

Gateway to the Future

INTERNATIONAL STUDENT GUIDE

2025



NEW ERA
INSTITUTE

CRICOS No.: 03509B • National Provider no.: 41543



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WELCOME NOTE FROM THE DIRECTOR

We respectfully acknowledge the past, present and future traditional owners of the land, the Aboriginal and Torres Strait Islander peoples, the traditional custodians of this land, and respect their culture and identity which has been a continuum with the land and sea for generations.

It is a great pleasure for me to welcome all our new students.

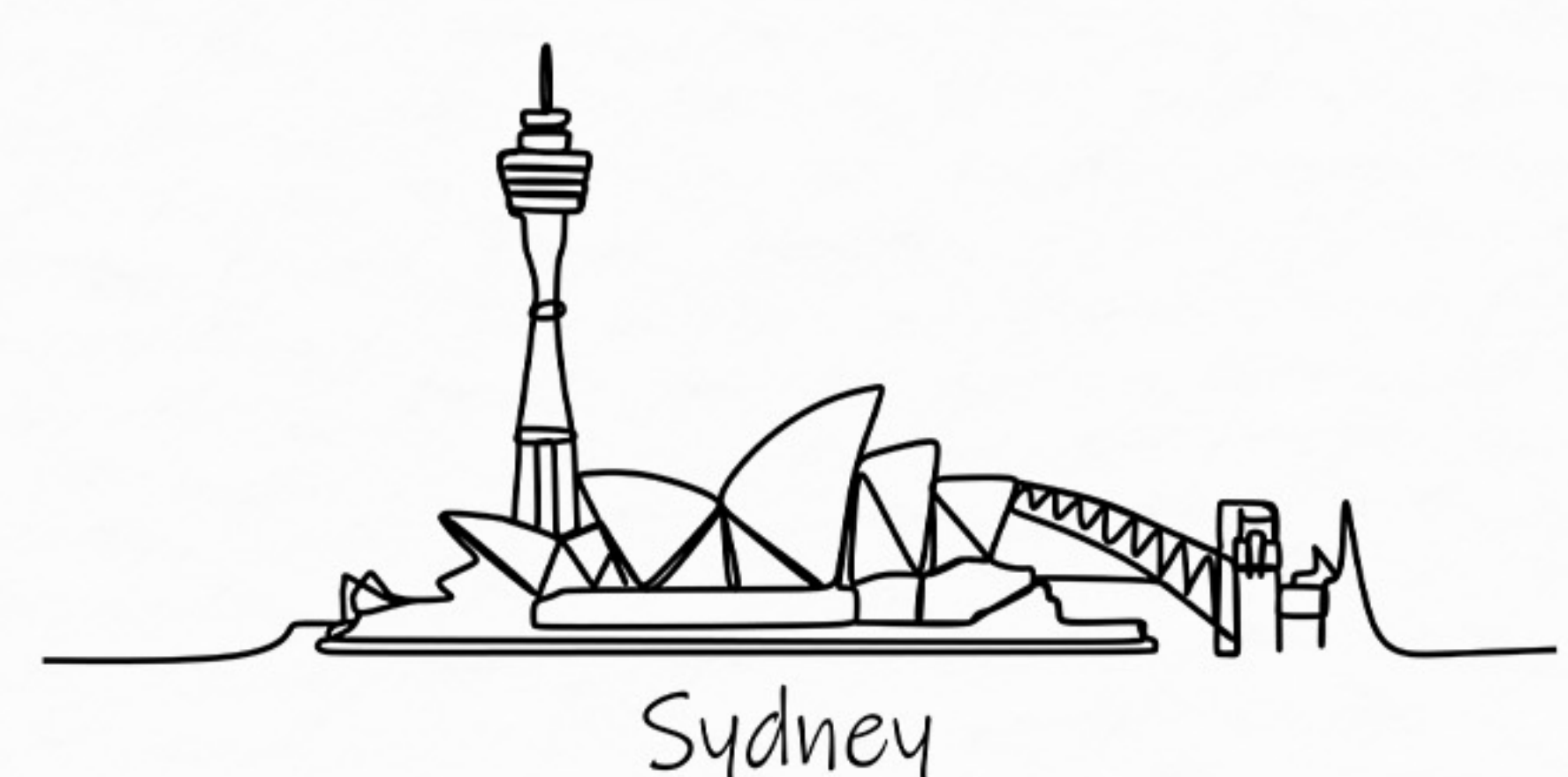
*We believe that our graduates will become resourceful and effective citizens of the future world, community members, national and global leaders. **New Era Institute** experience will endeavour in preparing students to become meaningful professionals and outstanding business leaders and that is our solemn promise to all our prime stakeholders, our students.*

Our progressive view and corporate ethics has evolved our mission to create an expectation for students to apply in and out of classroom learning in ways that have significant and positive impacts on the world. You are now a part of an internationally rich and diverse student community and I encourage you to utilise this experience effectively in meaningful networking that will develop your thinking and enhance your horizon.

*We are pleased that you are here and on behalf of **New Era Institute**, my team and I wish you the very best throughout the academic journey and all the success as you fulfil your academic goals and find your place in the world of successful professionals.*

*Best wishes and welcome to **New Era Institute**.*

- Nahed Ghassani, Director



ABOUT US

New Era Institute is dedicated to excellence in vocational education and training, providing highly competent work practices, innovative training, and supportive learning to achieve a great pathway to the future.

We offer a range of nationally recognised courses across various fields, including:

- Construction Design
- Information Technology
- Hospitality Management
- Aged Care / Community Services
- Early Childhood Education and Care
- Automotive Technology
- English Language Courses

Our mission is to prepare students to become meaningful professionals and outstanding business leaders.

Our Windsor Campus, located at 100 George Street, Windsor NSW 2756, offers a modern, vibrant location for study and work.



Situated in one of Australia's oldest European settlements, just 35 minutes from Parramatta CBD and a 55km train ride from Sydney CBD.

New Era Institute is conveniently located within walking distance of Windsor Train Station and the heart of Windsor CBD, making it easy to access and explore.

At New Era Institute our goal is to help people grow and develop the skills they need to reach their dreams.



Highly qualified academic team with a varied background of industry experience



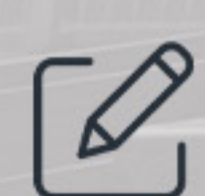
Students are given individual attention and one to one support



Courses fully accredited within the Australian Qualifications Framework



Stimulating and supportive student centred learning environment



Learning resources highly developed and constantly updated

Why US?



New Era Institute provides a unique and innovative learning experience designed for students from diverse backgrounds. We are committed to delivering high-quality education through industry-focused courses and practical training, ensuring our students are career-ready.

At New Era Institute, we value inclusivity, respect, and excellence, creating a supportive environment where everyone can thrive. Our mission is to empower students with the skills and knowledge needed to succeed in their careers and make a meaningful impact on their communities.



Excellence in Education and Training

New Era Institute is dedicated to excellence in education by providing: A highly competent, innovative, and supportive training and assessor team; a strong student support team; equipped facility with current technology and a variety of quality vocational programs.



Accessibility and Achievement

New Era Institute supportive learning environment works to connect students with tools and resources that complement their academic talents and will help shape their academic paths and ambitions.

New Era Institute offers strong academic support, promotes leadership and self-motivation, and identifies opportunities for work practice and scholarship. Our main goal is to prepare students for academic success, graduation, and life of impact.



Respect for Diversity

New Era Institute values intellectual and cultural diversity. New Era Institute believes that all individuals should have an opportunity to learn and succeed in the classroom, in the workplace, and in the community and encourage a diverse student body through open admission and delivery of educational services that support student success.



Commitment to the Future

New Era Institute is dedicated to continuous evaluation of its operations in order to address the needs of the present and the challenges of the future.

Values



Accountability

New Era Institute is committed to the efficient and effective management of human and financial resources; compliance to the standards for Registered Training Organisations and that will maintain Federal and State governmental organisations' trust and ensure a fiscally responsible, sustainable environment for the institution.



Quality of Work Environment

New Era Institute values each member of our community; promotes the free, open, and responsible exchange of ideas; fosters respect, trust, and support among all its staff, contractors, industry partners, and students through effective governance;

encourages ethical risk-taking and innovation; recognises exceptional performance and contributions made to our dynamic training and learning environment.



Contribution to Community & Economic Development.

New Era Institute is committed to serving the academic, occupational, and developmental needs of the communities the courses operate in; enhancing quality of life for all, and supporting economic development through effective business and industry partnerships and collaborations.



Your Journey Starts Here -----

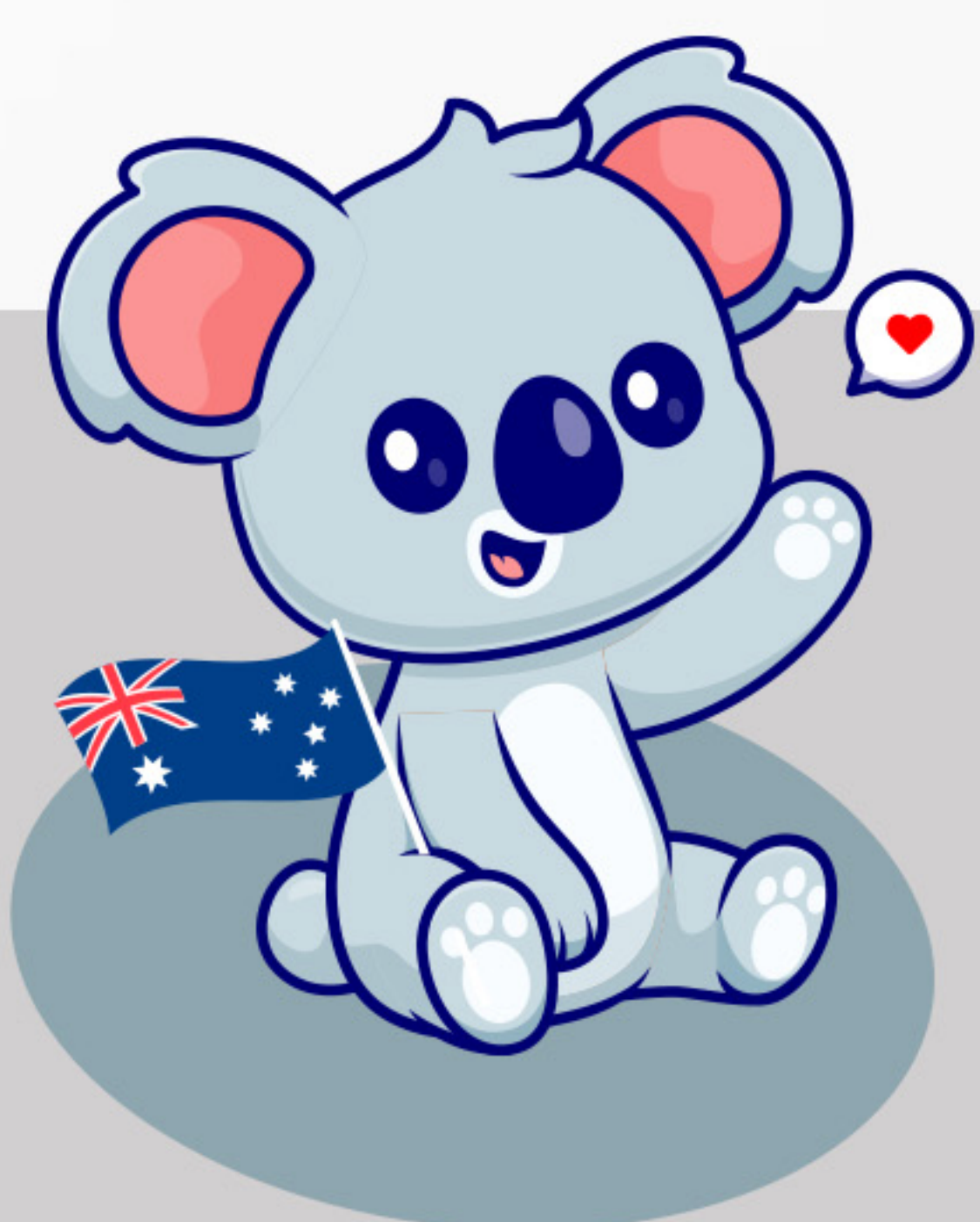
Australia stands out as a top destination for international students, offering world-class education and a lifestyle like no other. With its stunning natural beauty, vibrant cities, and welcoming multicultural society, it's a place where students can thrive academically and personally.

