

COURSE GUIDE



MELBOURNE



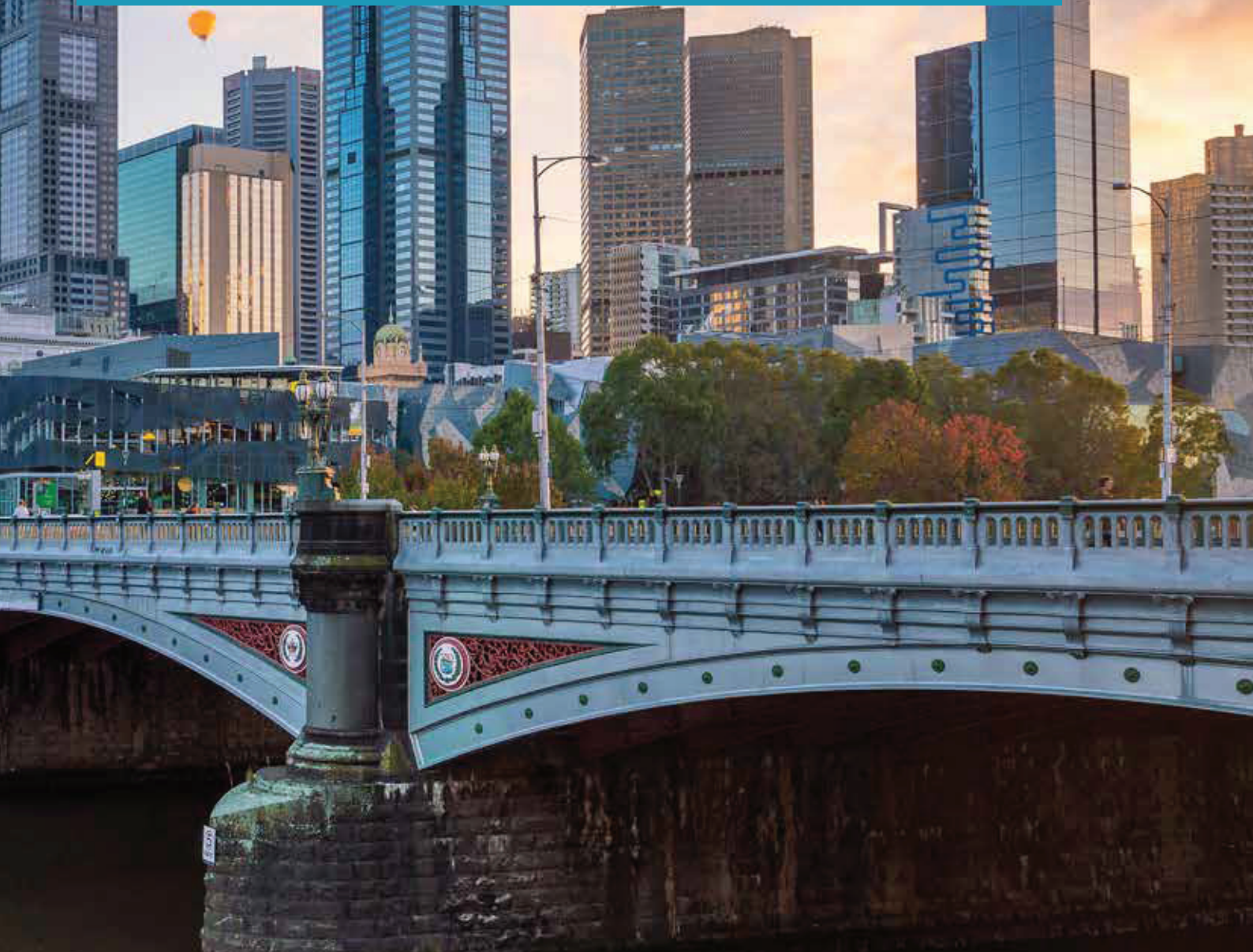
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ACADEMIA OF KNOWLEDGE AND WISDOM



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MESSAGE FROM THE CEO

"IT GIVES ME A GREAT PLEASURE TO WELCOME YOU TO ST PETER INSTITUTE. "

I am delighted to extend a warm welcome to all members of our esteemed St. Peter Institute community. In my role as CEO, it brings me immense joy and pride to share the remarkable journey we are embarking on to transform lives through education.

