

holmesglen

INTERNATIONAL
COURSE GUIDE
2016



**WHERE
YOUR
FUTURE
BEGINS**

MELBOURNE, AUSTRALIA

WELCOME TO HOLMESGLEN



Chief Executive, Mary Faraone

Thank you for your interest in studying at Holmesglen, a leading government education and training institution in Australia. Holmesglen has welcomed international students to our Melbourne campuses for more than 25 years and takes great pride in engaging and supporting our students to achieve their lifelong educational and career goals.

Holmesglen enjoys a reputation in Australia and throughout the world as a centre of excellence and innovation in the design and delivery of quality educational programs. We offer an extensive range of technical, vocational and higher education courses using a range of instructional technologies, with all courses accredited by the Australian government.

As a student at Holmesglen you will experience an institute characterised by commitment to outstanding teaching and learning and the development of highly motivated, work-ready and respected graduates. Our Graduate Employment Service assists Holmesglen graduates find employment in their field of study and provides access to a wide range of career support programs, internships and work placement opportunities. The Institute's simulated workplace facilities and industry partnerships ensure our students gain the practical skills required for future employment.

Holmesglen students enjoy outstanding facilities which provide the opportunity to learn and develop in a stimulating, modern and safe study environment.

Our commitment to ensuring an outstanding study experience at Holmesglen for our international students also includes the availability of a wide range of support services across all campuses. Assistance with your language and learning skills, accommodation, recreational activities, health services, career plans, and personal guidance are some of the many services we offer to enhance your student life in Melbourne.

We look forward to welcoming you to our diverse and vibrant community at Holmesglen.

A handwritten signature in black ink that reads "Mary Faraone". The signature is written in a cursive, flowing style.

Mary Faraone
Chief Executive, Holmesglen Institute

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All information contained in this publication is subject to change without notice. It is the sole responsibility of the student to research and confirm all general and specific course information prior to submitting an application for admission. For the most current course information, please refer to the Holmesglen website. Visit www.holmesglen.edu.au.

Holmesglen CRICOS Provider Code: 00012G September 2015






COURSE LIST 2016

 COURSE	 DURATION	 INTAKE	 FEE (\$AU)	 CAMPUS	PAGE NO.
ENGLISH LANGUAGE PROGRAMS					
ENGLISH					
ELICOS (General English)	10–40 weeks	Jan, Feb, Apr, Jul, Aug, Sep, Nov	\$2,900 (10 weeks) \$5,800 (20 weeks) \$11,600 (40 weeks)	Chadstone Moorabbin Waverley	25
ELICOS (English for Academic Purposes)	20 weeks	Jan, Jul	\$5,800	Chadstone Moorabbin	25
English for Study Skills	4 weeks	Jan, May	\$1,160	Chadstone Moorabbin	25
Certificate IV in ESL (Employment/Professional)	15 weeks	Jan, Apr, Jul, Sep	\$5,800	Moorabbin	24
Certificate IV in ESL (English for Health Professionals)	20 weeks	Jan, Apr, Jul, Sep	\$5,800	Moorabbin	
ARTS AND DESIGN					
SCREEN AND DIGITAL MEDIA					
Certificate IV in Screen and Media (Animation and Digital Media)	6 months	Jul	\$6,100	Waverley	28
Diploma of Screen and Media (Radio and TV)	1 year	Feb	\$12,200 per year	Chadstone	28
Certificate IV in Photo Imaging	1 year	Feb	\$12,200 per year	Waverley	31
Diploma of Photo Imaging	1 year	Feb	\$12,200 per year	Waverley	31
Bachelor of Screen Production	3 years	Mar, Aug	\$17,200 per year	Waverley	28
Bachelor of Sports Media	3 years	Mar, Aug	\$15,000 per year	Chadstone	29
DESIGN					
Certificate IV in Applied Fashion Design and Technology	1 year	Feb	\$12,200 per year	City	27
Bachelor of Fashion (Apparel Engineering and Design)	3 years	Mar	\$17,200 per year	City	27
Certificate IV in Design	1 year	Feb, Jul	\$12,200 per year	Chadstone	30
Advanced Diploma of Graphic Design	2 years	Feb	\$12,200 per year	Chadstone	31
BUILDING AND CONSTRUCTION					
BRICKLAYING					
Certificate III in Bricklaying/Blocklaying	1 year	Feb, Jul	\$13,000 per year	Chadstone	33
WALL AND FLOOR TILING					
Certificate III in Wall and Floor Tiling	1 year	Feb, Jul	\$13,000 per year	Chadstone	33
WALL AND CEILING LINING					
Certificate III in Wall and Ceiling Lining	1 year	Feb, Jul	\$13,000 per year	Chadstone	33
CARPENTRY					
Certificate III in Carpentry	1 year	Feb, Jul	\$13,400 per year	Chadstone	34
PAINTING AND DECORATING					
Certificate III in Painting and Decorating	1 year	Feb, Jul	\$13,000 per year	Chadstone	34
BUILDING					
Certificate IV in Building and Construction (Building)	1 year	Feb, Jul	\$13,000 per year	Chadstone	34
Diploma of Building and Construction (Building)	1.5 years	Feb, Jul	\$13,000 per year	Chadstone	35
Bachelor of Construction Management and Economics	4 years	Mar, Aug	\$16,000 per year	Chadstone	35
Graduate Diploma of Construction Management and Economics	1 year	Mar, Aug	\$18,400 per year	Chadstone	36
Diploma of Building Surveying	1 year	Feb	\$13,000 per year	Chadstone	36
Advanced Diploma of Building Surveying	1 year	Feb	\$13,000 per year	Chadstone	36





HOLMESGLEN INTERNATIONAL STUDENT COURSE LIST 2016

 COURSE	 DURATION	 INTAKE	 FEE (\$AU)	 CAMPUS	PAGE NO.
Bachelor of Building Surveying	4 years	Mar, Aug	\$16,000 per year	Chadstone	37
Graduate Diploma of Building Surveying	1 year	Mar, Aug	\$18,400 per year	Chadstone	37
Advanced Diploma of Building Design (Architectural)	2 years	Feb, Jul (Chadstone) Jan, April (City)	\$13,000 per year	Chadstone City	37
BUSINESS AND MANAGEMENT					
Certificate IV in Business	6 months	Feb, Jul	\$6,000	Chadstone	39
MARKETING					
Diploma of Marketing	6 months	Feb, Jul	\$6,000	Chadstone	39
Bachelor of Business (Marketing Management)	3 years	Mar, Aug	\$15,000 per year	Chadstone	39
ACCOUNTING					
Certificate III in Accounts Administration	6 months	Feb, Jul, Oct [^]	\$6,000	Chadstone Moorabbin	40
Certificate IV in Accounting	6 months	Feb, Jul	\$6,000	Chadstone Moorabbin	40
Diploma of Accounting	6 months	Feb, Jul	\$6,000	Chadstone Moorabbin	41
Advanced Diploma of Accounting	6 months	Feb, Jul	\$6,000	Chadstone Moorabbin	41
Bachelor of Business (Accounting)	3 years	Mar, Aug	\$16,000 per year		41
Master of Professional Accounting	2 years	Mar, Aug	\$18,000 per year	City	45
ADMINISTRATION - MEDICAL					
Certificate III in Business Administration (Medical)	6 months	Feb, Jul	\$6,000	Chadstone	42
Cert IV in Health Administration	6 months	Feb, Jul	\$6,000	Chadstone	42
BUSINESS ADMINISTRATION					
Diploma of Business Administration	6 months	Feb, Jul	\$6,000	Chadstone	42
Bachelor of Business Administration	3 years	Mar, Aug	\$15,000 per year	Chadstone	45
BANKING					
Certificate IV in Banking Services	6 months	Feb	\$6,000	Chadstone	43
Diploma of Banking Services Management	6 months	July	\$6,000	Chadstone	43
MANAGEMENT					
Diploma of Management	1 year	Feb, Jul	\$12,000 per year	Chadstone	44
HUMAN RESOURCES					
Diploma of Human Resource Management	6 months	Feb, Jul	\$6,000	Chadstone	44
Advanced Diploma of Management (Human Resources)	6 months	Feb, Jul	\$6,000	Chadstone	44
ENGINEERING AND TECHNOLOGY					
ELECTRICAL/ELECTRONICS					
Certificate III in Engineering (Electrical/Electronic Trade)	1 year	Feb, Jul	\$13,000 per year	Moorabbin	48
Diploma of Engineering Technology	1 year	Feb, Jul	\$13,000 per year	Moorabbin	49
REFRIGERATION AND AIR-CONDITIONING					
Certificate III in Engineering (Mechanical Trade)	1 year	Feb, Jul	\$13,000 per year	Moorabbin	49
Diploma of Engineering Technology	1 year	Feb, Jul	\$13,000 per year	Moorabbin	49
METAL FABRICATION					
Certificate III in Engineering (Fabrication Trade)	1 year	Feb, Jul	\$13,000 per year	Moorabbin	47
Diploma of Engineering Advanced Trade	1 year	Feb, Jul	\$13,000 per year	Moorabbin	47

[^] October intake at Moorabbin campus only.

 COURSE	 DURATION	 INTAKE	 FEE (\$AU)	 CAMPUS	PAGE NO.
ENVIRONMENT AND LANDSCAPE					
Certificate III in Floristry	1 year	Feb, Jul	\$12,500 per year	Waverley	50
Diploma of Conservation and Land Management	1.5 years	Feb	\$12,400 per year	Waverley Rural Learning Centre and Parks Victoria locations.	51
Diploma of Horticulture	1.5 years	Feb, Jul	\$12,700 per year	Waverley	51
Diploma of Landscape Design	1.5 years	Feb	\$12,700 per year	Waverley	51
FURNISHING AND DECORATION					
FURNISHING					
Certificate III in Cabinet Making	15 months	Feb, Jul	\$12,200 per year	Chadstone	53
Certificate III in Joinery	15 months	Feb, Jul	\$12,200 per year	Chadstone	53
Certificate IV in Furniture Design Technology	1 year	Feb, Jul	\$12,200 per year	Chadstone	54
Diploma of Furniture Design and Technology	6 months	Feb, Jul	\$6,100	Chadstone	54
DECORATION					
Certificate IV in Interior Decoration	1 year	Feb, Jul	\$12,200 per year	Chadstone	55
Diploma of Interior Design and Decoration	6 months	Feb	\$6,100	Chadstone	55
Advanced Diploma of Interior Design	6 months	Jul	\$6,100	Chadstone	55
HAIRDRESSING AND BEAUTY					
HAIRDRESSING					
Certificate III in Hairdressing	1 year	Monthly	\$16,500 per year	Headmasters City (Spring Street)	57
Certificate IV in Hairdressing	6 months	Monthly	\$8,500	Headmasters City (Spring Street)	57
Diploma of Salon Management	6 months	Jan, Apr, Jul, Oct	\$7,250	Headmasters City (Spring Street)	57
BEAUTY					
Diploma of Beauty Therapy	1 year	Jan, Apr, Jul, Oct	\$16,500 per year	Headmasters City (Spring Street)	56
HEALTH SCIENCE AND COMMUNITY STUDIES					
HEALTH SCIENCE					
Certificate III in Pathology	6 months	Feb, Apr, Jul, Oct	\$6,500	Moorabbin	59
Certificate IV in Laboratory Techniques	1 year	Feb, Jul	\$13,000 per year*	Moorabbin	60
Diploma of Laboratory Technology	1 year	Feb, Jul	\$14,500 per year*	Moorabbin	60
Diploma of Dental Technology	2 years	Feb, Jul	\$18,000 per year	Chadstone	63
Bachelor of Oral Health (By Charles Sturt University)	3 years	Mar	\$31,200 per year*	Chadstone	63
Diploma of Nursing	1.5 years	Feb, Jul	\$17,800 per year*	Moorabbin	61
Bachelor of Nursing	3 years	Feb	\$20,350 per year*	Moorabbin	61
COMMUNITY STUDIES					
Certificate III in Aged Care	6 months	Feb	\$6,500	Chadstone Moorabbin	59
Certificate IV in Aged Care	1 year	Feb	\$13,000 per year	Chadstone Moorabbin	59
Diploma of Community Services	2 years	Feb, Jul	\$13,000 per year	Moorabbin	63
Certificate III in Early Childhood Education	6 months	Feb, Jul	\$6,500	Waverley Moorabbin City	62
Diploma of Early Childhood Education and Care	1.5 years	Feb, Jul	\$13,000 per year	Waverley Moorabbin City	62
Bachelor of Early Childhood Education	4 years	Mar, Aug	\$16,000 per year	Waverley	62

* An additional costs for equipment, uniforms, necessary vaccinations and/or materials will apply as required.

 COURSE	 DURATION	 INTAKE	 FEE (\$AU)	 CAMPUS	PAGE NO.
HOSPITALITY, COOKERY AND BAKERY					
HOSPITALITY					
Certificate II in Hospitality	6 months	Feb, Jul, Oct	\$6,500	Moorabbin Waverley	65
Diploma of Hospitality	1.5 years	Feb, Jul, Oct	\$13,000 per year	Moorabbin Waverley	66
Advanced Diploma of Hospitality	1.5 years	Feb, Jul, Oct	\$13,000 per year	Moorabbin Waverley	66
Bachelor of Hospitality Management	3 years	Mar, Aug	\$15,000 per year	Waverley	66
COOKERY					
Certificate IV in Commercial Cookery	1 year	Feb, Jul	\$14,000 per year	Moorabbin Waverley	65
Certificate IV in Asian Cookery	1 year	Feb	\$14,000 per year	Waverley	66
PATISSERIE					
Certificate IV in Patisserie	1 year	Feb, Jul	\$14,000 per year	Moorabbin Waverley	65
INFORMATION TECHNOLOGY AND MULTIMEDIA					
Certificate IV in Web-Based Technologies/ Certificate IV in Digital Media Technologies	1 year	Feb, Jul	\$13,000 per year	Moorabbin	69
Certificate IV in Digital and Interactive Games/ Certificate IV in Digital Media Technologies	1 year	Feb, Jul	\$13,000 per year	Moorabbin	69
Diploma of Digital Media Technologies	6 months	Feb, Jul	\$6,500	Moorabbin	69
Certificate IV in Information Technology Networking	1 year	Feb, Jul, Oct	\$13,000 per year	Chadstone	70
Diploma of Information Technology Networking	6 months	Feb, Jul	\$6,500	Chadstone	70
Certificate IV in Programming	1 year	Feb, Jul, Oct	\$13,000 per year	Chadstone	70
Diploma of Software Development	6 months	Feb, Jul	\$6,500	Chadstone	71
COMPUTER POWER					
Diploma of Information Technology	16 months	Monthly	\$21,000 per year	City	72
Diploma of Information Technology Networking	16 months	Monthly	\$21,000 per year	City	73
Diploma of Software Development	16 months	Monthly	\$21,000 per year	City	73
Diploma of Website Development	16 months	Monthly	\$21,000 per year	City	73
COMPLEMENTARY HEALTH					
Certificate IV in Massage Therapy Practice	6 months	Feb, Jul	\$6,150	Waverley	75
Diploma of Remedial Massage	1 year	Feb, Jul	\$12,300 per year	Waverley	75
Advanced Diploma of Naturopathy	2.5 years	Feb, Jul	\$12,500 per year	Waverley	75
RECREATION AND TOURISM					
RECREATION					
Certificate IV in Fitness/ Certificate IV in Community Recreation	6 months	Feb, Jul	\$6,250	Moorabbin Waverley	77
Diploma of Fitness/ Diploma of Sustainability	1 year	Feb, Jul	\$12,500 per year	Waverley	77
Diploma of Sport Development/ Diploma of Sustainability	1 year	Feb, Jul	\$14,100 per year	Waverley	77
Certificate IV Outdoor Recreation	1 year	Feb	\$13,800 per year	Waverley	78
Diploma of Outdoor Recreation	1 year	Feb	\$13,800 per year	Waverley	78
EVENTS					
Diploma of Events	1 year	Feb, Jul	\$13,000 per year	Moorabbin Waverley	78
TOURISM					
Diploma of Travel and Tourism	1 year	Feb, Jul	\$13,500 per year	Moorabbin Waverley	79

YOUR FUTURE BEGINS WITH A CHOICE

At Holmesglen, you will have the opportunity to realise your ambitions in a supportive, collaborative environment, developing the skills and confidence you need to prepare for your future success.



Studying at Holmesglen is not just about gaining a qualification; it's about being equipped with the confidence and skills to work in today's fast paced world. You will learn from teachers with industry experience, work on real world projects or train in simulated work environments.

Where can I study?

Holmesglen is one of the largest vocational and higher education providers in Victoria, offering over 600 programs across our Chadstone, Moorabbin, Waverley and City campuses. Each campus is located a short distance from Melbourne, the world's most liveable city.

Studying at Holmesglen is not just about gaining a qualification; it's about being equipped with the confidence and skills to work in today's fast paced world. You will learn from teachers with industry experience, work on real world projects or train in simulated work environments.

Pathways to a degree

Holmesglen offers a wide range of study pathway opportunities, providing you with many options for further study at the completion of your vocational studies.

Diploma to degree pathways provide our students with the practical skills and knowledge required for the workplace whilst also being eligible for guaranteed entry into one of our many undergraduate degree programs, with credit. Refer to the course listings for the pathways available in your study area.

Why study a degree at Holmesglen?

At Holmesglen, we think differently about higher education. With over 30 years' experience in the development and delivery of work ready education, Holmesglen's diverse range of degree programs are designed to combine professionally recognised qualifications with real work skills, ensuring excellent employment outcomes.

Holmesglen also offers the Bachelor of Oral Health (Therapy/Hygiene) in partnership with Charles Sturt University. Studying this course at Holmesglen provides you with access to Holmesglen's outstanding facilities and support services, small class sizes, and a teaching style that is a practical, hands-on, and job-specific and the opportunity to undertake one year's study at CSU's Wagga Wagga Campus.

Degrees programs

Holmesglen degree programs:

- Accounting
- Administration
- Building Surveying
- Construction Management and Economics
- Early Childhood Education
- Nursing
- Sports Media
- Fashion
- Hospitality Management
- Marketing
- Screen Production

Charles Sturt University:

- Oral Health

Further study?

Holmesglen introduces the Master of Professional Accounting (MPA) at the City campus.

The MPA at Holmesglen is designed to provide graduates of non-accounting undergraduate degrees the opportunity to develop their understanding of accounting, economics, management and related areas. The MPA is ideal for students interested in changing their career path or broadening their options in their existing field. See page 45 for further information.

How studying at Holmesglen could jump start your future

Holmesglen has industry connections and works closely with many organisations to ensure you gain industry relevant training. We give you the confidence, knowledge and skills you need to land your dream job, but more importantly, we will give you access to industry professionals and potential future employers.

Other ways Holmesglen helps you get your future started

Once you complete your studies at Holmesglen, you will have access to our Graduate Employment Services. This complimentary service assists Holmesglen graduates with securing employment relevant to their respective career goals. The service also helps you as you transition from student life to the work environment by maintaining contact with you and guiding you through different workplace cultures and advising you on any issues you may encounter.

Facilities are important

At Holmesglen we invest in dedicated facilities to ensure you have every opportunity to get the hands-on skills you need to be successful in your career. Our purpose built learning spaces include:

- a simulated early childhood learning centre
- a dedicated health precinct with nursing wards and simulation centre
- a fitness centre
- a wellness clinic
- student training restaurant
- fashion studios
- a green-screen room for film and photography
- TV and radio studios
- a plant nursery and glasshouse
- 25,000 square metres of simulated trade workspaces
- home away from home

When you choose to study at Holmesglen, you have the option to stay at Holmesglen's affordable Institute Houses that are conveniently located close to the campus. These fully equipped houses provide a comfortable, safe and social environment where international students can mingle and learn about different cultures. Free airport reception and transfer to the Institute Houses is also included for your convenience. See page 21 for more details.

Sibling Discount

Holmesglen offers a 10% discount off your tuition fee for each year of your Holmesglen course if you are the sibling of a current (or recently graduated) international student at Holmesglen.

Please contact intl@holmesglen.edu.au for more information.

STUDYING AT HOLMESGLEN



“

I decided to take up further studies to follow my passion for cooking. It was the fun of studying hospitality at Holmesglen, as well as the opportunity to explore different places, cultures and experiences in Melbourne. Eventually, I reached the position of Chef de Partie at a prestigious 5 star hotel in Melbourne.”

Chef Tinee – Thailand

Graduate of Diploma of Hospitality (Culinary)
Award-winning Chef and owner of Tinee Eatery
Workshop (Bangkok, Thailand).

You can find out more about Tinee's amazing success and business from her website: www.tinee-eatery.com

Holmesglen is one of the largest providers of vocational and higher education in Australia. Since 1982, Holmesglen has grown from a delivery of 90 programs to 7,000 students, to a unique multi-sectoral provider offering over 600 programs to more than 45,000 students. Holmesglen delivers courses internationally and nationally across four major campuses in Melbourne: Chadstone, City, Moorabbin and Waverley.

Courses offered at Holmesglen are especially suited to those interested in receiving a practical education with hands on skills and experience. We can help you enter (or re-enter) the workforce, move up or change professions. You will also be exposed to industry professionals through teachers, contacts and industry placement.

At Holmesglen, we invest to ensure that students have access to the best possible education and training facilities possible.

Teaching Methods

When you study at Holmesglen, your lessons and assessments may consist of various teaching methods. These teaching methods include supervised classroom learning, online learning, lectures, tutorials, individual feedback sessions, supervised practical components, work experience/practical placement, language support and field trips.

Some of your subjects will be assessed using a Problem-Based Learning (PBL) approach. The PBL approach will help you to develop effective problem solving skills, analytical and critical thinking skills and improved collaboration skills while providing you with real world scenarios encountered in your future workplace.

Tutorials enable students to explore particular topics and concepts in detail. Student teachers may occasionally be teaching in class under the supervision of a qualified teacher. Some evening and weekend study may be required.

The combination of learning methods at Holmesglen is designed with your future in mind and your versatile skills and work ready experience will make you a valuable asset to your future employers.

Assessment Methods

Your progress and development is assessed with a combination of written assignments, tests and practical application projects.

In some courses, assessment is based on competency (i.e. the ability to perform specific skills) and is done through any combination of observation, discussion, written assignments, tests, examinations and practical application/work related projects. As such, active contribution and participation in class is highly recommended.

You are required to attend test and examinations as scheduled by Holmesglen.

Immersive Simulated Learning Environments

Some courses you select may require lessons to be conducted in an immersive Simulated Learning Environment. These specialised classrooms encourage student collaboration, proper workplace behaviour and communication, and, most importantly, the learning of the practical skills you will need for your chosen career.

Experience our world class simulated work environments and get a taste for what's in store for you when you enter the working world. These Simulated Learning Environments, in combination with practical placements, ensure that when you graduate you will have the practical skills, knowledge and confidence needed to step straight into an exciting career.

Course Credit

If you have relevant qualifications, skills or experience, you may be eligible for credit. In Australia, we call this Credit Transfer (CT) or Recognition of Prior Learning (RPL).

Credit Transfer may be granted on the basis of previous study of the same or similar modules/units of competency at Holmesglen or at other TAFE institutions. Recognition of Prior Learning is used to evaluate qualifications gained from other formal studies or training.

Information on how to apply for this type of credit will be provided during the orientation program. If you believe you will be making an application for course credit on arrival at Holmesglen, please bring with you original copies of your academic transcripts and a verifiable, detailed outline of each subject that you undertook as part of the course.