Whether you're looking to enhance your career prospects or embrace new experiences, Australia provides the perfect environment to succeed.



Australia is a land of endless exploration. From the world-famous Great Barrier Reef to the rugged Outback, every corner of the country offers something extraordinary. Relax on pristine beaches, immerse yourself in Indigenous culture, or enjoy the vibrant city life—it's all here. From its bustling cafes and world-class dining to its golden beaches and tranquil national parks, there's always something to discover.

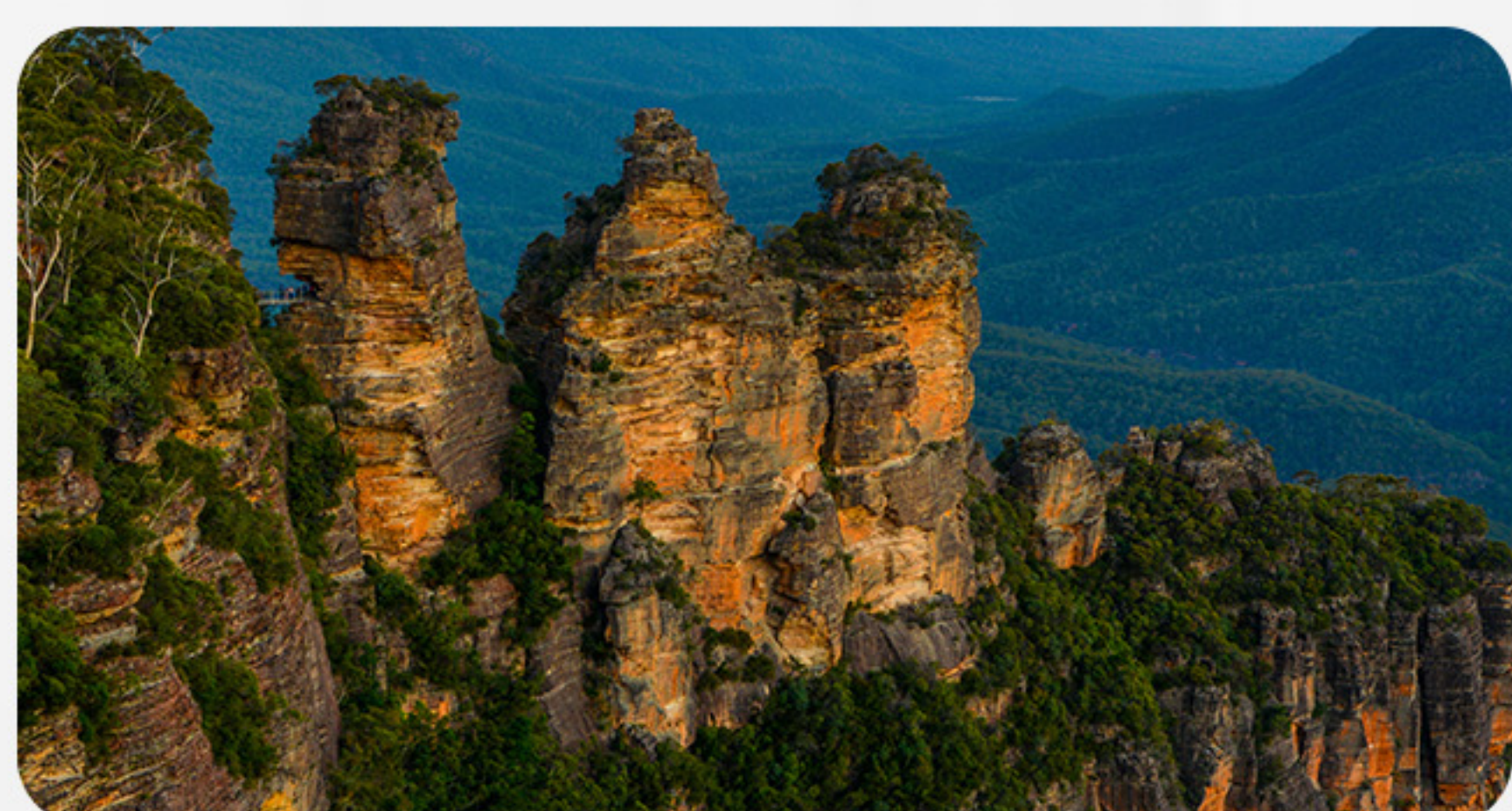
For students, Sydney offers a unique mix of urban excitement and outdoor adventures. Whether you're exploring the Blue Mountains, enjoying a coastal walk, or experiencing the city's vibrant festivals, Sydney makes every day memorable.



Life in Australia

Australia offers more than just exceptional education; it provides a lifestyle that supports your growth. As of 2025, international students need around AUD \$29,710 annually for living costs, in addition to tuition fees and insurance.

Student visa holders can work up to 48 hours per fortnight during study periods and unlimited hours during scheduled breaks. These work rights are a great way to supplement your income while experiencing Australia's professional environment. *(For more detailed information, visit the Study Australia website.)*





Our Courses

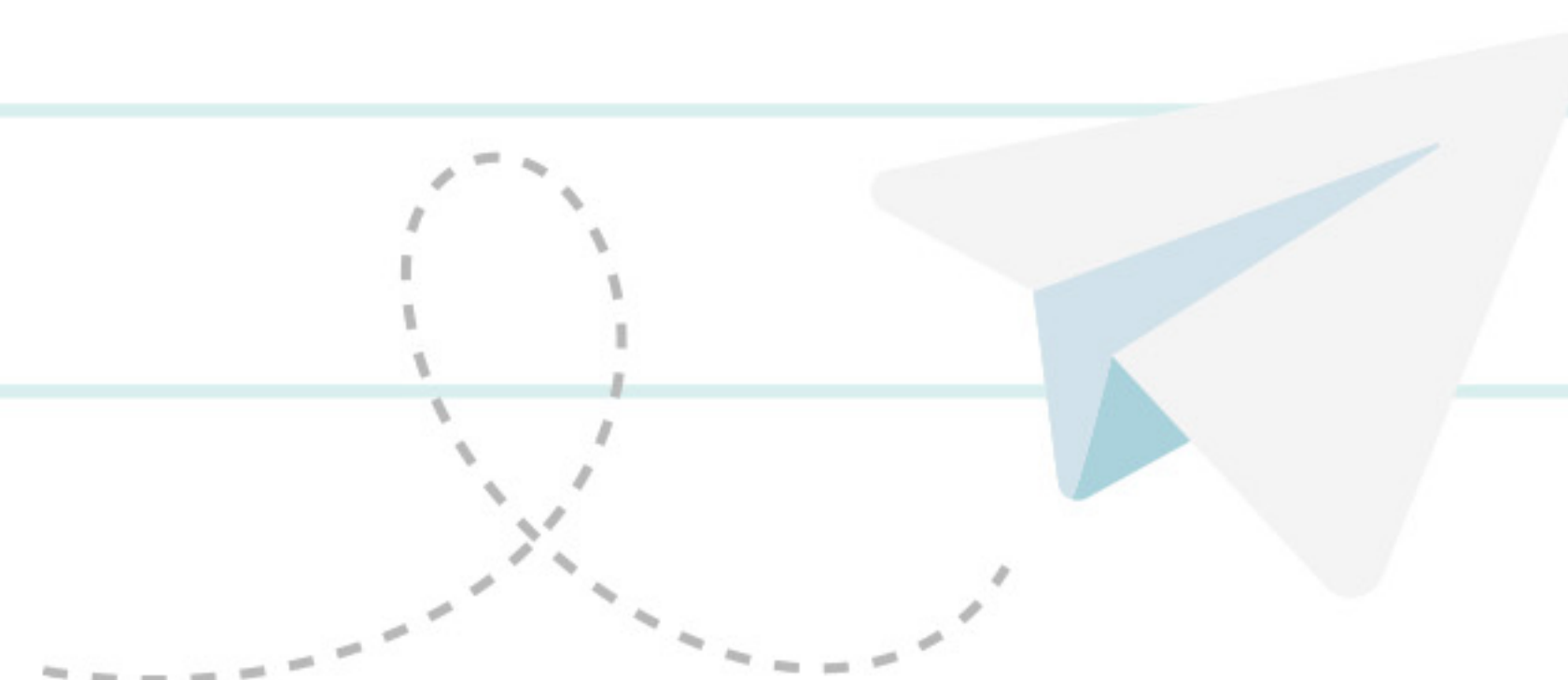


NEW ERA
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New Era Institute is dedicated to excellence in education by providing:

A highly competent, innovative, and supportive training and assessor team; a strong student support team; equipped facility with current technology and a variety of quality vocational programs.



Graduate Diploma of Management (Learning)

- Duration: 2 years
- Study: 8 subjects
- Study Mode: Blended learning (online & classroom)
- Campus: Windsor, NSW
- Career Pathway:
 - Career Development Manager
 - Education Supervisor
 - Training & Development Professional
- Education Pathway: Further Higher Education (Master's degree or above)

Advanced Diploma of Civil Construction Design

- Duration: 2 years
- Study: 12 subjects
- Study Mode: Blended learning (online & classroom)
- Campus: Windsor, NSW
- Career Pathway:
 - Draftsperson
 - Design Draftsperson
 - Civil Engineering Technician
 - Civil Construction Supervisor
 - Senior Civil Works Designer
- Education Pathway: Further Higher Education (Bachelor degree in Construction, Civil Engineering or above)

Advanced Diploma of Information Technology (Specialisation in)

- Cyber Security
- Telecommunications Network Engineering
- Duration: 2 years
- Study: 16 subjects
- Study Mode: Blended learning (online & classroom)
- Campus: Windsor, NSW
- Career Pathway:
 - Career Development Manager
 - Education Supervisor
 - Training & Development Professional
- Education Pathway: Bachelor of Information Technology or other bachelor's degree or other Advanced Diploma qualifications



Package Courses

STUDY DURATION

2
Years



Certificate IV in Kitchen Management

- Duration: 2 years
- Study: 33 subjects
- Study Mode: Blended learning (online, classroom, and practical commercial kitchen sessions)
- Work Placement: 360 hours
- Campus: Windsor, (Regional NSW)
- Career Pathway:
 - Chef
 - Chef de Partie
- Education Pathway: Diploma of Hospitality Management or above

Diploma of Hospitality Management

- Duration: 2 years
- Study: 28 subjects
- Study Mode: Blended learning (online, classroom, and practical commercial kitchen sessions)
- Work Placement: 360 hours
- Campus: Windsor, (Regional NSW)
- Career Pathway:
 - Hospitality Manager
 - Motel Manager
 - Sous Chef
 - Chef Pâtissier
 - Restaurant Manager
- Education Pathway: Advanced Diploma of Hospitality Management or Bachelor's degree in Hospitality and Tourism

