture; the origin and development of agricultural biodiversity; the relationship between food supply and cultural identity; modernisation and the creation of marginalisation; agriculture and environmental management; new technological developments and their application; the political-ecologies of agriculture; the emerging alternative roles of agriculture to food production; and the future roles of alternative food systems.
Unit Code	**SCMT201**
Unit Title	**Supply Chain and Operations Management**
Unit Descriptor	The aim of this unit is to provide an overview of supply chain and operations management in a business context. Logistics is the business function responsible for all aspects of the movement and storage of physical resources (what is generally referred to as 'the supply chain') from suppliers to final customers. Supply Chain Management (SCM) is the strategic

	and operational management of these activities and processes. Operations Management (OM) is concerned with planning, organising and supervising in the contexts of production, manufacturing or the provision of services. As such, it is delivery-focused, ensuring that an organisation successfully turns inputs to outputs in an efficient manner. well as introducing students to the concepts and implications of SCM and OM, the unit focuses on how supply chain collaboration and operations can improve business performance. The unit pays particular attention to the steps involved in formulating integrated SCM and OM strategies, and how operational excellence in strategy execution will determine competitive advantage. Students will learn how physical flow decisions affect the cost and service positions of a business as well as the retention and growth of market share. Particular emphasis is placed on the hospitality industry and how SCM and OM define many aspects of hotel, events and tourism managerial functions.
Unit Code	**SCMT202**
Unit Title	**Transport, Freight and Warehousing**
Unit Descriptor	In many ways, transport is the 'glue' of logistics, and, therefore, of supply chain management. Transport not only literally moves objects and people between various points and stages in the physical supply chain, it also serves as the organising principle of most supply chains; that is to say, the rationale for the structure, scheduling, shape and sense of any particular supply chain. This unit addresses the variety of available transportation and warehousing options and their associated advantages and disadvantages for particular categories of freight. The planning and management of transportation needs of an organisation within an increasingly complex global environment, where unforeseen events can have major impacts on operations, profitability as well as business relationships will also be explored. The unit also addresses advanced concepts related to all aspects of transport and infrastructure analysis, policy, and decision making for freight and warehousing solutions. The unit is based on case studies in transport and infrastructure with a particular emphasis on pricing and cost calculations, with the aim of applying theory to practical examples.
Unit Code	**SCMT301**
Unit Title	**Supply Chain Demand and Inventory Management**
Unit Descriptor	Supply chain management is the management of relationships in the network of organisations, from end customers through original suppliers, using key cross-functional business processes to create value for customers and other stakeholders. The ability to accurately forecast demand for products and services is central to supply chain management. Forecasts of future demand will determine the quantities that should be purchased, produced, stored (in the form of inventory) and/or shipped, modulates fluctuations in demand. Moreover, an accurate demand forecast enables an organisation to provide its stakeholders with higher value services, while generating internal efficiencies. Inventory management is the process of storing goods or materials (stock) for later use, modification or distribution. The principal goal of inventory optimisation involves balancing the conflicting economics of not wanting to hold too much stock at any one time, and thereby generating costs and inefficiencies, while needing to have enough stock available to meet business requirements. Hence the intimate relationship with demand forecasting and inventory management. Optimal inventory management inevitably involves demand planning and control: what quantities of items to order, how often, and how to store and make them available for utilisation or distribution. The aim of this unit is to analyse these fundamental processes of supply chain management – demand forecasting and inventory optimisation - in terms of demand-driven forecasting, the dynamic balancing of customer demand and systems capability. While the unit gives an overview of supply-driven inventory management, it does not go into the details of warehousing or inventory control. Rather, the emphasis is on developing a sound understanding of demand-driven forecasting and how inventory management is shaped by demand forecasting. The overall aim is to provide a