At St. Peter Institute, our commitment extends beyond mere rhetoric; it is a genuine dedication to nurturing the intellectual and emotional growth of our learners. Placing students at the heart of their learning experience is more than a philosophy, it is the essence of our pedagogical approach. We aim to cultivate academic excellence and foster creativity and character, molding individuals who are prepared for success, ready to make a positive impact on the world. and are prepared to make a positive impact on the world.

Our educational philosophy is grounded in the recognition that each learner is unique, with distinct aspirations, challenges, and dreams. To address the ever-evolving landscape of contemporary intellectual, cultural, and economic challenges, our meticulously designed educational courses provide a diverse array of skills, knowledge, and values. This ensures our students are well-prepared to navigate the intricacies of their chosen careers and emerge as responsible global citizens.



What distinguishes St. Peter Institute is the rich mosaic of cultures that defines our community. Our institute mirrors the diversity of the world, with students representing various corners of the globe. This diversity is not merely acknowledged but actively championed, enriching our academic environment and empowering our students to cultivate a global perspective. Through this harmonious blend of cultures, we instill a sense of social responsibility and nurture an appreciation for the richness of human experiences.

As we embark on this exciting journey together, I eagerly anticipate the continued success and growth of St. Peter Institute. Thank you for being an integral and valued part of our dynamic community.

Warmly,
Eshwar Lakavath

CEO
St Peter Institute

Important Note: All prospective students are advised to go through this Handbook prior to making an informed decision regarding their enrollment at SPI. This information book and enrolment form is available on SPI website. Students will be provided with an orientation session,

detailed the Institute facilities including policies and procedures of SPI, services upon arrival and will be given a copy of this information book. Thank you for choosing SPI as your place of study. We hope this student Information will be helpful and informative to you.



OUR VISION

"WE RISE TO THE CHALLENGE OF SCULPTING OUR STUDENTS' FUTURES"

OUR MISSION

St Peter Institute is dedicated to being a comprehensive, learner-centered institution that aspires to set the standard of excellence in fostering intellect, creativity, and character within an active, student learning community.

We offer a range of career-oriented and continuous education programs designed to address the dynamic challenges in intellectual, cultural, and economic development within Australia and the rest of the World. Through support services and a technology-enriched learning environment, our mission is to empower each learner with the skills, knowledge, and values essential for higher education programs, workforce entry, advancement, and personal enrichment.

We are committed to promoting an appreciation of cultural diversity, social responsibility, and academic excellence. Situated uniquely in the heart of Melbourne CBD, our mission is to educate and develop professionals who will make significant contributions to their lives, Victoria, the nation, and the global community.



OUR CORE VALUES



QUALITY

We advance quality standards through faculty, academic offerings and support services provided to students. This is evidenced in institutional practices, learning and administrative outcomes.



LEARNER-CENTERED

We maintain a strong commitment to all learners and their emerging needs, by fulfilling the academic and cultural needs of the region.



INCLUSIVENESS

We promote a caring environment that is rooted in a participative governance structure. Mutual respect and trust are evidenced in collaborative work teams which cross over divisions, departments and programs.



DIVERSITY

We embrace diversity in its curriculum, activities, student population and staff.

PRINCIPLES OF SPI CULTURE

GROWTH

Striving for continuous advancement, we work tirelessly to expand accessibility to our institution. This involves increasing enrollment, enhancing educational offerings, refining campus facilities, and fortifying our fiscal and human resources. Our goal is to create an environment that nurtures sustained growth and progress.

ACCOUNTABILITY

At St Peter Institute, accountability is fundamental to our pursuit of excellence. Our commitment to measurable outcomes is reflected in data - driven decision making, underscoring our dedication to achieving results with impact.

INTEGRITY

Our policies and procedures are the embodiment of fairness, responsibility, and ethical practices. With an unwavering commitment to excellence, we foster an environment where integrity is at the core of our operations.

INNOVATION

At St. Peter Institute, we champion creative initiatives that swiftly shape cutting-edge educational programs and innovative workforce solutions. Our commitment to innovation reflects our dedication to providing impactful solutions for the communities we serve.