If you think you are eligible for this type of credit or you wish to apply for exemptions, you should lodge your application at the International Centre before the end of the orientation week at the latest. Applications received after that time will not be considered.

RPL/CT will be granted subject to meeting the requirements of Standard 9 of the National Code – completion within the expected duration of study. Refer to internationaleducation.gov.au/Regulatory-Information. Until you have received notification that you have been granted RPL or CT, you must attend all classes.

There is no refund of fees for any credit granted. If you are granted RPL or CT, you will be allowed to enrol in additional subjects, subject to places being available. In this way, you may be able to complete your course in a shorter amount of time.



GROWING WITH GOOD COMPANY

Holmesglen is 100% committed to helping you achieve your academic goals. We are continuously developing partnerships that will benefit you in making the right academic and career decisions.

At present, Holmesglen has partnerships with Charles Sturt University, Le Cordon Bleu, Computer Power Institute and Headmasters Advanced Academy Training.

Charles Sturt University

Charles Sturt University (CSU) is passionate about providing qualifications that prepare graduates for exciting and rewarding careers. The University consistently ranks highly for graduate employment and offers excellent student support to help students make the most of their time at university.

CSU's Bachelor of Oral Health includes workplace learning opportunities that give students a real taste of their future career and a chance to experience higher education study in both metropolitan and regional areas. CSU has strong relationships with industry and government and the experienced staff to offer practical learning opportunities whilst ensuring course content is relevant and prepares graduates for the future.

For further information visit: csu.edu.au

CRICOS Provider Codes: 01947G, 02960B and 00005F



Le Cordon Bleu

Founded in Paris in 1895, Le Cordon Bleu earned its reputation as the ultimate in cuisine, patisserie, hospitality and gastronomy training, after a century of dedication to the culinary arts.

It is with this rich heritage in mind that Le Cordon Bleu Australia was created, for the finest in culinary education.

Le Cordon Bleu (Melbourne) is the latest Australian campus to further the heritage.

Located at Holmesglen's Moorabbin campus, Le Cordon Bleu Australia's new purpose built training centre provides their students with state of the art facilities and world class educators, recognising that their graduates need a superior, well rounded culinary education to succeed in today's dynamic and competitive world.

For further information visit: www.lecordonbleu.com.au

CRICOS Provider Code: 01818E



Computer Power Institute

Established in 1968, Computer Power Institute has grown to become one of Australasia's leading providers of IT technical skills and nationally accredited specialised qualifications. In 2015, Computer Power Institute entered into a formal partnership to deliver the entry level courses which are part of the Cisco Networking Academy Program. The primary offering comprises theory and online lab simulations associated with the learning pathways for the students to achieve a CCNA certification. Computer Power Institute has met all the quality assurance standards to deliver the Cisco Networking Academy Program through an e-campus (virtual) environment.

The institute is a wholly owned Australian brand and has successfully provided more than 30,000 'job ready' graduates to the ICT industry since its commencement.

Throughout its history, Computer Power has consistently strived to ensure that their graduates excel in the ICT industry by applying modern teaching/adult learning techniques, flexible blended models of delivery and cutting edge courses to meet industry needs globally. Dedicated, highly qualified and experienced instructors offer immediate and ongoing support, including graduate placement services.

For further information visit: www.computerpower.edu.au



Headmasters Advanced Academy Training

Located in Spring Street in Melbourne's CBD, Headmasters has a proud tradition of producing talented Hairdressers, Beauty Therapists and Spa Managers ready for employment. Headmasters is renowned in Australia and around the world as an award winning academy with students winning many coveted awards and competitions. This success is reflected by the best salons and day spas that are eager to employ Headmasters graduates.

Headmasters provides students with a fun and friendly environment with professional facilitators and state-of-the-art facilities for students to complete their training. Students are welcomed from all parts of the world and mix with local students to learn the latest creative and innovative techniques and graduate with leading edge skills.

For further information on a career in hairdressing, beauty therapy or spa management visit: headmasters.com.au

CRICOS Provider Code: 01859G



ABOUT MELBOURNE



We're number one again! Melbourne has been voted the world's most liveable city in the world for the fifth year in a row and it is easy to see why. Melbourne has so much to offer – from its busy and vibrant city centre, to its fashionable and culturally rich suburbs.

The World's Most Liveable City

It's a Great City

Melbourne's Central Business District (CBD) is easily accessible from all Holmesglen campuses and is known for its large variety of restaurants, exciting sporting events, great shopping opportunities and beautiful parks.

To learn more about the World's Most Liveable City, visit: thatmelbourne.com.au.

You Are Going To Love It Here!

While Melbourne is a fairly young city, it is has a rich multicultural community. Residents of Melbourne come from over 140 different countries. This diversity has shaped Melbourne into an accepting and colourful city that celebrates diversity and respects everyone's cultural heritage.

You can see evidence of Melbourne's multicultural influences by simply exploring the CBD. There you will find shops and restaurants catering to every taste, interest or need. You will notice it is remarkably simple to find a piece of home right here in Melbourne.

One Day, Four Seasons

When you pack for Melbourne, it pays to be prepared. Melbourne experiences four main seasons throughout the year. They are:

- Summer (from December to February)
- Autumn (from March to May)
- Winter (from June to August)
- Spring (from September to November)

Melbourne is also known for its unique weather patterns where you can experience four seasons in a single day. As such, most residents are prepared for any weather and regularly dress in layers that can be easily worn or removed as needed.

Beyond Melbourne

Melbourne is only a small part of Victoria. The state offers amazing sights and experiences for you to enjoy.

Some points of interest you should consider visiting includes:

- Penguin watching at Phillip Island, a beautiful coastal town 90-minutes from Melbourne
- Skiing at snowy Mount Buller
- Indulging on fresh food and wine in the Yarra Valley
- Exploring the rich history and heritage sites of Ballarat and Bendigo
- Riding the Puffing Billy steam train through Victoria's amazing countryside
- Relaxing in the hot springs and spas of Daylesford
- Photographing the scenery along the Great Ocean Road

Throughout the year, the International Student Social Inclusion Club and the Recreation Team organises activities and tours throughout the state at a greatly reduced price. You should pay special attention to the noticeboards around the campuses for the latest tours and events on offer.

Melbourne prides itself on being a great city. its spectacular combination of old and new... you have all the ingredients for one of the most enlightened and liveable cities in the world.

Source: melbourneaustralia.org



Living Expenses

When thinking about your budget, remember that you are responsible for paying:

- Tuition fees (by **15 January** and **15 June** each year)
- Accommodation costs
- Living expenses
- Textbooks
- Airfare
- Emergency expenses

For a single student, you will need an approximate minimum of **AUD\$20,000** per year excluding tuition fees and airfares. This amount depends on the type of accommodation you choose, the food you buy and how much you spend on entertainment. If you are travelling with dependents, you will need to budget for an additional 35%.

Getting Around

Getting around Melbourne is rather simple.

The CBD is essentially designed as a grid with streets running horizontally and vertically. All major suburbs and landmarks are easily accessible via trains, trams or buses. These public transport options are a cheap and efficient way to travel around Melbourne. To plan your travels around Melbourne and to get up-to-date information on train schedules, you could visit ptv.vic.gov.au.

Helpful Links

- holmesglenlivinginmelbourne.com
- ptv.vic.gov.au
- studyinaustralia.gov.au
- studymelbourne.vic.gov.au
- internationaleducation.gov.au/Regulatory-Information



CAMPUS LOCATIONS



Holmesglenn operates on four campuses in Melbourne – one in the City (St Kilda Road) and three campuses in the south-eastern suburbs of Chadstone, Glen Waverley and Moorabbin – and a rural learning centre in Eildon, about 3 hours north-east of Melbourne.





City Campus

332 St Kilda Road, Southbank, Victoria, 3004

Located on St Kilda Road, the City campus will give you the opportunity to study near the heart of Melbourne's city centre. Co-located at this campus is Computer Power Institute (CPI) – one of Australia's leading education and training providers in specialised Information and Communications Technology (ICT) qualifications and graduate job placement services for employers.

The campus also plays host to our Fashion (Apparel Engineering and Design) courses

where you will learn in dedicated production rooms, working on state of the art machinery and design software that see your fashion ideas through from concept to production. Childcare and Architectural Design programs are also available on this campus.

In March 2015, Holmesglen proudly commenced the delivery of a Masters of Professional Accounting in a purpose-developed postgraduate learning environment.



Chadstone Campus

Corner Batesford & Warrigal Roads
Chadstone, Victoria, 3148

Approximately 25 minutes by public transport from Melbourne to Holmesglen Train Station.

The largest of Holmesglen's four main campuses, the Chadstone campus is easily accessible via public transport with bus stops at its doorstep and a train station connected to the campus grounds.

Located close to shops, parks, restaurants, recreational facilities and Chadstone Shopping Centre, Australia's biggest shopping centre, the Chadstone campus offers you the convenience of city life with the pleasant charm of a peaceful neighbourhood.

The campus plays host to a wide range of study areas including Business, Building and Construction, Information Technology and Arts and Design.



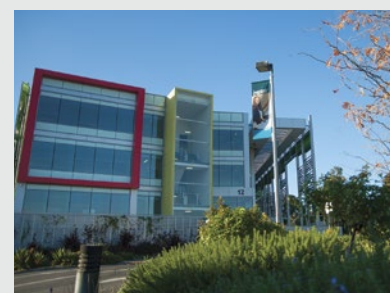
Moorabbin Campus

488 South Road
Moorabbin, Victoria, 3189

Approximately 30 minutes by public transport from Melbourne to Moorabbin Train Station.

The Moorabbin campus has been providing quality training and education in hospitality and engineering for many years. The Moorabbin Campus also houses the southern hemisphere's most advanced Health Sciences Education facility that offers students a fully immersive learning experience.

Located just 6 kilometres from the iconic Brighton Beach, the campus is equipped with an on-campus gym, medical services, affordable parking, and nearby off-campus Institute Accommodation.



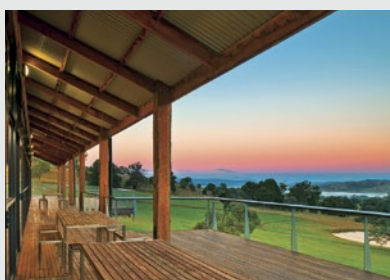
Waverley Campus

595 Waverley Road
Glen Waverley, Victoria, 3150

Approximately 35 minutes by public transport from Melbourne to Glen Waverley Train Station.

Leafy trees and wide open spaces greet you as you enter the Waverley Campus. Home to study areas such as Horticulture, Landscaping, Remedial Massage, Naturopathy, Fitness, Education, Media, and Hospitality, the campus offers you a relaxed learning environment.

Just a short walk from the multicultural Glen Waverley suburb, you can enjoy ethnic foods, entertainment, affordable shopping and easy access to public transport.



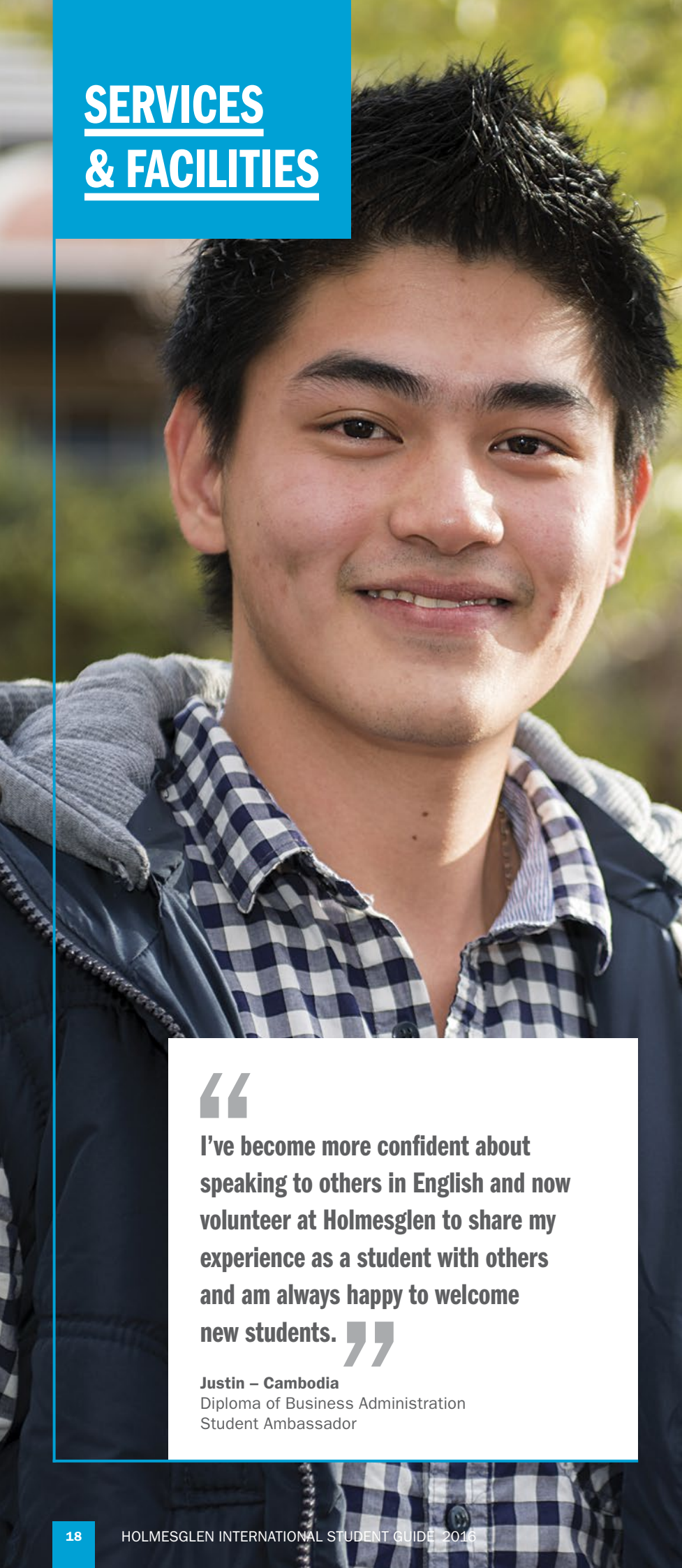
Eildon Campus

Moore Road, Eildon – 140km from Melbourne

This is a specialised rural learning centre located in the scenic countryside of Eildon, about 140 kilometres North East of Melbourne. A popular destination for study camps and excursions, you will enjoy the fresh air, breathtaking sceneries and spot the occasional Australian wildlife.

The Rural Learning Centre is also host to regular camps and activities organised by the Social Inclusion Program and the Holmesglen Recreational Team.

SERVICES & FACILITIES



“

I've become more confident about speaking to others in English and now volunteer at Holmesglen to share my experience as a student with others and am always happy to welcome new students.”

Justin – Cambodia
Diploma of Business Administration
Student Ambassador

Orientation Sessions

Your first few steps into the world of Australian education can be the most memorable and exciting. If this is your first time in Australia, it can also be quite unfamiliar and confusing. Our orientation activities have been designed to help students become familiar with Australian culture and customs and to introduce students to the Institute and its services.

Orientation sessions include information about enrolment, facilities and services available at Holmesglen, Australian culture and customs, safety in Melbourne and how to find employment. Orientation sessions are also a great way of meeting other students.

Academic Support

Holmesglen provides an academic support program to all its international students undertaking vocational and higher education courses. This program is designed to assist students with:

- Language, Literacy and Numeracy needs
- Research skills
- Assignment structure and formatting
- Note taking
- Summarising
- Essay and Report Writing
- Academic referencing
- Study Skills
- Time management and Presentation skills

To ensure this program meets individual learner needs, Holmesglen conducts screening tests at the commencement of your program to determine the educational and support services necessary for you. There is no additional cost for this service.

Counselling Services

Fully qualified counsellors, both male and female, are employed to assist you while you are studying. Some of the areas we can help with are:

- Stress management, anger, grief, loss, depression and anxiety
- Study skills, time management and exam anxiety
- Cultural adjustment and loneliness.

Career Counselling

Counsellors are available to assist you in improving your job seeking skills, including:

- Resume writing
- Letter of application
- Interview techniques

Part-time employment vacancies for students are advertised through Student Services across all campuses.

If you would like any further assistance or advice about your study and career options, you can make an appointment to see career counsellors at any time throughout your study at Holmesglen.

During your time with Holmesglen, you will have access to a wide range of services and facilities that will support you through every step of your academic journey.

Keeping You Well

On-campus doctors are available at the Chadstone and Moorabbin campuses. Consultation appointments with the on-campus doctors can be made at the Student Services reception desk. There is no charge for general consultation services. There are external Medical Centres located in the vicinity of all campuses.

If you are seeking remedial massage, naturopathic and myotherapy treatment options, the Waverley campus has its very own Wellness Centre, which is open to the public during school terms and offers treatments from current students at discounted rates. All students are fully supervised by their teachers, giving them hands on experience with real patients.

Overseas Student Health Cover

As an international student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health whilst studying in Australia.

Allianz Global Assistance is Holmesglen's preferred OSHC provider. They provide:

- 24 hour emergency helpline: 1800 814 781
- Dedicated on-campus representatives to assist you
- Direct billing at over 85 medical providers across Australia means no paper work for you when claiming
- Claims processing on-campus with vouchers redeemable for cash at Australia Post outlets

For more information please visit: oshcallianzassistance.com.au

Accommodation Assistance

Assistance is also available to all our international students seeking advice on accommodation options. All the student support services provided by Holmesglen are available to you at no cost.

Recreation, Sporting Activities and Tours




Looking for some fun, wanting to meet new friends? The Holmesglen Recreation Team ensures that you will have the opportunity to enjoy fun weekend trips, interstate tours, entertainment, sporting and social activities and all at heavily reduced prices.

The Rec Team holds many events throughout the year so join in with activities such as:

- Interstate Tours
- Snow Trips
- Weekend and Day Trips
- Free on campus events
- Southern University Games Sporting Competition
- Social Sports Days

All of the Rec Team's activities are highly subsidised, so every student can have access to the program and afford their many activities. Don't forget that their on campus activities are free!

Make sure you check out what's coming by following them through the following social media channels:

-  facebook.com/holmesglenrec
-  @HolmesglenRec
-  #Holmesglenrec

Flexible Learning Centres

Students studying English language programs at the Institute have access to modern and well-equipped Flexible Learning Centres. A wide range of software, audiovisual and printed materials are available within the centres for practice and study.

Specialist teachers are available in the Centre to devise and support individualised language learning programs for students.

Prayer Room

At Holmesglen, we acknowledge and understand that our students come from diverse backgrounds. As such, Holmesglen provides prayer rooms at its Chadstone and Moorabbin campuses. Access to these rooms can be organised via the Student Services reception desk.

Learning Commons

Holmesglen provides a well-equipped Learning Commons (library) on each campus containing fully-networked computers, group discussion rooms and comfortable informal study areas, as well as support to help students with their research and study needs.

The Learning Commons contains a large collection of books, journals, DVDs and CDs. Computers are readily available for students to access a wide range of electronic databases and e-books, as well as multimedia learning packages, including online study skills support on the Learning Commons website.

Designated silent study areas are provided. Additionally, Holmesglen students may use university libraries to borrow books through the CAVAL system of inter-library loans. Information about this system may be obtained during orientation.

Gymnasium

Fitness First, the leading health club operator in Australia, operates a modern fitness centre on the Chadstone campus.

The fitness centre includes cardio theatres, a general training room, a weights area, a bicycle training area, sauna, steam room and a Pilates and aerobics room. Students studying at the Waverley campus can join Fitness First in Glen Waverley.

At the Moorabbin campus, Holmesglen Fitness offers a fully-equipped weight and fitness training room with an extensive range of cardiovascular equipment, free weights and pin-loaded machines.



SOMEWHERE TO LIVE AND STUDY

“

It's so good to know that there's
someone waiting to welcome me! ”

Angie – China
Bachelor of Accounting

Institute Accommodation

Suitable for students studying at all campuses Holmesglen owns a number of houses in the community. Living in Institute Accommodation is a great way to meet and learn about people from other countries whilst sharing the house.

What is included

- Modern, fully furnished houses with 2 to 6 bedrooms
- Every student has their own bedroom
- Gas, electricity, water and local telephone calls
- Kitchen is equipped with an oven, a microwave, a rice-cooker, cooking utensils and crockery
- Central heating
- Internet facilities (via cable)
- Washing machine, dryer, television and DVD player
- Outdoor sensor security lighting
- Monthly cleaning of common areas (bathroom, kitchen, lounge and dining areas)
- Free airport reception and transport to the accommodation

Cost

Weekly Rent \$180

How to Book

1. Forward ten weeks' rent (\$1,800) to Holmesglen Institute with tuition fees
2. Forward arrival details
3. Upon receipt of the above, confirmation of a vacancy and address details will be forwarded.

Note: Holmesglen is unable to confirm a place in Institute Accommodation until arrival details are forwarded. Students who provide arrival details first will be given priority. Placement cannot be guaranteed, as Institute Accommodation is in very high demand and places are limited.

Additional Information

Bed linen packages available Students have an option to purchase a bed linen package from Holmesglen, which is delivered to the accommodation in time for your arrival. Payment is required with the accommodation payment.

The \$180 package includes:

- Set of single sheets
- Warm doona/bed quilt and cover
- Pillowcase
- Face towel and bath towel
- Pillow

Extension of stay

Students who wish to extend their stay after the initial period of 10 weeks must notify the International Centre of their intention to extend. Rental must be paid four weeks in advance (\$720).

Students must be over 18 years of age, to live in Institute Accommodation.



Homestay Accommodation

Suitable for students studying at all campuses. For many students who are away from home for the first time, this choice of accommodation provides a good way to learn about the Australian lifestyle and customs while living in a family environment.

A homestay family in Australia can mean many things. It can be a family consisting of a mother, father and children, or a single mother or father with or without children.

Australia is a multicultural country – many people from different countries have come here to live and are now Australian citizens. In many Australian families, both parents will work and may not be at home when you are.

Holmesglen uses the services of an accommodation agency to provide homestays. The Institute's role is limited to facilitating contact between the student and the agency. The Institute takes no responsibility for the accommodation provided.

What is included

- Families are carefully screened
- Own bedroom (includes a bed, desk, wardrobe, etc.)
- 3 meals per day (breakfast and lunch self serve, cooked dinner)
- Electricity, gas and water bills
- Involved with family activities
- Safe environment
- Assistance with cultural differences

How to book your homestay

1. Forward \$270 to Holmesglen Institute with tuition fees. This amount is non-refundable.
2. Complete a homestay application form listing student's individual requirements.
3. Forward arrival details (at least two weeks in advance).
4. Upon receipt of the above, a homestay family is then selected and a family profile forwarded to the student.

The profile will provide brief information about the family with whom the student has been placed.

Cost

- Accommodation Placement Fee \$270 (including airport reception)
- Weekly Homestay Rent \$250

Privately Owned Shared Accommodation

Suitable for students who have arrived in Australia and studying at any campus. Students who are looking for privately owned accommodation can find rental properties listed with commercial real estate agents. Students who wish to find private rentals will need to apply for a lease. The lease on a property will be between 3–12 months. This type of accommodation is usually a share house. Students will have their own bedroom and share the kitchen, bathroom and living areas with the other members of the house. Weekly rental costs range from \$130–\$250 per person depending on location and the facilities of the house or apartment.

