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I have been studying Diploma of IT (Networking) at ALTEC and it has been a truly valuable learning experience for me. I have dramatically improved my knowledge in this field and it has given me the confidence to build my IT career. I’m fortunate that a lot of the subject matter relates directly to my current role, so I am able to employ it day-to-day.

The trainer provides great feedback and encourages us to ask questions. The ability to apply my experiences into assignments further fuels creativity.

Nantarat Apaikawee
WELCOME TO THE ALTEC FAMILY

A very warm welcome to 2016 and a special welcome to those of you who are new to our College. I hope that you will all soon feel very much a part of our family. I am excited about all that 2016 will bring and we have begun the year in a most positive way.

ALTEC is defined by its diverse student community, vibrant culture and sense of belongingness. Our students, staff, partners, clients and local community are the parts that make us whole. We strive for academic excellence and this is achieved via our philosophical approach to continuous improvement informed by the feedback and experiences of our stakeholders.

On the subject of education, Plato suggests ‘the direction in which education starts a man will determine his future in life’. It is this approach which ensures we continue to provide our students with high quality training and education, so they can flourish in the dynamic, competitive and challenging global environment.

We are proud to report that ALTEC continues to grow in all facets of its operations with 2016 promising to be an exciting year with the addition to scope of several courses headed by Hospitality and Cookery.

Our Higher Education partnership continues to flourish with the first cohort of students graduating in 2016. Such partnerships continue to provide our students with a crucial VET to Higher Education pathway to facilitate their educational journey.

As always our student body remain the life blood of ALTEC with our excellent staff ensuring that their student experience is a positive one. Updates to our state of the art campus in St Kilda Road have provided our students with better facilities, leading to improved student satisfaction.

The establishment of offshore marketing and recruitment offices throughout the Subcontinent and Asia-Pacific have enlarged our marketing network and ensured we are able to respond to student enquiries in real time with the benefit of local knowledge.

We thank you for considering ALTEC and look forward to welcoming you into our family and assisting you on your academic journey in pursuit of your professional goals. We trust that your experience with us will be one of the most rewarding of your personal journey.
LIVE AND STUDY IN MELBOURNE

Rated the most liveable city in the world*, Melbourne is the best destination to study and work. More than 100,000 international students study in the State of Victoria#. As the most diverse state in Australia, it has a proud multicultural heritage with people from over 200 countries, speaking over 180 languages and dialects calling it home^.

The City of Melbourne is at the core of Victoria and is the home, workplace and leisure centre of one of the world’s most harmonious and culturally diverse communities.

* The Economist Intelligence Unit
^ Living Victoria
There is a lot to love about Melbourne. This sophisticated world city in the southeast corner of mainland Australia inspires a deep passion in those who live here.

Melbourne is a city that one can easily fall in love with rated as the world’s most livable cities, it is very much about lifestyle. Boasting, amazing restaurants, fashion boutiques, café-filled lane ways, cool bars, world class galleries, spacious parks and village like suburbs, Melbourne is a vibrant place which will add flavor and colour to your experience.
In recent years, large numbers of international students have contributed to the multicultural fabric of Melbourne. Melbourne today is a welcoming, outgoing and confident city, a reflection of the generous and inclusive spirit of its people. This spirit embraces change while respecting heritage; celebrates diversity while sharing a common sense of place and pride; and aspires to a rich, lively and peaceful future.
The City of Melbourne municipality covers 37.6 sq km and has a residential population of around 100,611 (as of 2011). On an average day, around 805,000 people use the city, and Melbourne hosts over a million international visitors each year. All of these residents, workers, shoppers and travellers can take a break in one of the around 145,000 cafe or restaurant seats, or walk through some of its 471 hectares of parkland. They can visit Melbourne’s tallest building, the 300m high Eureka Tower, or its oldest building, the Mitre Tavern, built in 1837. The entire Melbourne metropolitan area covers 7694 sq km and has a population of around 4.1 million.

1 www.melbourne.vic.gov.au/AboutMelbourne/MelbourneProfile/Pages/CityofMelbourneprofile.aspx
ALTEC ACADEMIC BOARD

ALTEC’s has set up an honorary Academic Board with a view to providing oversight in maintaining academic excellence, integrity and improvement of its programs. Board members include distinguished academics, professionals and business leaders in their respective fields.

ALTEC regularly seeks to invite new members onto its academic board to enhance its industry and professional involvement.
WHY CHOOSE ALTEC

At ALTEC, we believe that a caring educational environment is essential for achieving a positive learning experience.

Therefore, our focus is not only on providing resources and facilities, but nurturing an academic culture where students feel connected, motivated and part of the college community. Our educational culture is enhanced through our commitment to quality outcomes in all areas of our operation. Some of the other distinctive factors for selecting ALTEC as your educational destination include:

Multiple Study Locations
ALTEC has three campuses across Melbourne. South Melbourne, St. Kilda Road and North Coburg. All campuses are close to public transport with eateries and public amenities within walking distance. We have everything you need close at hand.

An International Experience
ALTEC boasts a diverse student community with students from various parts of the world. A culturally vibrant and warm environment ensures that your learning experience will be both exciting and stimulating.

Facilities and Technology
ALTEC provides you with a truly modern campus with state of the art equipment, technology and student amenities. Our lecture rooms and computer labs are elegantly fitted and designed with student expectations in mind. Other facilities include broadband Internet, free WiFi public computers, library, photocopying, printing and a student lounge.

Industry Focused & Career Oriented Learning
Our education and training programs are developed by industry experts based on current industry needs and expectations. Academic pathways provide options for further education and career development.

Higher Education Articulations
A range of ALTEC’s Diploma and Advanced Diploma courses provide a pathway to higher education qualifications with advanced standing. ALTEC also delivers a Bachelor of Business program at its campus in Melbourne in partnership with a leading Higher Education institute.

Qualified & Experienced Academic Staff
Our highly qualified trainers are leaders in their respective fields and are committed to academic excellence. ALTEC complies with national standards for trainer and assessor qualifications and vocational experience and sets high academic goals for training and development.

Student Care and Services
Our students and their achievements are our primary focus and we ensure that our systems and resources are structured to meet student needs and exceed expectations. ALTEC is committed to fostering an environment in which each student feels safe and supported and contributes in a positive manner to the college community. Examples of student support services include: study skills and language, Literacy & Numeracy (LLN) assistance, counselling, referral services for students with special needs, research skills programs and career resources.
STUDENT LIFE AT ALTEC

With its vibrant, culturally-diverse and positive learning environment, ALTEC is one of the preferred study destinations for international students from all around the world.

ALTEC has a student-focused approach to training. We offer courses that focus on quality learning outcomes and pathways in a range of subject areas starting with certificates and diplomas all the way up to bachelor level.
Student visa conditions
All international students undertaking education courses in Australia must hold an appropriate student visa. Further, students must comply with the relevant student visa conditions at all times during their stay in Australia. The Department of Immigration and Border Protection (DIBP) publishes a full list of mandatory and discretionary student visa requirements on their website. Visit the following link for more information; http://www.border.gov.au/Trav/Stud/More/Visa-conditions

ALTEC HQ: St Kilda road campus
ALTEC HQ is a modern and fully equipped campus is located in the heart of the St Kilda road precinct. The campus was originally designed and developed for a University before ALTEC acquired it in 2010. The campus, spread over two levels, boasts excellent facilities and resources including;

» Four (4) fully equipped computer labs;
» Three (3) large and fully fitted lecture rooms;
» A full library; and a
» Student lounge

The ground floor of the building has a public café offering beverages, snacks and meals. The campus is located on St Kilda Road and is easily accessed via bus and tram which stop right at our doorstep. The campus is close to parks, shopping areas and is only a short distance from the city centre.

Student contact details
Under students visa conditions, students must ensure that ALTEC has up-to-date and accurate personal contact details at all the times. Details include full residential address, contact telephone number and email address. Student contact details are confirmed at the time of student orientation. You must notify the college immediately of any change to your contact details using a Student Personal Details Form available at reception.

Student orientation
Student orientation is a welcome program for new students commencing their studies at the college. The program consists of a presentation, campus tour and information that helps new students settle into their new study environment.
All new and commencing students are expected to attend the orientation program. Our student services team will advise all the new students of key program dates and schedules via email.

During orientation new students are informed about the training, assessment and support services available to them as well as student responsibilities, key policies that impact their course progress and completion and their rights and obligations at the college.

All commencing students are also provided with a copy of the Student Code of Conduct and a Student Handbook. These contain essential information about the college, courses and student life in Australia.

ALTEC highly values academic honesty and integrity and places great emphasis on ensuring students behave ethically. We do not tolerate any behaviour which diminishes the academic reputation of the college, impairs the ability of students to participate in any legitimate college activity or disrupts the peace and good order of the college and its learning environment.

All plagiarism and academic misconduct matters are guided by the college’s Plagiarism and Academic Misconduct Policy which is available in the Student Handbook and on the college website.

The college has a comprehensive Student Complaints and Appeals Policy and Procedure in place to ensure that current and prospective students are given access to free, effective and fair complaints and appeals processes. Students can access the complaints and appeals procedure if they feel they have been unjustly treated, undermined, vilified or harassed in any circumstances. All complaints will be treated in full confidence. There are no costs involved in the complaints or appeals process.

ALTEC is committed to providing a range of learning materials in alternative formats, for example, in large print for learners with disabilities or special learning needs.

All current and prospective students will be provided with a Student Handbook containing all the essential information to adjust to life in Australia including external resources for international students, college facilities and academic assistance resources.

ALTEC comply with the Disability Discrimination Act 1992 and the Disability Standards for Education Act 2005 and its obligations as an education and training provider to support the rights of students with disability to participate in educational courses and programs on the same basis as students without disability.

Student code of conduct
ALTEC’s Student Code of Conduct sets out the expectations the college places students with respect to their academic and personal conduct and outlines the college’s responsibilities to students. All students are required to observe and comply with all college policies, procedures, guidelines, directives and quality initiatives at all times during their enrolment at the college. The student Code of Conduct is provided on the college's website and within the Student Handbook and Orientation Information Pack. It must be observed at all times.
COURSES AT ALTEC

Our courses are carefully designed to equip students with the appropriate skills and knowledge for employment in their respective fields. Our range of courses will continue to grow, enabling students to select from a wider breadth of career pathways.

Studying at ALTEC enables students to remain up-to-date with changing trends in the market as our course structure and strategies are periodically evaluated and validated with industry stakeholders.

Select your career path from the courses on offer and let ALTEC give you a head start!

All courses are accredited under the Australian Qualifications Framework (AQF)

ALTEC supports learning pathways and offers opportunities for candidates to have their formal learning recognised through RPL and/or Credit Transfer. ALTEC is committed to making its training programs accessible to all members of the community regardless of race, religion, culture, language or physical attributes; all the while ensuring that they are supported in an equitable manner to access, participate and achieve to the same level.
Advanced Diploma of Accounting (FNS60215)

CRICOS Code: 090624M

The Advanced Diploma of Accounting will provide you with the accounting, financial education and management training necessary for an executive level career in accounting as well as providing you with the skills necessary to run your own business. This course offers a pathway into a Bachelor of Accounting. Whether you are an aspiring accounting executive or business owner, this program will equip you with the accounting training you need to develop your financial acumen and improve your career prospects.