THE KING STREET CAMPUS IS IN HEART OF THE MELBOURNE CBD AND JUST TWO MINS WALK FROM FLAGSTAFF METRO STATION AND IT OFFERS A FRIENDLY LEARNING ENVIRONMENT.



Honoring and advancing its rich heritage, St Peter Institute is poised to emerge as the acknowledged leader in holistic education, fostering the comprehensive development of individuals through active learning, community engagement, and the cultivation of ethical leadership.





ST PETER INSTITUTE'S CAMPUS IS LOCATED IN THE HEART OF MELBOURNE CBD AND CLOSE TO FLAGSTAFF METRO STATION AND PUBLIC TRANSPORT.



2 MIN WALK



KING ST CAMPUS

The campus will exemplify a diverse, civil, engaged, and ethical community where civic responsibility, intellectual activity, and cultural expression are highly valued.



CULTURAL ACTIVITIES

STUDENTS
FROM MORE THAN
40
COUNTRIES



ST PETER INSTITUTE IS WORKING
TOWARDS BEING THE WORLD LEADER
IN THE INTEGRATION OF



Leadership in
service and
outreach



Teaching
and learning



Advancement
of the
knowledge
base

COMPUTING FACILITIES

EXPERIENCE CUTTING-EDGE LEARNING AT ST. PETER INSTITUTE. OUR ADVANCED COMPUTING FACILITIES EMPOWER INTERACTIVE LEARNING THROUGH TOOLS LIKE POWERPOINT. ACCESS TO PHOTOCOPIERS AND DATA PROJECTORS ENHANCES THE QUALITY OF TRAINING, PROVIDING A DYNAMIC ACADEMIC ENVIRONMENT. JOIN US FOR A TRANS-FORMATIVE EDUCATIONAL JOURNEY WHERE ACCOUNTABILITY AND TECHNOLOGY CONVERGE.

AUSTRALIA

AUSTRALIA IS A LAND OF CONTRASTS: SWEEPING GOLDEN BEACHES, CORAL REEFS RICH WITH MARINE LIFE, TROPICAL RAINFORESTS, MOUNTAIN RANGES, VAST GRAZING LANDS AND SPARSE DESERTS. ONE OF THE OLDEST CONTINENTS, AUSTRALIA IS THE ONLY COUNTRY TO OCCUPY AN ENTIRE CONTINENT.



ENTERTAINMENT

Discover an immersive blend of leisure and excitement at our campus. Nestled in vibrant surroundings, our campus provides the perfect backdrop for socializing, shopping, and a myriad of outdoor activities. Centrally located, students can easily partake in the sophistication of our cities and immerse themselves in the thrilling entertainment facilities on offer. With ample opportunities for international students to forge lasting friendships, we ensure an enjoyable and enriching experience during your time with us.

TRAVEL

During term breaks, you may like to venture beyond the capital cities to experience more of Australia's spectacular natural environment and great physical beauty - national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

IF YOU VISITED ONE NEW
BEACH IN AUSTRALIA EVERY
DAY, IT WOULD TAKE OVER

27

YEARS TO SEE
THEM ALL

HEALTH CARE IN AUSTRALIA

Australia boasts a robust healthcare system that prioritizes accessibility for all. Through the Medicare levy, a supplementary tax, Australians contribute to funding the public health system, guaranteeing universal access to doctors, hospitals, and various healthcare services. Those opting for additional contributions to private health insurance enjoy exclusive privileges when utilizing private healthcare services, complementing the standard services available across Australian suburbs and towns. Furthermore, educational institutions in Australia typically offer specialized healthcare services and guidance tailored to the well-being of students

CULTURAL DIVERSITY AND CUISINE IN AUSTRALIA

Australia has a fantastic variety of food.

Our top quality meat, fish, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the 'FOOD' that you are used to at home. You can sample almost every type of cuisine available throughout the world in restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes.

And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'

AUSTRALIA WELCOMES OVERSEAS STUDENTS

Overseas students are welcomed in Australia because they:

- Contribute to the development of people and institutions both in their home country and in Australia.
- Contribute to Australia's research capability.
- Develop cultural, educational and economic links between Australians and people of other nations.

Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships.