STUDY DURATION

3
Years

Certificate IV in Ageing Support

- Duration: 1 year
- Study: 18 subjects
- Study Mode: Blended learning (online and classroom)
- Work Placement: 160 hours
- Campus: Windsor, (Regional NSW)
- Career Pathway:
 - Aged or Disabled Carer
 - Community Program Coordinator
 - Residential Care Worker
 - Support Worker (Community Services)
 - Care Supervisor
 - Personal Care Worker
 - Personal Caregiver
 - Residential Care Officer
 - Care Team Leader
- Education Pathway: Diploma of Community Services or any other field



Diploma of Community Services

- Duration: 2 years
- Study: 20 subjects
- Study Mode: Blended learning (online and classroom)
- Work Placement: 400 hours
- Campus: Windsor, (Regional NSW)
- Career Pathway:
 - Assistant Community Services Worker
 - Community Work Coordinator
 - Community Care Manager
 - Care Team Leader
 - Welfare Support Worker
 - Community Worker
 - Community Services Coordinator
 - Case Coordinator (Community Services)
 - Community Program Coordinator
- Education Pathway: Advanced Diploma of Community Sector Management or higher education qualification in community services

Certificate III and Diploma of Early Childhood Education & Care

- Duration: 2 years
- Study: 17 subjects for Certificate III
15 subjects for Diploma
- Study Mode: Blended learning (online and classroom)
- Work Placement: 180 hours for Certificate III
288 hours for Diploma
- Campus: Windsor, (Regional NSW)
- Career Pathway:
 - Early Childhood Educator
 - Room Leader
 - Supervisor
 - Centre Manager
- Education Pathway: Bachelor's Degree in Early Childhood Education and Care

Study Duration: 2 years



· Certificate III in Automotive Electrical Technology

(or) · Certificate III in Light Vehicle Mechanical Technology

· Certificate IV in Automotive Mechanical Diagnosis

- Duration: 2 years
- Study: 36 subjects
- Study Mode: Blended learning (online and classroom)
- Work Placement: 180 hours
- Campus: Windsor, (Regional NSW)
- Career Pathway:
 - General Mechanic
 - Electrical Mechanic
- Education Pathway: Certificate IV and Diploma of Automotive Management

Study Duration: 3 years





NEW ERA
INSTITUTE



VET National
Code: BSB80120

CRICOS 110569K

Graduate Diploma of Management (Learning)

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.

Study Pathway & Career Opportunities

Pathways into the Qualification:

There are no pre-requisite requirements for this course, but preferred pathways for students considering this qualification include:

- Individuals aspiring to build careers requiring business competencies.
- Individuals wanting to master the essential business skills to coordinate, organise, and allocate resources to meet organisational objectives.

Pathways from the Qualification:

After achieving this qualification, students may undertake further higher education (Master's degree or above).

Course Structure

The BSB80120 Graduate Diploma of Management (Learning) is a nationally recognised qualification.

The packaging rules consist of 8 units (3 core and 5 elective units) that are required for the award of this qualification.

Unit of Competency

Unit Code	Unit Title	Core / Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBSTR811	Lead strategic transformation	Elective
TAELED803	Implement improved learning practice	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBFIN801	Lead financial strategy development	Elective
BSBSTR802	Lead strategic planning processes for an organisation	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective

Entry Requirements

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Provide all documents needed as per the enrolment process.
- Physically fit to complete mandatory work placement hours.
- Have an IELTS* score of 5.5 (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:
 1. Educated for 5 years in an English-speaking country; or
 2. Successful completion of an English Placement Test.



Course Duration

- **Duration:** 104 weeks (80 weeks' tuition & 24 weeks' breaks between terms).
- **Class Session:** 20 hours per week.

Please note, to complete your course, you will need to have access to a computer and the internet. New Era Institute encourages students to bring their own devices to the campus (where there is free wireless internet access).

Location

Classroom sessions will be delivered at the **New Era Institute's** training classrooms **Windsor (Regional) NSW campus**.

Assessment Methods

All units of competence may be assessed using a selection of tools, as mentioned below:

- Written Questions
- Theory Assessments
- Case Study/Project Work Practical Assessment (Simulated Environment)

Students will require a laptop to study, basic stationery, and a notebook according to their own study preferences.

Credit Transfer/Recognition of Prior Learning

Students can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the course. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the course.

Students who have successfully completed whole units of competency included in this course can apply for Credit. Students who are granted RPL and/or Credit will have their course delivery and assessment schedule altered and may also be eligible for reduced fees.

For International Students:

If RPL/credit transfer is approved, the student's Confirmation of Enrolment (COE) will be adjusted to reflect any reduction in the period of study the student is enrolled in. The study load will remain the scheduled 20 hours per week as per the student visa requirements.

Please refer to the International Student Handbook for more information on Recognition of Prior Learning. You may contact the admission department to find out how to apply via the contact us page.

Exit Point and Pathways

Students must complete all assessments for each unit of competency to be deemed competent in a unit. All 8 units must be completed to gain the full qualification.

Students who do not complete the full qualification will receive a Statement of Attainment for all units successfully completed.

Fees and Charges

For more information about intake dates, tuition fees, and other charges, please visit www.newerainstitute.edu.au or email admissions@newerainstitute.edu.au for the latest fees and charges.

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

 +61 2 8964 6457

 admissions@newerainstitute.edu.au



NEW ERA
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Advanced Diploma of Civil Construction Design

VET National
Code: RII60520

CRICOS 112542E

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer who supports professional engineers. They perform tasks that are broad, specialized, complex, and technical, including strategic areas and initiating activities.

They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

Education Pathway

Once students have completed the RII60520 Advanced Diploma of Civil Construction Design, they will be able to seek employment or continue their studies into higher education in construction, civil engineering, or any other field of their choice.

Career Pathway

This qualification enables students to seek employment in the following job roles (not limited to):

- Civil Engineering Draftsperson
- Civil Engineering Design Draftsperson
- Civil Engineering Technician
- Civil Construction Supervisor
- Civil Design Draftsperson
- Senior Civil Works Designer

Our courses are delivered by experienced industry professionals with extensive real-world expertise.

Location

Classroom sessions will be delivered at the **New Era Institute's** training classrooms **Windsor (Regional) NSW campus**.

Entry Requirements

- Have attained the age of 18 years or over.
- Demonstrate good command of written and spoken English.
- Verified evidence of IELTS Level 5.5 or equivalent.
- Have completed an equivalent secondary schooling level of a Higher School Certificate (Year 12 in Australian schools) or can be demonstrated by suitable work or life experience.
- Meet the Student Visa (Sub-class 500) requirements.



Course Duration

- **Duration:** 104 weeks (80 weeks' tuition & 24 weeks' breaks between terms).
- **Class Session:** 20 hours per week.

Please note, to complete your course, you will need to have access to a computer and the internet. **New Era Institute** encourages students to bring their own devices to the campus (where there is free wireless internet access).

Course Structure

The RII60520 Advanced Diploma of Civil Construction Design is a nationally recognised qualification.

The packaging rules consist of 12 units (5 core and 7 electives). More information can be found at the following link:

<https://training.gov.au/Training/Details/RII60520>

Core Units	
BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system
Elective Units	
BSBPMG530	Manage project scope
BSBPMG531	Manage project time
RIICWD507D	Prepare detailed geotechnical design
RIICWD533E	Prepare detailed design of civil concrete structures
RIICWD534E	Prepare detailed design of civil steel structures
RIICWD535E	Prepare detailed design of civil timber structure
MEM30031	Operate computer-aided design (CAD) system to produce basic drawing elements

Credit Transfer/Recognition of Prior Learning

Students can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the course. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the course.

Students who have successfully completed whole units of competency included in this course can apply for Credit. Students who are granted RPL and/or Credit will have their course delivery and assessment schedule altered and may also be eligible for reduced fees.

For International Students:

If RPL/credit transfer is approved, the student's Confirmation of Enrolment (COE) will be adjusted to reflect any reduction in the period of study the student is enrolled in. The study load will remain the scheduled 20 hours per week as per the student visa requirements.

Please refer to the International Student Handbook for more information on Recognition of Prior Learning. You may contact the admission department to find out how to apply via the contact us page.

Exit Point and Pathways

Students must complete all assessments for each unit of competency to be deemed competent in a unit. All units must be completed to gain the full qualification.

Students who do not complete the full qualification will receive a Statement of Attainment for all units successfully completed.

Fees and Charges

For more information about intake dates, tuition fees, and other charges, please visit www.newerainstitute.edu.au or email admissions@newerainstitute.edu.au for the latest fees and charges.

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

☎ +61 2 8964 6457

✉ admissions@newerainstitute.edu.au



NEW ERA
INSTITUTE



Advanced Diploma of Information Technology

CRICOS 105147H

VET National
Code: ICT60220

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

☎ +61 2 8964 6457

✉ admissions@newerainstitute.edu.au



Course Duration

- **Duration:** 104 weeks (80 weeks' tuition & 24 weeks' breaks between terms).
- **Class Session:** 20 hours per week.

Please note, to complete your course, you will need to have access to a computer and the internet. New Era Institute encourages students to bring their own devices to the campus (where there is free wireless internet access).

The Advanced Diploma of Information Technology (IT) is a nationally recognised qualification that will open doors across a range of exciting growth industries.

At New Era Institute, we offer the Advanced Diploma of IT with two specialisations:

1. Cyber Security
2. Telecommunications Network Engineering

Both course streams are structured to reflect the requirements and responsibilities across a range of information and communication technology roles. The course will provide you with in-demand technical skills, including programming, cyber security, cloud computing, and business analysis.

Beyond that, it will also equip you with a range of business and people management skills that are vital for managing tech teams and leading complex projects.

Study Pathway & Career Opportunities

After achieving this qualification, you may choose to undertake a Bachelor of Information Technology or another Bachelor Degree or other Advanced Diploma qualifications.

The Advanced Diploma will prepare you to carry out complex IT tasks within your specialist field and use your expertise to drive projects and direct business strategy.

The Advanced Diploma of Information Technology will help you develop a range of technical skills highly prized by employers across a range of industries. These include:

- Advanced data management, including data storage system design and management
- Cyber security, including designing and implementing security infrastructure and cyber security compliance

- Web development and programming
- Systems development and analysis
- Telecommunications and network engineering
- Managing teams and interacting with clients
- Critical thinking for complex problem solving
- Managing IP, ethics, and privacy
- Business analysis in an ICT environment

Our courses are delivered by experienced industry professionals with extensive real-world expertise.

Course Structure

The ICT60220 Advanced Diploma of Information Technology is a nationally recognised qualification.

At the time of enrolment, students may choose one of these two specialisations:

1. Cyber Security
2. Telecommunications Network Engineering

The packaging rules consist of 16 units (6 core units and 10 elective units).

Fees and Charges

For more information about intake dates, tuition fees, and other charges, please visit www.newerainstitute.edu.au or email admissions@newerainstitute.edu.au for the latest fees and charges.

Location

Classroom sessions will be delivered at the **New Era Institute's** training classrooms **Windsor (Regional) NSW campus**.

Core Units

BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics, and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment

Elective Units - Cyber Security

ICTCYS604	Implement best practices for identity management
ICTCYS606	Evaluate an organisation's compliance with relevant cyber security standards and law
ICTCYS608	Perform cyber security risk assessments
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations

Other General Electives

ICTICT523	Gather data to identify business requirements
ICTSAD508	Develop technical requirements for business solutions
ICTNWK546	Manage network security
ICTPRG535	Build advanced user interfaces
ICTPRG537	Implement security for applications
ICTNWK540	Design, build, and test network servers

5 Units – Telecommunications Network Engineering Specialisation

ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTPMG613	Manage ICT project planning
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs

Other General Electives

ICTICT523	Gather data to identify business requirements
ICTSAD508	Develop technical requirements for business solutions
ICTNWK546	Manage network security
ICTPRG535	Build advanced user interfaces
ICTPRG537	Implement security for applications

Entry Requirements

- Have attained the age of 18 years or over.
- Demonstrate good command of written and spoken English.
- Verified evidence of IELTS Level 5.5 or equivalent.
- Have completed an equivalent secondary schooling level of a Higher School Certificate (Year 12 in Australian schools) or can be demonstrated by suitable work or life experience.
- Meet the Student Visa (Sub-class 500) requirements.