This course is designed to prepare you with the skills and knowledge to work in accounting industry and enables participants to undertake the duties of a professional accountant.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC604</td>
<td>Monitor corporate governance activities</td>
</tr>
<tr>
<td>FNSINC601</td>
<td>Apply economic principles to work in the financial services industry</td>
</tr>
<tr>
<td>FNSINC602</td>
<td>Interpret and use financial statistics and tools</td>
</tr>
<tr>
<td>FNSACC501</td>
<td>Provide financial and business performance information</td>
</tr>
<tr>
<td>FNSACC504</td>
<td>Prepare financial reports for corporate entities</td>
</tr>
<tr>
<td>FNSACC506</td>
<td>Implement and maintain internal control procedures</td>
</tr>
<tr>
<td>FNSACC507</td>
<td>Provide management accounting information</td>
</tr>
<tr>
<td>FNSACC502</td>
<td>Prepare tax documentation for individuals</td>
</tr>
<tr>
<td>FNSACC601</td>
<td>Prepare and administer tax documentation for legal entities</td>
</tr>
<tr>
<td>FNSACC602</td>
<td>Audit and report on financial systems and records</td>
</tr>
<tr>
<td>FNSACC607</td>
<td>Evaluate business performance</td>
</tr>
<tr>
<td>FNSACC608</td>
<td>Evaluate organisation's financial performance</td>
</tr>
<tr>
<td>FNSACC613</td>
<td>Prepare and analyse management accounting information</td>
</tr>
<tr>
<td>FNSACC614</td>
<td>Prepare complex corporate financial reports</td>
</tr>
</tbody>
</table>

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options available.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain an Advanced Diploma of Accounting you will need to complete three (3) core plus 11 elective units.
Diploma of Accounting  
(FNS50215)

CRICOS Code: 090623A

This course is designed to provide the necessary skills and knowledge to perform a range of accounting functions such as preparing financial reports, processing and managing accounting information, keeping financial records, preparing tax information and managing accounting systems, among other duties within the finance and accounting field.

This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services.

ENTRY REQUIREMENTS
» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSACC506</td>
<td>Implement and maintain internal control procedures</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC507</td>
<td>Provide management accounting information</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC504</td>
<td>Prepare financial reports for corporate entities</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC501</td>
<td>Provide financial and business performance information</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC502</td>
<td>Prepare tax documentation for individuals</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC503</td>
<td>Manage budgets and forecasts</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC505</td>
<td>Establish and maintain accounting information systems</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIM502</td>
<td>Manage payroll</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM505</td>
<td>Manage remunerations and employee benefits</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options available.

COURSE FEE
International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Diploma of Accounting you will need to complete six (6) core plus five (5) elective units.
Diploma of Financial Planning (FNS50615)

This qualification is offered to local students only.

This qualification is for financial planners who provide a range of standard financial planning services and individuals providing specialist para-planning services.

This qualification may meet ASIC requirements for Tier 1 compliance through selected electives (or in combination with prior competencies). Students seeking specialisations must discuss their options and the availability of electives with the college prior to enrolling in the course.

Financial planning units provide an in-depth coverage of the essential functions and operations within the area supported by client service units. This is a specialist qualification and incorporates Tier 1 generic and specialised knowledge and skills within the relevant units as per ASIC’s training standards described in RG146.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also, as this qualification contains skills and knowledge required for RG146 compliance, a current FNS30115 – Certificate III In Financial Services or equivalent or substantial experience within the financial services industry is preferred.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION
52 weeks including term breaks and holidays. 40 contact weeks.

MODE
Flexible and blended delivery options.

COURSE FEE
Local:
Enrolment fee: $100 (non-refundable).
Tuition fee:
Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Diploma of Financial Planning you will need to complete nine (9) core plus six (6) elective units.

FNSASICZ503 Provide advice in Financial Planning Core
FNSFPPL501 Comply with financial planning practice ethical and operational guidelines and regulations Core
FNSFPPL502 Conduct financial planning analysis and research Core
FNSFPPL503 Develop and prepare financial plan Core
FNSFPPL504 Implement financial plan Core
FNSFPPL505 Review financial plans and provide ongoing service Core
FNSFPPL506 Determine client requirements and expectations Core
FNSINC401 Apply principles of professional practice to work in the financial services industry Core
BSBITU402 Develop and use complex spreadsheets Core
FNSFPPL508 Conduct complex financial planning research Elective
FNSCUS506 Record and implement client instructions Elective
FNSCUS501 Develop and nurture relationships with clients, other professionals and third party referrers Elective
FNSFPPL604 Develop complex and innovative financial planning strategies Elective
FNSORG507 Manage client service and business information Elective
FNSIAD501 Provide appropriate services, advice and products to clients Elective
This qualification is offered to local students only.

This qualification is intended to provide a general purpose pathway into the financial services industry. It is also intended to provide an effective development option for those students for whom the specialist qualification pathways in the Financial Services Training Package are not yet appropriate.

As this course offers flexibility in packaging (1 core + 9 electives), students may select appropriate electives (in compliance with the packaging rules) for a specialist outcome. Entry requirements and prerequisites may change depending on the electives selected. Elective units will also be relevant to the work outcome, local industry requirements and the qualification level.

This qualification may meet ASIC requirements for Tier 1 compliance through selected electives (or in combination with prior competencies). Students seeking specialisations must discuss their options and the availability of electives with the college prior to enrolling in the course.

**ENTRY REQUIREMENTS**

- Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also, as this qualification contains skills and knowledge required for RG146 compliance, a current FNS30115 – Certificate III in Financial Services or equivalent or substantial experience within the financial services industry is preferred.
- Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

**DURATION**

40 weeks including term breaks and holidays. 30 contact weeks.

**MODE**

Flexible and blended delivery options.

**COURSE FEE**

Local:
- Enrolment fee: $100 (non-refundable).
- Tuition fee: Refer to Fee Schedule.

**PROGRAM STRUCTURE**

To attain a Diploma of Financial Services you will need to complete one (1) core plus nine (9) elective units.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>FNSFMK505</td>
<td>Comply with financial services legislation and industry codes of practice</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSINC402</td>
<td>Develop and maintain in-depth knowledge of products and services used by an organisation or sector</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC603</td>
<td>Implement tax plans and evaluate tax compliance</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSRSK502</td>
<td>Assess risks</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSORG504</td>
<td>Monitor and supervise work practices to meet financial services regulatory requirements</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSIAD501</td>
<td>Provide appropriate services, advice and products to clients</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSCUS505</td>
<td>Determine client requirements and expectations</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSCUS506</td>
<td>Record and implement client instructions</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSINC501</td>
<td>Conduct product research to support recommendations</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate IV in Accounting (FNS40615)

CRICOS Code: 090622B

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Persons providing a BAS service for fee or other reward (other than employees) must be registered by the Tax Practitioners Board (TPB). Under the Tax Services Act 2009, the Certificate IV in Accounting qualification is the minimum formal education requirement for registered BAS (Business Activity Statement) agents. This qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience.

Note: Although this qualification meets the requirement for registration as a BAS agent, it does not provide an automatic right to work as a BAS agent or any other financial service provider. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board as this is reviewed regularly.

ENTRY REQUIREMENTS

» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNSBKG404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td>FNSBKG405</td>
<td>Establish and maintain a payroll system</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC404</td>
<td>Prepare financial statements for non-reporting entities</td>
<td>Core</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Core</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC402</td>
<td>Prepare operational budgets</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC302</td>
<td>Administer subsidiary accounts &amp; ledgers</td>
<td>Core</td>
</tr>
<tr>
<td>FNSACC403</td>
<td>Make decisions in a legal context</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSORG507</td>
<td>Manage client service and business information</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options.

COURSE FEE
International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate IV in Accounting you will need to complete 10 core plus three (3) elective units.
Certificate IV in Bookkeeping  
(FNS40215)

CRICOS Code: 086443F

This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

Persons providing a Business Activity Statement (BAS) service must be registered by the Tax Practitioner’s Board and this qualification is currently cited as meeting the minimum educational requirements for registration according to the TAX SERVICES ACT 2009. Other conditions apply including a designated period of experience.

Note: Although this qualification meets the requirement for registration as a BAS agent, it does not provide an automatic right to work as a BAS agent or any other financial service provider. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Tax Practitioners Board as this is reviewed regularly.

ENTRY REQUIREMENTS
» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS8KG404</td>
<td>Carry out business activity and instalment activity statement tasks</td>
<td>Core</td>
</tr>
<tr>
<td>FNS8KG405</td>
<td>Establish and maintain a payroll system</td>
<td>Core</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
<td>Core</td>
</tr>
<tr>
<td>FNSINC401</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
<td>Core</td>
</tr>
<tr>
<td>FNS8KG401</td>
<td>Develop and implement policies and procedures relevant to bookkeeping activities</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Core</td>
</tr>
<tr>
<td>FNS8KG402</td>
<td>Establish and maintain a cash accounting system</td>
<td>Elective</td>
</tr>
<tr>
<td>FNS8KG403</td>
<td>Establish and maintain an accrual accounting system</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC406</td>
<td>Set up and operate a computerised accounting system</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSACC401</td>
<td>Process business tax requirements</td>
<td>Elective</td>
</tr>
<tr>
<td>FNSOR5G07</td>
<td>Manage client service and business information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options.

COURSE FEE
International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate IV in Bookkeeping you will need to complete six (6) core plus seven (7) elective units.
Certificate III in Financial Services (FNS30115)

This qualification is offered to local students only.

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Note: This qualification does not provide an automatic right to work as a financial services advisor. Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

ENTRY REQUIREMENTS
» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

This qualification is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Note: This qualification does not provide an automatic right to work as a financial services advisor. Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

ENTRY REQUIREMENTS
» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

FNSINC301 Work effectively in the financial services industry Core
BSBWHSC201 Contribute to Health and Safety of self and Others Core
BSBWOR203 Work effectively with others Core
BSBWOR204 Use business technology Core
FNSSAM301 Identify opportunities for cross-selling products and services Elective
FNSACC301 Process financial transactions and extract interim reports Elective
BSBCUS103 Implement customer service standards Elective
FNSPRT301 Establish entitlements to an intestate estate Elective
FNSPRT302 Administer a non-complex estate Elective
FNSPRT303 Administer a non-complex trust Elective
FNSPRT405 Establish powers of attorney or financial administration order Elective
FNSPRT406 Administer powers of attorney or financial administration orders Elective
BSBGOV403 Analyse financial reports and budgets Elective

DURATION
26 weeks including term breaks and holidays. 20 contact weeks (20 hours per week).

MODE
Flexible and blended delivery options.

COURSE FEE
Local:
Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate III in Financial Services you will need to complete four (4) core plus nine (9) elective units.
Advanced Diploma of Business (BSB60215)

CRICOS Code: 087491A

This qualification is suited to individuals who possess significant theoretical business skills and knowledge, which they would like to enhance in order to create further educational and/or employment opportunities.

The qualification will provide students with expertise across a range of business functions.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION

Duration 52 weeks including term breaks and holidays 40 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain an Advanced Diploma of Business you will need to complete eight (8) elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIM601</td>
<td>Manage finances</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT615</td>
<td>Contribute to Organisation Development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG608</td>
<td>Develop organisational marketing objectives</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT616</td>
<td>Develop and implement strategic plans</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBSSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Diploma of Business  
**(BSB50215)**

**CRICOS Code:** 087212B

This qualification is suited to individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to individuals with little or no vocational experience, who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Key features of the Diploma of Business include practical application of key business fundamentals and collaborative learning. The Diploma of Business is appropriate for those looking to develop, a career in business and management as well as aspiring small business owners.