MODERNITY AND CONNECTIVITY IN AUSTRALIA

Australia stands at the forefront of modernity, seamlessly blending technology innovation with its unique charm. The country's internet and online infrastructure reflect a commitment to connectivity and accessibility. With advanced networks spanning cities and regional areas alike, Australians experience a digital landscape that effortlessly intertwines with their daily lives. Whether exploring the vast expanses of the Outback or navigating the urban jungles, the accessibility and reliability of Australia's Online presence ensure that residents and visitors alike remain seamlessly connected to the pulse of the modern world.

TRANSPORT

Australia, celebrated for its exceptional standard of living, presents a user-friendly transportation network that seamlessly connects major cities through trains, buses, trams, and ferries. The convenient zoning system simplifies ticketing for hassle-free travel, is available at train stations, buses, trams, and news agencies. Tourist students can explore with ease, driving using a valid overseas license. However, if the document is not written in English, the individual must carry a translation with the permit. Metered taxi cabs operate in all major cities and towns. You can find them at transport terminals, main hotels, and shopping centers. There is also an abundance of Uber drivers.

For those with a passion for exploration, Australia's two major national airlines, alongside regional carriers, offer convenient air travel options, allowing you to effortlessly uncover the diverse landscapes of this captivating nation. For an all-transportation network encompassing journey, our complements the warm embrace of Australia.

STUDY METHODS

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument.

All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning).

To be a successful student in Australia, you will need to adapt

to these methods of learning, but most education institutions in Australia are very willing to help, as they offer counselling services and assistance to develop effective study skills. Many lecturers in Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

MELBOURNE



A PICTURESQUE CITY, GRACED BY PARKS, GARDENS, SPORTS VENUES, AND SCENIC SPOTS, EMBODYING THE BEAUTY OF AUSTRALIA'S VAST SPACE AND NATURAL RESOURCES.

Nestled in the heart of Melbourne, where iconic lane ways intersect with expansive parks, discover the "World's Most Livable City." Boasting a population with over a quarter born overseas, Melbourne weaves a vibrant tapestry of cultures. Its streets resonate with global flavors found in bustling eateries and celebrated at multicultural festivals, epitomizing the city's urban sophistication blended with a relaxed charm. This cultural capital is a testament to diversity, with a quarter of residents originating from around the globe, infusing global influences into its culinary scene and lively events. From international cuisines to dynamic art festivals, Melbourne invites both residents and visitors to revel in its diverse identity, fostering an inviting environment that reflects its status as Australia's exceptional destination of diverse charm and endless opportunities.

Beyond its cultural allure, Melbourne shines as Australia's economic and educational nucleus, offering opportunities that reflect its commitment to creating an environment where success naturally flourishes. Renowned universities and a thriving business landscape make Melbourne an exceptional destination, standing out as a city of diverse charm and endless opportunities.

Explore Melbourne's dynamic entertainment scene, from the iconic Federation Square to historic theaters staging world-class productions. The city hosts a variety of events, including the renowned Melbourne International Comedy Festival and Melbourne Food and Wine Festival, where global cuisines take center stage. Major sporting events like the Australian Open, Formula 1 Grand Prix, and the iconic Melbourne Cup add a thrilling dimension to the city's entertainment landscape. With an abundance of live music venues and a city that breathes sport, Melbourne ensures there's always something for everyone, further solidifying its status as a cultural hub and entertainment beacon in Australia.



1/4

OF VICTORIA'S POPULATION
WAS BORN OVERSEAS

THE CITY IS HOME
TO RESIDENTS FROM

200

COUNTRIES

WHO SPEAK OVER

233

LANGUAGES AND
DIALECTS

MELBOURNE IS THE CAPITAL OF THE STATE OF VICTORIA. IT IS SITUATED ON THE YARRA RIVER, AROUND PORT PHILLIP BAY WITH ITS BEAUTIFUL BEACHES AND WATER SPORTS FACILITIES.

CLIMATE

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to the average daily temperatures.