Assessment Methods

All units of competence may be assessed using a selection of tools, as mentioned below:

- Written Questions
- Theory Assessments
- Case Study/Project Work Practical Assessment (Simulated Environment)

Students will require a laptop to study, basic stationery, and a notebook according to their own study preferences.

Credit Transfer/Recognition of Prior Learning

Students can apply for course credit upon enrolment into the course. All students are provided with the opportunity to have their prior learning and experience assessed against current standards and gain recognition for this (Recognition of Prior Learning – RPL).

Students who have successfully completed whole units of competency included in this course can apply for credit. Students included in this course can apply for Credit. Students who are granted RPL and/or Credit will have their course delivery and assessment schedule altered and may also be eligible for reduced fees.

For International Students:

If RPL/credit transfer is approved, the student's Confirmation of Enrolment (COE) will be adjusted to reflect any reduction in the period of study the student is enrolled in. The study load will remain the scheduled 20 hours per week as per the student visa requirements.

Please refer to the International Student Handbook for more information on Recognition of Prior Learning. You may contact the admission department to find out how to apply via the contact us page.

Exit Point and Pathways

Students must achieve satisfactory in all assessments for each unit of competency to be deemed competent in a unit. All units must be completed to gain the full qualification.

Students who do not complete the full qualification will receive a Statement of Attainment for all units successfully completed.



NEW ERA
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Certificate IV in Kitchen Management

VET National
Code: SIT40521

CRICOS 109507A



Course Duration

The duration of the course is 78 weeks. There are 68 weeks of tuition and 10 weeks of term breaks. The course is designed to be delivered in 6 terms.

More information about intakes and course commencement dates can be found at www.newerainstitute.edu.au.

Get your Certificate IV in Kitchen Management from one of the best cookery schools in Sydney. New Era Institute's Kitchen Management courses will give you the professional qualification that reflects the role of chefs and cooks who have a supervisory or team-leading role in the kitchen.

The Certificate IV in Kitchen Management will provide you with the theoretical and practical knowledge and experience you need to work in commercial kitchen environments in restaurants, hotels, clubs, pubs, cafes, and coffee shops, or to run a small business in these sectors.

Units of Competency

The SIT40521 Certificate IV in Kitchen Management (CRICOS code 109507A) comprises 33 units of competency.

There are 27 core units and 6 elective units. New Era Institute has organised the units of competency into stages relating to kitchen operations, hospitality skills, and commercial cookery.

To be issued the qualification SIT40521 Certificate IV in Kitchen Management, a student must be assessed as competent in 33 units of competency and complete 360 hours of work placement.

Course Structure

Course Units

SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITHCCC023*	Use food preparation equipment
SITXWHS006	Identify hazards, assess and control safety risks
SITXWHS007	Implement and monitor work health and safety practices
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC029*	Prepare stocks, sauces, and soups
SITHCCC028*	Prepare appetisers and salads
SITHCCC040*	Prepare and serve cheese
SITHCCC030*	Prepare vegetable, fruit, eggs, and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries, and breads

SITPAT016*	Produce desserts
SITHCCC038*	Produce and serve food for buffets
SITHCCC032*	Produce cook-chill and cook-freeze foods
SITHCCC042*	Prepare food to meet special dietary requirements
SITXINV006*	Receive, store, and maintain stock
SITXINV007	Purchase goods
SITHCCC043*	Work effectively as a cook
SITHKOP010	Plan and cost recipes
SITHKOP015*	Design and cost menus
SITHKOP012*	Develop recipes for special dietary requirements
SITXMGTO04	Monitor work operations
SITHKOP013*	Plan cooking operations
SITXHRM009	Lead and manage people
SITXCOM010	Manage conflict
SITXHRM008	Roster staff
SITXFIN009	Manage finances within a budget
SITXFSA008*	Develop and implement a food safety program
SITXCCS015	Enhance customer service experiences

WORK
PLACEMENT

Course Delivery and Assessment

The Certificate IV in Kitchen Management is timetabled over 6 terms.

The course is delivered in a blended format with a scheduled 20 hours per week (face-to-face in the classroom and simulated commercial kitchen).

The Certificate IV in Kitchen Management includes a work placement component consisting of 360 hours in a commercial kitchen, working as a cook and planning cooking operations.

Location

Classroom sessions will be delivered at **New Era Institute** head office and training rooms at **Windsor (Regional NSW)**.

Practical Kitchen sessions will be delivered at the **New Era Institute's** kitchen facility.

More information about the practical kitchen can be found at www.newerainstitute.edu.au.

Assessment Methods

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, observations, logbooks, and feedback from supervisors (third-party reports).

Work Placement

Students in the Certificate IV in Kitchen Management are required to do practical work placement within a commercial kitchen. New Era Institute has a network of workplaces that will take students for their placement.

The work placement is completed in a block mode period during the course. At stage 6, you work as a cook for 48 complete food service periods covering breakfast, lunch, and dinner, and you plan cooking operations for 12 food service periods.

A student who is already working in the hospitality sector and in a commercial kitchen is encouraged to use their existing workplace to complete these practical placement hours, provided it meets the requirements of the unit of competency.

Please note: Students will be made aware and asked to declare that they meet the physical requirements of this course. This includes physical tasks, manual handling such as inventory, and using commercial cooking equipment in a commercial kitchen setting.

Resource Requirements

Dress Code

- Classroom sessions: Students are required to present in neat, casual attire.
- Practical Kitchen sessions: There are uniform requirements for practical classes. Students must wear their chef uniform, including safety shoes, when attending the practical kitchen sessions. Clean, neat presentation is required.

Fees and Charges

For more information about intake dates, tuition fees, and other charges, please visit www.newerainstitute.edu.au or email admissions@newerainstitute.edu.au for the latest fees and charges.

Uniform Starter Kit

A uniform kit is provided to each student. Additional uniforms can be purchased by students at their own cost.

Chefs Starter Toolkit

A starter toolkit is provided to each student. Additional or replacement tools can be purchased by students at their own cost. There is a one-off fee for the Uniform Starter Kit and Chefs Starter Toolkit.

At orientation, students will be provided with their uniform and starter toolkit and get more details on where to purchase uniforms and tools of the trade to build their kits or replace equipment.

Classroom Resources

New Era Institute has computer rooms set up for students to access Certificate IV in Kitchen Management resources during face-to-face sessions and other study times.

Students may bring portable electronic devices to classroom sessions, such as small laptops or tablets.

After Completion

Students who completed this course gain:

- A nationally recognised industry qualification.
- Skills and knowledge to open your own cafe, restaurant, or coffee shop.

Career opportunities include:

- Chef – small restaurant or cafe.
- Chef de Partie – a station chef or line cook who is in charge of a particular area of production in the kitchen. For example:

- | | | |
|---------------|------------------|---------------|
| • Fish chef | • Vegetable chef | • Saute chef |
| • Sous chef | • Roast chef | • Pastry chef |
| • Pastry chef | • Grill chef | • Fry chef |

Exit Point and Pathways

Students must complete all assessments for each unit of competency to be deemed competent in a unit. All 33 units, including the work placement, must be completed to gain the full qualification.

After achieving the **SIT40521 Certificate IV in Kitchen Management**, students can progress to the **SIT50422 Diploma of Hospitality Management**.

Students who do not complete the full qualification will receive a Statement of Attainment for units successfully completed.

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

 +61 2 8964 6457

 admissions@newerainstitute.edu.au



NEW ERA
INSTITUTE



Diploma of Hospitality Management

VET National
Code: SIT40521

CRICOS 109507A



Course Duration

The qualification is delivered over 104 weeks, comprising:

- Total study period amounting to 80 weeks
- Holiday breaks amounting to 24 weeks

More information about intakes and course commencement dates can be found at www.newerainstitute.edu.au.

Get your Diploma of Hospitality Management from one of the best cookery schools in Sydney. New Era Institute’s Commercial Cookery/Diploma of Hospitality Management courses will give you the professional qualifications that reflect the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of the industry to coordinate hospitality operations.

The Diploma of Hospitality Management qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and acquiring targeted skills in accommodation services, cookery, food and beverage, and gaming.

Units of Competency

The SIT50422 Diploma of Hospitality Management (CRICOS code 104591G) comprises 28 units of competency.

There are 11 core units and 17 elective units. New Era Institute has organized the delivery of these units of competency in 8 terms.

To be issued the qualification SIT50422 Diploma of Hospitality Management, a student must be assessed as competent in all 28 units of competency and complete the 360 hours work placements of SITHCCC043 Work effectively as a cook.

Course Structure

Course Units	
SITXFSA005	Use hygienic practices for food safety
SITXWH5007	Implement and monitor work health and safety practices
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC023	Use food preparation equipment
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces, and soups
SITHCCC030	Prepare vegetable, fruit, eggs, and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Prepare and serve cheese
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXHRM008	Roster staff
BSBINS401	Analyse and present research information
BSBTWK501	Lead diversity and inclusion
BSBSUS511	Develop workplace policies & procedures for sustainability
SITXCRI003	Respond to a customer in crisis
SITHCCC043*	Work effectively as a cook Work Placement 360 hours

WORK
PLACEMENT

Course Delivery and Assessment

The Diploma of Hospitality Management is delivered over 8 terms.

The course is timetabled in a blended delivery for a minimum of 20 hours per week.

It is delivered in a blended learning mode (face-to-face in the classroom, practical sessions in a commercial kitchen, and work placement).

The Diploma of Hospitality Management includes a work placement component that consists of 360 hours of SITHCCC043 Work effectively as a cook in a commercial kitchen.

Location

Classroom sessions will be delivered at **New Era Institute** head office and training rooms at **Windsor (Regional NSW)**.

Practical Kitchen sessions will be delivered at the **New Era Institute's** kitchen facility.

More information about the practical kitchen can be found at www.newerainstitute.edu.au.

Assessment Methods

The assessment is conducted using a combination of knowledge tests, role play, projects, skill tests (Practical assessments), and work placement.

Work Placement

Students in the Diploma of Hospitality Management are required to do practical work placement within a commercial kitchen. New Era Institute has a network of workplaces that will take students for their placement.

Work-Based Training (WBT) has been implemented at New Era Institute as part of SIT50422 Diploma of Hospitality Management, for the delivery of the unit SITHCCC043 Work effectively as a cook (360 hours to complete 48 service periods).

Students who already have work in a suitable commercial cooking environment will be able to use evidence gained from their work to meet the requirements of SITHCCC043 Work effectively as a cook.

Entry Requirements

There are no specified entry requirements for this qualification from the SIT Tourism, Travel, and Hospitality Training Package.

More information about the **New Era Institute** Entry Requirements for this course can be found at www.newerainstitute.edu.au.

Fees and Charges

For more information about intake dates, tuition fees, and other charges, please visit www.newerainstitute.edu.au or email admissions@newerainstitute.edu.au for the latest fees and charges.

Practical Kitchen Sessions

There are uniform requirements for practical classes. Students must wear their chef uniform, including safety shoes, when attending the practical kitchen sessions. Clean, neat presentation is required.

A uniform starter kit and Chefs starter toolkit are provided to each student. Chef uniform is provided by New Era Institute as part of the material fee of the course.