This course provides students with career opportunities in a range of roles such as supervisor, team-leader, front-desk manager and accounts clerk across a wide range of industries.

**ENTRY REQUIREMENTS**

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

**DURATION**

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

**MODE**

**International:**
- Full-time face-to-face classroom mode.

**Local:**
- Flexible and blended delivery options.

**COURSE FEE**

**International:**
- Enrolment fee: $250 (non-refundable).
- Tuition fee: Refer to Fee Schedule.

**Local:**
- Enrolment fee: $100 (non-refundable).
- Tuition fee: Refer to Fee Schedule.

**PROGRAM STRUCTURE**

To attain a Diploma of Business you will need to complete eight (8) elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM504</td>
<td>Plan or review administrative systems</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIM501</td>
<td>Manage budgets and financial plans</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM512</td>
<td>Develop and manage performance-management processes</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINM501</td>
<td>Manage an information or knowledge management system</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment, selection and induction processes</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate IV in Business (BSB40215)

CRICOS Code: 086944G

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

This course covers a range of competencies that are relevant to everyday business operations including business documentation, presentation, team work, plan implementation and WHS.

This course provides students with career opportunities in a range of roles such as supervisor, team-leader, projects officer, front-desk manager, administrator and accounts clerk across a wide range of industries.

**ENTRY REQUIREMENTS**

» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR404</td>
<td>Develop work priorities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRES401</td>
<td>Analyse and present research information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCMN401</td>
<td>Make a presentation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITS401</td>
<td>Maintain business technology</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT402</td>
<td>Implement operational plan</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**DURATION**

26 weeks including term breaks and holidays. 20 contact weeks (20 hours per week).

**MODE**

International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options.

**COURSE FEE**

**International:**

Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

**Local:**

Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

**PROGRAM STRUCTURE**

To attain a Certificate IV in Business you will need to complete one (1) core plus nine (9) elective units.
Certificate IV in Business Administration (BSB40515)

This qualification is offered to local students only.

This qualification is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

They may provide leadership and guidance to others.

ENTRY REQUIREMENTS

» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION

40 weeks including term breaks and holidays. 30 contact weeks (20 hours per week).

MODE

Local: Flexible and blended delivery options. Approximately 4 contact hours per week (4 hours x 30 weeks); a total number of approximately thirty (30) face-to-face contacts.

COURSE FEE

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Certificate IV in Business Administration you will need to complete 10 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Elective</td>
</tr>
<tr>
<td>PSPPROC406B</td>
<td>Procure Goods and Services</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and Use Complex Spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and Develop Complex Text Documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU404</td>
<td>Produce Complex Desktop Published Documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM411</td>
<td>Produce Complex Texts from Audio Transcription</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBATSIM416</td>
<td>Oversee Organisational Planning</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBATSIC412</td>
<td>Maintain and Protect Cultural Values in the Organisation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWRK510</td>
<td>Manage Employee Relations</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBREL402</td>
<td>Build Client Relationships and Business Networks</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate III in Business Administration (BSB30415)

This qualification is offered to local students only.

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team.

This course is suitable for those already working in support roles in business administration or seeking the move into an administrative role. Focus areas include keyboard skills, use of the Microsoft Office package, payroll processing, document creation and organisation of schedule among other skills and knowledge.

ENTRY REQUIREMENTS
» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION
40 weeks including term breaks and holidays. 30 contact weeks (20 hours per week).

MODE
Local: Flexible and blended delivery options. Approximately 4 contact hours per week (4 hours x 30 weeks); a total number of approximately thirty (30) face-to-face contacts.

COURSE FEE
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate III in Business Administration you will need to complete two (2) core plus 11 elective units.
Advanced Diploma of Leadership & Management (BSB61015)

CRICOS Code: 089958K

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

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

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

**ENTRY REQUIREMENTS**

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also a Diploma or equivalent OR some vocational experience in the field is preferred.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

**BSBFIM601** Manage finances  Core

**BSBINN601** Lead and manage organisational change  Core

**BSBMGT605** Provide leadership across the organisation  Core

**BSBMGT617** Develop and implement a business plan  Core

**BSBMGT615** Contribute to organisation development  Elective

**BSBMGT621** Design and manage the enterprise quality management system  Elective

**BSBMGT616** Develop and implement strategic plans  Elective

**BSBMGT608** Manage innovation and continuous improvement  Elective

**BBSUS501** Develop workplace policy and procedures for sustainability  Elective

**BSBWS605** Develop, implement and maintain WHS management systems  Elective

**BSBMG617** Manage the marketing process  Elective

**PSPGOV602** Establish and maintain strategic networks  Elective

**DURATION**

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

**MODE**

**International:**

Full-time face-to-face classroom mode.

**Local:**

Flexible and blended delivery options.

**COURSE FEE**

**International:**

Enrolment fee: $250 (non-refundable).

Tuition fee: Refer to Fee Schedule.

**Local:**

Enrolment fee: $100 (non-refundable).

Tuition fee: Refer to Fee Schedule.

**PROGRAM STRUCTURE**

To attain an Advanced Diploma of Leadership & Management you will need to complete four (4) core plus eight (8) elective units.
Diploma of Leadership & Management (BSB51915)

CRICOS Code: 089957M

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

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

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

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also Certificate IV or equivalent or some vocational experience in the field is preferred.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Diploma of Leadership & Management you will need to complete four (4) core plus eight (8) elective units.

BSBLDR501 Develop and use emotional intelligence Core
BSBMGT517 Manage operational plan Core
BSBLDR502 Lead and manage effective workplace relationships Core
BSBWOR502 Lead and manage team effectiveness Core
BSBCUS501 Manage quality customer service Elective
BSBMGT516 Facilitate continuous improvement Elective
BSBMGT502 Manage people performance Elective
BSBPmg522 Undertake project work Elective
BSBADM502 Manage meetings Elective
BSBHRM513 Manage workforce planning Elective
BSBLED501 Develop a workplace learning environment Elective
BSBLDR503 Communicate with influence Elective
Advanced Diploma of Marketing (BSB60515)
CRICOS Code: 087566J

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute marketing strategies using wide-ranging technical, creative, conceptual and managerial competencies.

Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.

This program aims to develop specialist marketing skills and knowledge in the areas of market research, market planning, international marketing, communications and marketing management. Graduates will be able to prepare themselves for senior management roles and exercise leadership and strategic direction within the marketing domain.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also a Diploma or equivalent or some vocational experience in the field is preferred.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG603</td>
<td>Manage the marketing process</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMKG607</td>
<td>Manage market research</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMKG608</td>
<td>Develop organisational marketing objectives</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMKG605</td>
<td>Evaluate international marketing opportunities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG606</td>
<td>Manage international marketing programs</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG523</td>
<td>Design and develop an integrated marketing communication plan</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options.

COURSE FEE
International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain an Advanced Diploma of Marketing you will need to complete four (4) core plus four (4) elective units.
Diploma of Marketing (BSB51215)

CRICOS Code: 087396M

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Areas covered include developing a marketing mix, analysing market trends, interpreting marketing data, conducting or interpreting market research and e-marketing.

Graduates would typically have responsibility for the work of other staff and lead teams in managing marketing activities and conducting marketing campaigns.

This program aims to prepare students for career opportunities in marketing and for further studies at the Advanced Diploma level.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also, Certificate IV or equivalent OR some vocational experience in the field is preferred.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Diploma of Marketing you will need to complete eight (8) elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG502</td>
<td>Establish and adjust the marketing mix</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG506</td>
<td>Plan market research</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG507</td>
<td>Interpret market trends and developments</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG514</td>
<td>Implement and monitor marketing activities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADV507</td>
<td>Develop a media plan</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG510</td>
<td>Plan e-marketing communications</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG513</td>
<td>Promote products and services to international markets</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Advanced Diploma of Network Security (ICT60215)

CRICOS Code: 086743E

This qualification provides an individual with the skills and knowledge required to plan, design, manage and monitor an enterprise information and communications technology (ICT) network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems. The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, including voice, wireless, network infrastructure and sustainability. Relevant electives have been selected to provide a specialisation in Network Security.

Note: Most of the technical units in this course use CISCO equipment and technologies. However, the college has no arrangement with CISCO Academy for certification or articulation. Students must seek separate advice on CCNA/CCNP certification requirements.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also a Diploma or equivalent or some vocational experience in the field is preferred.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTNWK502</td>
<td>Implement secure encryption technologies</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK509</td>
<td>Design and implement a security perimeter for ICT networks</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK601</td>
<td>Design and implement a security system</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK602</td>
<td>Plan, configure and test advanced server-based security</td>
<td>Core</td>
</tr>
<tr>
<td>ICTSUS6233A</td>
<td>Integrate sustainability in ICT planning and design projects</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK608</td>
<td>Configure network devices for a secure network infrastructure</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK609</td>
<td>Configure and manage intrusion prevention system on network sensors</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK612</td>
<td>Plan and manage troubleshooting advanced integrated IP networks</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTSAD503</td>
<td>Minimise risk of new technologies to business solutions</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK503</td>
<td>Install and maintain valid authentication processes</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHS605</td>
<td>Develop, implement and maintain WHS management systems</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options available.

COURSE FEE
International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain an Advanced Diploma of Network Security you will need to complete five (5) core plus seven (7) elective units.
Diploma of Information Technology Networking (ICT50415)

CRICOS Code: 086656D

This qualification provides an individual with the skills and knowledge required to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking, security and e-business integration. This course provides the essential skills and knowledge to build and manage network systems in a business environment, with an emphasis on developing practical skills using a hands-on approach. Areas of study include installation and administration of Linux, Microsoft operating systems, networking security, testing and project management. A combination of core and specialist elective units may provide a logical pathway to vendor certifications such as the CISCO CCNA program.

Note: Most of the technical units in this course use CISCO equipment and technologies. However, the college has no arrangement with CISCO Academy for certification or articulation. Students must seek separate advice on CCNA/CCNP certification requirements.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course. Also, Certificate IV or equivalent OR some vocational experience in the field is preferred.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options available.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Diploma of Information Technology Networking you will need to complete five (5) core plus 11 elective units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT418</td>
<td>Contribute to copyright, ethics and privacy in an IT environment</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT511</td>
<td>Match it needs with the strategic direction of the enterprise</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK529</td>
<td>Install and manage complex ICT networks</td>
<td>Core</td>
</tr>
<tr>
<td>ICTSUS5187A</td>
<td>Implement server virtualisation for a sustainable ICT system</td>
<td>Core</td>
</tr>
<tr>
<td>ICTLN56206A</td>
<td>Produce an ICT network architecture design</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK506</td>
<td>Configure, verify &amp; troubleshoot WAN links &amp; IP services in a medium enterprise network</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK507</td>
<td>Install, operate &amp; troubleshoot medium enterprise routers</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK508</td>
<td>Install, operate &amp; troubleshoot medium enterprise switches</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK511</td>
<td>Manage network security</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK509</td>
<td>Design &amp; implement a security perimeter for ICT networks</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK531</td>
<td>Configure an internet gateway</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK518</td>
<td>Design an enterprise wireless local area network</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTSAS509</td>
<td>Provide client IT support services</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTSAS503</td>
<td>Perform systems test</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT501</td>
<td>Research and review hardware technology options for organisations</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTSAS512</td>
<td>Review and manage delivery of maintenance services</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate IV in Information Technology Networking (ICT40415)

CRICOS Code: 086569C

This qualification provides an individual with the skills and knowledge required to install and manage small scale networks, either as an independent network support technician or as part of a team. This course is designed to develop knowledge and skills in the area of computer systems and network management and also provides training in networking, Linux administration, Windows servers, security and client support. A combination of core and specialist elective units in this course may provide a logical pathway to vendor certifications such as CISCO IT Essentials and CISCO 1 and 2 (ICND1 and ICND2). This program is aimed at learners wishing to develop a career within the Information Technology industry with a networking specialisation or those seeking to pursue higher studies. It is also suitable for those who have completed a Certificate III qualification within the Information Technology or related domains who are looking to upgrade their skills to enhance their career prospects.