How to Book

International students, please refer to the following suggested websites:

realestate.com.au
flatmates.com.au

Students may wish to select temporary accommodation and investigate shared accommodation upon arrival. A list of available accommodation is posted on the notice board of the International Centre reception areas. Alternatively students can make an appointment to meet our Accommodation Officer for assistance. Email: **International.Services@holmesglen.edu.au**

Important

Students are encouraged to contact the landlord for an inspection before signing any agreements.

Other Accommodation Options

Students may wish to consider the following accommodation options which can be booked directly with the accommodation provider.

- **International House:**
ih.au.com
- **UniLodge Student Accommodation:**
unilodge.com.au
- **Claremont Guesthouse:**
accommodationforstudents.com.au
- **Student Housing Australia:**
s-h-a.com.au
- **Greenhouse Backpacker:**
friendlygroup.com.au

Full information about the range of services provided and the costs can be found on the website or by making an online enquiry directly to the provider.

Airport Reception Services

Airport reception is included in the fee charged for Institute Accommodation and in the Accommodation Placement Fee charged for Homestay and Hotel accommodation. Students arriving in Melbourne who have paid for the service will be met at the airport and transported to their accommodation. This service is only available to students whose accommodation booking has been confirmed by the Institute. For students who wish to book International House, Unilodge, Claremont Guesthouse or Student Housing Australia accommodation, airport reception is not included in the fee; however, it can be arranged through Holmesglen. The cost of airport reception in this instance is \$160 and is payable to Holmesglen together with tuition fees. All students requiring assistance with airport reception, with accommodation arranged through Holmesglen, MUST inform the Institute of their flight details at least ONE WEEK prior to their arrival to ensure suitable accommodation and airport reception can be arranged. If arrival details are not forwarded well in advance of the arrival date, the Institute cannot guarantee that accommodation can be arranged.

STUDENTS UNDER 18



Holmesglen Welfare Support Program

Holmesglen offers a welfare support program that is designed to meet the needs of international students who wish to study while under the age of 18 years.

This program provides:

- an assigned person approved by Holmesglen
- academic monitoring and progress reports
- contact with the student and homestay family on a regular basis
- liaison with the student's teachers
- activities with other people providing welfare support and those in their care
- regular contact with student's family

All students who enter into Holmesglen's welfare support program are required to stay in homestay accommodation. The program enables international students to settle into their new Australian lifestyle with the support of a homestay family, their welfare carer and Holmesglen staff. It is an opportunity for the students to learn about Australian culture in a safe and understanding environment, while focussing on their academic program.

The fee attached to the welfare support program is:

\$600 per 13-week term. Payment must be made in full prior to the student's arrival.

Turning 18 within Two Months of Commencing Studies

When a student turns 18 years of age within two months of commencing their course at Holmesglen, Holmesglen will appoint a Holmesglen Welfare Officer as welfare carer. No payment is required for this service.

Students are still required to live in homestay accommodation until the age of 18.

Nominating a Company to Provide Welfare Arrangements

Families may wish to consider direct contact with a welfare support company. Please contact the International Centre to obtain an up-to-date listing of companies that Holmesglen recognises. Students are still required to live in homestay accommodation until the age of 18.

Apply for a Student Guardian Visa

The guardian visa will allow an overseas student's parent or relative to remain in Australia for the entire period that they are required to be here to provide for the student's welfare.

The student guardian will be expected to live with the student while in Australia, and must not leave without the student unless appropriate alternative arrangements are first put in place. All initial student guardian visa applications must be made outside Australia.

Further information about the student guardian visa and its requirements is available on the Department of Immigration and Border Protection's (DIBP) website: border.gov.au.

Applications for this need to be made directly to DIBP.

Nominating a Suitable Relative to Provide Welfare Arrangements

Holmesglen understands that families may have relatives living in Melbourne who wish to provide welfare support for their son/daughter. The Department of Immigration and Border Protection defines a 'suitable relative' as a person who is a grandparent, brother, sister, aunt, uncle, niece or nephew, or

step-grandparent, stepbrother or step-sister, step-aunt, step-uncle, step-niece or step-nephew, nominated by the parents, over the age of 21, and is of good character.

Further information about nominating a suitable relative and the requirements is available on the Department of Immigration and Border Protection's website: border.gov.au.

Applications for this arrangement need to be made directly to DIBP.

Transition Arrangements between Providers

Where an overseas student has been granted a visa for multiple courses, each registered provider must nominate the period for which they are responsible for approving the care arrangements. Where appropriate care arrangements have not been made for overseas students under 18 years of age outside this nominated period, the overseas student may have their student visa cancelled and may be required to leave Australia.

Students under the age of 18 who study at Holmesglen and who will complete their course by 31 December and are transferring to another provider to commence study by 15 March the following year require welfare arrangements. Holmesglen will provide welfare arrangements for this period at a cost of \$600.

GRADUATE EMPLOYMENT SERVICE & SCHOLARSHIPS



“

I met with the Graduate Employment Service team who, in record time, found a job opportunity that suited my desires. Today, I am very proud to say that I work as a Financial Accountant Graduate at Hall & Wilcox, which is a very large and renowned commercial law firm in Australia. This is largely thanks to Holmesglen Institute who assisted me in every stage of my student life since I arrived in Melbourne and ensured that I left in the right direction after my graduation.”

Dagny

Financial Accountant Graduate, Hall & Wilcox

Graduate Employment Service

The Graduate Employment Service (GES) is a professional recruitment service aimed at assisting Holmesglen graduates into employment following completion of their studies. GES has worked with thousands of Holmesglen graduates, providing students with job readiness coaching, employment assistance and career related advice.

The GES also finds suitable employment opportunities for Holmesglen graduates within the field of their expertise.

The service is exclusive to Holmesglen's graduates and extends far beyond assisting

them to secure employment. As the transition from the school environment to the workplace can be challenging and sometimes a daunting experience, the Graduate Employment Service ensures ongoing support by maintaining contact with the students to help them learn about workplace culture, understand processes and provide advice on resolving any issues they might encounter.

An interesting dimension offered by GES is the tremendous opportunity it provides international students to hone their job searching skills, boost their confidence and make a mark in the Australian job sector.

Services are provided on a one-on-one basis, tailored to suit each student's specific needs.

To date, the service has placed hundreds of students from all facilities and disciplines into appropriate employment across an impressive portfolio of employers.

For more information

Visit the Graduate Employment Service page: holmesglen.edu.au/services/graduate_employment/for_students or contact the International Centre via intl@holmesglen.edu.au.

The International Student Scholarship Program

Holmesglen is proud to have a comprehensive Scholarship Program available for the benefit of its international students. The program is aimed at facilitating a range of values which the Institute has always embodied. The core values of the Institute are Access; Excellence; Scholarship; Integrity and Enterprise.

Selection Criteria

The scholarships are awarded to international students who have studied at least 1 year in a Holmesglen Certificate III program or

higher, demonstrated the highest level of academic achievement and an overall personal commitment to their studies.

Selection is based on applicants' academic transcripts, faculty references, study goals and other relevant personal achievements.

Please contact the International Centre for more information via intl@holmesglen.edu.au.

ENGLISH LANGUAGE PROGRAMS



STUDY ENGLISH in the most liveable city in the world! Immerse yourself in our lively culture of cuisine, sports, music, fashion and much more. Make life long friendships from all over the world in our beautiful city, whilst building the communication skills to launch your study and career pathway.

The Holmesglen Language Centre is at the forefront of educational excellence offering nationally and internationally accredited courses providing the best possible result for your studies, with **interactive classes** and **modern facilities**.

Students at Holmesglen are provided with the greatest guidance from our passionate and highly experienced English language specialist teachers. Holmesglen welcomes students with Working Holiday or Tourist Visas who wish to develop their English Language Skills. Students with such visas may study full-time or part-time.

24

ENGLISH

Certificate IV in ESL (Employment/Professional)

CRICOS Course Code: 084305K



15 WEEKS
20 WEEKS



22 JAN
15 APR
9 JUL
30 SEP



5,800



MOORABBIN

Course Description

Holmesglen is dedicated to developing the workplace skills of our students. The advanced level English courses focus on developing students' English in a number of different work environments. Students undertake a period of industry placement during the course. Courses offered:

- English for Accountants
- English for Business Professionals
- English for Engineers
- English for Health Professionals*
- English for Teachers

* The English for Health Professionals course includes preparation for the Occupational English Test (OET). The OET is used for registration in the health professions and is recognised by the Australian government. There is no industry placement in this course.

Key Study Areas

- Advanced oral and aural skills
- Advanced grammar
- Advanced writing skills
- Advanced reading skills
- Industry placement (not offered for English for Health Professionals)
- Advanced workplace culture
- Orientation to employment in Australia
- Employment application process and the work environment
- Electives will vary according to selected course

Pre-requisites

English language proficiency equivalent to IELTS 5.5 (Academic). Refer to Page 82 for other accepted tests. Applicants for these courses must have a background in one of the listed occupations.

ENGLISH

ELICOS (General English)

CRICOS Course Code: 023602F

10-40 WEEKS	21 JAN 25 FEB 8 APR 8 JUL 12 AUG 30 SEP 5 NOV	10 WEEKS 2,900 15 WEEKS 4,350 20 WEEKS 5,800 25 WEEKS 7,250 30 WEEKS 8,800 40 WEEKS 11,600	CHADSTONE MOORABBIN WAVERLEY*
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*NOT ALL INTAKES AVAILABLE AT WAVERLEY

Course Description

Holmesglen's ELICOS programs provide intensive English language development to students from non-English speaking backgrounds. Students perform English speaking, listening, reading and writing, as well as grammar practise and pronunciation. On arrival at Holmesglen all English language students are tested and placed in a class best suited to their abilities. Small class sizes provide opportunities for individual monitoring of each student's progression.

Courses range from Beginners' Level, for students wanting to learn the basic skills, to Advanced Level, for students seeking the necessary skills for living and working in English speaking countries. Assessment is based on students' abilities and skills in reading, writing, listening and speaking in English. These methods include observation, discussion, written assignments, tests and practical projects.

All courses are full time, running for 20–25 hours per week, Mondays to Fridays. Students have the opportunity to enrol in IELTS preparation classes and receive extra tuition on weekends at no additional cost.

Key Study Areas

- Listening and speaking skills
- Reading and writing skills
- Conversation skills
- Building vocabulary
- Grammar practice
- Pronunciation
- Online learning
- Negotiation skills (intermediate level and above)
- IELTS test preparation (intermediate level and above) – optional

Pre-requisites

There are no pre-requisites for the General English course.

ENGLISH

ELICOS (English for Academic Purposes)

CRICOS Course Code: 084304M

20 WEEKS	22 JAN 9 JUL	5,800	CHADSTONE MOORABBIN
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Course Description

English for Academic Purposes is dedicated to assisting students build the language and communication skills they need to improve their study and career prospects. This advanced level academic English course is designed to provide students with the academic, language and study skills required for vocational or higher education in Australia.

An 'English for Nurses' option is available to provide students with the skills and knowledge areas needed to undertake further studies in Nursing or related fields.

Key Study Areas

- Listening to lectures and note-taking
- Giving oral presentations
- Reading academic texts
- Research and library skills writing essays
- Assignments
- Online learning

Pre-requisites

English language proficiency equivalent to IELTS 5.5 (Academic). Refer to Page 82 for other accepted tests.

ENGLISH

English for Study Skills

CRICOS Course Code: 023603E

4 WEEKS	2 JAN 27 MAY	1,160	CHADSTONE MOORABBIN
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Course Description

Holmesglen offers Study Skills courses at intermediate and advanced levels. The intermediate level course combines a focus on English language skills with an introduction to the skills required for further study in Australia. The advanced level course provides students with the academic, language and study skills required for vocational and university study pathways.

Key Study Areas

Intermediate Level:

- Giving a short oral presentation
- Listening to talks and note-taking
- Reading Texts for further study
- Using a range of resources for learning English
- Writing essays
- Online learning

Advanced Level:


- Listening to lectures and note-taking
- Giving oral presentations
- Reading academic texts
- Research and library skills
- Writing essays and assignments

Pre-requisites

There are no pre-requisites for the General English course.

Students applying for the advanced level course should also have an English language proficiency equivalent to IELTS 5.5 (Academic). Refer to Page 82 for other accepted tests.

ARTS, DESIGN & MEDIA



Our **ARTS, DESIGN & MEDIA** courses are created around real world **creative projects** that give you **practical experience** with the latest media and technology. This emphasis on creative projects and practical experience will provide you with an **impressive folio** or show-reel, to show employers or use towards further study. Our purpose built facilities will enhance your learning and the quality of your work. Holmesglen offers courses in screen production, animation, radio, TV, fashion design, graphic design, and photography.

DESIGN

Certificate IV in Applied Fashion Design and Technology

CRICOS Course Code: 076433B



1 YEAR



FEB



12,200 PER YEAR



CITY (ST KILDA ROAD)



Course Description

The Certificate IV in Applied Fashion Design and Technology provides a general grounding in basic fashion design, including identifying fibres and fabrics, fashion illustration, designing and creating patterns and blocks, making and manufacturing and using electronic fashion design tools. The course delivery incorporates simulated workplace activities.

Students will graduate from the course with a sound knowledge of the fashion design process and have skills to obtain entry level work in occupations such as assistant designers and pattern makers who work with and support other fashion industry personnel.

During the course students will produce a folio of work which can be used when applying for further studies in a variety of fashion and textiles courses at diploma and degree programs.

Students who achieve a credit average across all subjects will be eligible for direct entry into the Bachelor of Fashion (Apparel Engineering and Design) at Holmesglen.



Career Outcomes

- Assistant Designer
- Pattern Maker



Key Study Areas

- Identify fibres and fabrics
- Modify patterns to create basic styles
- Identify fabric performance and handling requirements
- Develop patterns from a block using basic patternmaking principles
- Draw a trade drawing for fashion design
- Use electronic fashion design tools



Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

DESIGN

Bachelor of Fashion (Apparel Engineering and Design)

CRICOS Course Code: 073829F



3 YEARS



MAR



17,200 PER YEAR



CITY (ST KILDA ROAD)



Course Description

The Bachelor of Fashion (Apparel Engineering and Design) is a cutting edge course for those who aspire for a career in the exciting world of fashion. This course offers a comprehensive foundation in technical design and engineering, to develop unparalleled expertise in precise sizing and fit. You will be taught a perfect blend of practice and theory by lecturers who share years of local and global experience.

The course will provide you with a depth of patterning and design knowledge and skills, both manually and electronically, through the use of computer aided design technology. This will provide you with a strong skill set with which to enter and add value to textiles clothing and footwear companies, both domestically and internationally.

You will also be equipped with the business, marketing and communication skills necessary to convey your creative ideas to others and develop them into commercial products.



Career Outcomes

- Technical Designer
- CAD Pattern Maker
- Apparel Production Manager
- Small (Design) Business Manager
- Offshore Production Manager
- Independent Fashion Consultant



Key Study Areas

- Pattern engineering
- Design innovation
- Manufacturing and pre-production
- Professional practice and industry issues
- Elective 1: Children's Wear OR Tailoring
- Elective 2: Menswear OR Stretch Garments



Pre-requisites

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 6.0 (Academic). Refer to Page 82 for other accepted tests.

Students from our Fashion, Design and Architecture programs recently had the opportunity to explore scenic Italy on an Art & Design Study Tour organised by Holmesglen.

Students had the pleasure of exploring the architectural beauty of Pisa and Venice. Students also visited the inspiring La Biennale de Venezia. Students were then given educational tours of other fashion institutes such as the Academia di Costume e Moda and the Istituto Europeo di Design.

A memorable moment for all was the private tour of Valentino Roma's headquarters conducted by the fashion house's Creative Director of Menswear.



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

SCREEN & DIGITAL MEDIA

Certificate IV in Screen and Media (Animation and Digital Media)

CRICOS Course Code: 076486M

 **6 MONTHS** |
  **JUL** |
  **6,100** |
  **WAVERLEY**

Course Description

The course provides students with a general introduction to digital media skills which apply to the fields of film and television, animation and interactive multimedia.

Students study subjects designed to enable a folio of work to be created that can be used for entry to screen and media programs at both diploma and degree level.

Students will cover drawing, storyboarding, animation, design, visual effects, vision and sound editing and screen production.

On successful completion of the course, students can apply directly to Holmesglen for entry to the Bachelor of Screen Production offered at Holmesglen.

Career Outcomes

- Camera Operator
- Sound and Lighting Operators
- Film Maker
- Animator
- Screen Writer

Key Study Areas

- Create 2D digital animation
- Develop and extend design skills and practice
- Create titles for screen production
- Create digital visual effects
- Perform basic vision and sound editing
- Establish and manage production requirements and resources
- Design interaction

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 6.0 (Academic).

SCREEN & DIGITAL MEDIA

Diploma of Screen and Media (Radio and TV)

CRICOS Course Code: 066230G

 **1 YEAR** |
  **FEB** |
  **12,200 PER YEAR** |
  **CHADSTONE**

Course Description

The Diploma of Screen and Media (Radio and TV) provides students with a broad range of practical and theoretical skills for producing and presenting programs in the radio and television industries.

Throughout the course, students will write and produce their own radio and television programs for broadcast via Holmesglen's radio and television channels.

With this experience, students may seek employment in radio (community, commercial and public) and television (commercial, public and pay TV) as producers, sound and video editors, presenters, technicians, administrators and assistants.

Students who successfully complete all units may be eligible for entry into the Bachelor of Screen Production offered at Holmesglen.

Career Outcomes

- Radio And Television Producer/Presenter
- Camera/Lighting Operator
- Sound/Picture Editor
- Production Assistant

Key Study Areas

- Produce programs and program segments
- Conduct interviews
- Edit screen content for fast turnaround
- Write narration and current affairs material
- Develop and monitor program schedules
- Shoot a wide range of television content

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 6.0 (Academic).

SCREEN & DIGITAL MEDIA

Bachelor of Screen Production

CRICOS Course Code: 062217C

 **3 YEARS** |
  **MAR AUG** |
  **17,200 PER YEAR** |
  **WAVERLEY**

Course Description

The Bachelor of Screen Production explores the relationship between theory and practice in the creation of short films or animation productions. It explores the practice of the craft of film-making. Subjects are organised into five strands of study – The Screen Industry, Production Design, Production Techniques, Writing for the Screen and Screen related Business units.

Students must select a major in either animation or live action and complete the prescribed sequence of subjects from that major. Students commence specialised studies within the major from semester two, the first semester being devoted to developing core skills and knowledge used in the production of digital screen media.

Students are introduced to a wide range of skills to prepare them to create their own short films and animation. Students are supported in their studies by industry practitioners in dedicated high end studio facilities. They have access to equipment for use outside of the Institute in completing their films and access to the facilities outside normal class hours. These graduate films are screened publicly at the Australian Centre for the Moving Image on completion of the course.

Career Outcomes

- Film Maker
- Animator
- Screen Writer

Key Study Areas

- Digital and emerging media
- Storytelling for the screen
- Production management
- Animation/film pre-production
- Animation/film production
- Screen writing and editing
- Performance for screen
- Visual effects
- Animation/film post-production

Pre-requisites

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 6.0 (Academic). Refer to Page 82 for other accepted tests.



SCREEN & DIGITAL MEDIA

Bachelor of Sports Media

CRICOS Course Code: 078932M



3 YEARS



MAR
AUG



15,000
PER YEAR



CHADSTONE



Course Description

This Bachelor of Sports Media is designed to provide you with a thorough understanding of each of the areas within the sports media industry, including: media, journalism communications, the sporting industry and professional industry practice.

Designed to tie knowledge and experience together, this course will provide you with a depth of knowledge in regard to the media industry, aspects of law and ethics in media, emerging media and sport and the media. In addition, you will cover a range of journalism skills including TV and investigative journalism. A strong focus on communications will equip you to integrate and apply a variety of communication tools to the sporting industry.

You will develop the ability to review, consolidate, extend and apply the knowledge and skills learnt in order to work effectively and with confidence to meet the requirements of your future work environment.



Career Outcomes

- Sports Journalist
- Sports Commentator
- Sports Analyst
- Sports Television Writer
- Sports Newspaper Writer



Key Study Areas

- Sports journalism
- Emerging media
- Public relations
- Sports broadcasting
- Business of sport
- Journalism
- Understanding the media industry
- Sports media internship



Pre-requisites

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 6.0 (Academic). Refer to Page 82 for other accepted tests.



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.



DESIGN

Certificate IV in Design

CRICOS Course Code: 053975F / 078470C



**1 YEAR
6 MONTHS***



**FEB
JUL***



**12,200
PER YEAR**



CHADSTONE

* MID-YEAR INTENSIVE PROGRAM



Course Description

The Certificate IV in Design is a foundation program for students wishing to enter into Art and Design courses but who do not have the necessary background.

The course aims to provide:

- A general grounding and opportunities to refine skills for further studies in Design;
- The opportunity to prepare a folio of work which may be used to seek entry into courses at diploma or degree level;
- Entry-level skills for a range of occupations in the design industries, ranging from graphic art and design, fine arts and multimedia.

Note: In July, the Certificate IV in Design is offered as an intensive program for mid-year intake students. The duration for this intensive program is 6 months.



Career Outcomes

- Freelance Designer for minor projects



Key Study Areas

- Generate design solutions
- Interpret and respond to a design brief
- Realise a creative project
- Produce technical drawings
- Use typography techniques
- Integrate colour theory and design processes



Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

DESIGN

Advanced Diploma of Graphic Design

CRICOS Course Code: 078468G



2 YEARS



FEB



12,200
PER YEAR



CHADSTONE

Course Description

The Advanced Diploma of Graphic Design provides a broad range of skills and knowledge for use in the field of graphic design. It develops the ability to provide design work appropriate to needs and standards and the ability to plan and select appropriate services and techniques for the graphic design industry.

A Diploma of Graphic Design is incorporated into the Advanced Diploma of Graphic Design.

Students who do not meet the entry requirements for this course may undertake the Certificate IV in Design (refer to above entry). Satisfactory completion of the Certificate IV in Design provides guaranteed entry to the Advanced Diploma of Graphic Design.

On successful completion of the Advanced Diploma of Graphic Design at Holmesglen, students may apply for credit into Deakin University's Bachelor of Creative Arts (Visual Communication Design). Applications and credit exemptions will be assessed on an individual basis.



Career Outcomes

- Graphic Designer
- Freelance Designer
- Advertising Designer
- Publication Layout Artist



Key Study Areas

- Manage design realisation
- Develop graphic designs for packaging
- Originate graphic designs for complex briefs
- Develop and execute advertising concepts
- Originate a body of independent creative work
- Publicly present a body of own creative work



Pre-requisites

Good passes at Year 11 level or the overseas equivalent including passes in Art and Design and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic)

SCREEN & DIGITAL MEDIA

Certificate IV in Photo Imaging

CRICOS Course Code: 078262M



1 YEAR



FEB



12,200
PER YEAR



WAVERLEY



Course Description

The Certificate IV in Photo Imaging provides training for those who wish to pursue a career in the exciting world of photography, photo imaging and digital arts.

Students will gain experience in the many photographic imaging techniques and practices through practical hands on exercises. They will be able to explore their creative talents and gain skills in camera controls and image capture, print/file storage; studio and mood lighting; traditional, contemporary and emerging industry trends; photo-industry awareness and networking; design skills in digital media; video art; digital manipulation and image enhancement.

Students looking to obtain more advanced practical training in photo imaging can apply for the Diploma of Photo Imaging.