	methodology that combines data, analytics and an understanding of contemporary supply chain process optimization.
Unit Code	**SCMT302**
Unit Title	**Supply Chain Planning and Strategy**
Unit Descriptor	Supply chain planning (SCP) is the forward-looking process of coordinating assets to optimise the delivery of goods, services and information from supplier to customer, balancing supply and demand. Global supply chain planners are typically responsible for monitoring and managing global inventories, and forecasting sales and production levels to plan for materials needed. They track delivery performance and response time, as well as handle capacity planning and various logistics projects to promote effective and efficient operations. This unit provides an overview of supply chain planning, namely, the strategies and business processes – operations - used to produce quality goods and services by the most efficient and effective means. It examines the business model and associated processes used to create value for customers including forecasting and planning, resourcing and purchasing, inventory management systems supporting just-in-time processes, production management and lean production systems, continuous improvement and quality management, storage, logistics, and evaluations, including measurement and analysis of internal processes.
	Students are provided the opportunity to appreciate the role of Information and Communication Technologies (ICT) in facilitating improved value creation and business sustainability through informed, efficient and effective supply chain planning. The value of ICT in Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) systems is also explored. This unit provides students with the opportunity to develop a managerial perspective on Operations and Supply Chain Management with an emphasis on sustainable practices aimed at value creation in every aspect of business operations, quality improvement and logistics.
Unit Code	**TOUR203**
Unit Title	**Introduction to Tourism, Conventions and Events**
Unit Descriptor	This unit introduces students to the structure of the tourism, convention and events industries and an awareness of the breadth of interests and activities they encompass. The aim of the unit is to provide an integrative model that emphasises the similarities of these industry sectors and their place within the broader hospitality industry. As well as addressing the specific nature of these sectors, emphasis will be given to shared goals and challenges with hospitality in general, such as financing, marketing, facilities management, supply chain management, regulations, quality assurance, human resource management, food provision, controlled experiences, safety and the role of social and public media. Topics include the different ways of characterising and segmenting participants in events, conventions and various types of tourist activity; the interdependent components of tourism and event delivery, such as transport, accommodation, food and beverages services, risk management, with special attention to the management of types of activities typically associated with each sector. Basic economic and management principles underlying the industry are covered, and consideration of the economic impact of tourism, conventions and events is supplemented by analysis of the social and environmental effects of tourism and events.
Unit Code	**TOUR204**
Unit Title	**Sustainable Cultural and Eco-Tourism**
Unit Descriptor	This unit provides an understanding of the environmental, socio-cultural and economic impacts of tourism, and the strategies needed to maximise positive outcomes and minimise potential negative impacts in order to achieve environmental and economic sustainability objectives. The unit emphasises the implications for planning, development and management underpinned by the triple bottom line paradigm. Environmental ethics and social responsibility at the individual, business and destination level are also discussed. Aspects of ecotourism reviewed include Indigenous perspectives, planning,

	development, management, policy and practice. The ecotourism industry will be described focusing on the sectors of attractions, accommodations, ecotours and tourism organisations. A range of case studies will be studied providing students with salient and current examples of ecotourism management practices.
Unit Code	**TOUR205**
Unit Title	**The Gastronomic Tourism Experience**
Unit Descriptor	Experiential tourism is a growing trend in local and international tourism. However, it presents its own set of challenges for tourist service providers, one of the most important being the ability to offer compelling interactive packages that satisfy consumer expectations. Gastronomy as a form of experiential tourism is possibly the most immersive form of this tourism genre, since it not only involves all aspects of the food cycle and cuisine as well as strong cultural and lifestyle components. Gastronomic tourism, therefore, is an interdisciplinary subject, including the study of physical, cultural and economic processes involved in the cultivation, processing and distribution of food and beverages. The aim of this unit is to take the study of gastronomy tourism the influence of gastronomy on choices of tourist destination to include the entire food chain involved in a gastronomic tourist experience. The unit also the links gastronomy with other components of the tourism industry, from hospitality arrangements to local economies and supply chains, as well as the cultural traditions underlying the culinary identity of particular cuisines. Students will examine the management processes involved in developing gastronomy tourism, and how it can contribute to job creation and responsible and sustainable production and consumption.
Unit Code	**TOUR206**
Unit Title	**Tourism Planning and Development**
Unit Descriptor	Planning is an important feature of all tourism operations, from regions and destinations to individual attractions at specific sites and is critical if the negative impacts of tourism are to be minimised and positive benefits are to be maximised. Tourism operates in a field that requires the integration and cooperation of multiple large and small operations in both public and private sectors. Organisations at local, national and international levels are involved in planning for tourism. Planning needs to take a broad scale regional approach but must also acknowledge the specific requirements of particular destinations and sites. This unit introduces students to the key concepts of tourism policy and planning. The unit addresses the case for tourism planning and the planning process, taking into account environmental issues and legislation, sustainable tourism development and specific social and commercial objectives. The impact of tourism development on populations, environments and infrastructure, and the challenges presented by commercial imperatives and the importance of conservation measures, are discussed along with the consequences of unplanned tourism development. The unit emphasises the importance of a strategic approach to planning and developing tourist destinations that takes into account the rights and aspirations of stakeholders.
Unit Code	**TOUR302**
Unit Title	**Ethical Tourism and Event Management**
Unit Descriptor	This unit addresses the ways in which we characterise and assess acceptable practices in the tourism and event management industries. The legal constraints within which tourism and events management operate is used as conceptual framework for making judgments on the conduct of operators within these industries, in particular with respect to the protection of, and explores the impact of business practices in tourism and event management on the well-being of communities and the natural and cultural natural environments that provide underlying support for the experience s these industries provide. The unit examines environmental damage due to construction and operation of industry components, which can entail pollution and destruction of ecosystems. Practices