Note: Most of the technical units in this course use CISCO equipment and technologies. However, the college has no arrangement with CISCO Academy for certification or articulation. Students must seek separate advice on CCNA/CCNP certification requirements.

ENTRY REQUIREMENTS

» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course.

» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 527, CAE 47, PTE 42.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>ICTICT401</th>
<th>Determine and confirm client Business requirements</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTTEN4198A</td>
<td>Install, configure and test an internet protocol network</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK401</td>
<td>Install and manage a server</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWHS304</td>
<td>Participate effectively in WHS communication and consultation process</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK404</td>
<td>Install, operate and troubleshoot a small enterprise branch network</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK402</td>
<td>Install and configure virtual machines for sustainable ICT</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK403</td>
<td>Manage network and data integrity</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT418</td>
<td>Contribute to copyright, ethics and privacy in an ICT environment</td>
<td>Core</td>
</tr>
<tr>
<td>ICTNWK409</td>
<td>Create scripts for networking</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK407</td>
<td>Install and configure client server applications and services</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTTEN4199A</td>
<td>Install, configure and test a router</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK529</td>
<td>Install and manage complex ICT networks</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT417</td>
<td>Identify, evaluate and apply current industry-specific technologies to meet industry standards</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK411</td>
<td>Deploy software to networked computers</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK406</td>
<td>Install, configure and test network security</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTSAS426</td>
<td>Locate and troubleshoot IT equipment, system and software faults</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTNWK405</td>
<td>Build a small wireless local area network</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.

Local: Flexible and blended delivery options available.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Certificate IV in Information Technology Networking you will need to complete eight (8) core plus nine (9) elective units.
Certificate III in Information, Digital Media & Technology (ICA30115)

CRICOS Code: 086508E

This qualification provides an individual with the skills and knowledge required to be competent in a wide range of general information and communications technology (ICT) technical functions whilst also achieving a degree of self-sufficiency as an advanced ICT user.

Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies. In this course you will develop essential skills and knowledge to install and manage small scale networks, either as an independent network support technician of as part of a team.

ENTRY REQUIREMENTS
» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.0, TOEFL iBT 35, TOEFL PBT 500, CAE 41, PTE 36.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS304</td>
<td>Participate effectively in WHS communication and consultation processes</td>
<td>Core</td>
</tr>
<tr>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT202</td>
<td>Work and communicate effectively in an IT environment</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT301</td>
<td>Create user documentation</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT302</td>
<td>Install and optimise operating system software</td>
<td>Core</td>
</tr>
<tr>
<td>ICTSAS301</td>
<td>Run standard diagnostic tests</td>
<td>Core</td>
</tr>
<tr>
<td>ICTSAS303</td>
<td>Care for computer hardware</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT308</td>
<td>Use advanced features of computer applications</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>Operate Application software packages</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTSAS305</td>
<td>Provide IT advice to clients</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT307</td>
<td>Customise Packaged Software Applications for Clients</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT305</td>
<td>Identify and use current industry specific technologies</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTWEB301</td>
<td>Create a simple mark-up language document</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTWEB302</td>
<td>Build simple websites using commercial programs</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBEBU401</td>
<td>Review and maintain a website</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTWEB416</td>
<td>Customise Content Management System</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
40 weeks including term breaks and holidays. 30 contact weeks (20 hours per week).

MODE
International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options.

COURSE FEE
International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate III in Information, Digital Media & Technology you will need to complete six (6) core plus 11 elective units.
Certificate II in Information, Digital Media & Technology
(ICA20115)

This qualification is offered to local students only.

This entry level qualification provides the foundation skills and knowledge required to use information and communications technology (ICT) in any industry.

Persons working at this level will support ICT in the workplace in a range of basic skill areas including communication, information technology, digital literacy and computer maintenance. Course electives are carefully selected to provide a wide range of ICT functions that are part of common tasks and activities.

This course is aimed at developing the basic skills and knowledge required to work within an information technology driven environment; as well as developing communication, information technology and problem solving skills to effectively operate in a workplace in both independent and team environments.

ENTRY REQUIREMENTS
» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
</tr>
<tr>
<td>ICAICT201A</td>
<td>Use computer operating systems and hardware</td>
<td>Core</td>
</tr>
<tr>
<td>ICAICT202A</td>
<td>Work and communicate effectively in an IT environment</td>
<td>Core</td>
</tr>
<tr>
<td>ICAICT203A</td>
<td>Operate application software packages</td>
<td>Core</td>
</tr>
<tr>
<td>ICAICT204A</td>
<td>Operate a digital media technology package</td>
<td>Core</td>
</tr>
<tr>
<td>ICAWEB201A</td>
<td>Use social media tools for collaboration and engagement</td>
<td>Core</td>
</tr>
<tr>
<td>ICAICT205A</td>
<td>Design basic organisational documents using computing packages</td>
<td>Elective</td>
</tr>
<tr>
<td>ICAICT305A</td>
<td>Identify and use current industry-specific technologies</td>
<td>Elective</td>
</tr>
<tr>
<td>ICAICT207A</td>
<td>Integrate commercial computing packages</td>
<td>Elective</td>
</tr>
<tr>
<td>ICAICT210A</td>
<td>Operate database applications</td>
<td>Elective</td>
</tr>
<tr>
<td>ICASAS209A</td>
<td>Connect and use a home-based local wireless network</td>
<td>Elective</td>
</tr>
<tr>
<td>ICAWEB302A</td>
<td>Build simple websites using commercial programs</td>
<td>Elective</td>
</tr>
<tr>
<td>ICASAS202A</td>
<td>Apply problem-solving techniques to routine IT malfunctions</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION
26 weeks including term breaks and holidays 20 contact weeks (20 hours per week).

MODE
Flexible and blended delivery options available. Approximately 4 contact hours per week (4 hours x 20 weeks); a total number of approximately twenty (20) face-to-face contacts.

COURSE FEE
Local:
Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate II in Information, Digital Media & Technology you will need to complete seven (7) core plus seven (7) elective units.
Certificate IV in EAL (Further Study) (22258VIC)

CRICOS Code: 082712M

EAL students are those whose first language is a language or dialect other than English and who require additional support to assist them to develop proficiency in English. This program is aimed at learners wishing to further develop language, cross-cultural communication and the learning skills needed to undertake further education or employment in Australia.

This course provides learners with an opportunity to improve their English language skills (speaking, listening, reading and writing) as well as study skills through the undertaking of research.

**ENTRY REQUIREMENTS**

» There are no entry requirements for this course. Normally, ALTEC will use the Listening, Speaking, Reading and Writing competencies within the course to guide initial assessment processes in order to determine the current proficiency of the applicant in the English language.

» Age: 18+ years of age at the commencement of the course.

**DURATION**

25 weeks including term breaks and holidays. 20 contact weeks (27 hours per week).

**MODE**

Full-time face-to-face classroom mode or workshop mode for accelerated learning.

**COURSE FEE**

**International:**
Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

**Local:**
Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

**PROGRAM STRUCTURE**

To be eligible for the award of a Certificate IV in EAL (Further Study), learners must successfully complete eight (8) core plus one (1) elective unit.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21353</td>
<td>Research pathways and produce a learning plan and portfolio</td>
<td>Core</td>
</tr>
<tr>
<td>VU21508</td>
<td>Give complex presentations for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21509</td>
<td>Analyse and participate in complex spoken discourse for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21510</td>
<td>Take notes from complex aural texts for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21511</td>
<td>Read and write complex texts for research purposes</td>
<td>Core</td>
</tr>
<tr>
<td>VU21512</td>
<td>Read and write complex texts for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21513</td>
<td>Use critical reading and writing skills for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21514</td>
<td>Use language analysis skills to review own texts</td>
<td>Core</td>
</tr>
<tr>
<td>VU20746</td>
<td>Apply essential further study skills</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate III in EAL (Further Study) (22255VIC)

CRICOS Code: 082711A

EAL students are those whose first language is a language or dialect other than English and who require additional support to assist them to develop proficiency in English. This program is aimed at learners wishing to develop the language, cross-cultural communication and study skills needed to undertake further education in Australia.

The course is designed for participants who have little or no prior educational experience or whose circumstances have resulted in disrupted education but who need to develop initial basic English speaking, listening, reading, writing, numeracy and learning skills prior to accessing further English language education and possible employment.

The course also includes study skills and the basic research skills needed for further study.

ENTRY REQUIREMENTS

» There are no entry requirements for this course. Normally, ALTEC will use the Listening, Speaking, Reading and Writing competencies within the course to guide initial assessment processes in order to determine the current proficiency of the applicant in the English language.

» Age: 18+ years of age at the commencement of the course.

DURATION

25 weeks including term breaks and holidays. 20 contact weeks (26 hours per week).

MODE

Full-time

Face-to-face classroom mode or workshop mode for accelerated learning.

COURSE FEE

International:

Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

Local:

Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To be eligible for the award of a Certificate III in EAL (Further Study), learners must successfully complete seven (7) core plus two (2) elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21323</td>
<td>Develop and document a learning plan and portfolio</td>
<td>Core</td>
</tr>
<tr>
<td>VU21499</td>
<td>Give straightforward oral presentations for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21500</td>
<td>Participate in a range of straightforward interactions for further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21501</td>
<td>Read and write straightforward texts for research purposes</td>
<td>Core</td>
</tr>
<tr>
<td>VU21502</td>
<td>Analyse and produce straightforward texts relevant to further study</td>
<td>Core</td>
</tr>
<tr>
<td>VU21503</td>
<td>Listen and take notes for research</td>
<td>Core</td>
</tr>
<tr>
<td>VU21504</td>
<td>Use language learning strategies and study skills</td>
<td>Core</td>
</tr>
<tr>
<td>VU21473</td>
<td>Investigate Australian art and culture</td>
<td>Elective</td>
</tr>
<tr>
<td>VU21472</td>
<td>Investigate features of the education system in Australia</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate II in EAL (Access) (22251VIC)

CRICOS Code: 092135A

Improve your English language skills in reading, writing, speaking and listening. The English as an Additional Language (EAL) Certificate II course provides participants from non-English speaking backgrounds with:

- employment and living skills
- a knowledge of Australian society
- learning skills
- computing skills
- strategies for a successful transition into work or further study in Australia.

You will gain confidence with your English skills in social situations and learn to better deal with everyday situations. This course can lead you to further English study in the Access, Further Study or Employment streams or Certificate II industry qualifications.

This course provides a pathway to further English study in the Access, Further Study or Employment streams or Certificate II industry qualifications.