SPRING: SEPTEMBER - NOVEMBER 12 - 22 DEGREES
SUMMER: DECEMBER TO FEBRUARY 28 - 32 DEGREES
AUTUMN: MARCH TO MAY 12 - 20 DEGREES
WINTER: JUNE TO AUGUST 10 - 15 DEGREES

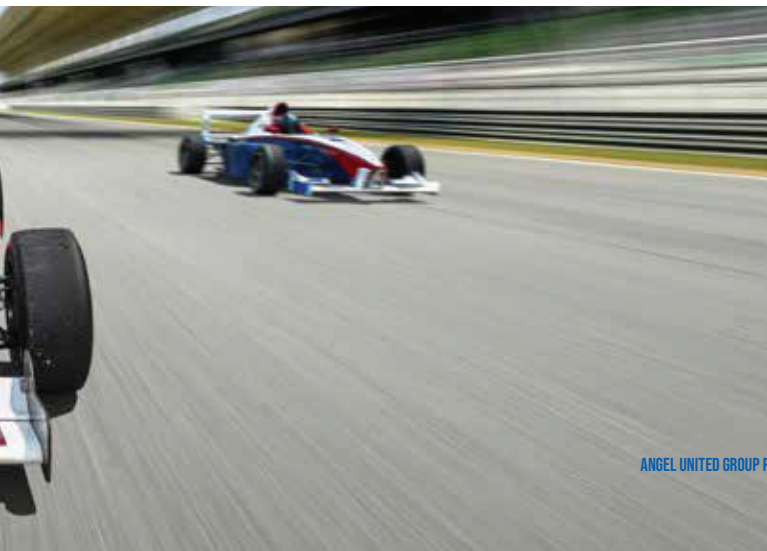
Melbourne does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year.

INTERNATIONAL SPORTING EVENTS

- Footy
- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket
- Bells Beach Surf Classic



THE TWELVE APOSTLES - GREAT OCEAN ROAD



ST PETER'S ENTRY REQUIREMENTS



GENERAL REQUIREMENTS FOR ALL COURSES



Applications

Applications for admission for students on a student visa must be made using the student application form along with required documents which is available on SPI website. Students must complete the student application form and send the completed form to the college along with required documents and the Application Fee. Completed student application forms will be processed by the college and assessed on the

basis of the information supplied. The participants for each program offered by the college will be selected in a manner that reflects access and equity principles. Completion of the student application form does not imply that the college will make an offer to the student.

Language, Literacy and Numeracy (LLN) Test

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

Pre Enrolment /Training review

"Pre Enrolment /Training review" (PTR) form: The purpose of this form is to review on student's previous education, training, work experience, goals, interests, expectations and achievement expected from the course etc. will be conducted through PTR form, prior to their enrolment. All the students are required to fill this form prior to their enrolment in the course which will be assessed by the Administration Manager. The form is a questionnaire related to purpose for the student to enrol in the selected course.

Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss further.

Credit Transfer

Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).



GENERAL ENGLISH (ELEMENTARY TO UPPER-INTERMEDIATE)

CRICOS PROGRAM CODE: 092186A

General English is an ideal way to learn to use English effectively in an everyday environment.

St Peter Institute offers 4 levels of General English with all levels carefully designed to cover the macro-skills of speaking, listening, reading and writing as well as grammar and pronunciation practice.

Students find they progress in a fast and enjoyable manner. Lessons are of the highest quality which makes them both interesting and productive.

Levels

Individual levels consists of following weeks:

Elementary	10 Weeks
Pre-Intermediate	10 Weeks
Intermediate	10 Weeks
Upper Intermediate	10 Weeks

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)
Material Fee: AUD \$700
Course Fee: AUD \$317.50/week
Total: Total cost will depend on the number of levels you enroll in

Course Duration

10 weeks per level and three weeks break between each level.

The number of weeks that you will complete will depend on your English language level as tested through a placement test.

Career Opportunities

This course provides students with the opportunity to master the language skills for working and living in Australia. Students get the opportunity to learn English in Melbourne at an English language school with a reputation for practical activities, applied learning and outstanding results.

Entry/Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 12 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs
- undertake an English Placement Test.

In order to be placed in an appropriate ELICOS Course Level, students' current language proficiency level will be assessed based on their IELTS score or its equivalent including the result of the College's Placement Test by the administration staff and if necessary through consultation with the ELICOS Academic Manager.

Assessment Methods

Learners will be tested on arrival so that they can be placed in class suitable for their English proficiency level. During the course a number of assessment methods are used, including:

- In-class participation
- Homework tasks
- Formal and informal class tests
- Participation in group activities

Students receive continuous feedback from their teachers about the progress.