Career Outcomes

- Photo Lab Technician
- Photographer's Assistant
- Artist
- Fine Art Photographer
- Digital Operator
- Wedding and Portrait Photographer
- Automotive and Industrial Photographer
- Fashion and Editorial Photographer



Key Study Areas

- Integrate colour theory and design processes
- Interpret and respond to a design brief
- Process photo images to work-print and file stage
- Capture images in response to a brief
- Apply photo imaging lighting techniques
- Enhance, manipulate and output photo images



Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

SCREEN & DIGITAL MEDIA

Diploma of Photo Imaging

CRICOS Course Code: 078263K



1 YEAR



FEB



12,200
PER YEAR



WAVERLEY



Course Description

The Diploma of Photo Imaging provides advanced practical training for those who wish to pursue a career in the exciting world of photography, photo imaging and digital arts. It builds on the skills and knowledge gained through the completion of the Certificate IV in Photo Imaging.

Students will gain experience in the many photographic imaging techniques and practices through practical hands-on exercises. The Diploma of Photo Imaging introduces to students key concepts and practical training for specialised fields of photographic imaging such as photography for advertising, fashion, documentary and journalism.

Students are directly linked to professionals in the industry and visits to exhibitions and other industry events may occur during the course.

At the end of the course, students will be assigned to organise their own graduate exhibition to showcase their talent.



Career Outcomes

- Wedding and Portrait Photographers
- Automotive and Industrial Photographers
- Fashion and Editorial Photographers
- Video Directors
- Cinematographers
- Photo Lab Technician
- Photographer's Assistant
- Artists
- Fine Art Photographer
- Digital Operators



Key Study Areas

- Provide domestic portrait services
- Produce commercial photo images
- Make illustrative images for publication and display
- Produce media photo images
- Shoot material for screen productions under special conditions
- Experiment with techniques to enhance digital images



Pre-requisites

Successful completion of the Certificate IV in Photo Imaging.



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

BUILDING & CONSTRUCTION



Holmesglen is the most comprehensive provider of quality training for **BUILDING & CONSTRUCTION** in Victoria. Whether you're interested in a trade, running your own building business or managing large construction projects, our building and construction courses are relevant and respected in the industry.

Offering programs in bricklaying, carpentry, building construction, painting, tiling, building surveying and building design, a course at Holmesglen is where your future begins.

BRICKLAYING**Certificate III in Bricklaying/
Blocklaying**

CRICOS Course Code: 071561A

**1 YEAR****FEB
JUL****13,000
PER YEAR****CHADSTONE****Course Description**

The Certificate III in Bricklaying/Blocklaying provides comprehensive training in all practical and theoretical aspects of the bricklaying trade. Wherever possible, work is undertaken on full sized projects at Holmesglen in its specially designed facilities. This course equips students with the skills required to work successfully as a bricklayer.

On satisfactory completion of this course students may enter the Certificate IV in Building and Construction (Building) or the Diploma of Building and Construction (Building).

**Career Outcomes**

- Bricklayer
- Blocklayer

**Key Study Areas**

- Carry out masonry veneer construction
- Carry out brick cavity construction
- Construct masonry steps and stairs
- Lay multi-thickness walls and piers
- Install flashings and damp proof course
- Construct masonry arches

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

WALL AND FLOOR TILING**Certificate III in Wall and
Floor Tiling**

CRICOS Course Code: 071562M

**1 YEAR****FEB
JUL****13,000
PER YEAR****CHADSTONE****Course Description**

The Certificate III in Wall and Floor Tiling provides comprehensive training in all practical and theoretical aspects of the wall and floor tiling trade. Wherever possible, work is undertaken on large projects at Holmesglen in its specially designed facilities. This course equips students with the skills required to work successfully as a wall and floor tiler.

On satisfactory completion of this course students may enter the Certificate IV in Building and Construction (Building) or the Diploma of Building and Construction (Building).

**Career Outcomes**

- Wall and Floor Tiler
- Tiler

**Key Study Areas**

- Prepare surface for tiling application
- Fix wall tiles
- Apply waterproofing to internal wet areas
- Carry out mosaic tiling
- Carry out concreting to simple forms
- Carry out decorative tiling

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

WALL AND CEILING LINING**Certificate III in Wall and
Ceiling Lining**

CRICOS Course Code: 071563K

**1 YEAR****FEB
JUL****13,000
PER YEAR****CHADSTONE****Course Description**

The Certificate III in Wall and Ceiling Lining provides comprehensive training in all practical and theoretical aspects of the wallboard plaster trade. Wherever possible, work is undertaken on large projects at Holmesglen in its specially designed facilities. This course equips students with the skills required to work successfully as a wall and ceiling liner.

On satisfactory completion of this course students may enter the Certificate IV in Building and Construction (Building) or the Diploma of Building and Construction (Building).

**Career Outcomes**

- Plasterer

**Key Study Areas**

- Fix ceiling sheets to external protected areas
- Fix standard plasterboard wall sheets
- Mix plastering compounds
- Manually sand plaster work
- Install dry wall passive fire rated systems
- Match, mitre and install cast ornamental cornices

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.



As a carpentry student, I felt extremely fortunate to have the opportunity to build a shelter at Lysterfield Park. This experience taught us how to work in a team, follow directions, work in a safe manner and solve problems while contributing to the development of a popular community park.



Leno – Italy
Certificate III in Carpentry



CARPENTRY

Certificate III in Carpentry

CRICOS Course Code: 071556J

 1 YEAR	 FEB JUL	 13,400 PER YEAR	 CHADSTONE
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 **Course Description**


The Certificate III in Carpentry provides comprehensive training in all practical and theoretical aspects of the carpentry trade. Wherever possible, work is undertaken on large projects at Holmesglen in its specially designed facilities. This course equips students with the skills required to work successfully as a carpenter.

Students may have the option to participate in a camp to learn more about Forestry and Timber Milling.

On satisfactory completion of this course students may enter the Certificate IV in Building and Construction (Building) or the Diploma of Building and Construction (Building).

 **Career Outcomes**

- Carpenter
- Various positions in building and construction

 **Key Study Areas**

- Erect and dismantle formwork for footings and slabs on ground
- Carry out general demolition of minor building structures
- Install flooring systems
- Construct wall frames
- Construct pitched roofs
- Construct eaves

 **Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

PAINTING AND DECORATING

Certificate III in Painting and Decorating

CRICOS Course Code: 071555K

 1 YEAR	 FEB JUL	 13,000 PER YEAR	 CHADSTONE
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 **Course Description**

The Certificate III in Painting and Decorating provides comprehensive training in painting and decorating in all practical and theoretical aspects of the trade. This course equips students with the skills required to work successfully as a painter.

On satisfactory completion of this course students may enter the Certificate IV in Building and Construction (Building) or the Diploma of Building and Construction (Building).

 **Career Outcomes**

- Painter
- Decorator

 **Key Study Areas**

- Prepare surfaces for painting
- Apply texture coat paint finishes by brush, roller and spray
- Match specified paint colour
- Apply decorative paint finishes
- Apply wallpaper
- Apply stains and clear timber finishes

 **Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

BUILDING

Certificate IV in Building and Construction (Building)

CRICOS Course Code: 073684G

**1 YEAR****FEB
JUL****13,000
PER YEAR****CHADSTONE****Course Description**

The Certificate IV provides an educational basis and practical training for a career within the building and construction industry. Includes taking responsibility for part of the completion of the project, including: supervision, scheduling, managing risk and quality assurance, administration and liaising with the client.

On completion of the Certificate IV, students may apply for entry into the Diploma of Building and Construction (Building).

**Career Outcomes**

- Builder
- Construction Manager
- Registered Builder

**Key Study Areas**

- Identify and produce estimated costs for building & construction projects
- Produce labour and material schedules for ordering
- Plan building or construction work
- Conduct on-site supervision of the building and construction project
- Apply structural principles to residential low rise constructions
- Select and prepare a construction contract

**Pre-requisites**

One of the following:

- Certificate III in Bricklaying/Blocklaying
- Certificate III in Wall and Floor Tiling
- Certificate III in Wall and Ceiling Lining
- Certificate III in Carpentry
- Certificate III in Glass and Glazing
- Certificate III in Painting and Decorating
- Certificate III in Stonemasonry

BUILDING

Diploma of Building and Construction (Building)

CRICOS Course Code: 073682J

**1.5 YEARS****FEB
JUL****13,000
PER YEAR****CHADSTONE****Course Description**

The Diploma of Building and Construction (Building) provides practical training for students to become builders. It provides the professional skills and knowledge required for the management, supervision and administration of residential, industrial and commercial building projects.

The course will meet the needs of the building professional who co-ordinates the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing the work and its quality and liaising with the client. The course is recognized and supported by the Building Practitioners Board and the Housing Industry Association.

Students who successfully complete the Diploma of Building and Construction (Building) at Holmesglen will be eligible to enter into one of the following Holmesglen degrees and to complete it in a further three years:

**Career Outcomes**

- On site management & supervision
- Local, national & international construction management
- Specialist construction roles in quality assurance and safety

**Key Study Areas**

- Manage project quality
- Monitor costing systems on medium rise building and construction projects
- Prepare and evaluate tender documentation
- Apply building codes and standards to the construction process for medium rise building projects
- Supervise the planning of on-site medium rise building or construction work
- Manage construction work

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

BUILDING

Bachelor of Construction Management and Economics

CRICOS Course Code: 088409C

**4 YEARS****MAR
AUG****16,000
PER YEAR****CHADSTONE****Course Description**

The Bachelor of Construction Management and Economics is designed to meet the professional course accreditation requirements of the Australian Institute of Building and the Australian Institute of Quantity Surveyors. The program embraces the construction management and quantity surveying fields of study which are generally considered to fall within the management disciplines and financial administration of building projects through their life cycle.

The course focuses on the provision of a foundation of knowledge and skills that prepares students for a wide range of possible graduate vocational occupations in the building industry taking into account the high level of mobility, especially at mid-career stage, of professional and para-professional practitioners. A Problem Based Learning delivery method is utilised and provides students with the skills and knowledge needed to operate effectively across a number of roles in the building and construction industry.

On successful completion, students may further their studies by enrolling in the Graduate Diploma of Construction Management and Economics

**Career Outcomes**

- Contract Administrator
- Estimator
- Project Manager
- Building Consultant

**Key Study Areas**

- Risk management for construction and cost management
- Improving contract and cost management performance
- Large scale mixed-use sustainable development
- Sustainable housing development
- Business management for the construction industry
- Medium density sub division and development

**Pre-requisites**

Good passes at Year 12/Matriculation or the overseas equivalent.

English language proficiency equivalent to IELTS 6.0 (Academic).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

BUILDING

Graduate Diploma of Construction Management and Economics

CRICOS Course Code: 076837D

 1 YEAR	 MAR AUG	 18,400 PER YEAR	 CHADSTONE
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Course Description

The Graduate Diploma of Construction Management and Economics is designed to facilitate upgrading and mobility of professionals and para-professionals working in the built environment disciplines, to be appropriately qualified to practise at a professional level in the discipline of construction management and economics.

The course is designed to meet the professional accreditation requirements of the Australian Institute of Building and the Australian Institute of Quantity Surveyors when in combination with a relevant cognate degree or equivalent.

A Problem Based Learning (PBL) delivery method is utilised for the course.

Graduates will also be eligible to complete further post graduate qualifications in a relevant discipline.

Career Outcomes

- Construction Manager
- Project Manager
- Quantity Surveyor
- Professional Consultant

Key Study Areas

- Project feasibility
- Constructability
- Design cost planning
- Value based project procurement
- Advanced contract and cost management performance
- Building costs in use
- Risk management in construction and cost management

Pre-requisites

A bachelor degree from a related discipline;
OR

A bachelor degree and at least two years of postgraduate work experience in a relevant context;
OR

An equivalent combination of formal qualifications and relevant work experience.

English language proficiency equivalent to IELTS 6.5 (Academic).

BUILDING

Diploma of Building Surveying

CRICOS Course Code: 070962C

 1 YEAR	 FEB JUL	 13,000 PER YEAR	 CHADSTONE
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Course Description

The Diploma of Building Surveying provides students with the paraprofessional skills and competencies needed for building inspection work and surveying related to residential, industrial and commercial buildings. The course will provide a diverse range of experiences in building theory, regulatory laws and practice. Students may be required to attend site visits and study tours as part of this course.

Students who successfully complete the Diploma of Building Surveying may proceed to continue their studies in the Advanced Diploma of Building Surveying.

Alternatively, the student will be eligible to enter into one of the following Holmesglen degrees and to complete it in a further three years:

- Bachelor of Building Surveying
- Bachelor of Construction Management and Economics

Career Outcomes

- Building Inspector
- Building Surveyor
- Various managerial positions in the building and construction industry

Key Study Areas

- Assess the construction of domestic scale buildings
- Evaluate materials for construction of domestic scale buildings
- Produce working drawings for residential buildings
- Assess construction faults in residential buildings
- Assess timber framed designs for one and two storey buildings
- Apply principles of energy efficient design to buildings

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

BUILDING

Advanced Diploma of Building Surveying

CRICOS Course Code: 071266G

 1 YEAR	 FEB JUL	 13,000 PER YEAR	 CHADSTONE
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Course Description

This course provides you with the professional skills and competencies needed for building inspection work, and for surveying related to residential, industrial and commercial buildings. You will be provided with a diverse range of experiences in building theory, regulatory laws and practice, and you will learn with the competencies required for building surveying and inspection.

You will be required to attend site visits and study tours as part of your studies.

Students who successfully complete the Advanced Diploma of Building Surveying at Holmesglen will be eligible to enter into one of the following Holmesglen degrees and to complete it in a further 2.5 years:

- Bachelor of Building Surveying
- Bachelor of Construction Management and Economics

Career Outcomes

- Building Surveyor
- Various managerial positions in building and construction

Key Study Areas

- Assess the construction of buildings up to three storeys
- Assess construction faults in buildings up to three storeys
- Evaluate the use of concrete for residential and commercial buildings up to three storeys
- Apply fire technology to buildings up to three storeys
- Coordinate asset refurbishment
- Apply building surveying procedures to building up to three storeys

Pre-requisites

Successful completion of Holmesglen's Diploma of Building Surveying

BUILDING

Bachelor of Building Surveying

CRICOS Course Code: 088410K



4 YEARS

MAR
AUG16,000
PER YEAR

CHADSTONE

Course Description

The Bachelor of Building Surveying is designed to meet the professional accreditation requirements of the Australian Institute of Building Surveyors. Building Surveyors are experts in a range of building legislation, technical codes and construction standards and are responsible for building safety, accessibility and energy efficiency, which impacts on the design, functionality and structure.

The course focuses on the provision of a foundation of knowledge and skills that prepares students for a wide range of possible graduate vocational occupations in the building industry taking into account the high level of mobility, especially at mid-career stage, of professional and para-professional practitioners.

Graduates will develop an in-depth technical knowledge in building surveying and will be able to operate independently as a professional within this field. Its strong vocational and building discipline focus will assist graduates in meeting the academic requirements for membership of relevant professional bodies in the building sector.

On successful completion, students may further their studies by enrolling in the Graduate Diploma of Building Surveying.

Career Outcomes

- Building Inspector
- Private Certifier
- Building Surveyor

Key Study Areas

- Risk Assessment and Management
- Large Scale Mixed-use Sustainable Development
- Sustainable Building Services
- High Rise Development and Procurement Methods
- Medium Density Sub Division and Development
- Urban Development and Planning

Pre-requisites

Good passes at Year 12/Matriculation or the overseas equivalent.

English language proficiency equivalent to IELTS 6.0 (Academic).

BUILDING

Graduate Diploma of Building Surveying

CRICOS Course Code: 076839B



4 YEARS

MAR
AUG18,400
PER YEAR

CHADSTONE

Course Description

The Graduate Diploma of Building Surveying is designed to facilitate upgrading and mobility of professionals and para-professionals working in the built environment disciplines, to be appropriately qualified to practise at a professional level in the discipline of building surveying.

The course is designed to meet the professional accreditation requirements of the Australian Institute of Building Surveyors when in combination with a relevant degree or equivalent.

A Problem Based Learning (PBL) delivery method is utilised for the course.

On successful completion of this course students are eligible to receive the nationally endorsed Graduate Diploma of Building Surveying and may seek career opportunities as: Building Inspectors, Certifiers or Building Surveyors.

Graduates will be eligible to complete further post graduate qualifications in a relevant discipline.

Career Outcomes

- Building Inspector
- Certifier
- Building Surveyor

Key Study Areas

- Urban planning
- Risk assessment and management for building surveying
- Fire engineering
- Performance based compliance
- Structural and materials performance
- Project feasibility

Pre-requisites

A bachelor degree from a related discipline;
OR

A bachelor degree and at least two years of postgraduate work experience in a relevant context;
OR

An equivalent combination of formal qualifications and relevant work experience.

English language proficiency equivalent to IELTS 6.5 (Academic).

BUILDING

Advanced Diploma of Building Design (Architectural)

CRICOS Course Code: 068727K



2 YEARS

FEB* JAN*
JUL* APR*
OCT*13,000
PER YEARCHADSTONE
CITY (ST KILDA ROAD)

*CHADSTONE *CITY

Course Description

The Advanced Diploma of Building Design (Architectural) provides students with the professional skills and knowledge for a successful career in Building Design (Architectural) in residential, industrial and commercial buildings. Emphasis is on the design process, presentation, construction technology, documentation, production of working drawings utilising Building Information Modelling (BIM) to industry standards, including AutoCAD, ArchiCAD, Revit and high end rendering software.

This course is supported by industry stakeholders including the Building Practitioners Board and the Building Designers Association of Victoria. Graduates of this course will be able to progress to managerial positions within a building or architectural drafting office after acquiring relevant experience.

On successful completion, students may be eligible for credit into Deakin University's Bachelor of Design (Architectural). Applications will be assessed on an individual basis and must be lodged directly with Deakin University.

Career Outcomes

- Managerial positions within architectural drafting or building design and planning
- Building design and planning
- Working drawings and documentation

Key Study Areas

- Undertake site survey and analysis to inform design process
- Apply structural and construction technology to the design of residential and commercial buildings
- Design safe buildings
- Produce working drawings for residential and commercial buildings
- Undertake complex architectural projects
- Design sustainable buildings

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

BUSINESS & MANAGEMENT



The **BUSINESS** world is challenging, fast-paced and constantly changing. Regardless of the industry, graduates with business skills are highly sought after. Whether you're interested in a career in Accounting, Administration, Human Resources, Marketing or Management, Holmesglen's business programs will provide you with the skills to succeed in a competitive and evolving business landscape.

Please be advised that the Business Administration, Marketing, Human Resources and Management programs are currently being updated. Students enrolling in one of these courses will be transitioned to the new program when it is available. Please be aware that this transition may result in some changes to the choice of core and elective subjects.

BUSINESS

Certificate IV in Business

CRICOS Course Code: 077451C

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**

The Certificate IV in Business is designed to equip students with a strong foundation in various business skills that will be beneficial when seeking employment.


Students will learn how to prepare complex business documents, analyse research data, prepare professional presentations and the basics of networking in a corporate environment.

Upon mastering these foundations, students may proceed to study a Business Diploma program with a focus in Management, Marketing or Human Resources.

Upon successful completion of the Certificate IV in Business, students may enter into the Diploma of Management, Diploma of Business Administration, Diploma of Marketing or the Diploma of Human Resource Management offered by Holmesglen.

 **Career Outcomes**

- Sales Trainee
- Public Relations Officer
- Market Research Assistant
- Office Administrator
- Client Service Officer

 **Key Study Areas**

- Analyse and present research information
- Promote products and services
- Establish networks
- Design and produce business documents
- Promote products and services
- Write complex documents

 **Pre-requisites**


Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

MARKETING

Diploma of Marketing

CRICOS Course Code: 087357G

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**

The Diploma of Marketing will help you develop your ability to evaluate marketing opportunities; plan and evaluate marketing strategies; monitor marketing activities and develop media and marketing communication plans.


You will gain knowledge and skills in understanding your customer needs and develop products/services that customers demand.

The Diploma of Marketing is highly interactive with structured face to face workshops and challenging relevant projects.

Students may also apply for entry into the Bachelor of Business (Marketing Management) at Holmesglen and may receive up to one year's credit into the degree.

 **Career Outcomes**

- Marketing Manager
- Marketing Coordinator or Assistant
- Advertising Assistant

 **Key Study Areas**

- Identify and evaluate marketing opportunities
- Plan market research
- Implement and monitor market activities
- Interpret market trends and developments
- Design and develop an integrated marketing communication plan
- Develop a media plan

 **Pre-requisites**

Successful completion of Holmesglen's Certificate IV in Business or relevant employment experience.

MARKETING

Bachelor of Business (Marketing Management)

CRICOS Course Code: 069455K

 3 YEARS	 MAR AUG	 15,000 PER YEAR	 CHADSTONE
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 **Course Description**

The Bachelor of Business (Marketing Management) equips graduates with a more balanced view of marketing. Through the practical application of theory and concepts, students develop a broad based understanding of business and marketing management, which is immediately applicable in the workplace.

The final year includes a work-integrated learning placement with an employer in which students are given the opportunity to apply their marketing management skills to an applied project.

The Entrepreneurship and New Venture project in the final semester exposes students to the need for innovation and change. The degree prepares students with the skills to challenge, question and invigorate their working environment, and enter the marketing management sector with confidence.

 **Career Outcomes**

- Marketing and Communications Manager
- Brand Manager
- Sales Manager
- Marketing and Events Coordinator

 **Key Study Areas**

- Understanding buyer behaviour
- Professional selling
- Advertising and integrated brand promotion
- Sales management
- Business management
- Digital marketing

 **Pre-requisites**

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 6.0 (Academic). Refer to Page 82 for other accepted tests.



Holmesglen became my home and my classmates, teachers and other staff members became my support and family. My well-prepared teachers kept me motivated to learn and succeed. Holmesglen was more than an institute for me; it became my favourite place to be. Through the Business & Finance coordinator, I became a CPA Ambassador which ended up being an amazing opportunity for my immediate development as a professional.



Dagny – Venezuela
Graduate of Bachelor of Business Accounting



ACCOUNTING

Certificate III in Accounts Administration

CRICOS Course Code: 086417G



6 MONTHS



**FEB
JUL
OCT***



6,000



**CHADSTONE
MOORABBIN**

* OCTOBER INTAKE AT MOORABBIN CAMPUS ONLY



Course Description

The Certificate III in Accounts Administration provides students an introduction to the financial industry.

Students will undergo training in essential business skills and the foundation knowledge and expertise needed for a career in a financial role within an organisation.

On successful completion of this course, students are eligible to continue to the Certificate IV in Accounting



Career Outcomes

- Junior Bookkeeper
- Junior Accounts Clerk



Key Study Areas

- Perform financial calculations
- Administer subsidiary accounts and ledgers
- Process financial transactions and extract interim reports
- Prepare advanced financial reports
- Administer fixed asset register
- Produce financial spreadsheets



Pre-requisites

Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

Recommended: A good knowledge of Mathematics, Accounting or Economics.

ACCOUNTING

Certificate IV in Accounting

CRICOS Course Code: 078400F



6 MONTHS



**FEB
JUL**



6,000



**CHADSTONE
MOORABBIN**



Course Description

The Certificate IV in Accounting expands on the skills covered in the Certificate III and introduces students to key accounting skills and concepts that are crucial for entry into a fulfilling accounting career.

The qualification will help you to develop your ability to respond to current and emerging accounting opportunities within the financial services and other industries. It is delivered through highly interactive classes with industry relevant projects and assignments.