ENTRY REQUIREMENTS

» Selection of participants for 22251VIC Certificate II in EAL (Access) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant’s formal education experience.

» Participants in the 22251VIC Certificate II in EAL (Access) should have literacy and language skills to satisfy personal needs. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

DURATION

25 weeks including term breaks and holidays. 20 contact weeks (25 hours per week).

MODE

Full-time

Face-to-face classroom mode or workshop mode for accelerated learning.

COURSE FEE

International:
Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

Local:
Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To be eligible for the award of the 22251VIC Certificate II in EAL (Access), learners must successfully complete a total of 8 units comprising:

» 1 Core unit
» 1 Speaking and Listening unit
» 1 Reading and Writing unit
» 2 Language Skills elective units
» 3 electives

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21297</td>
<td>Develop and document a learning plan and portfolio with guidance</td>
<td>Core</td>
</tr>
<tr>
<td>VU21456</td>
<td>Participate in simple conversations and transactions</td>
<td>Speaking/ Listening</td>
</tr>
<tr>
<td>VU21458</td>
<td>Read and write simple personal communications and transactional texts</td>
<td>Reading/ Writing</td>
</tr>
<tr>
<td>VU21457</td>
<td>Give and respond to simple verbal information and directions</td>
<td>Language Skills</td>
</tr>
<tr>
<td>VU21459</td>
<td>Read and write simple instructional and informational texts</td>
<td>Language Skills</td>
</tr>
<tr>
<td>VU21461</td>
<td>Access the internet and email to develop language</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
</tr>
<tr>
<td>VU21462</td>
<td>Explore community options</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Improve your English language skills in reading, writing, speaking and listening. The English as an Additional Language (EAL) Certificate II course provides participants from non-English speaking backgrounds with:

- employment and living skills
- a knowledge of Australian society
- learning skills
- computing skills
- strategies for a successful transition into work or further study in Australia.

You will gain confidence with your English skills in social situations and learn to better deal with everyday situations. This course can lead you to further English study in the Access, Further Study or Employment streams or Certificate II industry qualifications.

This course provides a pathway to further English study in the Access, Further Study or Employment streams or Certificate II industry qualifications.

ENTRY REQUIREMENTS

» Selection of participants for 22251VIC Certificate II in EAL (Access) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation and the participant’s formal education experience.

» Participants in the 22251VIC Certificate II in EAL (Access) should have literacy and language skills to satisfy personal needs. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

DURATION

25 weeks including term breaks and holidays. 20 contact weeks (25 hours per week).

MODE

Full-time

Face-to-face classroom mode or workshop mode for accelerated learning.

COURSE FEE

International:
Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

Local:
Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To be eligible for the award of the 22251VIC Certificate II in EAL (Access), learners must successfully complete a total of 8 units comprising:

» 1 Core unit
» 1 Speaking and Listening unit
» 1 Reading and Writing unit
» 2 Language Skills elective units
» 3 electives

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Course Title</th>
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<td>VU21461</td>
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<td>Elective</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
</tr>
<tr>
<td>VU21462</td>
<td>Explore community options</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate I in EAL (Access)  
(22250VIC)

CRICOS Code: 092134B

22250VIC Certificate I in EAL (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills directly related to immediate personal and social needs together with electives selected to develop relevant social, settlement, digital literacy and numeracy skills and knowledge. The overall objective of this qualification is preparation for participation in further English language study or vocational training which may include English language support or employment.

The 22250VIC - Certificate I in EAL (Access) provides participants from non-English backgrounds with the opportunity to develop:

- English language skills of reading, writing, speaking and listening
- computing skills
- skills to participate in the community and in further education and training
- learning skills
- a knowledge of Australian society.

This course provides a pathway to further English study in the Access or Employment streams or Certificate II industry qualifications.

ENTRY REQUIREMENTS

» Selection of participants for 22250VIC Certificate I in EAL (Access) is based on their need to develop English language, literacy, numeracy and knowledge skills for further study, employment or community participation.

» Participants in the 22250VIC Certificate I in EAL (Access) should have some literacy and language skills. Applicants undergo a pre-course English language assessment and interview to determine appropriate course placement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21454</td>
<td>Plan language learning with support</td>
<td>Core</td>
</tr>
<tr>
<td>VU21451</td>
<td>Participate in short simple exchanges</td>
<td>Speaking/ Listening</td>
</tr>
<tr>
<td>VU21447</td>
<td>Read and write short, simple descriptive and narrative texts</td>
<td>Reading/ Writing</td>
</tr>
<tr>
<td>VU21450</td>
<td>Give and respond to short, simple verbal instructions and information</td>
<td>Language Skills</td>
</tr>
<tr>
<td>VU21449</td>
<td>Read and write short simple messages and forms</td>
<td>Language Skills</td>
</tr>
<tr>
<td>VU21446</td>
<td>Use basic digital technology language and skills</td>
<td>Elective</td>
</tr>
<tr>
<td>VU21445</td>
<td>Locate health and medical information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU101</td>
<td>Operate a personal computer</td>
<td>Elective</td>
</tr>
</tbody>
</table>

DURATION

25 weeks including term breaks and holidays. 20 contact weeks (23.5 hours per week).

MODE

Full-time

Face-to-face classroom mode or workshop mode for accelerated learning.

COURSE FEE

International:

Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

Local:

Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To be eligible for the award of the 22250VIC Certificate I in EAL (Access), learners must successfully complete a total of 8 units comprising:

» 1 Core unit
» 1 Speaking and Listening unit
» 1 Reading and Writing unit
» 2 Language Skills electives
» 3 electives
Certificate III in Printing and Graphic Arts (Graphic Design Production) (ICP30115)

This qualification is offered to local students only.

This qualification applies to individuals working in graphic design within the printing and graphic arts industry. They produce art and layouts of wording for reproduction in print and electronic media, such as magazines, newspapers, books and websites and for corporate identity programs, exhibitions and advertising. While covering the design essentials, this qualification has a focus on the preparation of design where the application is for print production. They may also provide some leadership and guidance to others with some limited responsibility for the output of others.

ENTRY REQUIREMENTS

» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

| BSBSUS201 | Participate in environmentally sustainable work practices | Core |
| ICPSUP216 | Inspect quality against required standards | Core |
| ICPSUP260 | Maintain a safe work environment | Core |
| ICPSUP262 | Communicate in the workplace | Core |
| CUVGRD302A | Use typography techniques | Elective |
| ICPKNW311 | Apply knowledge of the graphic pre-press sector | Elective |
| ICPDMT322 | Edit a digital image | Elective |
| ICPPRP211 | Develop a basic design concept | Elective |
| ICPPRP221 | Select and apply type | Elective |
| ICPPRP224 | Produce pages using a page layout application | Elective |
| ICPPRP225 | Produce graphics using a graphics application | Elective |
| ICPPRP252 | Output images | Elective |
| ICPPRP311 | Develop a detailed design concept | Elective |
| ICPPRP324 | Create pages using a page layout application | Elective |
| ICPPRP325 | Create graphics using a graphics application | Elective |
| ICPPRP411 | Undertake a complex design brief | Elective |
| ICPPRP421 | Compose and evaluate typography | Elective |
| ICPPRP422 | Digitise complex images for reproduction | Elective |
| BSBITU401 | Design and develop complex text documents | Elective |

DURATION

52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE

Full-time

Flexible and blended delivery options.

COURSE FEE

Local:

Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Certificate III in Printing and Graphic Arts (Graphic Design Production) you will need to complete four (4) core plus 15 elective units.
Certificate II in Printing and Graphic Arts (General) (ICP20115)

This qualification is offered to local students only.

This qualification applies to individuals working within the printing and graphic arts industry. They will be using computerised control, monitoring and data entry systems, information technology, such as computer hardware and software to access data from files. The individuals work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. It is a preparatory qualification that can be used as a pathway into a range of specialist Certificate III qualifications within the printing and graphic arts industry.

This course prepares people for roles such as a production assistant and assistant graphic artist.

ENTRY REQUIREMENTS
» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION
52 weeks including term breaks and holidays. 40 contact weeks (20 hours per week).

MODE
Flexible and blended delivery options.

COURSE FEE
Local:
Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate II in Printing and Graphic Arts (General) you will need to complete four (4) core plus 11 elective units.

<table>
<thead>
<tr>
<th>BSBSUS201</th>
<th>Participate in environmentally sustainable work practices</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICPSUP216</td>
<td>Inspect quality against required standards</td>
<td>Core</td>
</tr>
<tr>
<td>ICPSUP260</td>
<td>Maintain a safe work environment</td>
<td>Core</td>
</tr>
<tr>
<td>ICPSUP262</td>
<td>Communicate in the workplace</td>
<td>Core</td>
</tr>
<tr>
<td>ICPDMT296</td>
<td>Create and test an interactive CD-ROM/DVD</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPPRP284</td>
<td>Produce PDF files for online or screen display</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPPRN384</td>
<td>Set up and produce basic digital print</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPSCP383</td>
<td>Prepare film for complex screen printing</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPSUP281</td>
<td>Use computer systems</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPKNW321</td>
<td>Apply knowledge and requirements of digital production</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPPRP224</td>
<td>Produce pages using a page layout application</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPPRP225</td>
<td>Produce graphics using a graphics application</td>
<td>Elective</td>
</tr>
<tr>
<td>ICPPRN386</td>
<td>Troubleshoot digital media</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUE203</td>
<td>Conduct customer engagement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Certificate IV in Engineering (MEM40105)

This qualification is offered to local students only.

This qualification covers the skills and knowledge required for employment as a Higher Engineering Tradesperson or a Special Class Engineering Tradesperson (Mechanical) – Level II, Special Class Engineering Tradesperson (Fabrication) – Level II, Special Class Engineering Tradesperson (Electrical/Electronic) – Level II within the metal, engineering, manufacturing and associated industries or at equivalent levels in other industries where Engineering Tradespersons work.

The qualification has been specifically developed to be delivered to people who are existing engineering tradespersons or delivered to apprentices in an Engineering Trade who choose to study at a higher level during their apprenticeship. The qualification packaging has been developed on an assumption that competency will be developed through an integrated combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. The qualification may also be achieved through formal skills recognition assessment processes.

ENTRY REQUIREMENTS

» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course. Also, some vocational experience in the field is preferred.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION
88 weeks including term breaks and holidays. 68 contact weeks (20 hours per week).

MODE
Flexible and blended delivery options.

COURSE FEE
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE
To attain a Certificate IV in Engineering you will need to complete 12 Core units plus five (5) Specialisation Electives to the value of 12 points and 29 Electives to bring the total value to at least 109 points.

*Only Core units listed here, contact us for a complete list of electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM12023A</td>
<td>Perform engineering measurements</td>
<td>Core</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>Perform computations</td>
<td>Core</td>
</tr>
<tr>
<td>MEM13014A</td>
<td>Apply principles of occupational health and safety in the work environment</td>
<td>Core</td>
</tr>
<tr>
<td>MEM14004A</td>
<td>Plan to undertake a routine task</td>
<td>Core</td>
</tr>
<tr>
<td>MEM14005A</td>
<td>Plan a complete activity</td>
<td>Core</td>
</tr>
<tr>
<td>MEM15002A</td>
<td>Apply quality systems</td>
<td>Core</td>
</tr>
<tr>
<td>MEM15024A</td>
<td>Apply quality procedures</td>
<td>Core</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>Organise and communicate information</td>
<td>Core</td>
</tr>
<tr>
<td>MEM16007A</td>
<td>Work with others in a manufacturing, engineering or related environment</td>
<td>Core</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>Interact with computing technology</td>
<td>Core</td>
</tr>
<tr>
<td>MEM17003A</td>
<td>Assist in the provision of on the job training</td>
<td>Core</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
</tr>
</tbody>
</table>
Certificate III in Engineering – Fabrication Trade (MEM30305)

This qualification is offered to local students only.