At orientation, students will be provided with their uniform and starter toolkit and get more details on where to purchase uniforms and tools of the trade to build their kits or replace equipment.

Classroom Resources

New Era Institute has computer rooms set up for students to access the Diploma of Hospitality Management resources during face-to-face sessions and other study times.

Students may bring portable electronic devices to classroom sessions, such as small laptops or tablets.

Recognition of Prior Learning (RPL)

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the course. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the course.

Credit Transfer (CT)

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer (CT) or recognition of prior learning (RPL)).

Students who have achieved prior competencies in cookery or hospitality courses may apply for exemptions for one or more equivalent units in SIT50422 Diploma of Hospitality Management.

This process is outlined in **New Era Institute's** Policies and Procedures.

Exit Point and Pathways

Students must complete all assessments for each unit of competency to be deemed competent in a unit. All 28 units, including the work placement, must be completed to achieve competency in the SIT50422 Diploma of Hospitality Management.

Students who do not complete the full qualification will receive a Statement of Attainment for units successfully completed.

Students who completed the SIT50422 Diploma of Hospitality Management may seek other courses such as the Advanced Diploma of Hospitality Management or higher education programs.

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

 +61 2 8964 6457

 admissions@newerainstitute.edu.au



NEW ERA
INSTITUTE



Certificate IV in Ageing Support

VET National
Code: CHC43015

CRICOS 108239B

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

+61 2 8964 6457

admissions@newerainstitute.edu.au



Course Duration

52 weeks comprising of 40 scheduled tuition weeks (including 8 weeks/160 hours of Work Placement) and 12 weeks of holidays.

More information about intakes and course commencement dates can be found at www.newerainstitute.edu.au.

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services, either in residential, home, or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation, and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification at New Era Institute, students must complete a total of 160 hours of work in a nursing home, community services, or home care/aged care facilities as detailed in the Assessment Requirements of units of competency.

Career Pathways from the Qualification

Successful completion of the CHC43015 – Certificate IV in Ageing Support can lead to a range of potential career opportunities including:

- Aged or Disabled Carer
- Community Program Coordinator
- Residential Care Worker
- Support Worker (Community Services)
- Care Supervisor
- Accommodation Support Worker
- Personal Care Worker
- Personal Care Giver
- Assistant Hostel Supervisor
- Personal Care Assistant
- Residential Care Officer
- Day Activity Worker
- Care Team Leader

Packaging Rules

Total number of units = 18

• 15 Core units

• 3 Elective units

Core Units	
CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
Elective Units	
HLTAID003	Provide first aid
CHCCOM005	Communicate and work in health or community services
CHCDIS007	Facilitate the empowerment of people with disability

Prerequisites

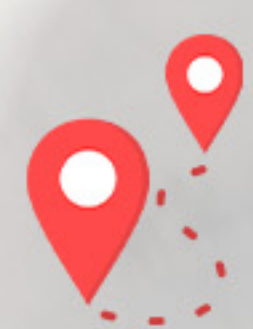
There are no prerequisites for this qualification.

Delivery Method

20 hours per week of blended (classroom + online), 160 hours of Work Placement hours and each week of the course has approximately 5 hours of self-study time.

More details about the course structure and work placement can be found on our website www.newerainstitute.edu.au – see Courses.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

Our facilities include spacious classrooms with data projectors and whiteboards, a simulated aged care facility and private study space with computers and free WiFi connection.

Placement Arrangements

Students will complete 160 hours (8 weeks) of work placement. Placements will be in an aged care facility. **New Era Institute (NEI)** has agreements with workplaces to provide suitable placements for students. Students are encouraged to look for their Workplace facilities to complete their practicals.

Students who need help may contact student support.

Classroom Training

The course will be delivered in the classroom for theory-based learning giving students the opportunity to share ideas, discuss and explore core concepts and the practice skills before applying them in their work placement.

Training will be delivered 20 hours per week.

Students will have access to **New Era Institute** facilities when they are not attending placement to conduct self-study or research and or complete assessment tasks. During training sessions students will also have access to the simulation room to learn and practice skills such as performing activities of daily living tasks for their clients, using the equipment before placement begins.

Work Placement

Students will complete 160 hours of work placement in total.

Work placement is designed to:

- Gain invaluable experience in a real work environment
- Complete and receive feedback on practical work
- Develop an understanding of workplace expectations and practices
- Observe experienced staff completing tasks
- Develop an understanding of workplace policies and procedures
- Form networks that may assist with future job opportunities

Education Pathway

Students who complete this course may wish to continue their education into courses such as Diploma of Community Services or any other higher courses.

Course Credit

New Era Institute can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.

Please refer to your Student Handbook for more information on Course Credit.

Exit Point

Students who did not complete this course may receive an academic record (Statement of Attainment SOA).

Assessment Arrangements

Assessment will be conducted individually. Access to the e-Learning portal (Moodle) will be given to students to assist them in their learning journey. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

- A full description of all assessment tasks for the unit of competency
- Assessment instructions for each unit of competency
- Assessment resources for each unit of competency
- Details about when assessment will occur
- Details about assessment submission

There are a variety of assessment methods used for this qualification including:

- Written questions and tests
- Practical demonstrations
- Role play/simulation
- Case studies
- Logbook and Third-Party Reports

Students are required to have their own reliable electronic devices (e.g. iPad, laptop, notebook or desktop computer) with MS Office package installed (e.g. Word, Excel and PowerPoint) and broadband internet connection to study and complete this course. Students who need help and more information may contact student support.

Computer lab is accessible during business hours to all students with a free Wi-Fi at **New Era Institute** campus. Printing and scanning facilities are also available using **NEI** student card.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

Please refer to your Student Handbook or more information on RPL.

Fees and Charges

Contact **New Era Institute** to find out about our latest offers and special packages.

Fees are in Australian dollars. All scheduled payments are required to be paid on its due dates as stated on the issued letter of offer in order to maintain a valid enrolment.

Minimum Requirements

- Are over the age of 18
- A valid IELTS score of 5.5 to 6 with no score below 5.0 in any band, or equivalent.
- Have completed Year 12 or an equivalent secondary schooling level of a Higher School Certificate or can demonstrate suitable work or life experience
- A valid passport
- Have successfully completed their Year 12 or equivalent in English Language
- Certified copies of Academic Transcripts and Certificates
- Physically fit to complete mandatory work placement hours

Additional Requirements (Work Placement)

- Possess a Police check (which is required for placement)
- Have a reasonable level of fitness to complete manual and physically demanding tasks, such as bending, lifting, and standing for long periods of time.
- Updated Vaccination/Immunisation Records (influenza and COVID-19 Vaccines)
- Working with Children Check



NEW ERA
INSTITUTE



Diploma of Community Services

VET National
Code: CHC52021

CRICOS 112235E

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

+61 2 8964 6457

admissions@newerainstitute.edu.au



Course Duration

104 weeks comprising of 80 scheduled tuition weeks (including 20 weeks of Work Placement) and 24 weeks of holidays.

More information about intakes and course commencement dates can be found at www.newerainstitute.edu.au.

This qualification reflects the role of community services workers involved in the delivery, management, and coordination of person-centred services to individuals, groups, and communities. At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make changes in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards, and industry codes of practice.

Education & Career Pathways

Potential employment options are in a range of community services management roles.

Students who complete this course may wish to continue their education into CHC62015 Advanced Diploma of Community Sector Management or higher education qualification in community services.

Career Pathways from the Qualification

Once you complete this course, you will be qualified to work as a community services worker, family support worker, client services manager, community development officer, case manager, service manager and/or program coordinator.

Course Structure

CHC52021 Diploma of Community Services is nationally recognised qualification.

The packaging rules consist of 20 units (12 core units and 8 electives) – More information can be found in this link <https://training.gov.au/Training/Details/CHC52021>.

Prerequisites

There are no prerequisites for this qualification.

Unit of Competency

Core Units	
CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM013	Facilitate and review case management
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety
Elective Units	
CHCCSL001	Establish and confirm the counselling relationship
BSBPEF401	Manage personal health and wellbeing
CHCADV002	Provide advocacy and representation services
CHCDEV004	Confirm developmental status
CHCCCS009	Facilitate responsible behaviour
CHCDIV003	Manage and promote diversity
CHCFAM003	Support people to improve relationships
CHCMHS001	Work with people with mental health issues

Delivery Method

20 hours per week of blended (classroom + online), 400 hours of Work Placement hours and each week of the course has approximately 5 hours of self-study time.

More details about the course structure and work placement can be found on our website www.newerainstitute.edu.au – see Courses.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

Our facilities include spacious classrooms with data projectors and whiteboards, a simulated aged care / community services facility and private study space with computers and free WiFi connection.

Placement Arrangements

Students will be required to complete 400 hours of work placement. Placements will be in a community services facility. **New Era Institute (NEI)** has agreements with workplaces to provide suitable placements for students. Students are encouraged to look for their workplace facility to complete their practicals.

Students who need help may contact student support.

Work Placement

Students will complete 400 hours of work placement in total. Work placement is designed to:

- Gain invaluable experience in a real work environment
- Complete and receive feedback on practical work
- Develop an understanding of workplace expectations and practices
- Observe experienced staff completing tasks
- Develop an understanding of workplace policies and procedures
- Form networks that may assist with future job opportunities

Assessment Arrangements

Assessment will be conducted individually. Access to the e-Learning portal (Moodle) will be given to students to assist them in their learning journey. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

- A full description of all assessment tasks for the unit of competency
- Assessment instructions for each unit of competency
- Assessment resources for each unit of competency
- Details about when assessment will occur
- Details about assessment submission

There are a variety of assessment methods used for this qualification including:

- Written questions and tests
- Practical demonstrations
- Role play/simulation
- Case studies
- Logbook and Third-Party Reports

Students are required to have their own reliable electronic devices (e.g. iPad, laptop, notebook or desktop computer) with MS Office package installed (e.g. Word, Excel and PowerPoint) and broadband internet connection to study and complete this course. Students who need help and more information may contact student support.

Computer lab is accessible during business hours to all students with a free Wi-Fi at New Era Institute campus. Printing and

Course Credit

New Era Institute can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.

Please refer to your Student Handbook for more information on Course Credit.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

Please refer to your Student Handbook or more information on RPL.

Exit Point

Students who did not complete this course may receive an academic record (Statement of Attainment SOA).

Fees and Charges

Contact **New Era Institute** to find out about our latest offers and special packages.

Fees are in Australian dollars. All scheduled payments are required to be paid on its due dates as stated on the issued letter of offer in order to maintain a valid enrolment.

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Minimum Requirements

- Are over the age of 18
- A valid IELTS score of 5.5 or equivalent (refer to <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>)
- Have completed Year 12 or an equivalent secondary schooling level of a Higher School Certificate or can demonstrate suitable work or life experience
- A valid passport
- Have successfully completed their Year 12 or equivalent in English Language
- Certified copies of Academic Transcripts and Certificates
- Physically fit to complete mandatory work placement hours

Additional Requirements (Work Placement)

- Possess a Police check (which is required for placement) using the link: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
- Have a reasonable level of fitness to complete manual and physically demanding tasks, such as bending, lifting, and standing for long periods of time.
- Updated Vaccination/Immunisation Records (influenza and COVID-19 Vaccines)
- Working with Children Check using link: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>



NEW ERA
INSTITUTE

VET National
Code: CHC30121

CRICOS 107501A



Certificate III in Early Childhood Education & Care



To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

+61 2 8964 6457

admissions@newerainstitute.edu.au



Course Duration

104 weeks comprising of 80 scheduled tuition weeks (including 20 weeks of Work Placement) and 24 weeks of holidays.