On successful completion of this course, students are eligible to continue to the Diploma of Accounting



Career Outcomes

- Bookkeeper
- Junior Accounts Administrator



Key Study Areas

- Set up and operate a computerised accounting system
- Establishing and maintaining a payroll system
- Prepare financial statements
- Develop and use complex spreadsheets
- Administer subsidiary accounts and ledgers
- Produce job costing information



Pre-requisites

Successful completion of Holmesglen's Certificate III in Accounts Administration or relevant employment experience.

ACCOUNTING

Diploma of Accounting

CRICOS Course Code: 076443M

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE MOORABBIN
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Course Description

The Diploma of Accounting provides more technical accounting training and prepares students for accounting positions within larger corporate organisations.

At the diploma level, students are introduced to accounting and financial skills crucial in growing companies. Students will be thought subjects relating to taxation, budget management, forecasting and financial reporting.

On successful completion of this course, students are eligible to continue to the Advanced Diploma of Accounting.

Students may also apply for entry into the Bachelor of Accounting at Holmesglen and may receive up to one year's credit into the degree.

Career Outcomes

- Accounts Administrator
- Accounting roles for small businesses

Key Study Areas

- Prepare tax returns
- Manage budgets and forecasts
- Prepare financial reports for corporate entities
- Prepare business and financial performance information
- Prepare accounting information for senior management
- Implement and maintain internal procedures

Pre-requisites

Successful completion of Holmesglen's Certificate IV in Accounting or relevant employment experience.

ACCOUNTING

Advanced Diploma of Accounting

CRICOS Course Code: 076444K

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE MOORABBIN
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Course Description

The Advanced Diploma of Accounting provides practical career-oriented training to progress in the accounting and finance field, and to prepare students to become a qualified accountant or tax professional.

The qualification will help graduates develop their abilities to respond to current and emerging accounting opportunities within financial services and other industries.

Graduate completing the Advanced Diploma of Accounting become academically qualified to apply for membership with the Institute of Public Accountants Australia. They also develop advanced skills in areas such as financial accounting, management accounting, budgeting and forecasting, business performance analysis, auditing, tax and leadership.

Graduates from the Advanced Diploma of Accounting are guaranteed credit of 1.5 years towards Holmesglen's Bachelor of Business (Accounting).

Career Outcomes

- Accounts Payable
- Accounts Receivable
- Accounting Administrator in larger companies with complex tax returns

Key Study Areas

- Implement tax plans and evaluate tax compliance
- Prepare complex corporate financial reports
- Interpret and use financial statistics and tools
- Prepare and analyse management accounting information

Pre-requisites

Successful completion of Holmesglen's Diploma of Accounting or relevant employment experience.

ACCOUNTING

Bachelor of Business (Accounting)

CRICOS Course Code: 058508D

 3 YEARS	 MAR AUG	 16,000 PER YEAR	 CHADSTONE
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Course Description

The Bachelor of Business (Accounting) provides students with comprehensive knowledge and skills in accounting, through a more practical and hands-on approach.

The program provides a nationally recognised qualification in accounting. Graduates may apply for associate membership of CPA Australia and the Institute of Public Accountants. Graduates of this degree also meet the entry requirements of the Chartered Accountants Australia and New Zealand (CAANZ) Program. Students are advised to refer to the appropriate body's website for further details regarding admission and membership requirements.

Career Outcomes

- Fund Accounting Officer
- Self-employed Bookkeeper
- Account Manager
- Financial Adviser
- Investment Banker Business analyst

Key Study Areas

- Auditing principles and practice
- Personal financial planning
- Proper taxation practice
- Corporate accounting
- Understanding business, corporations and taxation laws
- Understanding of the modern economy
- Perform advanced management accounting methodologies

Pre-requisites

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 6.0 (Academic). Refer to Page 82 for other accepted tests.

Recommended: A good knowledge of Mathematics, Accounting or Economics.



ADMINISTRATION – HEALTH

Certificate III in Business Administration (Medical)

CRICOS Course Code: 086872G

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**


The Certificate III in Business Administration (Medical) provides training for employment in medical administration in a general or medical specialist practice or hospital.

Throughout this program, you will develop a broad range of knowledge and skills in operating office equipment. These include Office 2010 (MS Word, Excel, Access, PowerPoint), creating business documents, managing time effectively, maintaining a general ledger and procedures specific to medical administration such as Medilink, interpreting and applying medical terminology and preparing and processing medical accounts.

On successful completion of this course, students are eligible to continue to the Certificate IV in Health Administration.

 **Career Outcomes**

- General administrative roles in the health and medical services industries

 **Key Study Areas**

- Prepare and process medical accounts
- Maintain patient records
- Assist in controlling stocks and supplies
- Interpret and apply medical terminology appropriately
- Apply the principles of confidentiality, privacy and security within the medical environment
- Comply with infection control policies and procedures
- Create and use databases

 **Pre-requisites**

Good passes at Year 11 level or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

ADMINISTRATION – HEALTH

Certificate IV in Health Administration

CRICOS Course Code: 079143K

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**


The Certificate IV in Health Administration focuses on employees who provide administrative functions in health services where the employee is required to work autonomously or as a senior member of staff in an administrative team.

Graduates may seek work opportunities as an administration supervisor, practice manager, ward clerk, medical records section leader, team leader for clinical services or a business manager.

On successful completion of this course, students are eligible to continue to the Diploma of Business Administration.

 **Career Outcomes**

- Administration Supervisor
- Practice Manager
- Senior Clerk
- Executive Assistant
- Ward Clerk
- Medical Records Section Leader
- Team Leader for Clinical Services
- Business Manager

 **Key Study Areas**

- Roster staff
- Maintain patient records
- Assist in controlling stocks and supplies
- Interpret and apply medical terminology appropriately
- Recruit, select and induct staff
- Produce complex texts from audio transcription

 **Pre-requisites**

Successful completion of Holmesglen's Certificate III in Business Administration (Medical) or relevant employment experience.

ADMINISTRATION

Diploma of Business Administration

CRICOS Course Code: 087282K

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**

The Diploma of Business Administration will provide you with managerial level training for clerical and administration staff. It will help you develop your ability to respond to emerging business opportunities within a clerical and administrative area.

You will gain knowledge and skills in key administrative processes and procedures, as well as skills in team and people management. You will be able to work in both the private and public sector.

A practical placement component is provided to full time day students. This placement will enable you to put all the skills from the Certificate III in Business Administration (Medical), Certificate IV in Business Administration and the Diploma of Business Administration into practice. This will also give you the opportunity to start networking with possible employers.

Graduates from the Diploma of Business Administration are guaranteed credit of 1 year (9 credits) towards Holmesglen's Bachelor of Business Administration.

 **Career Outcomes**

- Administrative Officer
- Personal Assistant
- Executive Assistant
- Medical Receptionist
- Various administrative positions in private business, government and not-for-profit organisations

 **Key Study Areas**

- Manage meetings
- Plan and manage conferences
- Manage business document design and development
- Manage payroll
- Manage quality customer service
- Plan or review administration systems

 **Pre-requisites**

Successful completion of Holmesglen's Certificate IV in Business, Certificate IV in Health Administration or relevant employment experience.

BANKING

Certificate IV in Banking Services

CRICOS Course Code: 078398F



6 MONTHS



FEB



6,000



CHADSTONE

Course Description

The Certificate IV in Banking Services is designed as an ideal starting point for your career in banking and financial services. You will learn about the various financial institutions, customers, products and the principles of lending to personal clients.

Incorporating study in the maintenance of financial records, management of debt and an understanding of the various aspects incorporated in financial services, this course is designed to reflect the role of employees working in banking or retail financial services environments.

On successful completion of this course, students are eligible to continue to the Diploma of Banking Services Management.

Career Outcomes

- Retail banking
- Financial services
- Customer services officer/banking

Key Study Areas

- Sell financial products and services
- Promote understanding of the role and effective use of consumer credit
- Implement a sales plan
- Assess credit applications
- Establish client relationship and analyse needs
- Develop, present and negotiate client solutions

Pre-requisites

Good passes at Year 11 level or the overseas equivalent or relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

BANKING

Diploma of Banking Services Management

CRICOS Course Code: 086455B



6 MONTHS



JUL



6,000



CHADSTONE

Course Description

The Diploma of Banking Services Management has been designed for those currently working in, or who wish to work in the banking and retail financial services sector, or within a business environment where team and business responsibilities include branch environments, small business banking, commercial lending or retail lending.

Graduates from the Diploma of Banking Services Management at Holmesglen are guaranteed credit of 1 year towards the Holmesglen Bachelor of Business Administration.

Career Outcomes

- Retail banking
- Financial services
- Customer services officer/banking
- Management trainee/banking

Key Study Areas

- Manage people's performance
- Monitor and manage small business operations
- Client relationship development and nurturing
- Manage banking and service strategy for small business customers
- Manage people's performance
- Monitor and manage small business operations
- Client relationship development and nurturing
- Manage banking and service strategy for small business customers

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience. English language proficiency equivalent to IELTS 5.5 (Academic).



The combination of practical business skills and academic knowledge is what attracted me to studying with Holmesglen. After studying a General English Language course, I then successfully completed my Diploma and Bachelor of Business Administration in only 3 years. Holmesglen gave me the opportunity to learn the strong business skills I need, in a supportive learning environment. I finished my time at Holmesglen work ready, and I thank my teachers for their expertise and experience, preparing me for my future career.



Kelvin – Vietnam

Graduate of Bachelor of Business Administration



MANAGEMENT

Diploma of Management

CRICOS Course Code: 070107J

 1 YEAR	 FEB JUL	 12,000 PER YEAR	 CHADSTONE
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 **Course Description**

The Diploma of Management will help develop your knowledge and skills of management processes. It will help you manage the work of others or to add value to or review management practices.

You will gain knowledge and skills in people management as well as the management of processes in the workplace.

The Diploma of Management is highly interactive with structured face-to-face workshops for on campus students and challenging relevant projects.

Upon successful completion, students can apply for the Advanced Diploma of Management (Human Resources).

Students may also apply for entry into the Bachelor of Business Administration at Holmesglen and may receive up to one year's credit into the degree.

 **Career Outcomes**

- Manager
- Supervisor
- Team Leader

 **Key Study Areas**

- Manage quality customer service
- Manage budgets and financial plans
- Manage people performance
- Manage meetings
- Manage payroll
- Manage employee relations

 **Pre-requisites**

Successful completion of Holmesglen's Certificate IV in Business or relevant employment experience.

HUMAN RESOURCES (PERSONNEL)

Diploma of Human Resource Management

CRICOS Course Code: 087313G

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**

The Diploma of Human Resource Management will give students the knowledge and skills in people management. The course offers skill development in managing recruitment, workforce planning, performance management and employee relations.


The focus of this course is on the management of an organisation's human resources. Your career would typically involve working with and managing others.

Upon successful completion, students can apply for the Advanced Diploma of Management (Human Resources)

Students may also apply for entry into the Bachelor of Business Administration at Holmesglen and may receive up to one year's credit into the degree.

 **Career Outcomes**

- Middle Level Management
- HR Officer
- OHS Officer
- Recruitment Officer

 **Key Study Areas**

- Develop and manage performance management process
- Manage workforce planning
- Manage employee relations
- Manage recruitment, selection and induction processes
- Manage payroll
- Manage separation or termination
- Manage HR services

 **Pre-requisites**

Successful completion of Holmesglen's Certificate IV in Business or relevant employment experience.

HUMAN RESOURCES (PERSONNEL)

Advanced Diploma of Management (Human Resources)

CRICOS Course Code: 087600A

 6 MONTHS	 FEB JUL	 6,000	 CHADSTONE
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 **Course Description**

The Advanced Diploma of Management (Human Resources) will help further develop students' skills gained from the Diploma of Human Resource Management.

This qualification will help develop your ability to respond to emerging business opportunities, manage the human resources of an organisation, as well as creating and implementing comprehensive business strategic plans.

You will gain knowledge and skills in developing business strategies, leadership and change management. Leading people and driving change within an organisation are critical skills for the business leaders of today and in the future.

Graduates from the Advanced Diploma of Management (Human Resources) are guaranteed credit of 1.5 years towards Holmesglen's Bachelor of Business Administration.

 **Career Outcomes**

- Human Resource Consultant/Officer
- Assistant Payroll Manager
- Recruitment Officer
- Management Consultant
- OHS Supervisor

 **Key Study Areas**

- Manage HR strategic planning
- Manage organisational changes
- Contribute to organisation development
- Develop and implement strategic plans
- Develop and implement a business plan
- Manage human resource services

 **Pre-requisites**

Successful completion of Holmesglen's Diploma of Human Resource Management or relevant employment experience.

ADMINISTRATION**Bachelor of Business Administration**

CRICOS Course Code: 069454M

**3 YEARS****MAR
AUG****15,000
PER YEAR****CHADSTONE****Course Description**

The Bachelor of Business Administration equips students with a thorough understanding of specialised business functions through a wide range of electives including public relations, professional sales, international business protocols, buyer behaviour, leadership, compliance and risk management, and customer relationship management.

The final year includes an applied New Venture Creation project which integrates multiple disciplines and prepares graduates to be work ready. There will also be a work-integrated learning placement with an employer in which students are given the opportunity to apply their business administration and management skills towards an applied project.

The course prepares students to explore more specialised areas such as accounting, marketing, international business or human resources.

**Career Outcomes**

- Business Analyst or Consultant
- Assistant Business Manager
- Human Resources Officer
- Business Consultant
- Marketing Officer

**Key Study Areas**

- Marketing principles
- International business and economy
- Human resource management
- Business relationship management
- Strategic management
- Project management
- Business management
- Customer relationship management

**Pre-requisites**

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

English language proficiency equivalent to IELTS 6.0 (Academic). Refer to Page 82 for other accepted tests.

Recommended: A good knowledge of Mathematics, Accounting or Economics.

PROFESSIONAL ACCOUNTING**Master of Professional Accounting**

CRICOS Course Code: 083073G

**2 YEARS****MAR
AUG****18,000
PER YEAR****CITY****Course Description**

The Master of Professional Accounting at Holmesglen is designed to provide graduates of non-accounting undergraduate degrees the opportunity to develop their understanding of accounting, economics, management and related areas. The MPA is ideal for students interested in changing their career path or broadening their options in their existing field.

This degree prepares graduates to manage and interact within a variety of accounting and business contexts, think conceptually and reflectively about financial decision making, make informed judgements and work collaboratively with accounting professionals and other stakeholders.

The MPA and the nested Graduate Diploma in Accounting provide students with the opportunity to broaden their business knowledge and increase their understanding of accounting related matters. Students successfully completing their first 8 core subjects will achieve the Graduate Diploma in Accounting.

**Career Outcomes**

- Accountant (general)
- Financial Accountant
- Management Accountant
- Taxation Accountant
- External or Internal Auditor

**Key Study Areas**

- Managerial finance
- Management accounting and statistics
- Auditing and assurance
- Accounting
- Business economics
- Financial accounting and reporting

**Pre-requisites**

An Australian bachelor degree, Graduate Diploma or Graduate Certificate, or an approved international equivalent, in a non-accounting discipline.

Applications will be assessed on a case by case basis. Applicants must demonstrate their preparedness, aptitude and ability to cope with formal post-graduate study at this qualification level. Interviews may be conducted as part of the application assessment process.

English language proficiency of IELTS 6.5 with no band less than 6.0, or (PBT) 580 (writing 4.5), or TOEFL (iBT) 92 (writing 21), or Cambridge Certificate of Proficiency in English (CPE) C, or Certificate in Advanced English (CAE), B, or Pearson Test of English (PTE) 64 (no score less than 59).

Professional recognition

Recognition by leading professional bodies is possible on completion of the Master of Professional Accounting (MPA) and contributes to the employment outcomes for graduates. There are three relevant accreditations through the completion of a particular selection of study units in the MPA. Completion of certain core subjects paves the way for eligibility as: an associate member of CPA Australia; entry to the CA programme of Chartered Accountants Australia and New Zealand (CA ANZ); and with relevant experience, the Institute of Certified Management Accountants (ICMA).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

ENGINEERING & TECHNOLOGY

The world of **ENGINEERING** offers you a world of exciting career options. At Holmesglen, our continued investment in equipment means you learn with the best. When you study with us, much of your time is spent out of the classroom refining your skills in the engineering and manufacturing workshops, equipped with industry standard machinery.

Our courses are created in consultation with industry leaders and are taught by industry professionals. As such, Holmesglen's courses produce graduates with the skills and knowledge that the industry and employers demand.

METAL FABRICATION

**Certificate III in Engineering
(Fabrication Trade)**

CRICOS Course Code: 070022C



1 YEAR

FEB
JUL13,000
PER YEAR

MOORABBIN

Course Description

The Certificate III in Engineering (Fabrication) is suitable for you if you are interested in the metals and engineering industry.

During your program, you'll learn about various ways of cutting metal; the principles of welding; fabrication, various techniques for forming and shaping metal; computer-aided drafting; and workplace safety.

On successful completion of this course, students are eligible to continue to the Diploma of Engineering Advanced Trade.

**Career Outcomes**

- Welder
- Sheet Metal Worker
- Boilermaker

**Key Study Areas**

- Perform routine oxy-acetylene welding
- Carry out mechanical cutting
- Perform brazing and/or silver soldering
- Perform routine manual metal arc welding
- Apply fabrication, forming and shaping techniques
- Weld using gas metal arc welding process

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

METAL FABRICATION

**Diploma of Engineering
Advanced Trade**

CRICOS Course Code: 076438G



1 YEAR

FEB
JUL13,000
PER YEAR

MOORABBIN

Course Description

The Diploma of Engineering – Advanced Trade is an engineering trade course and covers the design, manufacture, modification, maintenance and installation of mechanical equipment and systems using modern metal fabrication (welding) engineering technology.

Use of Computer Aided Design software and integrating this technology into the fabrication components is a core part of the program.

The manufacturing and engineering area is one of the largest employment sectors in Australia. Completion of this program will provide you with a rewarding range of opportunities within higher technician and engineering management.

**Career Outcomes**

- Higher Technician
- Engineering Supervisor

**Key Study Areas**

- Computer Aided Drafting Systems
- Mathematics for Engineering
- Construction Principles
- Engineering for Steel Structures
- Solutions for Engineering Problems

**Pre-requisites**

Successful completion of Certificate III in Engineering (Fabrication Trade).



The highlight of studying Engineering Metal Fabrication with Holmesglen has been learning the different properties of metals. Gaining this knowledge has allowed me to manipulate diverse components by cutting, shaping, joining and soldering metals together. Once I have completed my studies with Holmesglen I would love to work on projects such as ships and other large vessels.

**Nina – Germany**

Certificate III in Engineering
(Fabrication Trade)





ELECTRICAL/ELECTRONICS

**Certificate III in Engineering
(Electrical/Electronic Trade)**

CRICOS Course Code: 072267K



1 YEAR



**FEB
JUL**



**\$13,000
PER YEAR**



MOORABBIN



Course Description

Certificate III in Engineering (Electrical/Electronic Trade) provides you with the practical skills and knowledge required for non-licensed engineering electrical/electronic tradesperson employed in the manufacturing, mining, oil and sustainable energy industries.

The skills developed at this level include fault finding, service, modification of machinery and equipment and maintenance programming. You will also learn about programming and commissioning of PLC, HMI screens, inverter drives, and automation systems.

On successful completion of this course, students are eligible to continue to the Diploma of Engineering Technology.



Career Outcomes

- Non-licensed engineering electrical/electronic tradesperson



Key Study Areas

- Perform electrical/electronic measurement
- Disconnect/reconnect fixed wired equipment
- Install and test electrical wiring and circuits
- Dismantle, replace and assemble engineering components
- Fault find/repair electrical equipment/components
- Work with others in a manufacturing, engineering or related environment



Pre-requisites

Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

REFRIGERATION AND AIR-CONDITIONING

Certificate III in Engineering (Mechanical Trade) – Refrigeration and Air Conditioning

CRICOS Course Code: 073973J



1 YEAR



**FEB
JUL**



**13,000
PER YEAR**



MOORABBIN



Course Description

The Certificate III in Engineering (Mechanical Trade) – Refrigeration and Air Conditioning equips students with the knowledge and skills required for a career in refrigeration and air conditioning and its applications. When combined with enough on the job experience the program can lead you to becoming a licensed refrigeration and conditioning mechanic.

As a licensed refrigeration air conditioning mechanic you will assemble, install and repair industrial, commercial and domestic air conditioning and refrigeration systems. This could include ducted air-conditioning in a family home, or large walk-in refrigeration units for businesses needing mass food storage.

On successful completion of this course, students are eligible to continue to the Diploma of Engineering Technology.



Career Outcomes

- Air Conditioning and Refrigeration Mechanic.



Key Study Areas

- Perform brazing and/or silver soldering
- Install pipe work and pipe work assemblies
- Install refrigeration and air conditioning plant & equipment
- Maintain and repair commercial air conditioning systems and components
- Service and repair domestic and light commercial refrigeration and air conditioning equipment
- Maintain and repair commercial and or industrial refrigeration and/or air conditioning controls



Pre-requisites

Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

ELECTRICAL/ELECTRONICS

Diploma of Engineering Technology

CRICOS Course Code: 081173G



1 YEAR



**FEB
JUL**



**13,000
PER YEAR**



MOORABBIN



Course Description

The Diploma of Engineering has been developed as a customised program of study in the manufacture, design, maintenance, modification and installation of mechanical equipment and systems, including Computer Aided Design and Drafting. This is a vital tool for utilising and communicating technical engineering information for manufacture or construction.

Using current industry drafting software, such as AutoCAD and Inventor, you will develop your knowledge and skills in this area.

The manufacturing and engineering area is one of the largest employment sectors in Australia. Completion of this program will provide you with a rewarding range of opportunities within higher technician and engineering management.



Career Outcomes

- Higher Technician
- Engineering Management
- Draftsperson



Key Study Areas

- Perform basic machining processes
- Apply mathematical techniques in a manufacturing, engineering or related environment
- Operate computer-aided design (CAD) system to produce basic drawing elements
- Use computer aided drafting systems
- Use advanced 2D & 3D computer aided drafting techniques
- Apply Scientific Principles to engineering problems



Pre-requisites

Successful completion of either the Certificate III in Engineering (Electrical/Electronic Trade) or Certificate III in Engineering (Mechanical Trade) – Refrigeration and Air Conditioning.



The electrical trade teachers at Holmesglen have widespread industry backgrounds, making them exceptionally knowledgeable and experienced. This real world, practical education provided me with the essential skills I needed to take on my career as an air conditioning and refrigeration mechanic.



Ricardo – Colombia
Certificate III in Engineering (Mechanical Trade)



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

ENVIRONMENT & LANDSCAPE

In today's world of changing climate and carbon footprints, careers in **ENVIRONMENT & LANDSCAPE** have never been more relevant or topical. Whether you're after a career in conservation and land management or want to work in parks and gardens or a nursery, our courses are specially designed to give you an edge with government and private employers.

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FLORISTRY

Certificate III in Floristry

CRICOS Course Code: 075346J



1 YEAR



FEB
JUL



12,500
PER YEAR



WAVERLEY



Course Description

Creativity and a love of flowers are the keys to a career in Floristry. Your floristry skills will be put to use to celebrate some of your customers' most important life experiences. Holmesglen's qualified and experienced floristry teachers will assist you to achieve the skills you will need to begin or advance your career in the retail or creative floristry industries.