This qualification covers the skills and knowledge required for employment as an Engineering Tradesperson – Fabrication within the metal, engineering, manufacturing and associated industries or other industries where Engineering Tradespersons – Fabrication work. The qualification has been specifically developed to meet the needs of apprentices in the above trade. The qualification packaging has been developed on an assumption that competency will be developed through an integrated combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. The qualification may also be achieved through formal skills recognition assessment processes.

ENTRY REQUIREMENTS

» Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course. Also, some vocational experience in the field is preferred for student seeking entry into this program.

» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

<table>
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<tr>
<td>MEM12024A</td>
<td>Perform computations</td>
<td>Core</td>
</tr>
<tr>
<td>MEM13014A</td>
<td>Apply principles of occupational health and safety in the work environment</td>
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<tr>
<td>MEM14004A</td>
<td>Plan to undertake a routine task</td>
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<tr>
<td>MEM14005A</td>
<td>Plan a complete activity</td>
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<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
</tr>
</tbody>
</table>

DURATION

65 weeks including term breaks and holidays. 50 contact weeks (20 hours per week).

MODE

Flexible and blended delivery options.

COURSE FEE

Local:

Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Certificate III in Engineering Fabrication Trade you will need to complete 12 Core units plus 18 Fabrication stream units to the value of at least 40 points and 10 Specialisation units to bring the total value to at least 73 points.

*Only Core units listed here, contact us for a complete list of electives.
Diploma of Hospitality (SIT50313)

CRICOS Code: 091305G

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This program is aimed at learners wishing to enhance their careers in hospitality management or pursue higher studies in the hospitality field.

ENTRY REQUIREMENTS

» Successful completion of year 12 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 453, TOEFL CBT 133, PTE 43.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

DURATION

78 weeks including term breaks and holidays. 60 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options available.

COURSE FEE

International: Enrolment fee: $250 (non-refundable).
Tuition fee: Refer to Fee Schedule.

Local: Enrolment fee: $100 (non-refundable).
Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Diploma of Hospitality you will need to complete 13 core and 15 elective units.

BSBDIV501A Manage diversity in the workplace
BSBGMT515A Manage operational plan
SITXCCS401 Enhance the customer service experience
SITXCCS501 Manage quality customer service
SITXCOM401 Manage conflict
SITXFIN402 Manage finances within a budget
SITXFIN501 Prepare and monitor budgets
SITXGIC501 Research and comply with regulatory requirements
SITXHCM401 Roster staff
SITXHCM402 Lead and manage people
SITXHCM403 Monitor work operations
SITXHCM501 Establish and conduct business relationships
SITXWHS401 Implement and monitor work health and safety practices
SITXFS101 Use hygienic practices for food safety
SITHCCC309 Work effectively as a cook
SITHIND201 Source and use information on the hospitality industry
SITHCC201 Produce dishes using basic methods of cookery
SITHPAT306 Produce desserts
SITHCC303 Produce meat dishes
SITHCC307 Prepare food to meet special dietary requirements
SITHCC308 Produce cakes, pastries and breads
BSBCCM301 Process customer complaints
BSBWOR203 Work effectively with others
SITHCC204 Produce vegetable, fruit, egg and farinaceous dishes
SITXFSA201 Participate in safe food handling practices
SITHKOP402 Develop menus for special dietary requirements
SITHCC301 Produce poultry dishes
SITHKOP302 Plan and cost basic menus
Certificate IV in Commercial Cookery (SIT40413)

CRICOS Code: 091304G

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This program is aimed at learners wishing to develop a career in commercial cookery or pursue higher studies in the hospitality field. This qualification provides a pathway to work as a commercial cook in various kitchen settings such as restaurants, hotels, clubs, pubs, cafés, cafeterias and coffee shops.

ENTRY REQUIREMENTS

» Successful completion of year 11 or equivalent is the minimum qualification required for entry into this course.
» International students: English level equivalent or greater than IELTS 5.5, TOEFL iBT 46, TOEFL PBT 453, TOEFL CBT 133, PTE 43.
» Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

| BSBDIV501A | Manage diversity in the workplace | Core |
| BSBSUS301A | Implement and monitor environmentally sustainable work practices | Core |
| HLTAID003 | Provide first aid | Core |
| SITHCCC101 | Use food preparation equipment | Core |
| SITHCCC201 | Produce dishes using basic methods of cookery | Core |
| SITHCCC202 | Produce appetisers and salads | Core |
| SITHCCC203 | Produce stocks, sauces and soups | Core |
| SITHCCC204 | Produce vegetable, fruit, egg and farinaceous dishes | Core |
| SITHCCC301 | Produce poultry dishes | Core |
| SITHCCC302 | Produce seafood dishes | Core |
| SITHCCC303 | Produce meat dishes | Core |
| SITHCCC307 | Prepare food to meet special dietary requirements | Core |
| SITHCCC308 | Produce cakes, pastries and breads | Core |
| SITHCCC309 | Work effectively as a cook | Core |
| SITHKOP302 | Plan and cost basic menus | Core |
| SITHKOP402 | Develop menus for special dietary requirements | Core |
| SITHPAT306 | Produce desserts | Core |
| SITXFA101 | Use hygienic practices for food safety | Core |
| SITXFA201 | Participate in safe food handling practices | Core |
| SITXHRM301 | Coach others in job skills | Core |
| SITXINV202 | Maintain the quality of perishable items | Core |
| SITHKOP403 | Coordinate cooking operations | Core |
| SITXCOM401 | Manage conflict | Core |
| SITXFN402 | Manage finances within a budget | Core |
| SITXHRM402 | Lead and manage people | Core |
| SITXMGT401 | Monitor work operations | Core |
| SITXWH5401 | Implement and monitor work health and safety practices | Core |
| BSBCMM301 | Process customer complaints | Elective |
| SITXCOM201 | Show social and cultural sensitivity | Elective |
| SITHFAB201 | Provide responsible service of alcohol | Elective |
| BSFBIA301 | Maintain financial records | Elective |
| BSBSUS201A | Participate in environmentally sustainable work practices | Elective |
| BSBMGT405 | Provide personal leadership | Elective |

DURATION

78 weeks including term breaks and holidays. 60 contact weeks (20 hours per week).

MODE

International: Full-time face-to-face classroom mode.
Local: Flexible and blended delivery options available.

COURSE FEE

International: Enrolment fee: $250 (non-refundable). Tuition fee: Refer to Fee Schedule.
Local: Enrolment fee: $100 (non-refundable). Tuition fee: Refer to Fee Schedule.

PROGRAM STRUCTURE

To attain a Certificate IV in Commercial Cookery you will need to complete 27 core and six (6) elective units.
This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

This program is aimed at learners wishing to develop a career in commercial cookery or pursue higher studies in the hospitality field. This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, cafeterias and coffee shops.

**ENTRY REQUIREMENTS**
- Successful completion of year 10 or equivalent is the minimum qualification required for entry into this course.
- International students: English level equivalent or greater than IELTS 5.0, TOEFL iBT 35, TOEFL PBT 417, TOEFL CBT 107, PTE 36.
- Age: 18+ years of age at the commencement of the course.

Language, Literacy and Numeracy: Students require language, literacy and numeracy skills relevant to the qualification.

**PROGRAM STRUCTURE**
To attain a Certificate III in Commercial Cookery you will need to complete 22 core and three (3) elective units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
<td>Core</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCC101</td>
<td>Use food preparation equipment</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC201</td>
<td>Produce dishes using basic methods of cookery</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC202</td>
<td>Produce appetisers and salads</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC203</td>
<td>Produce stocks, sauces and soups</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC204</td>
<td>Produce vegetable, fruit, egg and farinaceous dishes</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC301</td>
<td>Produce poultry dishes</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC302</td>
<td>Produce seafood dishes</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC303</td>
<td>Produce meat dishes</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC307</td>
<td>Prepare food to meet special dietary requirements</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC308</td>
<td>Produce cakes, pastries and breads</td>
<td>Core</td>
</tr>
<tr>
<td>SITHCCC309</td>
<td>Work effectively as a cook</td>
<td>Core</td>
</tr>
<tr>
<td>SITHKOP101</td>
<td>Clean kitchen premises and equipment</td>
<td>Core</td>
</tr>
<tr>
<td>SITHKOP302</td>
<td>Plan and cost basic menus</td>
<td>Core</td>
</tr>
<tr>
<td>SITHPAT306</td>
<td>Produce desserts</td>
<td>Core</td>
</tr>
<tr>
<td>SITXFSA101</td>
<td>Use hygienic practices for food safety</td>
<td>Core</td>
</tr>
<tr>
<td>SITXFSA201</td>
<td>Participate in safe food handling practices</td>
<td>Core</td>
</tr>
<tr>
<td>SITXHRM301</td>
<td>Coach others in job skills</td>
<td>Core</td>
</tr>
<tr>
<td>SITXINV202</td>
<td>Maintain the quality of perishable items</td>
<td>Core</td>
</tr>
<tr>
<td>SITXWHS101</td>
<td>Participate in safe work practices</td>
<td>Core</td>
</tr>
<tr>
<td>SITHIND201</td>
<td>Source and use information on the hospitality industry</td>
<td>Elective</td>
</tr>
<tr>
<td>SITHFAB201</td>
<td>Provide responsible service of alcohol</td>
<td>Elective</td>
</tr>
<tr>
<td>SITXCOM201</td>
<td>Show social and cultural sensitivity</td>
<td>Elective</td>
</tr>
</tbody>
</table>
EDUCATION PATHWAYS

ALTEC is committed to providing learning pathways, within and across qualifications, to maximise student learning options. Such pathways include access to qualifications via internal and external articulation arrangements and/or via the granting of credit/RPL.

Learning Pathways seek to maximise learning outcomes for ALTEC’s students through internal articulation, sequential or concurrent studies or dual awards.

Nationally Recognised Qualifications

Nationally recognised training is a formal process to ensure training meets the standards required by industry. Students receiving nationally recognised training can be confident that the skills and knowledge they attain are recognised and valued across Australia.

Training package qualifications provide expected pathways into and from a qualification.

ALTEC endeavours to maximise learning options for its students via the effective development and design of qualifications that provide students with pathways between its courses/training packages, as well as to ALTEC’s higher education articulation partners.

Articulation Arrangements

Articulation refers to a transfer of a pre-approved amount of credit which is automatically granted toward a pathway course, generally a higher education course, at a partner institute or university. ALTEC currently has articulation arrangement in place with providers that grant advanced standing into their Bachelor degree for students who have completed certain ALTEC Vocational Diplomas.

Pathways between ALTEC’s Courses

Students may seek credits or recognition of prior learning when enrolling in a new course or changing an existing course to a new course at ALTEC.

Proposed Credit

Successful completion of selected ALTEC qualifications will enable students to obtain credits into a degree program with ALTEC’s higher education partner. Refer to the table below for further information.