More information about intakes and course commencement dates can be found at www.newerainstitute.edu.au.

Packaging Rules

Total number of units = 17

- 15 Core units
- 2 Elective units

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification at New Era Institute, students must complete a total of 180 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency.

More information can be found at <https://training.gov.au/Training/Details/CHC30121>

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au

Career Pathways

Successful completion of the CHC30121 Certificate III in Early Childhood Education and Care can lead to a range of potential career opportunities including Early Childhood Educator, Childhood Educator Assistant, Outside School Hours Aide and Preschool Assistant.

Entry Requirements

There are no entry requirements for this qualification.

Prerequisites

There are no prerequisites for this qualification.

Core Units	
CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
Elective Units	
CHCDIV001	Work with diverse people
CHCPRP003	Reflect on and improve own professional practice

Delivery Method

20 hours per week of classroom-based learning, 180 hours of Work Placement hours, and each week of the course has approximately 10 hours of self-study time.

More details about the course structure and work placement can be found on our website www.newerainstitute.edu.au – see Courses.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

Our facilities include classrooms with data projectors and whiteboards, a simulated childcare facility with cots, high chairs, children's play area, changing table, and dolls, private study space and free Wi-fi connection.

All practical placement is conducted in approved placement facilities.

Placement Arrangements

Students will complete 180 hours of work placement. Placements will be in an accredited childcare facility. **New Era Institute (NEI)** has agreements with workplaces to provide suitable placements for students. Students are encouraged to look for their childcare centres to complete their practical.

Classroom Training

The course will be delivered in the classroom for theory-based learning giving students the opportunity to share ideas, discuss and explore core concepts and the practice skills before applying them in their work placement.

Training will be delivered over 20 hours per week.

Students will have access to New Era Institute facilities when they are not attending placement to conduct self-study or research and/or complete assessment tasks. During training sessions students will also have access to the simulation room to learn and practice skills.

Work Placement

Students will complete 180 hours of work placement in total.

Work placement is designed to:

- Gain invaluable experience in a real work environment
- Complete and receive feedback on practical work
- Develop an understanding of workplace expectations and practices
- Observe experienced staff completing tasks
- Develop an understanding of workplace policies and procedures
- Form networks that may assist with future job opportunities

Training & Assessment

Assessment will be conducted individually. Access to the e-Learning portal (Moodle) will be given to students to assist them in their learning journey. You will be provided with a Student Assessment Booklet for each unit of competency.

There are a variety of assessment methods used for this qualification including:

- Written questions and tests
- Practical demonstrations
- Direct Observation
- Case studies
- Projects
- Logbook and Third-Party Reports

Students are required to have their own reliable electronic devices (e.g. iPad, laptop, notebook or desktop computer) with MS Office package installed (e.g. Word, Excel and PowerPoint) and broadband internet connection to study.

Computer lab is accessible during business hours to all students with a free Wi-Fi.

Course Credit

New Era Institute can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.

Please refer to your Student Handbook for more information on Course Credit.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

Please refer to your Student Handbook or more information on RPL.

Education Pathway

Students who complete this course may wish to continue their education into courses such as Diploma of Early Childhood Education and Care.

Fees and Charges

Contact **New Era Institute** to find out about our latest offers and special packages.

Fees are in Australian dollars. All scheduled payments are required to be paid on its due dates as stated on the issued letter of offer in order to maintain a valid enrolment.

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Enrolment

Minimum Requirements:

- Are over the age of 18
- A valid IELTS score of 5.5 or equivalent (refer to <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>)
- Have completed Year 12 or an equivalent secondary schooling level of a Higher School Certificate or can demonstrate suitable work or life experience
- A valid passport
- Have successfully completed their Year 12 or equivalent in English Language
- Certified copies of Academic Transcripts and Certificates
- Physically fit to complete mandatory work placement hours

Additional Requirements (Work Placement)

- Possess a Police check (which is required for placement) using the link:
<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
- Have a reasonable level of fitness to complete manual and physically demanding tasks, such as bending, lifting, and standing for long periods of time.
- Updated Vaccination/Immunisation Records (influenza and COVID-19 Vaccines)
- Working with Children Check using link:
<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>



NEW ERA
INSTITUTE



VET National
Code: CHC30121

CRICOS 107501A



Diploma of Early Childhood Education & Care

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

☎ +61 2 8964 6457

✉ admissions@newerainstitute.edu.au



Course Duration

52 weeks comprising of 40 scheduled tuition weeks (including 12 weeks of work placement) and 12 weeks of holidays.

More information about intakes and course commencement dates can be found at www.newerainstitute.edu.au.

Packaging Rules

Total number of units = 15

- 12 Core units
- 3 Elective units

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification at **New Era Institute (NEI)**, students are required to complete a total of 288 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency.

More information can be found at:

<https://training.gov.au/Training/Details/CHC50121>

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au

Career Pathways

Successful completion of the CHC50121 Diploma of Early Childhood Education and Care can lead to a range of potential career opportunities including Early Childhood Educator, Room leader, Nominated supervisor/Second in charge and Service Director/Centre Director.

Prerequisites

Entry to this qualification is open to individuals who: Hold a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.

Core Units

BSBTWK502	Manage team effectiveness
CHCECE041	Maintain a safe and healthy environment for children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE044	Facilitate compliance in a children's education & care service
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE047	Analyse information to inform children's learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE049	Embed environmental responsibility in service operations
CHCECE050	Work in partnership with children's families
CHCPRP003	Reflect on and improve own professional practice

Elective Units

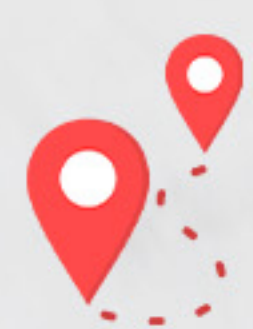
BSBPEF502	Develop and use emotional intelligence
CHCDIV003	Manage and promote diversity
CHCMGT003	Lead the work team

Entry Requirements

Entry to this qualification is open to individuals who:

- Hold a CHC30121 Certificate III in Early Childhood Education and Care or
- CHC30113 Certificate III in Early Childhood Education and Care.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

Our facilities include classrooms with data projectors and whiteboards, a simulated childcare facility with cots, high chairs, children's play area, changing table, and dolls, private study space and free Wi-fi connection. All practical placement is conducted in approved placement facilities.

Delivery Method

20 hours per week of classroom-based learning, 288 hours of Work Placement hours, and each week of the course has approximately 10 hours of self-study time.

More details about the course structure and work placement can be found on our website www.newerainstitute.edu.au – see Courses.

Classroom Training

The course will be delivered in the classroom for theory-based learning giving students the opportunity to share ideas, discuss and explore core concepts and the practice skills before applying them in their work placement.

Training will be delivered over 20 hours per week.

Students will have access to **New Era Institute** facilities when they are not attending placement to conduct self-study or research and/or complete assessment tasks. During training sessions students will also have access to the simulation room to learn and practice skills.

Placement Arrangements

Students will complete 288 hours of work placement. Placements will be in an accredited childcare facility. **New Era Institute (NEI)** has agreements with workplaces to provide suitable placements for students. Students are encouraged to look for their childcare centres to complete their practical.

Classroom Training

The course will be delivered in the classroom for theory-based learning, giving students the opportunity to share ideas, discuss and explore core concepts and the practice skills before applying them in their work placement.

Training will be delivered over 20 hours per week.

Students will have access to New Era Institute facilities when they are not attending placement to conduct self-study or research and/or complete assessment tasks. During training sessions, students will also have access to the simulation room to learn and practice skills.

Work Placement

Students will complete 288 hours of work placement in total. Work placement is designed to:

- Gain invaluable experience in a real work environment.
- Complete and receive feedback on practical work.
- Develop an understanding of workplace expectations and practices.
- Observe experienced staff completing tasks.
- Develop an understanding of workplace policies and procedures.
- Form networks that may assist with future job opportunities.

Course Credit

New Era Institute can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment.

Training & Assessment

Assessment will be conducted individually. Access to the e-Learning portal (Moodle) will be given to students to assist them in their learning journey. You will be provided with a Student Assessment Booklet for each unit of competency.

There are a variety of assessment methods used for this qualification including:

- Written questions and tests
- Practical demonstrations
- Direct Observation
- Case studies
- Projects
- Logbook and Third-Party Reports

Students are required to have their own reliable electronic devices (e.g. iPad, laptop, notebook or desktop computer) with MS Office package installed (e.g. Word, Excel, and PowerPoint) and broadband internet connection to study.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

Please refer to your Student Handbook or more information on RPL.

Education Pathway

Students who complete this course may wish to continue their education into courses such as Bachelors of Early Education (Early Childhood).

Fees and Charges

Contact **New Era Institute** to find out about our latest offers and special packages.

Fees are in Australian dollars. All scheduled payments are required to be paid on its due dates as stated on the issued letter of offer in order to maintain a valid enrolment.

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Enrolment

Minimum Requirements:

- Are over the age of 18
- A valid IELTS score of 5.5 or equivalent (refer to <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>)
- Have completed Year 12 or an equivalent secondary schooling level of a Higher School Certificate or can demonstrate suitable work or life experience
- A valid passport
- Have successfully completed their Year 12 or equivalent in English Language
- Certified copies of Academic Transcripts and Certificates
- Physically fit to complete mandatory work placement hours

Additional Requirements (Work Placement)

- Possess a Police check (which is required for placement)
- Have a reasonable level of fitness to complete manual and physically demanding tasks, such as bending, lifting, and standing for long periods of time.
- Updated Vaccination/Immunisation Records (influenza and COVID-19 Vaccines)
- Working with Children Check