You will learn all aspects of floristry techniques and design including a complete range of hand held, fully wired and base medium techniques. You will also learn customer relations and retail skills through industry placement throughout the year.

Floristry at Holmesglen has a strong design focus and in addition to floristry techniques and customer relations you will learn a variety of creative skills including drawing, visual display and event design.

At the completion of the course you will be a qualified florist in accordance with the National Industry Competency Standards for floristry and be ready to work in retail or floristry related businesses.



Career Outcomes

- Retail Florist (Senior/Manager)
- Studio Florist
- In-House Florist
- Floral Designer
- Event Florist (weddings and corporate)



Key Study Areas

- Interpret and respond to a design brief
- Use drawing techniques to represent ideas
- Design floristry products
- Maintain floristry tools and equipment
- Construct hand tied floristry products
- Construct wired floristry products
- Construct floristry products with a base medium
- Style and manage an event



Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic). Refer to Page 82 for other accepted tests.

CONSERVATION AND LAND MANAGEMENT

Diploma of Conservation and Land Management

CRICOS Course Code: 077894J

 **1.5 YEARS**
 **FEB**
 **12,400 PER YEAR**
 **WAVERLEY***

* PLUS OCCASIONAL CLASSES AT EILDON AND PARKS VICTORIA LOCATIONS.

Course Description

The Diploma of Conservation and Land Management provides participants with a thorough grounding in environmental science; specialised skills, and knowledge in general land management.

As an integral part of the course, students will be provided with a broad base of technical and practical skills, and field work through onsite training.

Working with Parks Victoria, students will be given a valuable opportunity to train onsite in natural area restoration programs. This will assist in professional development and lead towards a successful career as a land manager.

Graduates of the diploma may seek employment as Park and State Rangers or as Field and Technical Staff with government, local councils or private sector agencies.

Career Outcomes

- Seasonal Park Officer
- Nursery Worker
- Re-Vegetation Crew
- Landcare Worker
- Park Ranger

Key Study Areas

- Soil erosion
- Fauna and flora surveys
- Plant identification
- Strategies for managing pests
- Managing and restoring parks
- Developing management plans for bushland areas
- Skills for managing wildfires

Pre-requisites

Good passes at Year 11 level or the overseas equivalent plus relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

HORTICULTURE

Diploma of Horticulture

CRICOS Course Code: 077892M

 **1.5 YEARS**
 **FEB JUL**
 **12,700 PER YEAR**
 **WAVERLEY**

Course Description

The Diploma of Horticulture is aimed at those who wish to manage amenity horticultural enterprises, including nurseries, parks, garden maintenance and community gardens, where a range of skills and knowledge across the horticultural industry is required.

Students will learn a variety of skills including the management and maintenance of public and private parks, reserves, gardens, natural bushland and community recreation areas. In addition, students will gain knowledge in the design and implementation of special plan displays and the provision of advice on plant selection and landscape solutions for domestic and commercial situations.

The course is suitable for those currently working in the industry or who wish to work in the field and need to acquire practical and theoretical skills. It is also suitable for those involved in the business or entrepreneurial aspects of the horticulture industry and need to acquire skills in assessing technical, economic and supervisory problems.

Graduates of this course may seek employment opportunities as horticulturists, parks and garden managers or horticulture enterprise managers. Alternatively, they can undertake further studies in other streams of Horticulture.

Career Outcomes

- Senior Horticulturist
- Parks and Gardens Manager
- Nursery Manager

Key Study Areas

- Identification of trees
- Irrigation
- Manage landscape projects
- Plant health
- Soils
- Plant identification
- Specialist advice to clients
- Plant displays

Pre-requisites

Good passes at Year 11 level or the overseas equivalent.

English language proficiency equivalent to IELTS 5.5 (Academic).

LANDSCAPE

Diploma of Landscape Design

CRICOS Course Code: 077893K

 **1.5 YEAR**
 **FEB**
 **12,700 PER YEAR**
 **WAVERLEY**

Course Description

The Diploma of Horticulture is aimed at those who wish to manage amenity horticultural enterprises, including nurseries, parks, garden maintenance and community gardens, where a range of skills and knowledge across the horticultural industry is required.

Students will learn a variety of skills including the management and maintenance of public and private parks, reserves, gardens, natural bushland and community recreation areas. In addition, students will gain knowledge in the design and implementation of special plan displays and the provision of advice on plant selection and landscape solutions for domestic and commercial situations.

The course is suitable for those currently working in the industry or who wish to work in the field and need to acquire practical and theoretical skills. It is also suitable for those involved in the business or entrepreneurial aspects of the horticulture industry and need to acquire skills in assessing technical, economic and supervisory problems.

Career Outcomes

- Landscape Designer
- Landscape Consultant
- Project Management
- Commercial Designer
- Domestic Designer

Key Study Areas

- Project design
- Sustainable landscapes
- Construction of landscape features
- Computer aided drawings
- Identification of trees
- Estimating and quoting
- Assessing landscape sites
- Providing advice to clients
- Preparing landscape projects

Pre-requisites

Good passes at Year 11 level or the overseas equivalent.

English language proficiency equivalent to IELTS 5.5 (Academic).

FURNISHING & DECORATION



These courses focus on the design of **FURNITURE** and the application of the design into finished furniture products or for a range of **INTERIOR DESIGN** careers. The furniture design course develops skills and knowledge required to design and produce individual fine furniture for display or custom production.

Whether you want to design retail interiors, commercial spaces or specialised rooms, the interior design course has been crafted to get you get there. Explore the use of colour, work with fabrics, research design history and use Computer Assisted Design (CAD) and Adobe software to bring your ideas to life. A course in furnishing or the decoration arts could be where your future begins.

FURNISHING

Certificate III in Cabinet Making

CRICOS Course Code: 084377E



15 MONTHS

FEB
JUL12,200
PER YEAR

CHADSTONE

Course Description

The Certificate III in Cabinet Making is a practical course providing comprehensive training to ensure the success in the furnishing industry. The course is project-based and the student will do a range of skilled operations within related activities involving trade routines, methods and procedures.

On satisfactory completion of this course students may apply for further studies in Furniture Design and Technology.

**Career Outcomes**

- Cabinet Maker
- Various positions in furnishing and joinery.

**Key Study Areas**

- CNC programming and machining
- Construction of furniture
- Construction of samples drawings
- Manual and computer-aided drawings
- Repairs
- Timber joints

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

FURNISHING

Certificate III in Joinery

CRICOS Course Code: 071558G



15 MONTHS

FEB
JUL12,200
PER YEAR

CHADSTONE

Course Description

The Certificate III in Joinery provides practical training in all the skills of the Joinery trade. This course will equip student with the skills and capabilities required to be employed as a Joiner.

Joiners are employed in the building industry and in the cabinet, shop-fitting and stair-building industries.

On satisfactory completion of this course students may apply for further studies in Furniture Design and Technology.

**Career Outcomes**

- Cabinet Maker
- Various positions in furnishing and joinery.

**Key Study Areas**

- CNC programming
- Joinery
- Computer controlled machinery
- Cutting glass
- Manual and computer-aided drawings
- Making windows and doors
- Shop-fitting
- Stair building

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience in cabinet or furniture making.

English language proficiency equivalent to IELTS 5.5 (Academic).

“

Holmesglen was the perfect choice for me as I always preferred working with my hands. The lessons were practical based and taught me a great deal about the furniture industry. I especially enjoyed using machinery and tools that were identical to those used by industry professionals.

Now, I'm running my own successful cabinet making business that specialises in custom made furniture and with an ever-growing list of clients. I would recommend anyone to study at Holmesglen as it was an experience I will never forget.

”

Jack – United Kingdom

Graduate of Advanced Diploma of Furniture Design and Technology
Director of Nosiva – Natural Urban Living



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.



FURNISHING

Certificate IV in Furniture Design and Technology

CRICOS Course Code: 088123F

 1 YEAR	 FEB JUL	 12,200 PER YEAR	 CHADSTONE
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 **Course Description**


The Certificate IV in Furniture Design and Technology teaches students to successfully design, test and make a wide variety of furniture to meet clients' needs.

The course trains students in the use of basic and advanced production processes and machinery including computer controlled equipment. Students learn how to analyse designs. They learn how to solve problems and research furniture styles and new ideas to make original furniture pieces as well as how to make professional presentations and to document design ideas.

On satisfactory completion of this course students may further their study by enrolling into the Diploma of Furniture Design and Technology.

 **Career Outcomes**

- Furniture Producer
- Various positions in furniture design and manufacture

 **Key Study Areas**

- Produce templates and jigs for custom made furniture
- Construct joints for custom furniture
- Produce curved and shaped components for custom furniture
- Produce timber veneered components for custom furniture
- Manual and computer-aided drawings
- Establish the design brief
- Assemble custom furniture
- Research furniture styles and movements

 **Pre-requisites**





Good passes at Year 11 level or the overseas equivalent and preferably some relevant employment experience in cabinet or furniture making.

English language proficiency equivalent to IELTS 5.5 (Academic).

FURNISHING

Diploma of Furniture Design and Technology

CRICOS Course Code: 072768M

 6 MONTHS	 FEB JUL	 6,100	 CHADSTONE
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 **Course Description**

This course focuses on the design of furniture and the application of the design into finished furniture products. You will develop the skills and knowledge required to design and produce individual fine furniture for display or custom production.

This course is designed to meet the expectations of the Australian furniture industry, preparing you with the skills to be job ready from day one. You will design and test your own prototypes in dedicated computer labs and theory rooms before manufacturing them.

Enjoy the benefits of hands on experience with industry standard equipment in our specialised workshops.

 **Career Outcomes**

- Furniture Producer
- Various positions in furniture design and manufacture

 **Key Study Areas**

- Produce technical drawings
- Develop a marketing plan
- Research global design trends
- Develop, trial and evaluate prototypes
- Identify and calculate production costs
- Design for mass production
- Develop self as a furniture designer
- Design a one-off item of furniture

 **Pre-requisites**

Satisfactory completion of the Certificate IV in Furniture Design and Technology offered at Holmesglen with satisfactory grades.

INTERIOR DECORATION

Certificate IV in Interior Decoration

CRICOS Course Code: 084379C

**1 YEAR****FEB****12,200
PER YEAR****CHADSTONE** **Course Description**

This course will prepare you for a range of interior design careers. Whether you want to design residential domestic interiors, retail interiors, commercial spaces or specialised rooms, this course is will help you get there. Explore the use of colour; work with fabrics; research design history and use Computer Aided Design (CAD) and Adobe software to bring your ideas to life. This is a practical hands-on course, allowing you to view, touch and style hard materials and soft furnishing textiles.

You will learn invaluable skills in communication, teamwork, problem solving, in depth product knowledge and how to select appropriate products. In addition, you will learn how to interpret customer needs and desired outcomes, identify and recommend improvements and learn valuable planning and organisational skills working in a safe environment.

On satisfactory completion of this course students may further their study by enrolling into the Diploma of Interior Design and Decoration.

Career Outcomes

- Interior Decoration Consultant
- Self-employment working directly with clients
- Interior Decoration Consultant within the retail environment
- Working with associated professionals, architects, builders, retailers, interior designers and suppliers on client briefs

Key Study Areas

- Design residential interiors
- Assess interior light and recommend light fittings
- Explore and apply creative design process to 2D and 3D forms
- Research and recommend furniture & accessories
- Source and specify decoration products
- Identify materials, construction techniques and methods used in building interiors

Pre-requisites

Good passes at Year 11 level or the overseas equivalent.

English language proficiency equivalent to IELTS 5.5 (Academic).

INTERIOR DECORATION

Diploma of Interior Design and Decoration

CRICOS Course Code: 084389A

**6 MONTHS****FEB****6,100****CHADSTONE** **Course Description**

This course program will provide you with the skills and knowledge required to provide design and decoration advice for building interiors. The learning will encompass the development of complete decorative schemes for the effective use of designed residential and commercial interior spaces. The structured program will enable you to participate in working with a client brief and within the project parameters.

The projects cover an understanding of the application and effects of colour and pattern in interior spaces and the application of historic furnishings styles and their relationship to architectural periods.

On satisfactory completion of this course students may further their study by enrolling into the Advanced Diploma of Interior Design.

Career Outcomes

- Self-employment as an Interior Decorator
- Colour Consultant
- Interior Stylist
- In house Interior Designer or Decorator for Design and Decoration consultancies.

Key Study Areas

- Establish, negotiate and refine a design brief
- Design residential interiors
- Specify soft furnishings for complete interior solution
- Evaluate site for interior design brief
- Decorate interiors for restoration projects
- Use CAD applications to complete models and documentation for interior design projects

Pre-requisites

Satisfactory completion of the Certificate IV in Interior Decoration offered at Holmesglen with satisfactory grades.

INTERIOR DECORATION

Advanced Diploma of Interior Design

CRICOS Course Code: 084364K

**6 MONTHS****JUL****6,100****CHADSTONE** **Course Description**

This course will develop and enhance your skills and knowledge required for creative and technical solutions for detailing complex residential, commercial and institutional interior environments. Gain the skills required to research, analyse and integrate your knowledge into designs that meet efficiency, comfort, safety and aesthetic requirements within an interior.

Design projects within this course have an emphasis on space creation, space planning and the factors that affect peoples' responses to living and working environments.

You will learn how to create and develop designs derived from a brief, whilst adhering to the regulatory requirements, use industry standard software and incorporating the knowledge and principles of interior design. Design projects are not limited to but may include designing areas such as facilities for people with disabilities, residential, institutional design, exhibitions or commercial developments.

Career Outcomes

- Interior Designers within interior design or architectural practice
- Commercial or residential design consultants
- Design Project Administrators and Design Managers
- Self-employed Design Consultant
- Specialist Interior Design practitioners

Key Study Areas

- Design for large scale commercial and institutional interiors
- Specify structural elements, systems and services for interior spaces
- Research and recommend artwork
- Apply 3D visualisation techniques to represent interior designs
- Resolve complex spatial problems through modelling
- Decorate interiors for restoration projects

Pre-requisites

Satisfactory completion of the Diploma of Interior Design and Decoration offered at Holmesglen with satisfactory grades.

HAIRDRESSING & BEAUTY

HEADMASTERS ADVANCED ACADEMY TRAINING

Located on Spring Street in Melbourne's CBD, Headmasters is the most respected Hairdressing and Beauty Therapy academy in Melbourne. Students enjoy state-of-the-art facilities, learning the latest creative and innovative techniques from professional facilitators helping them to graduate with leading edge skills.

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BEAUTY

Diploma of Beauty Therapy

CRICOS Course Code: 075951K



1 YEAR



JAN
APR
JUL
OCT



16,500
PER YEAR



HEADMASTERS
CITY (SPRING STREET)

Course Description

The Diploma of Beauty Therapy has been designed as an advanced qualification, enabling Beauty Therapists to enhance the body and face of their clients. It is suitable for people working in a salon to provide core beauty services including manicures, pedicures, nail enhancements and waxing. Employment opportunities exist in beauty salons and day spas.

The Diploma of Beauty Therapy is the ultimate Beauty Therapy qualification that prepares students to work in a beauty salon offering traditional beauty services and treatments.

The course is delivered at Headmasters Advanced Academy in central Melbourne. Students successfully completing these courses will receive qualifications from Headmasters Advanced Academy.

These two courses can be completed in 12 months. For further information, visit www.headmasters.com.au



Career Outcomes

- Skin Therapists
- Nail Technicians
- Beauty Bloggers
- Business Owners
- Beauty Trainers
- Massage Therapists



Key Study Areas

- Facials and advanced facials
- Developing treatment plans
- Diathermy
- Lash and brow treatments
- Product merchandising and selling
- Make-up
- Waxing
- Manicure and pedicure
- Massage
- Nails and nail art



Pre-requisites

Good passes at Year 10 level or the overseas equivalent.

English language proficiency equivalent to IELTS 5.5 (Academic).

HAIRDRESSING

Certificate III in Hairdressing

CRICOS Course Code: 077285A

**1 YEAR****COURSE COMMENCES EVERY MONTH****16,500 PER YEAR****HEADMASTERS CITY (SPRING STREET)** **Course Description**

Certificate III in Hairdressing offers you the qualification and the competitive edge to succeed in the hairdressing industry. From styling models backstage at Fashion Week to expressing your creativity in top salons, the opportunities are endless in this creatively expressive and rewarding field.

The course is delivered at Headmasters Advanced Academy in central Melbourne. Students successfully completing these courses will receive qualifications from Headmasters Advanced Academy.

For further information, visit www.headmasters.com.au

Career Outcomes

- Hairdressers
- Backstage Hair Stylists
- Editorial Stylists
- Barbers
- Colourist
- Session Stylists

Key Study Areas

- Chemical waving and relaxing services
- Client consultation and advice
- Colour and lightening services
- Hair and scalp treatments
- Haircutting
- Hairstyling and design

Pre-requisites

Good passes at Year 10 level or the overseas equivalent.

English language proficiency equivalent to IELTS 5.5 (Academic).

HAIRDRESSING

Certificate IV in Hairdressing

CRICOS Course Code: 077286M

**6 MONTHS****COURSE COMMENCES EVERY MONTH****8,500****HEADMASTERS CITY (SPRING STREET)** **Course Description**

Certificate IV in Hairdressing has been designed for qualified hairdressers who wish to further their training and development of their technical skills to the level of Technician.

Once completed you will be able to perform a full range of client services including:

- Complex colour services
- Creative haircuts
- Long Hair design
- Make-up design
- Hair extensions

For further information, visit www.headmasters.com.au

Career Outcomes

- Hairdressers
- Backstage Hair Stylists
- Editorial Stylists
- Barbers
- Colour Specialists
- Session Stylists

Key Study Areas

- Creative haircuts
- Hair extensions
- Long hair design
- Make-up design

Pre-requisites

Successful completion of the Certificate III in Hairdressing or equivalent work experience in the relevant industry.

HAIRDRESSING

Diploma of Salon Management

CRICOS Course Code: 077287K

**6 MONTHS****JAN
APR
JUL
OCT****7,250****HEADMASTERS CITY (SPRING STREET)** **Course Description**

Diploma of Salon Management is the ultimate management qualification, it provides you with knowledge and ability to manage a salon or own and operate your own salon. This qualification will give you an advantage over existing manager/owners who don't have this level of training.

Once completed you will be able to:

- Focus on building your business
- Manage the sales and service delivery of the salon
- Lead, support and develop your team
- Develop and implement marketing strategies
- Utilise your business plan created in class, should you wish to start your own business.

For further information, visit www.headmasters.com.au

Career Outcomes

- Hairdressers
- Backstage Hair Stylists
- Editorial Stylists
- Salon Managers
- Salon/Business Owners
- Barbers
- Colour Specialists
- Session Stylists

Key Study Areas

- Develop and implement marketing strategies
- Focus on building the business
- Lead, support and develop a team
- Manage the sales and service delivery of the salon

Pre-requisites

Successful completion of the Certificate IV in Hairdressing or equivalent work experience in the relevant industry.

HEALTH SCIENCE & COMMUNITY STUDIES



In our growing world, communities are becoming bigger, more diverse and older. So the demand for quality care and support is increasing. At Holmesglen we have a range of **HEALTH & COMMUNITY SERVICES** courses, for careers where you can really make a difference in the lives of others.

Holmesglen health and community services graduates enter the work force confident, skilled and **work ready** due to their training in our purpose built **industry standard facilities**. Holmesglen offers courses in community services, dental technology, oral health, early childhood education, nursing, pathology and laboratory testing.

AGED CARE

Certificate III in Aged Care

CRICOS Course Code: 081196A



6 MONTHS

FEB
JUL

6,500

CHADSTONE
MOORABBIN **Course Description**

The Certificate III in Aged Care is designed for students who intend to work in residential aged care facilities under supervision, performing a range of activities supporting residents with their personal care, health and overall wellbeing.

Students are required to study two days per week in the classroom and to undertake a minimum of 120 hours (1 day per week) of practical placement at an Aged Care facility for the duration of the course.

Students must provide a national police check certificate prior to commencing placement.

Note: This course is currently undergoing reaccreditation and is subject to minor changes.

Career Outcomes

- Personal Care Worker
- Care Worker
- Community Support Worker
- Residential Care Worker

Key Study Areas

Students will develop the skills and knowledge to provide:

- personal care support to older people who require assistance with personal hygiene
- care to people with dementia including strategies to minimise behaviours of concern
- support to enhance client's health and wellbeing
- assistance with safe administration of medication
- a safe working environment by identifying risks and following manual handling procedures
- a first aid response by assessing the situation, applying procedures and communicating details of an incident

Pre-requisites

Satisfactory completion of Year 11 studies, or overseas equivalent, with passes in all subjects.

English language proficiency equivalent to IELTS 5.5 (Academic).

AGED CARE

Certificate IV in Aged Care

CRICOS Course Code: 081197M



1 YEAR



FEB

13,000
PER YEARCHADSTONE
MOORABBIN **Course Description**

The Certificate IV in Aged Care is designed for students who have experience working with the aged care sector. This course is suited to those wanting to further develop their skills and knowledge or move into team leadership roles.

Students are required to undertake a minimum of 180 hours (1 day per week) of practical placement at an Aged Care facility for the duration of the course.

The pre-requisite units for this qualification are delivered as part of the Certificate III in Aged Care.

Students must provide a national police check certificate prior to commencing placement.

Training in First Aid to Level 2 is of benefit.

Successful completion of the Certificate IV in Aged Care may also grant students entry into the Diploma of Nursing at Holmesglen.

Note: This course is currently undergoing reaccreditation and is subject to minor changes.

Career Outcomes

- Care Team Leader
- Care Supervisor
- Program Coordinator – social programs
- Residential Care Worker

Key Study Areas

Students will develop the skills and knowledge to:

- safely administer and monitor medication
- identify risks and implement strategies to minimise falls
- enhance the work environment by demonstrating leadership and professionalism
- assess the complex needs of an older person and refer to appropriate services
- write and review individualised care plans
- complete documentation according to organisational and regulatory requirements

Pre-requisites

Successful completion of Certificate III in Aged Care.

LABORATORY TECHNOLOGY

Certificate III in Pathology

CRICOS Course Code: 080292J



6 MONTHS

FEB
APR
JUL
OCT

6,500



MOORABBIN

Course Description

The Certificate III in Pathology provides accredited training in areas including: pathology collection techniques; phlebotomy; infection control; electrocardiographs (ECGs); Holter monitoring; customer service and work organisation.

Pathology collection includes collection of body fluids, such as blood, urine and sputum, for testing. Students will be required to participate in laboratory sessions where blood collection will be undertaken on fellow students.

The course may include a period of industry placement and assessment.

Career Outcomes

- Pathology Collector
- Pathology Assistant
- Specimen Collector
- Pathology Team Leader

Key Study Areas

This course will develop students' knowledge and skills to enable them to:

- collect blood samples for testing
- understand the anatomy and physiology of the human body
- collect non-blood samples
- work safely in the pathology environment
- collect drug and alcohol samples for testing
- conduct electrocardiographs (ECGs) and holter monitor testing

Pre-requisites

Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects.

English language proficiency equivalent to IELTS 5.5 (Academic).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.



LABORATORY TECHNOLOGY

**Certificate IV in
Laboratory Techniques**

CRICOS Course Code: 073049A

1 YEAR
**FEB
JUL**
**13,000
PER YEAR**
MOORABBIN

Course Description

The Certificate IV in Laboratory Techniques provides broad-based training in all aspects of laboratory operations including occupational health & safety, analytical instrumentation, computing, chemistry, biology, aseptic techniques, microscopy and histology. The course includes a period of practical placement and assessment.

