



Course Guide **2026**



ST PETER INSTITUTE

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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 detailing 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 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 globally. 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 Vision

— *"We rise to the challenge of sculpting our students' futures"*

Our Core Values

Quality Education

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

Care and Inclusivity

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.

Learner-Centred

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

Diversity at Best

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



PRINCIPLES OF ST PETER INSTITUTE



1 INTEGRITY

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.

2

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.

3

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.

4

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.

GREAT LOCATION

St Peter Institute's Campus is located in the heart of Melbourne CBD and close to the Flagstaff Metro Station and other public transport.

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.

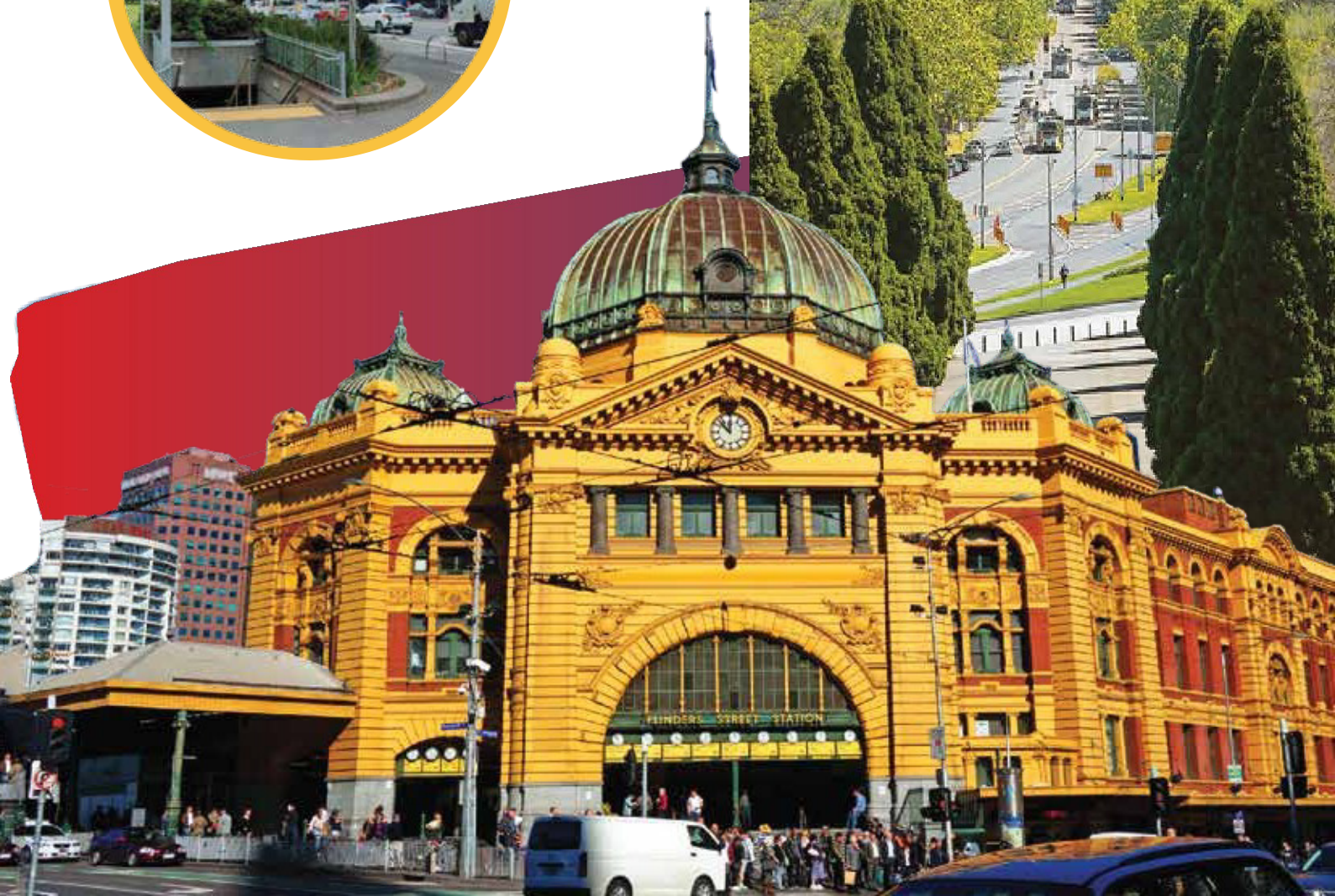
The campus will exemplify a diverse, civil, engaged, and ethical community where civic responsibility, intellectual activity, and cultural expression are highly valued.