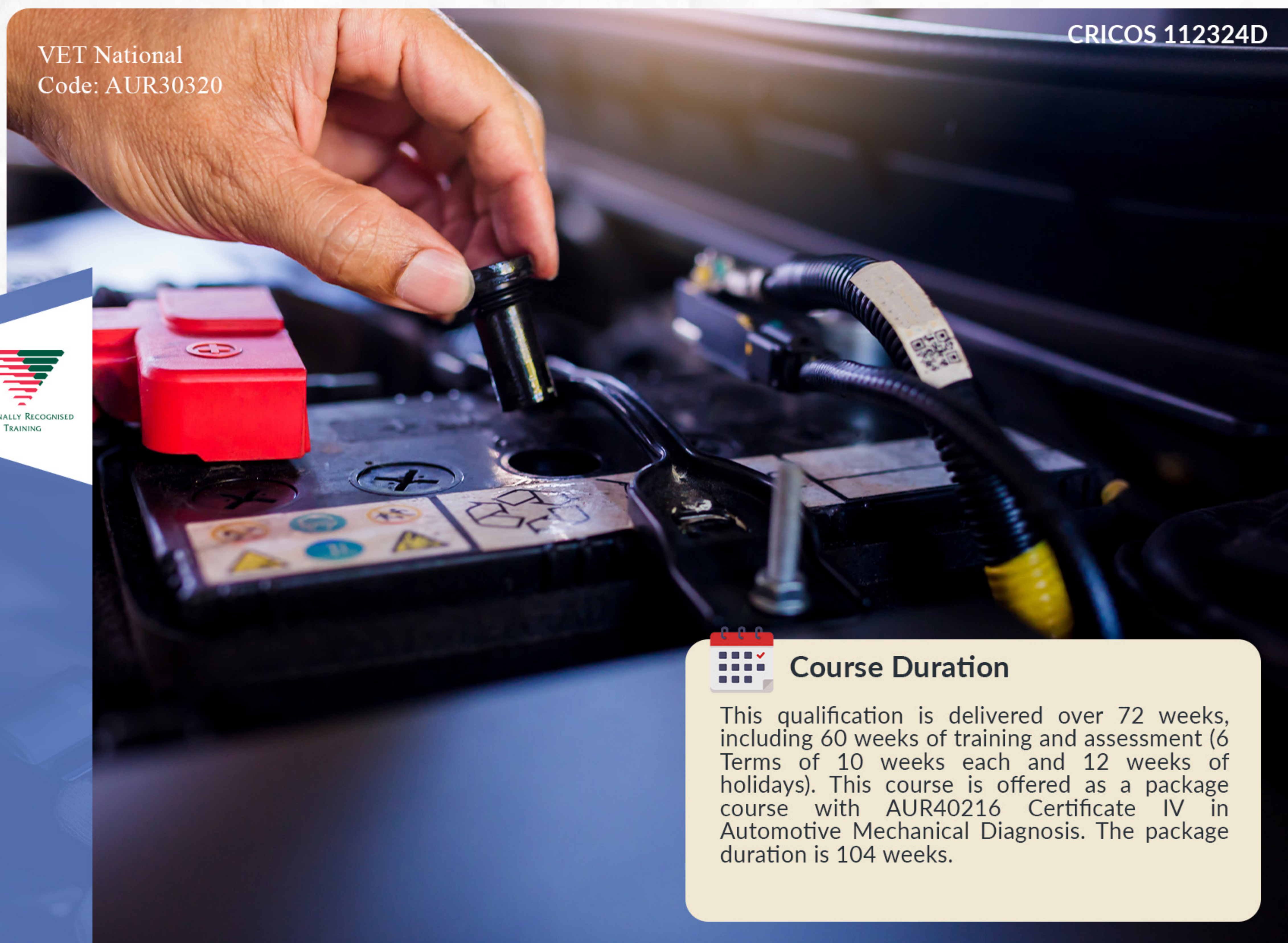
NEW ERA
INSTITUTE



VET National
Code: AUR30320

CRICOS 112324D

Certificate III in Automotive Electrical Technology



Course Duration

This qualification is delivered over 72 weeks, including 60 weeks of training and assessment (6 Terms of 10 weeks each and 12 weeks of holidays). This course is offered as a package course with AUR40216 Certificate IV in Automotive Mechanical Diagnosis. The package duration is 104 weeks.

This qualification reflects the role of individuals who service, diagnose and repair electrical systems and components in vehicles in the automotive electrical service and repair industry.

Career Outcomes

Students who complete this course may be able to seek employment in a range of automotive electrical repair and services roles such as:

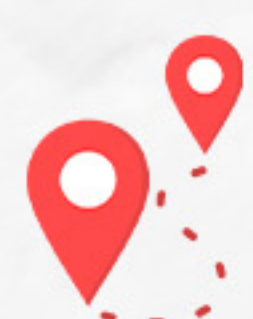
- Automotive electrician
- Electrical Car Mechanic
- Automotive Electrical Repair Technician
- Automotive Mechanical Technician

Students are advised to do their search about requirements of licensing that may apply.

Education Pathways

After achieving the AUR30320 Certificate III in Automotive Electrical Technology, students may choose to undertake AUR40216 Certificate IV in Automotive Mechanical Diagnosis or other relevant automotive qualifications.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

This course is conducted with a blended learning model that includes face-to-face learning in classrooms and in automotive workshops. All practical placement is conducted in approved placement facilities.

Course Cost

Please contact **New Era Institute** by emailing admissions@newerainstitute.edu.au

More information about other charges can be found at www.newerainstitute.edu.au

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Entry Requirements

New Era Institute has the following entry requirements:

International students must:

- Be at least 18 years of age.
- Meet the following education requirements:
 - Year 12 or equivalent; or
 - A Certificate III qualification or equivalent or above.

Meet the following English requirements:

- Have an IELTS academic score of 5.5 or equivalent (test must have been taken no more than 2 years ago).

Training & Assessment Arrangements

Training and assessment occur over 20 hours per week during terms. It is recommended that students spend an additional 5 hours per week on study, research, practice, and assessment preparation.

Assessments are conducted using a variety of methods for theory and practical. Additionally, workplace practices will be conducted in a simulated automotive workshop and used to conduct skills-based assessments in accordance with unit requirements.

Course Progress

International students are required to maintain their course progress in order to meet their visa conditions.

More information can be found at www.newerainstitute.edu.au
– See Policies and the International student handbook.

Facilities & Equipment

The facilities and equipment that will be provided for this course are:

- Training rooms
- Fully functioning automotive workshop with light vehicles, tools, and manufacturer specifications required for all units

The equipment that students should have at their own cost includes:

- A laptop that is installed with Microsoft Office or similar
- Safety work boots
- Personal protective and safety equipment such as a safety work shirt, eye protection, hearing protection, and gloves as required for each unit
- Overalls
- And other personal protective equipment and tools

Course Structure

The AUR30320 Certificate III in Automotive Electrical Technology requires the successful completion of 21 core and 11 elective units (a total of 32 units).

AURTTA017	Carry out vehicle safety inspections
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTZ102	Diagnose and repair exhaust systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURLTD105	Diagnose and repair light vehicle suspension systems

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

+61 2 8964 6457

admissions@newerainstitute.edu.au

Unit of Competency

Core Units	
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETK002	Use and maintain electrical test equipment in an automotive workplace
AURETR006	Solder electrical wiring and circuits
AURETR007	Apply knowledge of automotive electrical circuits and wiring systems
AURETR009	Install vehicle lighting and wiring systems
AURETR010	Repair wiring harnesses and looms
AURETR027	Install ancillary electronic systems and components
AURETR112	Test and repair basic electrical circuits
AURETR123	Diagnose and repair spark ignition engine management systems
AURETR124	Diagnose and repair compression ignition engine management systems
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURETR128	Diagnose and repair instruments and warning systems
AURETR129	Diagnose and repair charging systems
AURETR130	Diagnose and repair starting systems
AURETR131	Diagnose and repair ignition systems
AURETR132	Diagnose and repair automotive electrical systems
AURETR135	Apply knowledge of petrol and diesel engine operation
AURETR143	Diagnose and repair electronic body management systems
AURTTA118	Develop and carry out diagnostic test strategies
AURTTE104	Inspect and service engines
Elective Units	
AURLTJ011	Select light vehicle wheels and tyres
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres & tubes
AURLTJ113	Remove, inspect, and refit light vehicle wheel & tyre assemblies
AURTTA104	Carry out servicing operations
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURTTK102	Use and maintain tools and equipment in an automotive workplace





NEW ERA
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VET National
Code: AUR30620

CRICOS 109042G

Certificate III in Light Vehicle Mechanical Technology

This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry.

Career Outcomes

Students who complete this course may be able to seek employment in a range of automotive retail and services roles such as:

- Motor Mechanic
- Car Mechanic
- Auto Mechanic
- Automotive Repair Technician
- Automotive Mechanical Technician

Students are advised to do their search about requirements of licensing that may apply.

Education Pathways

After achieving the AUR30620 Certificate III in Light Vehicle Mechanical Technology, students may choose to undertake AUR40216 Certificate IV in Automotive Mechanical Diagnosis or other relevant automotive qualifications.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

This course is conducted with a blended learning model that includes face-to-face learning in classrooms and in automotive workshops. All practical placement is conducted in approved placement facilities (contact the course coordinator for more information)..

Vocational Placement

This course offering includes a compulsory Vocational Placement of 180 hours (20 hours per week), conducted over 9 weeks.



Course Duration

This qualification is delivered over 58 weeks, including 50 weeks of training and assessment (5 Terms of 10 weeks each), 9 weeks (180 hours) of vocational placement, and 8 weeks of holidays. This course is offered as a package course with AUR40216 Certificate IV in Automotive Mechanical Diagnosis.

Entry Requirements

New Era Institute has the following entry requirements:

International students must:

- Be at least 18 years of age.
- Meet the following education requirements:
 - Year 12 or equivalent; or
 - A Certificate III qualification or equivalent or above.

Meet the following English requirements:

- Have an IELTS academic score of 5.5 or equivalent (test must have been taken no more than 2 years ago).

Training & Assessment Arrangements

Training and assessment occur over 20 hours per week during terms. It is recommended that students spend at least an additional 5 hours per week on study, research, practice and assessment preparation.

Assessments are conducted using a variety of methods for theory and practical. Additionally, workplace practices will be conducted in a simulated automotive workshop and used to conduct skills-based assessments in accordance with unit requirements.

Facilities & Equipment

The facilities and equipment that will be provided for this course are:

- Training rooms
- Fully functioning automotive workshop with light vehicles, tools and manufacturer specifications required for all units

The equipment that students should have at their own cost includes:

- A laptop that is installed with Microsoft Office or similar
- Safety work boots
- Personal protective and safety equipment such as safety work shirt, eye protection, hearing protection and gloves as required for each unit
- Overalls
- And other personal protective equipment and tools

Course Progress

International students are required to maintain satisfactory course progress in order to meet their visa conditions.

More information can be found at www.newerainstitute.edu.au - see Policies and Forms and International Student Handbook.

Course Fees & Charges

More information about other charges can be found at www.newerainstitute.edu.au.

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Course Structure

The AUR30620 Certificate III in Light Vehicle Mechanical Technology requires the successful completion of 20 core and 16 elective units (a total of 36 units).

Unit of Competency

Core Units	
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETR112	Test and repair basic electrical circuits
AURETR123	Diagnose & repair spark ignition engine management systems
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURETR129	Diagnose and repair charging systems
AURETR130	Diagnose and repair starting systems
AURETR131	Diagnose and repair ignition systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURLTD105	Diagnose and repair light vehicle suspension systems
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURTTA104	Carry out servicing operations
AURTTA118	Develop and carry out diagnostic test strategies
AURTTE104	Inspect and service engines
AURTTB101	Inspect and service braking systems
AURTTC103	Diagnose and repair cooling systems
AURTTF101	Inspect and service petrol fuel systems
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURLTD104	Diagnose and repair light vehicle steering systems
AURLTE102	Diagnose and repair light vehicle engines
Elective Units	
AURETR124	Diagnose and repair compression ignition engine management systems
AURETR132	Diagnose and repair automotive electrical systems
AURTTA105	Select & use bearings, seals, gaskets, sealants and adhesives
AURTTA017	Carry out vehicle safety inspections
AURTTZ102	Diagnose and repair exhaust systems
AURETR128	Diagnose and repair instruments and warning systems
AURTTJ011	Balance wheels and tyres

AURLTJ102	Remove, inspect, repair & refit light vehicle tyres and tubes
AURLTJ113	Remove, inspect, and refit light vehicle wheel and tyre assemblies
AURTTF105	Diagnose and repair engine forced-induction systems
AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURETR143	Diagnose and repair electronic body management systems
AURTTQ103	Inspect and service drive shafts
AURETR010	Repair wiring harnesses and looms
AURTTX103	Inspect and service automatic transmissions
AURLTX103	Diagnose and repair light vehicle clutch systems

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

+61 2 8964 6457

admissions@newerainstitute.edu.au



NEW ERA
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Certificate IV in Automotive Mechanical Diagnosis

VET National
Code: AUR40216

CRICOS 109043F



Course Duration

This course is delivered over 32 weeks, including 28 weeks of study and 4 weeks of holidays.

This course is offered as a package course with:

- AUR30620 Certificate III in Light Vehicle Mechanical Technology
- AUR30320 Certificate III in Automotive Electrical Technology

This qualification reflects the role of individuals who perform advanced diagnostic task on light vehicles in the automotive retail, service, and repair industry.