Course Delivery

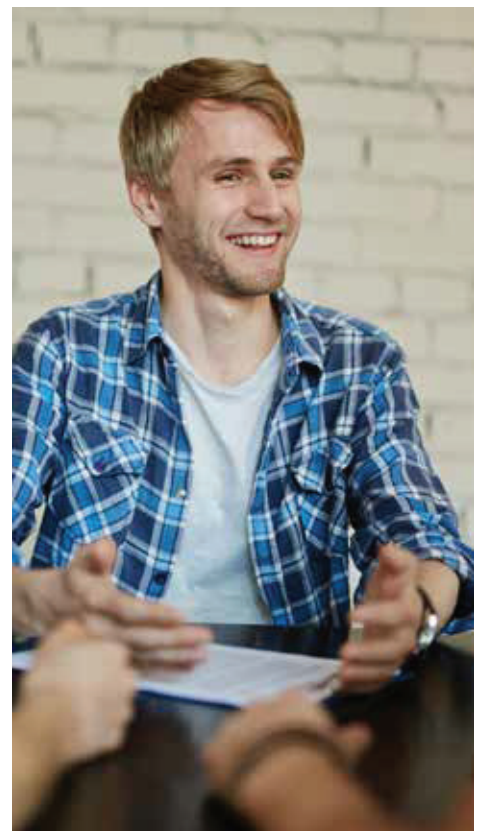
- Face to face at our Melbourne Campus – 20 hours per week of classroom based sessions
- Up to an hour per week of individual support if required
- Further self study outside of class may be required.

Course requirements

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. St Peter Institute provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.



BSB10120

CERTIFICATE I IN WORKPLACE SKILLS

CRICOS PROGRAM CODE: 105902M

This qualification reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

TUTION FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$500
Tuition Fee:	AUD \$4,200
Total:	AUD \$5,200
Non- Tuition Fee	

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 26 weeks (22 weeks training and 4 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

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You are also required to take out Overseas Health Insurance Cover before arriving in Australia. St Peter Institute provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Assistant
- Sales Worker
- Community & Personal Services worker
- General Clerk

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit of competency

Core Units

BSBOPS101

Use business resources

BSBPEF101

Plan and prepare for work readiness

Elective Units

BSBWHS211

Contribute to the health and safety of self and others

BSBOPS201

Work effectively in business environments

BSBPEF202

Plan and apply time management

BSBSUS211

Participate in sustainable work practice

BSB20120

CERTIFICATE II IN WORKPLACE SKILLS

CRICOS PROGRAM CODE: 105903K

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)

Material Fee: AUD \$500

Tuition Fee: AUD \$4,200

Total: AUD \$5,200

Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 26 weeks (22 weeks training and 4 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

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You are also required to take out Overseas Health Insurance Cover before arriving in Australia. St Peter Institute provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Officer
- Sales Worker
- Community & Personal Services worker
- General Clerk
- Receptionist or Office Assistant

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Units of competency

Core Units

BSBCMM211

Apply communication skills

BSBOPS201

Work effectively in business environments

BSBPEF202

Plan and apply time management

BSBSUS211

Participate in sustainable work practices

BSBWHS211

Contribute to the health and safety of self and others

Elective Units

BSBPEF201

Support personal wellbeing in the workplace

BSBTEC201

Use business software applications

BSBPEF101

Plan and prepare for work readiness

BSBOPS203

Deliver a service to customers

BSBTWK201

Work effectively with others

BSB30120

CERTIFICATE III IN BUSINESS

CRICOS PROGRAM CODE: 105904J

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Clerical Officer
- Administration Officer
- Sales Worker
- Data Entry Operator
- Customer Service Officer

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Units of competency

Core Unit

BSBCRT311

Apply critical thinking skills in a team environment

BSBPEF201

Support personal wellbeing in the workplace

BSBTWK301

Use inclusive work practices

BSBWHS311

Assist with maintaining workplace safety

BSBXCM301

Engage in workplace communication

BSBSUS211

Participate in sustainable work practices

Elective Units

BSBTEC301

Design and produce business documents

BSBTEC201

Use business software applications

BSBPEF301

Organise personal work priorities

BSBTEC302

Design and Produce spreadsheets

BSBOPS305

Process customer complaint

BSBOPS304

Deliver and monitor a services to customers

BSBCMM411

Make Presentations

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

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You are also required to take out Overseas Health Insurance Cover before arriving in Australia. St Peter Institute provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)