Level 2, 310 King Street
Melbourne 3000



ONLY TWO
MINUTES
AWAY



Our 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 transformative educational journey where accountability and technology converge.



**Quality teaching
and learning**



**Leadership in service
and outreach**



**Advancement of
knowledge base**



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.

HEALTHCARE

Australia has a strong healthcare system that focuses on accessibility for everyone. Through the Medicare levy, Australians help fund public health services, giving universal access to doctors and hospitals. People who choose private health insurance receive extra benefits when using private facilities. Most schools and universities also offer health services and support specifically for students.

CULTURAL DIVERSITY AND CUISINE

Australia offers an amazing variety of food. Our high-quality meat, fish, fruits, and vegetables are exported worldwide. You can find many types of fresh produce in local markets, along with the foods you're used to back home. Restaurants offer cuisines from all over the world—fine dining, local pubs, cafés, bistros, and plenty of takeaway options. Adventurous eaters can even try traditional “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.

TRANSPORT

Australia has an easy-to-use public transport system, including trains, buses, trams, and ferries. A zoning system makes ticketing simple, and tickets can be bought at stations, on transport, or at news agencies. Visitors can drive with a valid overseas licence; if it's not in English, a translation must be carried. Taxis and Uber are widely available in major cities. Two national airlines and several regional carriers make air travel convenient for exploring the country.

TECHNOLOGY AND CONNECTIVITY

Australia is highly modern and tech-driven. The country has reliable internet and online services that cover both cities and regional areas, keeping people connected wherever they go. Whether you're exploring the Outback or staying in the city, Australia's digital infrastructure ensures easy, consistent access to the online world.

STUDY METHODS

Australian education focuses on independent learning, research, analysing information, and presenting and defending ideas. Students are expected to use libraries, take detailed notes, and participate actively in classes. Adjusting to this style may take time, but institutions offer counselling and study-skill support. Many lecturers have experience teaching international students and are patient in helping them adapt.





DISCOVER MELBOURNE!

Melbourne sits at the heart of vibrant laneways and large green parks, proudly known as the “World’s Most Livable City.” With over a quarter of its population born overseas, it is a truly multicultural place. Its streets are rich with global flavours, lively cafés, and festivals celebrating cultures from around the world. This blend of diversity and relaxed charm makes Melbourne welcoming and unique. Beyond culture, Melbourne is also Australia’s economic and educational hub! It offers strong opportunities for study, work, and growth, supported by world-renowned universities and a thriving business scene.

MELBOURNE FACTS

200

The city is home to residents from this many countries

1/4

of Victoria's population was born overseas

233

and more languages and dialects are spoken

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 to November	- 12 to 22 Degrees
SUMMER: December to February	- 28 to 32 Degrees
AUTUMN: March to May	- 12 to 20 Degrees
WINTER: June to August	- 10 to 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



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 Institute along with required documents and the Application Fee. Completed student application forms will be processed by the Institute and assessed on the basis of the information supplied. The participants for each program offered by the Institute will be selected in a manner that reflects access and equity principles. Completion of the student application form does not imply that the Institute will make an offer to the student.

PRE-ENROLMENT / TRAINING REVIEW

“PreEnrolment /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.

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 the Institute to develop support strategies for students’ enrolment. It will also help the Institute decide whether to provide required support services or referral to external agencies.

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).

RECOGNITION OF PRIOR LEARNING (RPL)

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



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

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 their 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 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.

COURSE FEES

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

Material Fee: AUD\$700

Tuition Fee: AUD\$317.50
per week

TOTAL: Total cost will depend on the number of levels you enrol in.

Levels

Individual levels consists of following weeks:

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

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.



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.

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.

Career Opportunities

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

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

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$500

Tuition Fee: AUD\$5,200

Total: AUD\$6,200

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practice
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 entry-level 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.

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.

Career Opportunities

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

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

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$500

Tuition Fee: AUD\$9,000

Total: AUD\$10,000

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBTWK301	Use inclusive workpractices
BSBWHS311	Assist with maintaining workplace safety
BSBXC301	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

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.