	involving the production of food and the safety are considered, along with the impact of tourism on small local producers, and indigenous populations and culture.
Unit Code	**TOUR303**
Unit Title	**Media Management, Sponsorship and Evaluation**
Unit Descriptor	The marketing of businesses within the global hospitality and tourism industries is becoming more sophisticated and demands a more strategic approach than ever before. This unit focuses on strategic media management issues in tourism and events such as the application of branding, packaging, internal marketing, segmentation and market/marketing research. The unique nature of the service encounter and its coupling with merchandise and sponsorship in tourism will be studied from a broader marketing perspective that incorporates social as well as traditional media and sponsorship methodologies. The aim of this unit is to develop professional skills and understanding of media management and sponsorship strategies for tourism and event programs and how to evaluate their success and potential for improvement. Students will analyse media management concepts as they relate to the funding, promotion and commercial development of the tourism industry. Media management strategies, events and tourism marketing, publicity, sponsorship, principles and evaluation of different strategies across various levels of tourism and events campaigns are considered in light of issues that relate to the broader hospitality sector, including the intersection of multiple media and sponsorship initiatives and the value-proposition for potential sponsors and stakeholders.
Unit Code	**WORK101**
Unit Title	**Foundation Theory and Practical**
Unit Descriptor	The aim of this unit is to prepare students for their industry placements and work-integrated learning units. The unit content will be divided into three strands. The first will review and consolidate learning in the foundational learning in the units, with particular emphasis placed on organisational behaviour, workplace health and safety and reasoning and communication, applying concepts and skills to potential workplace scenarios. The second strand will focus on workplace expectations and potential issues and opportunities that may arise in industry settings. Students will engage with industry professionals and LCBA alumni gain insight into a variety of industry settings including operations, management styles, industrial relations issues and particular technological applications commonly used in the hospitality industry. The third strand will focus on two key topics: assessment expectations and techniques – how students will be assessed when in the workplace by their supervisors and what LCBA expects of students both in terms of formal assessment and informal feedback on industry placements in order to gain greater understanding of the benefits and challenges of work-integrated learning. The second topic in this strand will focus on employability issues and prospects, with students developing an understanding of employability and what it takes to successfully seek and maintain employment in an increasingly competitive graduate recruitment market.
Unit Code	**WORK102**
Unit Title	**Industry Experience A**
Unit Descriptor	This unit involves a full study-period supervised work-integrated learning placement with a host organisation that builds on the learning and skills acquired in WORK101. This unit is arranged by Le Cordon Bleu Australia's Industry Engagement department in conjunction with students to match, where possible, their career aspirations. Students will be appointed an LCBA supervisor and workplace mentor, who will also act in an advisory as well as supervisory capacity to ensure student well-being and participation. Host mentors and WIL supervisors will ensure that appropriate opportunities for learning are being undertaken and the host mentor will report on the student conduct during the placement which will be taken into account in the final grading for this unit. Students will attend introductory and preparatory seminars on the requirements and any procedures that may be required for undertaking their placement, including documentation and risk management compliance prior to its commencement. A meeting will also be held at the

	end of the placement for feedback, update and discussion on the experience and outcomes. LCBA supervisors will meet with the students, their mentors and other stakeholders during the placement to ensure student well-being and compliance with relevant workplace requirements and undertakings.
Unit Code	**WORK201**
Unit Title	**Industry Experience B**
Unit Descriptor	This unit involves a full study-period supervised work-integrated learning placement with a host organisation that builds on the learning and skills acquired in WORK101 and WORK 102 and additional learning and skills acquisition in the units following WORK102. As with WORK102, this unit is arranged by Le Cordon Bleu Australia's Industry Engagement department in conjunction with students to match, where possible, their career aspirations. Students may continue at their previous work placement or pursue another experience to broaden their understanding of the range of workplace and industry opportunities available to them. As for WORK102, students will be appointed an internal supervisor and workplace mentor, who will also act in a supervisory capacity to ensure student well-being and participation. Host mentors and WIL supervisors will ensure that appropriate opportunities for learning are being undertaken and the host mentor will report on the student conduct during the placement which will be taken into account in the final grading for this unit. Students will attend introductory and preparatory seminars on the requirements and any procedures that may be required for undertaking their placement, including documentation and risk management compliance prior to its commencement. A meeting will also be held at the end of the placement for feedback, update and discussion on the experience and outcomes. LCBA supervisors will meet with the students, their mentors and other stakeholders during the placement to ensure student well-being and compliance with relevant workplace requirements and undertakings.

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