Graduates of this course are qualified for admission to the Royal Australian Chemical Institute (RACI) and the Australian Institute of Medical Scientists. Graduates will be able to gain employment as Laboratory Assistants working under supervision in industrial, research and educational or commercial laboratories.

On successful completion of this course, students are eligible to continue to the Diploma of Laboratory Technology.

Career Outcomes

- Laboratory assistant
- Laboratory technician
- In Food, pathology, industrial, education laboratories

Key Study Areas

Students will have the ability to:

- use a microscope
- conduct chemical tests and procedures
- work in an aseptic environment
- prepare and test a variety of laboratory samples
- perform biological tests and procedures
- understand and work within the work, health and safety guidelines in a laboratory
- analyse data

Pre-requisites

Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects.

English language proficiency equivalent to IELTS 5.5 (Academic).

An additional cost of approximately AUD\$ 100 is required for equipment, materials and/or uniforms.

LABORATORY TECHNOLOGY

**Diploma of
Laboratory Technology**

CRICOS Course Code: 073047C

1 YEAR
**FEB
JUL**
**14,500
PER YEAR**
MOORABBIN

Course Description

The Diploma of Laboratory Technology provides broad-based training for technicians in laboratory technology including practical aspects in chromatography, spectrometry, molecular biology, microbiology, haematology, and histology. The Certificate IV in Laboratory Techniques is a pre-requisite for the Diploma of Laboratory Technology.

Students will participate in the global DNA barcoding project. This allows students to contribute to real time research.

Graduates will also qualify for admission to the Royal Australian Chemical Institute (RACI) and the Australian Institute of Medical Scientists.

Career Outcomes

- Laboratory technician
- Laboratory technologist
- Technical officer
- Research officer
- Pathology technician
- Biotechnician

Key Study Areas

In addition to the outcomes gained in the Certificate IV in Laboratory Techniques, this course will develop students' knowledge and skills to enable them to:

- prepare and test chromatographic and spectrometric samples
- apply molecular biological techniques
- grow and identify bacterial samples
- prepare tissue for diagnosis
- prepare and test blood samples
- apply sustainable procedures in a laboratory

Pre-requisites

Successful completion of the Certificate IV in Laboratory Techniques.

An additional cost of approximately AUD\$ 100 is required for equipment, materials and/or uniforms.

NURSING

Diploma of Nursing

CRICOS Course Code: 080294G



1.5 YEARS

FEB
JUL17,800
PER YEAR

MOORABBIN

Course Description

The Diploma of Nursing enables students to interact confidently and professionally with other health professionals in acute and non-acute environments. During the course, the student will be exposed to many different health environments and clients.

Students will have the opportunity to undertake ten (10) weeks of clinical placement throughout the course in areas such as aged care, acute care, subacute care and rehabilitation.

Graduates of this course are eligible to apply to the Nursing and Midwifery Board of Australia to gain registration.

Students achieving an average grade result of 60% or higher will be eligible to enter the Bachelor of Nursing with one year's credit.



Career Outcomes

- Enrolled Nurse



Key Study Areas

- Administration of medications including Intravenous (IV) Medications
- Undertaking risk assessments related to individual client safety
- Provide nursing care for clients across all age groups and health care needs
- Plan, perform and evaluate appropriate wound care
- Documentation and reporting of all care provided



Pre-requisites

Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects including Mathematics.

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual bandscore less than 6.0.

Students must be 18 or older at the time of course commencement. Prior to undertaking clinical placement students must be prepared to declare their health and immunisation status; complete a National Police Records Check annually; hold a valid Working with Children Check (WWCC); and will be registered as a student with AHPRA by Holmesglen.

An additional cost of approximately AUD\$ 400 is required for equipment, materials and/or uniforms as needed.

NURSING

Bachelor of Nursing

CRICOS Course Code: 063699E

3 YEARS OR
2 YEARS*

FEB

20,350
PER YEAR1,200
FOR BRIDGING PROGRAM*

MOORABBIN

*ON COMPLETION OF THE DIPLOMA OF NURSING



Course Description

This is an innovative and contemporary nursing course designed to produce a graduate with the ability to function competently within a dynamic field of professional practice. The course is comprehensive and generalist, with a focus on professional nursing practice and theory.

The course is underpinned by a philosophy of 'person-centred, holistic care'.

Students are prepared for practice through a combination of on-campus theory and state-of-the-art simulation activities as well as clinical practice in a variety of health care settings throughout the three years of the course.

Graduates of this course are eligible to apply to the Nursing and Midwifery Board of Australia to gain registration. An IELTS (Academic) with a minimum score of 7 in each of the four components of listening, reading, writing and speaking is required for registration as a Registered Nurse.



Career Outcomes

Registered Nurse with potential to work in a broad range of areas such as acute care, paediatrics, community and rehabilitation, mental health, aged care, emergency and high dependency nursing.

Potential to undertake further post-graduate study in varying areas of specialised nursing practice.



Key Study Areas

The Bachelor of Nursing aims to produce a graduate who:

- has the ability to practice competently and safely across a wide range of health care settings, delivering a high standard of care
- exercises effective clinical judgement and decision-making abilities based on sound critical thinking and problem-solving frameworks
- is caring, compassionate and respectful of others
- assumes responsibility for their own actions and reflects critically on their own practice
- is professional in their behaviour and confidently assumes equal position within multi-disciplinary health care teams
- demonstrates a commitment to life-long learning and scholarship
- is proactive and promotes the nursing profession within the health context and wider community



Pre-requisites

Satisfactory completion of Year 12 level studies, or overseas equivalent, with passes in all subjects including mathematics and a minimum 'Credit' grade (or equivalent) in English.

English language proficiency equivalent to IELTS 6.5 (Academic) with three bandscores no less than 6.5 and one bandscore no less than 6.0.

Students must be 18 at the time of course commencement.

A background in a relevant health science or closely related area is recommended.

Prior to undertaking clinical placement students must be prepared to declare their health and immunisation status; complete a National Police Records Check annually; hold a valid Working With Children Check (WWCC); and will be registered as a student with AHPRA by Holmesglen.

On completion of the Diploma of Nursing

Satisfactory completion of the Diploma of Nursing with a minimum grade average of Credit or higher (60% and above) and an IELTS 6.5 (Academic) with three bandscores no less than 6.5 and one bandscore no less than 6.0.

Students are required to attend a Bridging Program on-campus in January following completion of the Diploma of Nursing and prior to commencing the degree in February.

Duration: January – February

Fee: AUD\$ 1,200

An additional cost of approximately AUD\$ 400 is required for equipment, materials and/or uniforms as needed.

COMMUNITY SERVICES

Certificate III in Early Childhood Education

CRICOS Course Code: 086365D



6 MONTHS



FEB
JUL



6,500



WAVERLEY
MOORABBIN
CITY (ST KILDA ROAD)



Course Description

Through the combination of face-to-face, online and practicum based learning, students acquire the necessary skills and knowledge to work effectively as professional team members in the early childhood service industry. These skills include gaining an understanding of legal and ethical requirements, engaging with young children and their families, facilitating children's leisure and play and fostering holistic development and wellbeing.

Upon successfully completing this program, you will be eligible to receive a nationally endorsed Certificate III in Early Childhood Education and Care.

After successfully completing this qualification students are making their first steps in obtaining the skills and knowledge to explore a career in a wide range of Early Childhood Education services.

Students successfully completing this course are eligible to continue their studies in the Diploma of Early Childhood Education.



Career Outcomes

- Nanny
- Out-of-school hours care assistant
- Family day carer



Key Study Areas

- Facilitate compliance in an education and care services
- Identify and respond to children and young people at risk
- Provide care for children
- Contribute to provision or nutritionally balanced food in a safe and hygienic manner



Pre-requisites

Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

COMMUNITY SERVICES

Diploma of Early Childhood Education and Care

CRICOS Course Code: 086366C



1 YEAR



FEB
JUL



13,000
PER YEAR



WAVERLEY
MOORABBIN
CITY (ST KILDA ROAD)



Course Description

The Diploma of Early Childhood Education and Care is designed to equip students with the skills and knowledge to provide high quality education and care for children, from birth to 6 years. This may include centre-based care, family day care, occasional care, and a variety of associated services.

This course provides the skills and knowledge for those who are responsible for developing and evaluating an early childhood education and care program. This course includes several periods of industry placement and assessment in a variety of settings.

Students successfully completing the diploma may be eligible to enter into the second year of Holmesglen's Bachelor of Early Childhood Teaching.

Literacy and numeracy requirements will apply.



Career Outcomes

- Early Childhood Educator
- Team, group or program leader
- Children's Service's Director/Coordinator
- Additional needs inclusion support facilitator



Key Study Areas

- Child development and wellbeing
- Curriculum design
- Analyse children's learning
- Health and safety
- Compliance in children's services
- Mentoring colleagues



Pre-requisites

Good passes at Year 11 level or the overseas equivalent.

English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5.

Refer to Page 82 for other accepted tests.

Students must be 17 at the time of Diploma commencement.

COMMUNITY SERVICES

Bachelor of Early Childhood Education

CRICOS Course Code: 074350K



4 YEARS



MAR
AUG



16,000
PER YEAR



WAVERLEY



Course Description

The Bachelor of Early Childhood Education is an innovative and contemporary degree. It is both responsive to industry needs and forward thinking in terms of its focus on the development of scholarship, professional teaching practice and leaders in the education of children from birth to eight years.

Graduates of this course will be qualified early childhood teachers, eligible for Victorian Institute of Teaching registration and employment as pre-school and primary school teachers in Victoria. Graduates will also be qualified to teach in licensed early childhood settings in Victoria. Graduates wishing to teach interstate or overseas are advised to check registration requirements with local authorities.

Students who do not meet the entry requirements for this course may commence with the Diploma of Early Childhood Education and Care.



Career Outcomes

- Primary school teacher
- Pre-school or kindergarten teacher
- Early Childhood teacher in early childhood services
- Educational Leader in early childhood education and care services
- Early childhood education and care services program advisor for Local Government



Key Study Areas

- Early childhood learning
- Early childhood teaching/pedagogy
- Child development
- Discipline specific content knowledge
- Curriculum design
- Assessment of children's learning
- Professional teacher roles and responsibilities



Pre-requisites

Good passes at Year 12/Matriculation including Mathematics or the overseas equivalent.

English language proficiency equivalent to IELTS 7.0 (Academic) with no individual bandscore less than 6.5.

COMMUNITY SERVICES

Diploma of Community Services

CRICOS Course Code: 081332J



2 YEARS



**FEB
JUL**



**13,000
PER YEAR**



MOORABBIN

Course Description

The Diploma of Community Services prepares students to work in the social and community services industry. Community Services workers are employed by a variety of government and non-government organisations to provide holistic support and referral services to some of the most vulnerable and disadvantaged members of our society.

Community Services workers will often work with an individual or a group to assess their needs and either deliver appropriate services or manage the delivery of services to meet the client's needs. They may also work in a community development setting undertaking projects, education or research to improve community capabilities or make them more self-sufficient.

Students must complete two six-week industry placements (a minimum of 400 hours) during their studies which are a crucial part of their final assessment.



Career Outcomes

- Community Services Worker
- Case Worker or Manager
- Family Support Worker
- Group facilitator or manager



Key Study Areas

On completion of this diploma program students will be able to:

- effectively communicate with and counsel clients and refer them to other services as appropriate
- respond to individuals in crisis, resulting from addiction, family violence, mental health issues, and poverty
- work sensitively and respectfully with clients and colleagues from culturally diverse backgrounds
- to advocate for clients and systematic change to improve outcomes for individuals and communities



Pre-requisites

Satisfactory completion of Year 12 level studies, or overseas equivalent, with passes in all subjects.

English language proficiency equivalent to IELTS 5.5 (Academic) with a minimum of 5.5 in each macroskill i.e: listening, speaking, reading and writing.

DENTAL TECHNOLOGY

Diploma of Dental Technology

CRICOS Course Code: 080295F



2 YEARS



**FEB
JUL**



**18,000
PER YEAR**



CHADSTONE

Course Description

The Diploma of Dental Technology provides comprehensive training in the field of Dental Technology. Dental Technicians are part of a team of highly skilled health-care professionals, who work in Dental Laboratories.

The course provides students with the knowledge and skills required to undertake technical work in the following disciplines: Denture construction (Prosthetics), Cast Metal Denture fabrication, Construction of Removable and Fixed Orthodontic appliances and Crown and Bridge.

Students also undertake study in the construction of mouthguards and various thermo-formed appliances, including how to repair or modify dentures.

Students have the opportunity to participate in a Practical Placement program in a range of commercial dental laboratories over the term breaks. This training equips the student with the knowledge and skills required to qualify as a Dental Technician.



Career Outcomes

- Dental Technician
- Dental Technologist



Key Study Areas

This course will develop students' knowledge and skills to enable them to:

- construct cast metal dental appliances
- make and repair dentures
- construct orthodontic appliances
- understand the science of dental materials
- fabricate crowns and bridges
- design and create thermo-formed appliances including mouthguards



Pre-requisites

Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects.

English language proficiency equivalent to IELTS 6.0 (Academic).

Recommended: Good passes (i.e 'credit' level or higher) in Science and a subject that requires manual dexterity skills such as Art, Woodwork, Metalwork or equivalent. Relevant work experience preferable.

DENTAL TECHNOLOGY

**Bachelor of Oral Health
(By Charles Sturt University)**

CRICOS Course Code: 077426D



3 YEARS



MAR



**31,200
PER YEAR**



CHADSTONE

Course Description

The Bachelor of Oral Health is a Charles Sturt University (CSU) degree offered at Holmesglen's Chadstone campus with the third year delivered at Charles Sturt University's campus in Wagga Wagga, New South Wales.

Students will have authentic learning opportunities during community placements, and alongside their comprehensive clinic and simulation exposure, graduates exit with sound preparation to work with other health disciplines as autonomous oral health practitioners.

Holmesglen has a state of the art simulation clinic in which we deliver all clinical units. The course includes community placements where students have the opportunity to learn through practical placements at Charles Sturt University's Oral Health Clinic in Wagga Wagga, New South Wales.

Fee quote is based on four 8 point subjects per 'session' (two sessions per year). Students undertaking additional subjects will be charged on a pro rata basis.

Student Services and Amenities Fee (SSAF) \$34 per 8 point subject. Average SSAF is \$272 per year.



Career Outcomes

- Dental Hygienist



Key Study Areas

- Human bioscience
- Oral health sciences
- Clinical practise and theory
- Pathophysiology and pharmacology
- Nutrition and oral health care delivery
- Public oral health, research and community service



Pre-requisites

Good passes at Year 12/Matriculation level or the overseas equivalent.

English language proficiency equivalent to IELTS 7.0 (Academic) with no individual band score less than 6.5.



Duration



Intake



Campus



Fee (\$AU)

Fees quoted include required equipment, uniforms and/or material costs.

HOSPITALITY, COOKERY & BAKERY

Our focus on **work ready skills** and **practical experience** is recognised by industry around Australia as a winning recipe for producing outstanding graduates.

Your studies won't be confined to just the campus, however, because our courses are designed to give you a mix of theoretical and practical learning environments. On campus, you can perfect your talents in our two student training restaurants. Off campus, there is the opportunity to gain work experience through Holmesglen's strong industry connections of over 200 training partners, including the famous Crown Melbourne to the five star Hyatt, Novotel, Hilton and The Langham hotel chains.

Holmesglen offers courses in cookery, patisserie or hospitality programs as well as a Bachelor degree in Hospitality Management.

HOSPITALITY

Certificate II in Hospitality

CRICOS Course Code: 082493F

 6 MONTHS	 FEB JUL OCT	 6,500	 MOORABBIN WAVERLEY
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 **Course Description**

The Certificate II in Hospitality provides students with the training and skill development in food and beverage services. Employment opportunities exist in the hospitality industry in numerous areas, including: hotels; motels; casinos; gaming venues; clubs; restaurants and reception and function centres.

Practical placement is given to students in Holmesglen's student training restaurants with further opportunities available in leading 5-star hospitality venues in Melbourne.

On completion of this course students can continue into the Diploma or Advanced Diploma of Hospitality or any of the culinary streams.

 **Career Outcomes**

- Food and Beverage Waiter
- Front Office Worker
- Barista

 **Key Study Areas**

- Food and beverage service
- Restaurant and bar skills
- Coffee making skills – barista
- Customer service skills
- Front office management systems
- Business compliance skills with hygiene and OH&S

 **Pre-requisites**

Good passes at Year 11 level or the overseas equivalent plus relevant work experience.

English language proficiency equivalent to IELTS 5.0 (Academic).

HOSPITALITY

Certificate IV in Commercial Cookery

CRICOS Course Code: 081958G

 1 YEAR	 FEB JUL	 14,000 PER YEAR	 MOORABBIN WAVERLEY
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 **Course Description**

The Certificate IV in Commercial Cookery will qualify graduates as a successful and confident commercial cook.

Graduates will learn multiple techniques to produce a wide range of speciality food items and gain work ready skills highly sought after by industry. Students will also acquire leadership and supervisor skills which will enable them to run a successful business. Practical placement is given to students in Holmesglen's student training restaurants with further opportunities available in leading 5-star hospitality venues in Melbourne.

This program incorporates the Certificate III in Commercial Cookery.

On completion of this course students can continue into the Diploma or Advanced Diploma of Hospitality with one year's credit.

 **Career Outcomes**

- | | |
|------------------|----------------------|
| • Head Chef | • Catering Manager |
| • Sous Chef | • Purchasing Manager |
| • Chef De Partie | |
| • Cook | |

 **Key Study Areas**

- Production of high quality stock, soups and sauces
- Prepare and present restaurant quality poultry, seafood and meat dishes
- High level kitchen management skills in leadership, food costing and finance
- Business compliance skills with Hygiene and OH&S
- A la carte cooking experience in Cilantro or ZEST restaurants and an opportunity to work in prestigious Melbourne events
- Key understanding of religious, dietary and cultural impactors on food production
- Specialist desserts, pastry, cakes and bread techniques

 **Pre-requisites**

Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

HOSPITALITY

Certificate IV in Patisserie

CRICOS Course Code: 081957J

 1 YEAR	 FEB JUL	 14,000 PER YEAR	 MOORABBIN WAVERLEY
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 **Course Description**

The Certificate IV in Patisserie will qualify graduates as a commercial cook, specialising in patisserie.

Graduates will learn multiple skills and techniques to produce a wide range of speciality patisserie items used by many businesses in today's vibrant food industry. These items include sugar work, pastry, chocolate, desserts, cakes and gateaux. Students will also acquire leadership and supervisor skills which will enable them to run a successful business.

Practical placement is given to students in Holmesglen's student training restaurants with further opportunities available in leading 5-star hospitality venues in Melbourne.

This program incorporates the Certificate III in Patisserie.

On completion of this course students can continue into the Diploma or Advanced Diploma of Hospitality with one year's credit.

 **Career Outcomes**

- | | |
|--------------------|-------------------|
| • Head Pastry Chef | • Patisserie Chef |
| • Sous Chef | • Pastry Cook |
| • Chocolatier | |

 **Key Study Areas**

- Production of desserts and exquisite petit fours
- Design and produce sweet buffet showpieces
- Specialist chocolate and sugar techniques
- Specialist desserts, pastry, cakes and bread techniques
- High level kitchen management skills in leadership, food costing and finance
- Business compliance skills with hygiene and OH&S
- Prepare and serve luxurious high tea lunches
- A la carte cooking experience in Cilantro and ZEST restaurants and an opportunity to work in prestigious Melbourne events

 **Pre-requisites**

Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

“

Studying Commercial Cookery and the Diploma of Hospitality with Holmesglen was the highlight of my life. Holmesglen offered the best facilities and supportive teachers, allowing me to discover my love for cooking and sharing my knowledge and skills with others.

Thanks to my amazing Holmesglen experience, I am now the proud co-owner and trainer at the River Kwai Restaurant in Clayton and the Vanilla Orchid in Warrandyte. I am also a co-author of the Duncan's Thai Kitchen Cookbook and a writer for the TV show of the same name on Channel 9's GEM.

I am currently completing my Bachelor of Hospitality Management at Holmesglen and I would encourage you to choose Holmesglen too for pursuit of your education goals.

”

Jureeping (Julia) Phahonvanich – Thailand
Bachelor of Hospitality Management

To find out more about Julia's many successes, visit:
www.riverkwai.com.au
www.vanillaorchid.com.au
www.duncansthaitkitchen.com

HOSPITALITY

Certificate IV in Asian Cookery

CRICOS Course Code: 081956K



1 YEAR



FEB



**14,000
PER YEAR**



WAVERLEY



Course Description

The Certificate IV in Asian Cookery will qualify graduates as a cook, specialising in Asian cookery. Graduates will learn multiple skills and techniques to produce a wide range of specialty Asian items needed for today's modern Asian cuisine. These items include curry pastes and powders, Asian stocks, soups and salads, and various Asian seafood and meat dishes. Several Asian cuisines including Japanese, Indian, Chinese and Thai are explored throughout this course. Students will also acquire leadership and supervisory skills which will enable them to run a successful business.

Practical placement is given to students in Holmesglen's student training restaurants with further opportunities available in leading 5-star hospitality venues in Melbourne.

This program incorporates the Certificate III in Asian Cookery.

On completion of this course students can continue into the Diploma or Advanced Diploma of Hospitality with one year's credit.



Career Outcomes

- Head Chef Asian Cookery
- Sous Chef
- Chef De Partie
- Asian Cook



Key Study Areas

- Production of high quality Asian stock, soups and sauces
- Prepare and present restaurant quality poultry, seafood and meat Asian dishes
- Prepare multiple Asian rice & noodle dishes
- Techniques in modern Asian cuisine and static display
- A la carte cooking experience in ZEST restaurant an opportunity to work in prestigious Melbourne events
- Key understanding of religious, dietary and cultural impactors on food production



Pre-requisites

Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

HOSPITALITY

Diploma of Hospitality

CRICOS Course Code: 081622K



1.5 YEARS

FEB
JUL
OCT13,000
PER YEARMOORABBIN
WAVERLEY **Course Description**

The Diploma of Hospitality provides a hands-on, practical learning experience. Students will apply their skills whilst learning in Holmesglen's fully equipped practical facilities, including on campus restaurants and kitchens. This course provides the skills and development required for management positions and a career within the hospitality industry. Students can also enjoy work placement with Holmesglen's many industry partners.

After completing this course, graduates can undertake a range of career opportunities in restaurants, hotels and hospitality venues in locally and internationally.

Students who successfully complete the Diploma of Hospitality can achieve the Bachelor of Hospitality Management within a minimum of 2 years' study.

**Career Outcomes**

- Food and Beverage Manager
- Front Office Manager
- Food and Beverage Supervisor
- Café Owner

**Key Study Areas**

- Restaurant and bar skills
- High level customer service skills
- Front office management systems
- Finances and budget abilities
- Marketing techniques
- Australian law and compliance

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent plus relevant employment experience. English language proficiency equivalent to IELTS 5.5 (Academic). Refer to Page 82 for other accepted tests.

HOSPITALITY

Advanced Diploma of Hospitality

CRICOS Course Code: 081623J



1.5 YEARS

FEB
JUL
OCT13,000
PER YEARMOORABBIN
WAVERLEY **Course Description**

The Advanced Diploma of Hospitality provides students with training and skill development in management and supervision and prepares them for positions in the hospitality industry. Practical placement is given to students in Holmesglen's student training restaurants.