Material Fee: AUD \$500

Tuition Fee: AUD \$5,400

Total: AUD \$6,400

Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 56 weeks (45 weeks training and 11 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

BSB40120

CERTIFICATE IV IN BUSINESS

CRICOS PROGRAM CODE: 105905H

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

- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Officer
- Sales Manager
- Customer Service Manager
- Personal Assistant

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit of competency

Core Unit

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBWRT411

Write complex documents

BSBXCM401

Apply communication strategies in the workplace

BSBCRT411

Apply critical thinking to work practices

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBTWK401

Build and maintain business relationships

Elective Units

BSBMKG433

Undertake marketing activities

BSBCMM411

Make presentations

BSBHRM413

Support the learning and development of teams and individuals

BSBPFE403

Lead Personal Development

BSBOPS404

Implement customer service strategies

BSBPFE402

Develop personal work priorities

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)

Material Fee: AUD \$500

Tuition Fee: AUD \$2,990

Total: AUD \$3,990

Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 28 weeks (22 weeks training and 6 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

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BSB50420

DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS PROGRAM CODE: 104225G

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

TUTION FEES

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Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

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- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

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St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

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Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

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Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Office Manager
- Business Development Manager
- Corporate Services Manager
- Senior Administrator
- Senior Executive

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- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

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6G6@BF) &

Lead and manage effective workplace relationships

6G6D9:) \$&

Develop and use emotional intelligence

6G6CDG) \$&

Manage business operational plans

6G6HK ?) \$&

Manage team effectiveness

6G67A A) %&

Communicate with influence

6G67FH) %&

Develop critical thinking in others

9'VW]j Y1 b]hg

6G6@BF) &&

Manage people performance

6G6GF) \$&

Facilitate continuous improvement

6G6K <G) 8%&

Ensure a safe workplace for a work area

6G6HK ?) \$'

Manage meetings

6G6CDG) \$)

Manage organisational customer service

6G6D9:) \$%&

Manage personal and professional development

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS PROGRAM CODE: 1059066

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

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)

Material Fee: AUD \$1,500

Tuition Fee: AUD \$13,300

Total: AUD \$15,300

Non- Tuition Fee

May apply and can be found in our International Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 90 weeks (70 weeks training and 20 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

The Training Package requires that entry to this qualification is limited to those who:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), or

Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 12 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- have completed a Certificate III or above in Australia within the last 2 years
- educated for 5 years in an English-speaking country; or
- successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. St Peter Institute provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Customer Service Manager
- Business Manager
- Business Analyst

Course Delivery

- Face to face at our Melbourne Campus 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Units of competency

Core Units

BSBLDR602

Provide leadership across the organisation

BSBOPS601

Develop and implement business plans

BSBLDR601

Lead and manage organisational change

BSBCRT611

Apply critical thinking for complex problem solving

BSBSTR601

Manage innovation and continuous improvement

Elective Units

BSBSTR602

Develop organisational strategies

BSBXCM501

Lead communication in the workplace

BSBCMM511

Communicate with influence

BSBSUS511

Develop workplace policies and procedures for sustainability

BSBHRM613

Contribute to the development of learning and development strategies

BSB80120

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS PROGRAM CODE: 105907F

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

TUITION FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,000
Tuition Fee:	AUD \$21,400
Total:	AUD \$22,900

Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 90 weeks (70 weeks training and 20 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

The Training Package requires that entry to this qualification is limited to those who:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), or
Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 12 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- have completed a Certificate III or above in Australia within the last 2 years
- educated for 5 years in an English-speaking country; or
- successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

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- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- RTO Manager,
- Career Development Manager (Education Sector),
- RTO Education Advisor
- L&D Manager