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.

Career Opportunities

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

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

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$500

Tuition Fee: AUD\$4,500

Total: AUD\$5,500

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBWRT411 Write complex documents

BSBXC401 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

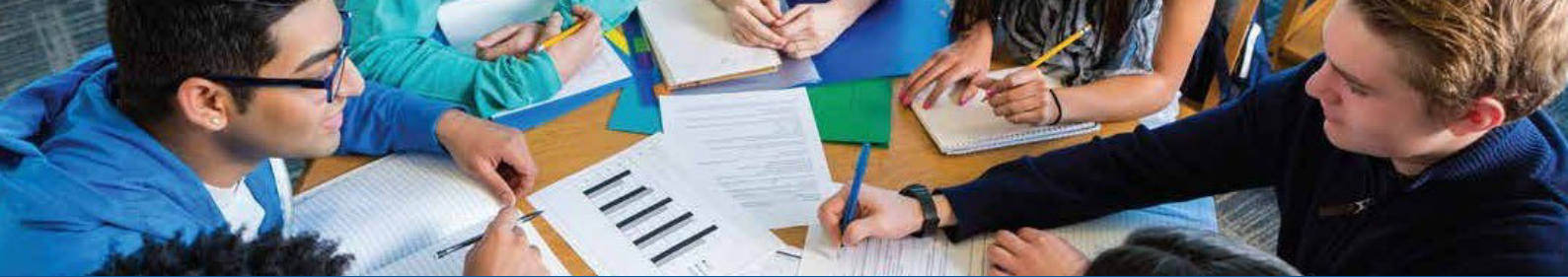
BSBCMM411 Make presentations

BSBHRM413 Support the learning and development of teams and individuals

BSBPEF403 Lead Personal Development

BSBOPS404 Implement customer service strategies

BSBPEF402 Develop personal work priorities



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.

Course Duration

Delivery will occur over a 52 weeks (42 weeks training and 10 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.

Career Opportunities

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

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

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$1,000

Tuition Fee: AUD\$11,200

Total: AUD\$12,700

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

BSBLDR523 Lead and manage effective workplace relationships
BSBPEF502 Develop and use emotional intelligence
BSBOPS502 Manage business operational plans
BSBTWK502 Manage team effectiveness
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others

Elective Units

BSBLDR522 Manage people performance
BSBSTR502 Facilitate continuous improvement
BSBWHS521 Ensure a safe workplace for a work area
BSBTWK503 Manage meetings
BSBOPS505 Manage organisational customer service
BSBPEF501 Manage personal and professional development

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS PROGRAM CODE: 105906G

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

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.

Career Opportunities

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

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

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 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

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$1,500.

Tuition Fee: AUD\$15,300

Total: AUD\$17,300

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

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

BSBSTTR601 Manage innovation and continuous improvement

Elective Units

BSBSTTR602 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.

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.

Career Opportunities

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

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

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 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

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$1,000

Tuition Fee: AUD\$22,900

Total: AUD\$24,400

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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.

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.

Career Opportunities

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)

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.

COURSE FEES

Registration Fee: AUD\$500

(non-refundable)

Material Fee: AUD\$1,000

Tuition Fee: AUD\$10,200

Total: AUD\$11,700

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG534	Manage project human resource
BSBPMG533	Manage project cost
BSBPMG532	Manage project quality
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration

Elective Units

BSBPEF501	Manage personal and professional development
BSBTWK502	Manage team effectiveness
BSBSTR502	Facilitate continuous improvement
BSBPMG537	Manage project procurement

CPC30220

CERTIFICATE III IN CARPENTRY

CRICOS PROGRAM CODE: 119425J

This is a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials. Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement. This qualification is suitable for an Australian apprenticeship pathway.

Course Duration

Delivery will occur over a 52 weeks (44 weeks training and 8 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.

Career Opportunities

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

- Carpenter - Commercial
- Carpenter - Formwork
- Carpenter - Residential

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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Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based sessions
- Practical workshop sessions will be conducted at our workshop facility located at 235 Ingles Street, Port Melbourne VIC 3207 and 14/65 Mark St, North Melbourne VIC 3051.
- 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

COURSE FEES

Registration Fee: (non-refundable)	AUD\$500
Material Fee:	AUD\$2,750
Tuition Fee:	AUD\$14,000
Total:	AUD\$17,250

Non-Tuition Fee May apply and can be found in our International Student Handbook.