For further information please go to


<table>
<thead>
<tr>
<th>ALTEC Course</th>
<th>Destination Course</th>
<th>Proposed Credit</th>
<th>Associated time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Diploma of Leadership and Management</td>
<td>Bachelor of Business</td>
<td>12</td>
<td>1.5 years</td>
</tr>
<tr>
<td>Advanced Diploma of Business</td>
<td>Bachelor of Business</td>
<td>12</td>
<td>1.5 years</td>
</tr>
<tr>
<td>Advanced Diploma of Marketing</td>
<td>Bachelor of Business</td>
<td>12</td>
<td>1.5 years</td>
</tr>
<tr>
<td>Advanced Diploma of Accounting</td>
<td>Bachelor of Business</td>
<td>12</td>
<td>1.5 years</td>
</tr>
<tr>
<td>Advanced Diploma of Accounting</td>
<td>Bachelor of Accounting</td>
<td>9</td>
<td>1.13 years</td>
</tr>
<tr>
<td>Diploma of Business</td>
<td>Bachelor of Business</td>
<td>8</td>
<td>1 year</td>
</tr>
<tr>
<td>Diploma of Leadership and Management</td>
<td>Bachelor of Business</td>
<td>8</td>
<td>1 year</td>
</tr>
<tr>
<td>Diploma of Marketing</td>
<td>Bachelor of Business</td>
<td>8</td>
<td>1 year</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>Bachelor of Business</td>
<td>8</td>
<td>1 year</td>
</tr>
<tr>
<td>Diploma of IT (Networking)</td>
<td>Bachelor of Business</td>
<td>4</td>
<td>0.5 year</td>
</tr>
<tr>
<td>Certificate IV in Business</td>
<td>Bachelor of Business / Accounting</td>
<td>4</td>
<td>0.5 year</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>Bachelor of Accounting</td>
<td>6</td>
<td>0.75 year</td>
</tr>
</tbody>
</table>
ESOS FRAMEWORK AND YOUR RIGHTS

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code (2007).

Protection for overseas students
As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at:
http://CRICOS.deewr.gov.au

CRICOS registration guarantees that the course and the education provider meet the high standards necessary for overseas students. Please check carefully that the details of your course, including its location, match the information on CRICOS.

Your rights
The ESOS framework protects your rights, including:

» Your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider’s agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

» Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course fees. You should keep a copy of your written agreement.

» Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

Your right to know:

» How to use your provider’s student support services;

» Who the contact officer or officers are for overseas students;

» If you can apply for course credit;

» When your enrolment can be deferred, suspended or cancelled;

» What your provider’s requirements are for satisfactory progress in the course/s you study;

» If attendance will be monitored for those course/s

» What will happen if you want to change providers; and

» How to use your provider’s complaints and appeals process.

Your responsibilities
As an overseas student on a student visa, you have responsibilities to:

» Satisfy your student visa conditions;

» Maintain your Overseas Student Health Cover (OSHC) for the period of your stay;

» Meet the terms of the written agreement with your provider;

» Inform your provider if you change your address;

» Maintain satisfactory course progress; including attendance if this is recorded for your course; and

» If you are under 18, maintain your approved accommodation, support and general welfare arrangements.

My experience at ALTEC has been excellent as they provide a quality training program for international students such as myself. The trainers are always helpful and supportive offering feedback and suggestions to further develop my knowledge.

My qualification has given me a meaningful insight into building a professional career to achieve my goals.

Sainbileg Badarch

For more information contact Department of Education, Employment and Workplace Relations (DEEWR: ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au), or Department of Immigration and Border Protection (DIBP: www.immi.gov.au, Phone 131 881 in Australia, or any DIBP office in your home country).
PRIOR LEARNING

In compliance with the VET Quality Framework and the AQF National Principles and Operational Guidelines for Recognition of Prior Learning, ALTEC has policies and procedures that enable candidates to seek recognition for learning previously gained through formal, non-formal and informal learning and work experiences.

Recognition of prior learning (RPL)

RPL is an assessment process that assesses an individual’s informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to and/or partial or total completion of a qualification.

ALTEC makes RPL available to all students in compliance with the relevant Standards for NVR Registered Training Colleges (SNR).

Learners may apply for Recognition of Prior Learning (RPL) if they have relevant and current work or life experience and consider they are able to meet the unit competencies. Learners may apply for RPL/Credit Transfer prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any class/workshop opportunities offered should they be unsuccessful in the RPL process.

An RPL guide and application form can be obtained from student services. Note - the submission of an application for RPL does not guarantee that an exemption will be granted.

Credit transfer

The college recognises course credit within the ESOS framework and grants appropriate credit towards units of competency achieved under nationally recognised qualifications.

Credit transfer assesses the initial course or subject that an individual is claiming to have completed for the purpose of obtaining credit and compares it to the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.

This may include credit transfer based on formal learning outside the AQF framework (AQF). Appropriate credit transfer may be granted to eligible learners against each unit of competency upon verified evidence of successful completion of the same unit in an equivalent or higher nationally endorsed qualification.

Pathways

ALTEC has pathways arrangements with leading higher education institutes for select courses, offering standing/advanced credits in approved programs.

Students should discuss pathway options and availability at the time of enrolment or during student orientation if they have a plan for further study in Australia.

Specifically, ALTEC delivers a Bachelor program on its campus in partnership with one of Australia’s leading higher education institutions, providing pathways for ALTEC graduates. Enquiries can be made with student services.

Studying at ALTEC has been an extremely positive experience for me. I’ve found the staff to be friendly and helpful; ensuring I have a first class student experience.

Poonnada Suetrong
FEES AND REFUNDS

For new students enrolling in ALTEC’s courses, fees generally comprise an Application Fee (non-refundable), Course Fee and Materials Fee. All applicable fees are specified in the Student Agreement and ALTEC’s yearly Schedule of Fees. Recent changes to the Education Services for Overseas Students (ESOS) Act require that fees and refunds are allocated across Study Periods.

**Study period**
A Study Period is a distinct period of study up to a maximum of 24 weeks within a course. It can take the form of a term, semester, trimester, short course of similar or lesser duration and it excludes holidays and term/semester breaks.

ALTEC’s study periods are set at ten (10) weeks. Study periods are clearly defined in the Student Agreement.

**Pre-paid tuition fees**
Pre-paid fees are Tuition Fees paid in advance prior to commencement of a course or a study period. For courses with a total study period of 24 weeks or less, ALTEC may choose to charge up to 100% of the course fee in advance. For courses with a total study period of more than 24 weeks, only 50% of the total fee is required at the time of enrolment.

In compliance with the relevant laws, all prepaid fee are deposited into a separate bank account when the students commence their studies with ALTEC.

**Tuition fees**
Tuition Fee covers the cost of providing the course of study and use of resources at ALTEC. The tuition Fee does not include Overseas Student Health Cover (OSHC), administration costs including enrolment/application fee, home stay booking fee, airport pick-up fee, and any study materials and/or Equipment.

The tuition fees are set for a complete course and cannot be charged, calculated or broken up on a unit basis.

Tuition fees are charged per study period over the prescribed duration of the course. Fee invoices will be sent out to the students at least four weeks prior to the start of a new study period with an appropriate due date according to ALTEC’s Student Fee Policy.

**Refund of fees**

- Only unused/unexpended Tuition Fees are refundable. Refunds of Tuition Fees are governed by ALTEC’s Fee Refund Policy and Procedure, available from the ALTEC website or student services.
- The only refundable fees are the tuition fees. Fee refunds will be based on unexpended (unused) tuition fees.
- Where an enrolment change is necessitated by illness or other exceptional and compassionate circumstances beyond the student’s control and which prevent the student from completing studies in that study period, any refund of tuition fees is contingent upon approval of the refund by the CEO.
- The fees and charges required to be paid to ALTEC by a student will be as specified in a signed written agreement between the student and the college that is entered into prior to the student commencing in the course(s) to which the agreement pertains.
- Fees and charges may be consolidated under a “package” if the student is enrolled in more than one course at the college.

**Full refund of tuition fees**
All unexpended (unused) tuition fees will be refunded in full where:

- The course does not start on the agreed starting date which is notified in the Letter of Offer.
- The course stops being provided after it starts and before it is completed.
- The Course is not provided fully to the student because the college has a sanction imposed by a government regulator.

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**Tuition protection service**

Recent changes to the Education Services for Overseas Students (ESOS) Act have further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS). The Tuition Protection Service (TPS) is an initiative of the Australian Government to ensure the protection of student fees; in particular pre-paid fees.

In compliance with the Act, ALTEC will not receive more than 50% of the total tuition fee for the course before the student commences a course that is more than 24 weeks (Study Period) in duration. Subsequently, after the student commences the course, ALTEC will not require the student to pay any further tuition fees until 2 weeks before the start of the second study period.

Through its relevant policies and procedures, ALTEC implements requirements for Provider Default - Part 5, Division 1, Subdivision A of the ESOS Act; and Student Default - Part 5, Division 2, Subdivision B of the ESOS Act.

In the unlikely event that ALTEC is unable to deliver the student’s course in full, the student will be offered a refund of all pre-paid tuition fees the student has paid to date less the Application Fee in accordance with ALTEC’s Fee Refund Policy and Procedure.
The Student will have the right to choose any time where;

» A student formally withdraws from a course at least four (4) weeks prior to the agreed enrolment start date or the term start date;

» In the circumstance where an offer for admission was made to a student by ALTEC less than four weeks before the scheduled term or study period start date as per ALTEC’s academic calendar, the student will be entitled to a full refund of tuition fees if formally withdrawn before the start of the term or study period.

And in compassionate circumstances at any time where;

» A student is unable to obtain a student visa;

» Illness or disability prevents a student from taking up the course;

» There is death of a close family member of the student (parent, sibling, spouse or child); or

» Other special or extenuating circumstances, including political, civil or natural events, which prevent a student from taking up the course. Note: any refund under this category is at the discretion of the CEO.

The Student will have the right to choose whether to seek a full refund of the fees, or to accept a place in another course. If the student chooses placement in another course, the college will ask the student to sign a new student agreement to confirm acceptance of the placement.

Partial refund of fees
Other than the above circumstances, partial refunds of the amounts specified below will be provided in the following circumstances:

» Where a student formally withdraws from a course less than four (4) weeks before the agreed start date or term start date, 50% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded.

No refund of fees
In certain circumstances, students will not be entitled to a refund of tuition fees. These circumstances include;

» Where a student formally withdraws from a course after the agreed start date or term start date, the student will not be entitled to a refund and will still be liable for the tuition fee for that/current term or study period.

» Leave of absence, deferral and suspension of studies do not entitle a student to a refund of tuition fees for the duration of the period of absence, deferment or suspension.

» A student whose enrolment is either suspended or cancelled by the college for whatsoever reason during an enrolment period, including but not limited to misbehaviour or non-payment of fees to the college, is not eligible for a refund for that term.

» A Student whose visa is cancelled during an enrolment period while in Australia for any reason shall not be eligible to a refund.

» A student, who supplies incorrect or fraudulent information or documents to obtain a place at the college, shall not be eligible to a refund.

A student who has not paid tuition fees by the fee due date may have their enrolment cancelled at the college.