Career Outcomes

Students who complete this course may be able to seek employment in a range of automotive retail and service roles, such as:

- Motor Mechanic
- Car Mechanic
- Auto Mechanic
- Automotive Light Vehicle Master Technician
- Automotive Repair Technician
- Automotive Mechanical Technician

Students are advised to do their search about requirements of licensing that may apply.

Education Pathways

After achieving the AUR40216 - Certificate IV in Automotive Mechanical Diagnosis, students may choose to undertake AUR50216 - Diploma of Automotive Technology or other relevant automotive qualifications.

Location

This course is delivered at **New Era Institute Windsor (Regional NSW) Campus**.

This course is conducted with a blended learning model that includes face-to-face learning in classrooms and in automotive workshops. All practical placement is conducted in approved placement facilities (contact the course coordinator for more information)..

Vocational Placement

This course offering includes a compulsory Vocational Placement of 180 hours (20 hours per week), conducted over 9 weeks.

Entry Requirements

New Era Institute has the following entry requirements:

International students must:

- Be at least 18 years of age.
- Meet the following education requirements:
 - Year 12 or equivalent; or
 - A Certificate III qualification or equivalent or above.

Meet the following English requirements:

- Have an IELTS academic score of 5.5 or equivalent (test must have been taken no more than 2 years ago).

Training & Assessment Arrangements

Training and assessment occur over 20 hours per week during terms. It is recommended that students spend at least an additional 5 hours per week on study, research, practice, and assessment preparation.

Assessments are conducted using a variety of methods for both theory and practical components. Additionally, workplace practices will be conducted in a simulated automotive workshop and used to conduct skills-based assessments in accordance with unit requirements.

Facilities & Equipment

The facilities and equipment that will be provided for this course are:

- Training rooms
- Fully functioning automotive workshop with light vehicles, tools and manufacturer specifications required for all units

The equipment that students should have at their own cost includes:

- A laptop that is installed with Microsoft Office or similar
- Safety work boots
- Personal protective and safety equipment such as safety work shirt, eye protection, hearing protection and gloves as required for each unit
- Overalls
- And other personal protective equipment and tools

Course Progress

International students are required to maintain satisfactory course progress in order to meet their visa conditions.

More information can be found at www.newerainstitute.edu.au - see Policies and Forms and International Student Handbook.

Course Fees & Charges

More information about other charges can be found at www.newerainstitute.edu.au.

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Course Structure

The AUR40216 Certificate IV in Automotive Mechanical Diagnosis requires the successful completion of 1 core and 9 elective units (a total of 10 units).

Unit of Competency

Core Units	
AURTTA021	Diagnose complex system faults
Elective Units	
AURETR037	Diagnose complex faults in light vehicle safety systems
AURLTB004	Diagnose complex faults in light vehicle braking systems
AURLTD009	Diagnose complex faults in light vehicle steering and suspension systems
AURLTE004	Diagnose complex faults in light vehicle petrol engines
AURLTE005	Diagnose complex faults in light vehicle diesel engines
AURLTX004	Diagnose complex faults in light vehicle automatic transmission and driveline systems
AURTTA025	Diagnose complex faults in vehicle integrated stability control systems
AURTTR001	Diagnose complex faults in engine management systems
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

☎ +61 2 8964 6457

✉ admissions@newerainstitute.edu.au





NEW ERA
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Diploma of Automotive Management

CRICOS 109044E

VET National
Code: AUR50116

This qualification reflects the role of individuals who undertake leadership and management roles in the automotive industry. It is suitable for entry into senior management roles in all sectors of the automotive industry.

Career Outcomes

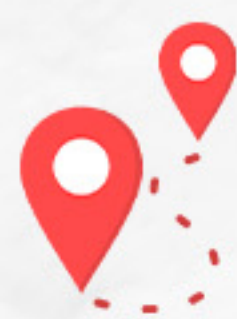
Students who complete this course may be able to seek employment in a range of automotive retail and service roles such as, but not limited to:

- Automotive Workshop Supervisor
- Warehouse Manager
- Automotive Services/Repair Manager

Education Pathways

After achieving the AUR50116 Diploma of Automotive Management, students may choose to undertake higher education or other relevant automotive qualifications.

Location



This course is delivered at **New Era Institute Windsor (Regional NSW)** Campus.

This course is conducted with a blended learning model that includes face-to-face learning in classrooms and in automotive workshops. All practical placement is conducted in approved placement facilities (contact the course coordinator for more information)..

Course Progress

International students are required to maintain satisfactory course progress in order to meet their visa conditions.

More information can be found at www.newerainstitute.edu.au
- see Policies and Forms and International Student Handbook.



Course Duration

This course is offered as a package course with:

- AUR30620 Certificate III in Light Vehicle Mechanical Technology
- AUR30320 Certificate III in Automotive Electrical Technology
- AUR40216 Certificate IV in Automotive Mechanical Diagnosis

Vocational Placement

This course offering includes a compulsory Vocational Placement of 180 hours (20 hours per week), conducted over 9 weeks.

Entry Requirements

New Era Institute has the following entry requirements:

International students must:

- Be at least 18 years of age.
- Meet the following education requirements:
 - Year 12 or equivalent; or
 - A Certificate III qualification or equivalent or above.

Meet the following English requirements:

- Have an IELTS academic score of 5.5 or equivalent (test must have been taken no more than 2 years ago).

Training & Assessment Arrangements

Training and assessment occur over 20 hours per week during terms. It is recommended that students spend at least an additional 5 hours per week on study, research, practice, and assessment preparation. Assessments are conducted using a variety of methods.

Facilities & Equipment

The facilities and equipment that will be provided for this course are:

- Training rooms
- Fully functioning automotive workshop with light vehicles, tools and manufacturer specifications required for all units

The equipment that students should have at their own cost includes:

- A laptop that is installed with Microsoft Office or similar
- Safety work boots
- Personal protective and safety equipment such as safety work shirt, eye protection, hearing protection and gloves as required for each unit
- Overalls
- And other personal protective equipment and tools

Course Fees & Charges

More information about other charges can be found at www.newerainstitute.edu.au.

Payment Method

- By credit card (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit to the nominated bank account stated on the student's Letter of Offer.

Course Structure

The AUR50116 Diploma of Automotive Management requires the successful completion of 6 core and 6 elective units (a total of 12 units).

Unit of Competency

Core Units	
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace
AURAMA005	Manage complex customer issues in an automotive workplace
AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBWHS501	Ensure a safe workplace
Elective Units	
BSBCUS501	Manage quality customer service
BSBHRM405	Support the recruitment, selection and induction of staff
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness
BSBMGT517	Manage operational plan
BSBLED401	Develop teams and individuals

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online.
Alternatively, you may contact the institute at:

+61 2 8964 6457

admissions@newerainstitute.edu.au



NEW ERA
INSTITUTE



Certificate III in Wall and Floor Tiling

VET National
Code: CPC31320

CRICOS 104662H



This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as the specialist field of work, wall and floor tiling.

Tilers work with materials like ceramic, glass, slate, marble, and clay. They cut these materials and lay tiles on walls and floors, both interior and exterior.

They may also add decorative touches to their basic work.

Occupational titles may include:

- Tiler
- Wall and Floor Tiler

State and territory jurisdictions may have different licensing, legislative, regulatory, or certification requirements. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

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.

Units of Competency

To achieve CPC31320 Certificate III in Wall and Floor Tiling

A total of 20 units must be completed:

- 17 core units
- 3 elective units

To be issued the qualification CPC31320 Certificate III in Wall and Floor Tiling, a student must be assessed as competent in 20 units of competency and complete the work placements of 360 hours.

Course Structure

CPC31320 Certificate III in Wall and Floor Tiling is a nationally recognised qualification.

Listed below are the core units of competency delivered during the course:

Core Units	
CPCCOM2001	Read and interpret plans and specifications
CPCCCM2006	Apply basic levelling procedures
CPCCOM1012	Work effectively & sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCWF2001	Handle wall and floor tiling materials
CPCCWF2002	Use wall and floor tiling tools and equipment
CPCCWF3001	Prepare surfaces for tiling application
CPCCWF3002	Install floor tiles
CPCCWF3003	Install wall tiles
CPCCWF3004	Repair wall and floor tiling
CPCCWF3005	Install decorative tiling
CPCCWF3006	Install mosaic tiling
CPCCWF3007	Tile curved surfaces
CPCCWF3009	Apply waterproofing for wall and floor tiling
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry
Elective Units	
CPCCCM2009	Carry out basic demolition
CPCCCO2013	Carry out concreting to simple forms
BSBESB301	Investigate business opportunities

Course Delivery & Assessment

- The required 20 units of competency have been selected.
- The delivery is planned across eight terms.
- The units are delivered in a planned sequence.
- The work placement is planned on a weekly basis.
- The course is full-time, with 20 scheduled hours per week of delivery.

New Era Institute delivers the 20 units over 8 terms, timetabled as 10-week terms (a total of 80 weeks of study and work placement). This includes 360 hours of scheduled training delivery and assessment. While this is a high amount of training hours, it is sufficient to cover the competencies required for Wall and Floor Tiling.



Course Duration

- This course is registered for 104 weeks.
- The course will be offered over eight (8) 10-week terms, adding up to 80 weeks of full-time study.
- Each 10-week term is followed by a term break that varies depending on the annual calendar, totaling 24 weeks.
- The standard timetabling will vary slightly when students undertake work placement, as their hours must suit the employer offering the placement.

More information about this course can be found at: www.newerainstitute.edu.au

Assessment Method

The assessment is conducted using a combination of realistic workplace tasks, including:

- Projects
- Knowledge tests
- Observations
- Logbooks
- Feedback from supervisors (third-party reports)

Work Placement

Work placement is conducted at a practical site at the employer's location.

The training facility provides an on-the-job work environment, giving students access to appropriate workplaces and training environments. Each workplace is equipped with tools and materials commonly used in tiling.

Most tools, equipment, and materials will be provided in the workplace by the student. Additional tools and materials will be supplied by the trainer as required.

Students attending work placement are not required to attend classroom sessions.

The course involves manual labour, including manual handling and heavy lifting.

Students who participate in this course must be physical fit.

Students with a history of back issues may not be suitable for this qualification.

Location



Classroom sessions will be delivered at the **New Era Institute** head office and training rooms in Windsor.

Work Placement: The location of your work site for the placement will vary and be discussed with you as per the course timetable.

More information about this course can be found at: www.newerainstitute.edu.au

Resource Requirements

Students are required to:

1. Attend site with their own PPE (Hi Vis workwear and enclosed boots). It is advised that Students have impact protective goggles, gloves and ear protection at their own cost.
2. Students will be provided with all the tools and equipment required for the work they will be undertaking.
3. Complete the unit CPCWHS1001 Prepare to work safely in the construction industry before starting the work placement.

At orientation, students will be guided and get more detail about this trade equipment and resources.

After Completion

Students who completed this course gain:

- A nationally recognised industry qualification
- Skills and knowledge to work as Wall and Floor Tiler

Exit Points & Pathways

Students must complete all assessments for each unit of competency to be deemed competent in a unit. All 20 units including the work placement must be completed to gain the full qualification.

After achieving CPC31320 Certificate III in Wall and Floor Tiling, students can progress to Certificate IV in Building and Construction or any other courses.

Students who do not complete the full qualification will receive a Statement of Attainment for all units successfully completed.

Fees & Charges

For more information about intake dates, tuition fees and other charges, please visit www.newerainstitute.edu.au or email us at admissions@newerainstitute.edu.au for the latest fees and charges

To Enrol

Please visit www.newerainstitute.edu.au and complete the enrolment form online. Alternatively, you may contact the institute at:

☎ +61 2 8964 6457

✉ admissions@newerainstitute.edu.au



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