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit of competency

Core Units

TAELED803

Implement improved learning practice

BSBHRM613

Contribute to the development of learning and development strategies

BSBLDR811

Lead strategic transformation

Elective Units

BSBSTR801

Lead innovative thinking and practice

BSBINS603

Initiate and lead applied research

BSBHRM611

Contribute to organisational performance development

BSBLDR601

Lead and manage organisational change

BSBLDR812

Develop and cultivate collaborative partnerships and relationships

BSB50820

DIPLOMA OF PROJECT MANAGEMENT

CRICOS PROGRAM CODE: 104047J

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)

Material Fee: AUD \$1,000

Tuition Fee: AUD \$8,700

Total: AUD \$10,200

Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 56 weeks (45 weeks training and 11 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

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Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Project leader/team leader
- Project contract manager
- Project manager (industry specific)

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Units of competency

Core Units

BSBPMP530

Manage project scope

BSBPMP531

Manage project time

BSBPMP534

Manage project human resource

BSBPMP533

Manage project cost

BSBPMP532

Manage project quality

BSBPMP535

Manage project information and communication

BSBPMP536

Manage project risk

BSBPMP540

Manage project integration

Elective Units

BSBPEF501

Manage personal and professional development

BSBTWK502


Manage team effectiveness

BSBSTR502

Facilitate continuous improvement

BSBPMP537

Manage project procurement



FNS40222

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS PROGRAM CODE: 109984E

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

TUTION FEES

Registration Fee: AUD \$500
(non-refundable)
Material Fee: AUD \$1,000
Tuition Fee: AUD \$8,700
Total: AUD \$10,200

Non- Tuition Fee

May apply and can be found in our international Student Handbook here:

<https://spi.edu.au/wp-content/uploads/2025/02/International-Student-Handbook-RTO-CRICOS-and-ELICOS-Students-V1.2.pdf>

Course Duration

Delivery will occur over a 56 weeks (45 weeks training and 11 weeks holiday break) period.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

St Peter Institute has the following entry requirements:

International students must:

- be at least 18 years of age and have completed Year 10 or equivalent.
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- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - have completed a Certificate III or above in Australia within the last 2 years
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.
- *Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Course requirements

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Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accounts Officer
- Accounts Supervisor
- Bookkeeper

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 5 hours of self study including structured self-directed learning&completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBTEC302

Design and produce spreadsheets

FNSACC321

Process financial transactions and extract interim reports

FNSACC322

Administer subsidiary accounts and ledgers

FNSACC412

Prepare operational budgets

FNSACC414

Prepare financial statements for non-reporting entities

FNSACC418

Work effectively in the accounting and bookkeeping industry

FNSACC421

Prepare financial reports

FNSACC426

Set up and operate computerised accounting systems

FNSTPB411

Complete business activity and instalment activity statements

FNSTPB412

FNSTPB412 Establish and maintain payroll systems

Elective Units

FNSACC405

Maintain inventory records

BSBWRT311

Write Simple Documents as elective

BSBTEC301

Design and produce business documents

KING STREET CAMPUS

Level 2, 310 King Street
Melbourne (VIC) - 3000, Australia
info@spi.vic.edu.au
www.spi.edu.au

PHONE: +61 3 9077 8276

24/7 Emergency Contact Number: +61 432 038 885

St Peter Institute Operating Hours: Monday to Sunday Time: 9:00 AM to 6:00 PM

Office Hours: Monday to Friday Time: 9:00 AM to 6:00 PM

Send all applications and supporting documentation to the above address.

The CEO, Director of Admission, Course Coordinator Staff and **Administrative Staff** of the Institute are available to provide general advice and assistance with matters such as studying, accommodation, English language problems and counselling.

Students requiring special or intensive assistance must contact the **Course Coordinator** or the **Student Support Officer** who may refer them to external support services if required. The Institute will not charge for support services it provides or for referring students to external support services.

Students will have to pay fees charged by external support services that they use **if Applicable**



STUDENT SUPPORT

For Student support Services

Call (9:00 am to 4:30 PM Mon to Fri) on +61 3 9077 8276 or
email us on reception@spi.vic.edu.au



MANAGEMENT AND ADMINISTRATION

Mr. Eshwar Lakavathu

CEO/Managing Director

+61 3 9077 8276

eshwar@spi.vic.edu.au

KING STREET CAMPUS

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MELBOURNE



RTO No: 22218 CRICOS No: 03167G

ACADEMIA OF KNOWLEDGE AND WISDOM