All refund claims must be submitted to the college reception in writing using the college’s Refund Request Form and accompanied by appropriate supporting documents. All refund applications must be made and signed in person by the student. Where it is not possible for a student to be present in person (e.g. students residing overseas or international students) to claim a refund, the student must send a scanned copy of their signed forms to the Student Admissions Officer either by email or facsimile. On receipt of email or facsimile applications, the Student Admissions Officer will verify the student’s signature with our records and may also telephone the student to verify the student’s identity. No refunds will be made on email or facsimile applications until the student’s identity has been verified. In normal circumstances, the college will refund the amount within four (4) weeks after receipt of the completed and signed Refund Request Form together with the appropriate supporting documents.

A student may appeal against a decision made with respect to fees, including refunds. All appeals must be lodged in writing according to the process for appeals as detailed in the Student Complaints and Appeals Policy and Procedure.

I am continually impressed by the quality of teaching and knowledge that I receive whilst undertaking my Certificate IV in IT Networking at ALTEC.

The coordinators are sensitive to my need to juggle study with work commitments as is common for international students. The trainers are friendly, helpful, motivated and knowledgeable with a student first focus.

Lucky Aigbokhaebh
APPLICATION PROCESS

ALTEC offers eight (8) intakes throughout the year and candidates may enter a course at any of these intakes, subject to entry requirements.

Students may apply by completing and submitting an application form or lodging an online application

Application forms can be obtained from ALTEC’s website (www.altec.vic.edu.au), ALTEC’s reception, or through an approved education agent.

What happens after you apply (Off-Shore Students)?

1. ALTEC will assess your application against course entry requirements and verify supporting documents.
2. On acceptance, ALTEC will issue you an Offer Letter for a place in your desired course(s).
3. You then accept ALTEC’s offer for a place by meeting the offer conditions noted in the letter, which may also include an advanced payment of initial fees.
4. You will be issued with an eCoE and placed provisionally in your course(s) of study.
5. You can take the Letter of Offer and the eCoE to the nearest Australian Overseas Mission (e.g. Consulate or Embassy) and initiate the process to lodge your student visa application
6. Notify ALTEC when you have received your visa.
7. You will then need to accept and sign ALTEC’s International Student Agreement.
8. ALTEC will send you pre-departure and commencement information, including information about your orientation program.
9. You may, accordingly, plan your trip to Australia.
10. On arrival, ALTEC’s support staff will assist you with settling into your student life.

What happens after you apply (On-Shore Students)?

1. ALTEC will assess your application against course entry requirements and verify supporting documents.
2. If transferring from another provider where the duration of the principal course of study undertaken was less than six months, ALTEC will require a Letter of Release from your previous provider.
3. On receipt, ALTEC will issue you an Offer Letter for a place in your desired course(s).
4. Students are then required to accept ALTEC’s offer for a place by meeting the offer conditions noted in the letter, which may also include an advanced payment of initial fees.
5. You will then be issued with an eCoE and placed provisionally in your course(s) of study.
6. ALTEC will verify your student visa validity and if required, advise the Department of Immigration and Border Protection (DIBP) of your changed circumstances.
7. You will need to accept and sign ALTEC’s International Student Agreement.
8. ALTEC will send you orientation program information and term timetables.
9. You will commence studies at the agreed start date.
FAQS

How do students apply for admission into the college?
Students need to first complete and lodge the college’s relevant Application Form; i.e. Application Form – International Student or Application Form – Domestic Students. Prospective students may apply directly or through an Education Agent for admission into their desired course(s). The courses can also be packaged to offer an academic pathway for students looking for a specific educational outcome.

How does the college formalise the enrolment?
Once an application is received with the relevant documents, the college determines if the applicant meets the entry requirements for the intended courses. Once all the enrolment conditions have been met, the college extends an offer letter to the applicant along with a copy of the Student Agreement. This agreement aims to ensure the obligations and rights of both the registered provider and student are clearly set out, including the money payable and services to be provided (The National Code: Standard 3).

What is the Tuition Fee?
Tuition fees are fees we receive, directly or indirectly, from an overseas student or intending overseas student, or another person who pays the fees on behalf of an overseas student or intending overseas student that are directly related to the provision of a course that ALTEC is providing, or offering to provide, to the student. Tuition fees are clearly shown against each course of study in ALTEC’s Offer Letter as well as the Student Agreement. The course fee will not change for the duration of the students’ enrolment in the course.

What other types of fees may be charged along with the tuition fees?
Other types of fees may include,
- Application Fee
- Materials fee
- RPL fee
- Reassessment Fee
- Late Fee

The college includes all the applicable fees for a student in the Student Agreement. Any fee type that is not included in the Student Agreement is not charged.

Are the fees refundable?
The only refundable fees are the tuition fees. Fee refunds will be based on unexpended (unused) tuition fees. Refer to the college’s Fee Refund Policy and procedure for further information.

Is there a pre-commencement fee?
As per the recent changes to the Education Services for Overseas Students Act 2000, effective, 1 July 2012, up to 50% of total tuition fees may be collected prior to student commencement (unless the course is 24 weeks or less. If a student enrols in packaged courses (e.g. Cert IV + Diploma + Advanced Diploma), up to 50% of the tuition fee of the first course may be collected prior to student commencement.

How are prepaid fee stored?
ALTEC keeps the initial prepaid tuition fees in a separate pre-paid fees account. This account can only be drawn down when the student commences the course. ALTEC has established a mechanism for keeping pre-paid tuition fees separate from day-to-day operating expense accounts, so that if a refund is payable before the student commences, the refund can be made in a timely fashion without impacting the financial operations of the business, students or recourse to the tuition protection system.

What if a student is having difficulty paying their fees?
ALTEC recognises that some students may face financial difficulties due to unforeseen circumstances in their personal or family situation. ALTEC has a payment plan system in place by which students can choose to pay the fees in instalments, or a later date as mutually agreed. The students must apply for a fee extension or fee instalments using the appropriate forms.

Is there a fee for RPL or Credit Transfer?
The college does not charge any fee for Credit Transfer applications. RPL is an extensive process and the RPL fee is equivalent to a single unit fee on a pro-rata basis based on the total course fee.

How does the college ensure access and equity in its programs?
Access refers to the ability to enter training regardless of racial, religious, cultural or language backgrounds or physical attributes. Equity is about ensuring that all people have the support that they need to access, participate and achieve to the same level. The college has an Access and Equity Policy in place that ensures that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities or location. The college staff, trainers and assessors adhere to the principles and practices of access and equity in the provision of education and training services.

What support services are provided to students, especially international students who are just beginning their studies?
All incoming students are expected to attend a student orientation session on arrival. The College’s Student Orientation session is aimed at supporting students to adjust to study at the college and to life in Australia in general. The college invites guest speakers from various government agencies (e.g. DIBP) and industry for the benefit of the students.

Is the college attendance based?
No. The college has adopted and implemented the DEEWR and DIBP approved course progress policy and procedures for its courses. Therefore, Standard 11 of The National Code 2007 does not apply. However, it does not mean that students can simply skip classes. Student attendance in classroom learning and assessment sessions is strongly linked to academic performance. Further, in a competency-based environment, students need to demonstrate certain skills as part of their course which is best achieved during in-class assessment sessions. Missing classes and remaining absent without college approval may impact on your course progress and course duration.

What happens if a student does not turn up for class?
If a student misses three consecutive classes without an approved leave of absence from the college, the trainer will complete and forward a Trainer Concern Form to the Course Coordinator.

What is Course Progress?
Course Progress is the measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill based competencies (The National Code 2007).
**FAQS**

**How does the college monitor student progress?**
The college has a Course Progress Policy and Procedure in place that ensures students studying at the college maintain satisfactory course progress throughout the duration of their studies. This policy and procedure also provide the framework for dealing with unsatisfactory progress and taking remedial action.

**What types of assessment am I likely to encounter in my studies?**
Depending on the course, a unit may contain written and practical tasks, case studies, projects, presentations, tests and exams. Some in-class activities may also contribute towards assessment in the form of a portfolio.

**Do I need to complete all assessments to pass a unit?**
Yes. To pass a unit, you need to complete all the assessments and obtain a Competent “C” grade in each of the assessment tasks.

**What happens after I get an “NYC” in a unit?**
You will be subjected to college’s Reassessment Policy. The following conditions apply:

1. If you have attended all the designated assessment sessions but have either failed to submit a task or have been deemed “NYC” in a task; You will be given TWO (2) more opportunities to correct and/or submit work before the end of the term
2. If you have NOT attended any designated assessment sessions; You will be provided an opportunity to attend supplementary assessment sessions organised before the end of the term. You will then have ONE (1) more opportunity to correct and/or submit your work before the end of the term at no extra cost if you are deemed “NYC” in any of the assessment tasks. You may also be subjected to college’s Course Progress policy if you do not pass 50% or more units in an academic term.
3. If you have NOT attended any designated assessment sessions and the academic term has ended; You will be deemed Not Yet Competent (NYC) and will need to re-sit/repeat the unit in the subsequent term.

**What is a Principle Course of Study?**
Principle Course of Study is defined in the National Code 2007 as the “main course of study” that is, or is due to be undertaken by an international student. This is generally the final program or highest qualification in a package of courses.

**Under what circumstance will the college provide a student with a letter of release to transfer to another provider?**
The college will grant a letter of release only where:

- The student has provided a letter from another registered provider confirming that a valid enrolment offer has been made;
- There are no fees, complaints, appeals or any other disciplinary issues outstanding against the student

**Do the students have to pay for a letter of release?**
No. When granted, a letter to release is provided Free of Charge along with all due student results and/or testamurs and Statements of Attainment.

**What is a Deferment?**
Deferment is postponement of the commencement of a course of study. It must occur prior to the start of a new academic term or a study period. Deferment is usually of the course start date and granted for a complete term; allowing a student to commence or re-commence their studies in subsequent academic terms.

**What is a suspension of studies?**
Suspension of studies is a temporary postponement of an undertaken course of study. It may occur at any time during an academic term or a study period.

**Under what circumstance are deferment or suspension of studies granted?**
Under the provisions of The National Code 2007 Standard 13, the college can only defer or temporarily suspend the enrolment of the student on the grounds of:

- Compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes);
- If a student’s deferral or suspension application is rejected, the student will have an option to appeal the decision within 20 working days after receiving the notification.

**Can international students remain in Australia after being granted a deferral or a suspension of studies?**
If a leave of absence, deferral, or suspension of studies is approved for 28 days or longer, DIAC requires the students to leave Australia (unless there are exceptional circumstances). As an international student, they must:

- Remain offshore for the duration of their leave (if it is longer than 28 days); and
- Return no more than one month prior to the commencement of their next term/semester. A suspension of studies is a temporary postponement of an undertaken course of study and the student will need to apply for a deferment if the absence is likely to prolong beyond one academic term.

**Can a student apply for a Leave of Absence while in Australia?**
Yes. A leave of absence can be granted on compassionate groups for a maximum duration of two weeks as per the college’s Deferral, Suspension and Cancellation of Enrolment Policy.

**Can the college suspend or cancel a student’s enrolment?**
The college may suspend or cancel a student enrolment on certain grounds including:

1. Breach of Student Agreement conditions;
2. Breach of Student Code of Conduct or due to any disciplinary reasons where the student’s offence is clearly established and the appeal process has been exhausted;
3. Non-payment of tuition fees;
4. Non-commencement of studies while on-shore and absence for a period of 28 days or longer without prior approval from the college; and
5. Unsatisfactory course progress and/ or student misbehaviour.
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