Unit of Competency

Core Units

CPCCCA2002	Use carpentry tools and equipment
CPCCCA2011	Handle carpentry materials
CPCCCA3001	Carry out general demolition of minor building structures
CPCCCA3002	Carry out setting out
CPCCCA3003	Install flooring systems
CPCCCA3004	Construct and erect wall frames
CPCCCA3005	Construct ceiling frames carpentry tools and equipment
CPCCCA3006	Erect roof trusses
CPCCCA3007	Construct pitched roofs
CPCCCA3008	Construct eaves
CPCCCA3010	Install windows and doors
CPCCCA3016	Construct, assemble and install timber external stairs
CPCCCA3017	Install exterior cladding
CPCCCA3024	Install lining, panelling and moulding
CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground
CPCCCM2006	Apply basic levelling procedures
CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCCCM2012	Work safely at heights
CPCCCO2013	Carry out concreting to simple forms
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCWHS3001	Identify construction work hazards and select control risk strategies
CPCCOM3006	Carry out levelling operations
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCWHS3001	Identify construction work hazards and select control risk strategies

Elective Units

CPCCCA3009	Construct advanced roofs
CPCCCA3012	Frame and fit wet area fixtures
CPCCOM1013	Plan and organise work
CPCCCM3005	Calculate costs of construction work
CPCCCA3018	Construct, erect and dismantle formwork for stairs and ramps
CPCCJN3004	Manufacture and assemble joinery components
CPCCCA3027	Set up, operate and maintain indirect action powder-actuated power tools



CPC50220

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

CRICOS PROGRAM CODE: 119426H

This qualification reflects the role of building professionals who apply knowledge of structural principles, risk and financial management, estimating, preparing and administering building and construction contracts, selecting contractors, overseeing the work and its quality and managing construction work in building projects including residential and commercial with the following limitations: a. Residential construction limited to National Construction Code Class 1 and 10 buildings to a maximum of 3 storeys. b. Commercial construction limited to National Construction Code Class 2 to 9 buildings, Type C and B construction.

Course Duration

Delivery will occur over a 104 weeks (80 weeks training and 24 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.

Career Opportunities

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

- Carpenter - Commercial
- Carpenter - Formwork
- Carpenter - Residential

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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Course Delivery

- Face to face at our Melbourne Campus –20 hours per week of classroom based 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

COURSE FEES

Registration Fee: (non-refundable)	AUD\$500
Material Fee:	AUD\$2500
Tuition Fee:	AUD\$26,000
Total:	AUD\$28,500

Non-Tuition Fee

May apply and can be found in our International Student Handbook.

Unit of Competency

Core Units

BSBOP5504	Manage business risk
BSBWHS513	Lead WHS risk management
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4004	Identify and produce estimated costs for building and construction projects
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4008	Supervise site communication and administration processes for building and construction projects
CPCCBC4009	Apply legal requirements to building and construction projects
CPCCBC4010	Apply structural principles to residential and commercial constructions
CPCCBC4012	Read and interpret plans and specifications
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction
CPCCBC5002	Monitor costing systems on complex building and construction projects
CPCCBC5003	Supervise the planning of on-site building and construction work
CPCCBC5005	Select and manage building and construction contractors
CPCCBC5007	Administer the legal obligations of a building or construction contractor
CPCCBC5010	Manage construction work
CPCCBC5011	Manage environmental management practices and processes in building and construction
CPCCBC5013	Manage professional technical and legal reports on building and construction project
CPCCBC5018	Apply structural principles to the construction of buildings up to three storeys
CPCCBC5019	Manage building and construction business finances

Elective Units

CPCCBC5004	Supervise and apply quality standards to the selection of building and construction materials
CPCCBC5006	Apply site surveys and set-out procedures to building projects up to three storeys
CPCCBC5009	Identify services layout and connection methods for Type C and B construction



KING STREET CAMPUS

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



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

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

St Peter Institute Office Hours:
Monday to Sunday (9:00 AM to 6:00 PM)

Send all applications and supporting documentation
to the above address.

Student Support

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

Management and Administration

Mr. Eshwar Lakavath
CEO/Managing Director
+61 3 9077 8276
eshwar@spi.vic.edu.au