On satisfactory completion of the Advanced Diploma, students may apply for entry into Holmesglen's Bachelor of Hospitality Management. It will take a further one and a half years of study to complete the bachelor degree.

Students wishing to undertake a less academic pathway with a more practical focus can undertake the Diploma of Hospitality.

On satisfactory completion of the Advanced Diploma, students may apply for entry into the Holmesglen's Bachelor of Hospitality Management. It will take a further one and a half years of study to complete the bachelor degree.

**Career Outcomes**

- General Manager of Hotels
- Food and Beverage Supervisor
- Restaurant Office Manager
- Café Owner

**Key Study Areas**

- High level customer service skills
- Front office management systems
- Finances and budget abilities
- Human resources and business management skills
- Australian law and compliance

**Pre-requisites**

Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

HOSPITALITY

Bachelor of Hospitality Management

CRICOS Course Code: 074320E



3 YEARS

FEB
JUL15,000
PER YEAR

WAVERLEY

Course Description

The Bachelor of Hospitality Management provides graduates with the knowledge and skills needed for a management career in the hospitality industry. It provides a pathway for advancement from an operational role towards middle and senior management in an industry that is frequently seeking fresh managerial talent.

A feature of this course is the professional practice placements in the final two semesters of the program (totalling to a minimum of 112 hours). These take place in selected hospitality businesses, including four and five star establishments and allow students to acquire insights into and connect directly with the Australian workplace culture.

Graduates develop an understanding of how to apply management principles to the hospitality context. With a strong focus on current and emerging technologies, graduates are equipped with transferable business, communication, team-working and research skills which are applicable to a broad range of professional scenarios.

**Career Outcomes**

- Hotel/Resort Manager
- Venue Manager
- Food & Beverage Manager
- Event Management
- Catering Management
- Banqueting Supervisor

**Key Study Areas**

- Hospitality design
- Contemporary leadership techniques
- Strategic management
- Principles of hospitality management
- Hospitality revenue and yield management
- Customer and business relationship management
- Hospitality service coordination
- Hospitality systems management

**Pre-requisites**

Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.

To be eligible you must have an academic IELTS or equivalent of 6.0 with no individual band score less than 5.5.



Duration



Intake




Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

INFORMATION TECHNOLOGY & DIGITAL MEDIA



Things move quickly in the world of technology. Today some of the most exciting careers in the world are in **INFORMATION TECHNOLOGY**. Holmesglen offers programs at certificate and diploma level which are the perfect introduction to a career in the IT industry. The need for people in this industry is continuing to grow as more and more businesses turn to web and mobile.

During your time at Holmesglen, you will be taught in up to date computer and networking labs with the latest industry standard software by teachers who are committed to helping you reach your careers goals.

You will have the opportunity to take a part in projects with real life clients, so you are able to put the theory learnt in class into practice. These projects allow you to network with potential employees and get a feel for the sector before you start your career.

DIGITAL MEDIA

Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies

CRICOS Course Code: 086544A



1 YEAR

FEB
JUL13,000
PER YEAR

MOORABBIN

Course Description

The Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies is the ideal pathway into the web development and multimedia industry. Learning the tools and techniques required to use industry standard web and multimedia applications, you will learn and work on industry current tasks performed in the workplace.

Cutting edge, industry standard technology will be explained including web design/development; content management systems; custom built mobile applications for iOS iPad and iPhone apps; custom built mobile applications for the Android market; and social network marketing skills for business.

Up-to-date Mac and PC labs will be available to you, enabling you to become a versatile web/multimedia designer and developer. You may also use the course as a stepping-stone into higher education.

Upon successful completion of the Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies, students may complete a further six months of study to achieve the Diploma of Digital Media Technologies.

Career Outcomes

- iOS Application Developer
- Android Application Developer
- Graphic And Web Design Assistant
- Digital Media Designer/Developer

Key Study Areas

- Design a website to meet technical requirements
- Integrate social web technologies
- Author interactive media
- Produce server side script for dynamic web pages
- Customise content management systems
- Develop mobile applications

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

DIGITAL MEDIA

Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies

CRICOS Course Code: 086587A / 086579A



1 YEAR

FEB
JUL13,000
PER YEAR

MOORABBIN

Course Description

The Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies has been designed from the ground up to take advantage of the latest industry software and development environments, giving you the skills you need to design, create, develop and deploy games to your target platform and app stores.

You will learn essential skills that will give you the ability to create games such as massively multiplayer online games (MMOGs), first-person shooters, racing games, real-time strategy games, third-person shooters, role playing games, side scrollers and many more.

Key study areas include; 3D design, game design and development, mobile apps, games effects, character animation, level design, artificial intelligence and much more.

Upon successful completion of Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies students may complete a further six months of study to achieve the Diploma of Digital Media Technologies.

Career Outcomes

- Support 2D/3D Artist
- Assistant Animator/Designer
- Support Games Developer
- Interaction Media Developer
- Assistant Games Programmer

Key Study Areas

- Create 3D digital models and animation
- Produce and edit digital images
- Produce an interactive game
- Apply introductory programming techniques
- Build a graphical user interface
- Develop mobile applications

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

DIGITAL MEDIA

Diploma of Digital Media Technologies

CRICOS Course Code: 086709G



6 MONTHS

FEB
JUL

6,500



MOORABBIN

Course Description

This program is the ideal pathway into the multimedia, web and gaming industries. Throughout the course, you will learn the tools and techniques required to use industry standard web, multimedia and gaming applications. Become familiar with cutting edge technology and work on industry related projects while developing essential management and team skills required in this industry.

Areas of study include; web design/development, animation, custom built mobile apps for iOS and Android, content management systems, online stores, social network marketing, 3D modelling, game programming and photography/video.

Please note: The stream you select from the underlying qualification (Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies or Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies) will determine what areas of study you can enrol in and the possible career outcomes graduates may achieve.

Career Outcomes

- Game Designer/Programmer
- 3D Modeller
- Digital Media Designer/Developer
- Mobile App Developer
- Web Designer/Developer

Key Study Areas

- Incorporate and edit digital video
- Manage interactive media production
- Design and create models for a 3D and digital effects environment
- Apply intermediate programming skills in another language
- Produce a digital animation sequence
- Perform vision and sound editing

Pre-requisites

Successful completion of either of the following courses:

- Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies
- Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

INFORMATION TECHNOLOGY

Certificate IV in Information Technology Networking

CRICOS Course Code: 086553M



1 YEAR



FEB
JUL
OCT



13,000
PER YEAR



CHADSTONE



Course Description

Holmesglen's Certificate IV in Information Technology Networking program is the ideal pathway options into designing and constructing networks. Students will be involved in constructing wired and wireless networks suitable for home or small business environments

Students will develop skills in the installation and management of servers, designing and building networks for small business environments, and configuring and testing network security.

Students will also have the opportunity to develop management skills as they work in up to date networking laboratories with current industry standard equipment and technologies.

On successful completion, students may complete a further six months of study to achieve the Diploma of Information Technology Networking.



Career Outcomes

- Network Administrator
- Network Security Administrator
- Network Technician
- Network Support



Key Study Areas

- Install and manage a server
- Manage network and data integrity
- Install, operate and troubleshoot a small enterprise branch network
- Build a small wireless local area network
- Install, configure and test network security
- Design and implement an integrated server solution



Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

INFORMATION TECHNOLOGY

Diploma of Information Technology Networking

CRICOS Course Code: 086634K



6 MONTHS



FEB
JUL



6,500



CHADSTONE



Course Description

Developing on the skills developed from the Certificate IV, the Diploma of Information Technology Networking Students will be involved in constructing and maintaining wired and wireless networks suitable for larger business environments

Students will learn advanced techniques to implement and manage network security and user authentications; create scripts for improved network performance and efficiency; design their own network server; and produce suitable ICT network architecture designs for businesses.

Students will also have the opportunity to develop management skills as they work in up to date networking laboratories with current industry standard equipment and technologies.



Career Outcomes

- Network Administrator
- Network Security Administrator
- Network Technician
- Network Support



Key Study Areas

- Install and manage a server
- Manage network and data integrity
- Install, operate and troubleshoot a small enterprise branch network
- Build a small wireless local area network
- Install, configure and test network security
- Managing Cloud Services



Pre-requisites

Successful completion of the Certificate IV in Information Technology Networking.

INFORMATION TECHNOLOGY

Certificate IV in Programming

CRICOS Course Code: 086573G



1 YEAR



FEB
JUL
OCT



13,000
PER YEAR



CHADSTONE



Course Description

Holmesglen's Certificate IV in Programming is the ideal pathway options into designing and developing computer software and mobile applications. Students will be introduced to Java programming, mobile application development and web programming. In addition, students will have the opportunity to develop high level Java programming skills and be introduced to developing software applications for cloud services.

Up to date programming labs, industry standard software development environments and games engine interaction will all be available to you in this course.

On successful completion, students may complete a further six months of study to achieve the Diploma of Software Development



Career Outcomes

- Mobile Application Developer
- Android App Developer
- Apple iOS Developer
- Programmer
- Web Programmer
- Games Developer



Key Study Areas

- Create basic databases
- Develop data driven applications
- Develop mobile applications
- Apply skills in object oriented design
- Write script for software applications
- Use XML effectively



Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

INFORMATION TECHNOLOGY

Diploma of Software Development

CRICOS Course Code: 086685K

**6 MONTHS****FEB
JUL****6,500
PER YEAR****CHADSTONE****Course Description**

The Diploma of Software Development is a hands-on course and will provide students with the skills to develop mobile applications in both Android and Apple iOS. In addition, students will build software applications for cloud services and work on a large scale project as part of a team for a 'live' client.

Up to date programming labs, industry standard software development environments will all be available to you in this course.

**Career Outcomes**

- Mobile Application Developer
- Android App Developer
- Apple iOS Developer
- Programmer
- Web Programmer
- Cloud Computing Application Developer

**Key Study Areas**

- Build advanced user interface
- Implement security for applications
- Develop advanced mobile multi touch applications
- Create cloud computing services
- Produce client side script for dynamic web pages
- Deploy an application to a production environment

**Pre-requisites**

Successful completion of the Certificate IV in Software Programming.



I strongly recommend studying at Holmesglen. I have made so many good friends and was always given the best support by all my awesome teachers.

I successfully completed my Diploma of Software Development and now have all the skills and knowledge needed for the exciting IT industry.

The teaching facilities and student support services at Holmesglen were fantastic, making my study there an enjoyable experience.

**Caue - Brazil**

Diploma of Software Development



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

COMPUTER POWER AND HOLMESGLEN

A great partnership in IT

With the demand for Information and Communication Technology graduates continually rising, there has been a better time to start your IT career. In partnership with Computer Power Institute, we can provide you with access to high quality, innovative Diploma Programs in Information Technology, Networking, Software and Web Development. All diploma qualifications are awarded by Holmesglen. For further information visit:

www.computerpower.edu.au

INFORMATION TECHNOLOGY

Diploma of Information Technology

CRICOS Course Code: 08608IE



16 MONTHS



MONTHLY



21,000
PER YEAR



CITY

Course Description

If you're looking to secure a role such as Network Administrator, Network Services Administrator or an IT Support role, this Diploma will help you get there. This course covers the fundamentals of computer hardware and network. An emphasis is placed on supporting and troubleshooting networks including virtualised and cloud-based systems, providing students with the knowledge and skills to design, install and manage networks.

Successful completion of this diploma may provide eligibility for up to one year credit into bachelor degree study at many Australian universities.

Career Outcomes

- Network Administrator
- IT Administrator
- IT Operations Administrator
- Network Services Administrator
- Network Support Coordinator
- Network Operations Analyst
- IT Support Staff

Key Study Areas

- Design, installation and management of computer networks using Windows Server 2012 R2
- Installation, configuration and support of client desktops using Windows 8.1
- Troubleshooting network problems
- Computer hardware
- Securing a network
- Configuring virtual networks
- Cloud computing
- Green IT concepts

Pre-requisites

Good passes at Year 12 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



INFORMATION TECHNOLOGY

Diploma of Information Technology Networking

CRICOS Course Code: 076435M



16 MONTHS



MONTHLY



21,000 PER YEAR



CITY



Course Description

If you're seeking a career as an IT Administrator, Network Operations Analyst or an IT Support role, this Diploma will help you get there. With a focus on computer hardware and networks, including design, installation and management, support and troubleshooting networks including virtualised and cloud-based systems, this course provides students with the knowledge and skills to troubleshoot, support and secure networks.

Successful completion of this diploma may provide eligibility for up to one year credit into bachelor degree study at many Australian universities.



Career Outcomes

- Network Administrator
- IT Administrator
- IT Operations Administrator
- Network Services Administrator
- Network Support Coordinator
- Network Operations Analyst
- Network Security Coordinator
- Network e-business Coordinator



Key Study Areas

- Design, installation and management of computer networks using Windows Server 2012 R2
- Installation, configuration and support of client desktops using Windows 8.1
- Troubleshooting network problems
- Securing a network
- Configuring virtual and wireless networks



Pre-requisites

Good passes at Year 12 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



INFORMATION TECHNOLOGY

Diploma of Software Development

CRICOS Course Code: 076436K



16 MONTHS



MONTHLY



21,000 PER YEAR



CITY



Course Description

Are you ready to secure a role in Analyst Programmer Support, as an Assistant Software Applications Programmer or Web Support programmer? The Diploma of Software Development will help get you there. This Diploma provides the skills to develop commercial and mobile based applications. Students learn how to create new software products or customise existing products.

Successful completion of this diploma may provide eligibility for up to one year credit into bachelor degree study at many Australian universities.



Career Outcomes

- Analyst Programmer Support
- Assistant Programming Developer
- Assistant Software Applications Programmer
- Assistant Software Developer
- Database Support Programmer
- Web Support Programmer



Key Study Areas

- Developing Windows store apps using C#
- Developing Graphical User Interface (GUI)-based applications using Java and C#
- Developing web applications using HTML5, JavaScript, CSS3 and ASP.NET
- Mobile application development in Android
- Creating applications using the Model View Controller (MVC) pattern
- Validating and deploying applications
- Database construction and design
- Systems analysis and design
- Software testing and quality assurance



Pre-requisites

Good passes at Year 12 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



INFORMATION TECHNOLOGY

Diploma of Website Development

CRICOS Course Code: 086082D



16 MONTHS



MONTHLY



21,000 PER YEAR



CITY



Course Description

Are you ready to start a career as a Web developer, Web Programmer or Web Support Programmer? This Diploma will help get you there. The Diploma of Website Development provides students with the knowledge and skills to design, build and manage websites. Students learn how to create new software products or customise existing products.

Successful completion of this diploma may provide eligibility for up to one year credit into bachelor degree study at many Australian universities.



Career Outcomes

- Web Developer
- Web Development Manager
- Web Programmer
- Website Manager
- Webmaster
- Web Administrator
- Internet Developer
- Analyst Programmer Support
- Assistant Programming Developer
- Assistant Software Applications Programmer
- Assistant Software Developer
- Database Support Programmer
- Web Support Programmer



Key Study Areas

- Developing Windows store apps and web-based applications using C#
- Developing Graphical User Interface (GUI)-based applications using Java
- Developing web applications using HTML5, JavaScript, CSS3 and ASP.NET
- Mobile application development in Android and Windows Phone 8
- Validating and deploying applications
- Creating cloud-based applications
- Database construction and design
- Systems analysis and design
- Software testing and quality assurance



Pre-requisites

Good passes at Year 12 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

COMPLIMENTARY HEALTH



In today's busy world, more people than ever are looking to **HEALTH** and **WELLBEING** professionals to improve their quality of life. Whether you're looking to turn your passion into a speciality, or you're already working in the industry and want to expand your skills, we're here to help you power up your career. We're all about **personalised training**, with **small class sizes** in **customised facilities**. Our nationally accredited fitness and wellbeing courses could be where your future begins.

COMPLIMENTARY HEALTH

Certificate IV in Massage Therapy Practice

CRICOS Course Code: 084431D

 6 MONTHS	 FEB JUL	 6,150	 WAVERLEY
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Course Description

The Certificate IV in Massage Therapy Practice will provide graduates with the skills to work as a Massage Therapist. Participants will learn a variety of massage skills which are based on a comprehensive knowledge of anatomy, physiology, surface anatomy and specific musculoskeletal assessment. They will develop the skills required to apply massage in a therapeutic environment.

On completion of this course students can continue into the Diploma of Remedial Massage.

Career Outcomes

- Work in day spas and health retreats
- Work in a multi-disciplinary clinic
- Work in a health service provider
- Work in an aged care facility, palliative care facility or hospital

Key Study Areas

- Anatomy
- Physiology
- Client assessment
- Therapeutic massage practical skills
- First aid
- Massage industry theory

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

COMPLIMENTARY HEALTH

Diploma of Remedial Massage

CRICOS Course Code: 073100C

 1 YEAR	 FEB JUL	 12,300 PER YEAR	 WAVERLEY
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Course Description

The Diploma of Remedial Massage will provide graduates with the skills to work as a Remedial Massage Therapist. Participants will learn a variety of remedial massage skills which are based on a comprehensive underpinning knowledge of anatomy, physiology and surface anatomy.

Students will develop skills, and a variety of remedial techniques and specific musculoskeletal assessment protocols. They will also develop the skills required to assess and treat soft tissue dysfunction, alleviate pain, improve body function and manage musculo-skeletal injuries.

Career Outcomes

- Work in a multi-disciplinary clinic
- Work with athletes and sports teams
- Work in a rehabilitative environment.
- Sports Massage Therapist
- Remedial Massage Therapist

Key Study Areas

- Pathology
- Management of athletes
- Advanced treatment techniques
- Advanced assessment techniques
- Student clinic
- Clinic management theory

Pre-requisites

Completion of the Certificate IV in Massage Therapy Practice at Holmesglen with satisfactory grades.

COMPLIMENTARY HEALTH

Advanced Diploma of Naturopathy

CRICOS Course Code: 084432C

 2.5 YEARS	 FEB	 12,500 PER YEAR	 WAVERLEY
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Course Description

The Advanced Diploma of Naturopathy provides participants with a variety of specialised skills to work in the natural healing sector. Students will learn how to manipulate clients' diets to prevent disease and improve the quality of life. They will gain an understanding of the impact of vitamins, minerals and complex herbs on the day to day functioning of the human body.

On completion of this course students will be skilled in both nutritional medicine and the use of herbs. Graduates will be able to apply skills generated over hundreds of years to restore health and vitality to the human body. They will have developed a holistic natural approach to helping clients live happier, healthier lives.

Career Outcomes

- Naturopath
- Nutritionist
- Herbalist
- Nutritional Medicine Practitioner

Key Study Areas

- Anatomy and physiology
- Pathophysiology
- Nutrition
- Herbal medicine
- Communication and basic counselling
- Clinical tuition
- Naturopathic philosophy

Pre-requisites

Good passes at Year 12 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

RECREATION & TOURISM

Launch your career in the exciting world of sports, fitness, tourism or events management.

Choosing one of these dynamic programs at Holmesglen will provide you with access to purpose built training centres, state of the art facilities, and the opportunity to learn from industry experts.

Now is the time to turn your passion into your career!

RECREATION

Certificate IV in Fitness/ Certificate IV in Community Recreation

CRICOS Course Code: 078108K / 084439G



6 MONTHS



FEB
JUL



6,250



MOORABBIN
WAVERLEY

Course Description

The Certificate IV in Fitness at Holmesglen develops both the instructional and fitness specific skills to undertake exercise programming for a variety of populations.

Specialising in a wide variety of areas such as fitness evaluation and health screening, resistance training, advanced exercise prescription, postural appraisal and personal training the course will enable students to hone their skills effectively and efficiently.

It is an internationally recognised qualification that enables students to register with both Fitness Australia and the International Confederation of Exercise Professionals.

On successful completion of the Certificate IV in Fitness, student may have the opportunity to study the Diploma of Fitness.

Career Outcomes

- Fitness Instructor (gym)
- Personal Trainer

Note: Additional placement hours may be required to meet industry registration requirements.

Key Study Areas

- Plan and deliver exercise to older clients with managed conditions
- Apply motivational psychology to provide guidance on exercise behaviour and change to meet health and fitness goals
- Plan and deliver exercise programs to support desired body composition outcomes
- Provide healthy eating information to clients in accordance with recommended guidelines
- Plan and deliver gym or endurance training programs
- Undertake client health assessment

Pre-requisites

Good passes at Year 11 level or the overseas equivalent plus relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

RECREATION

Diploma of Fitness/Diploma of Sustainability

CRICOS Course Code: 084422E



1 YEAR



FEB
JUL



12,500
PER YEAR



WAVERLEY

Course Description

Building on the exercise screening and programming knowledge gained in the Certificate IV, the Diploma of Fitness will cover advanced areas of exercise programming and deliver such as musculoskeletal, metabolic, and cardiorespiratory programming, strength and conditioning, and fitness centre management studies.

Graduates from the Diploma of Fitness will be able to support the provision of exercise programs for clients with a range of chronic conditions, athletes and/or specific requirements, in collaboration with allied health professionals in a range of environments and settings.

Career Outcomes

- Specialised Fitness Trainer
- Personal Trainer of clientele with specific requirements
- Childhood Fitness Trainer
- Strength and Conditioning Coach
- Personal Training Coordinator

Key Study Areas

- Provide advanced first aid
- Advise on injury prevention and management
- Deliver prescribed exercise to clients with musculoskeletal conditions
- Develop strength and conditioning programs
- Develop and implement a program to support behavioural change for a sustainability initiative
- Deliver prescribed exercise to clients with cardiorespiratory conditions

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

RECREATION

Diploma of Sport Development/ Diploma of Sustainability

CRICOS Course Code: 082434F / 082435E



1 YEAR



FEB
JUL



14,100
PER YEAR



WAVERLEY

Course Description

The Diploma of Sport Development is designed to cover all the important areas for success in the sport industry, from marketing and promotion, coaching and officiating, to event management and finance.

The course provides students with the skills and knowledge for a successful career, with opportunities to work with state and national sporting bodies throughout the course.

Students will also have the opportunity to plan and organise sports carnivals with underprivileged school children overseas.

This course also involves a study tour at the Australian Institute of Sport in Canberra.

Career Outcomes

- Sport Coach
- Sport Administrator
- Sporting Club Manager
- Sporting Event Manager

Key Study Areas

- Develop and update knowledge of coaching practices
- Design and implement strategies to increase participation
- Customise coaching for athletes with specific needs
- Develop and update knowledge of coaching practices
- Design and implement strategies to increase participation
- Customise coaching for athletes with specific needs

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).



Duration



Intake



Campus



Fee (\$AU) Fees quoted include required equipment, uniforms and/or material costs.

RECREATION

Certificate IV in Outdoor Recreation

CRICOS Course Code: 084418A

 1 YEAR	 FEB	 13,800 PER YEAR	 WAVERLEY
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Course Description

The Certificate IV in Outdoor Recreation at Holmesglen gives students the opportunity to not only experience what the great outdoors in Australia has to offer, but study it.

The course is ideal for the adventurous, incorporating hiking, climbing, rafting, mountain bike riding and canoeing. Strong outdoor skills will be complemented by the skills to teach others, work with and manage people, and guide and instruct trips. You will also learn about the environment, navigation, trip planning, weather prediction, safety and first aid.

On completion of this course students can continue into the Diploma of Outdoor Recreation

Career Outcomes

- Trip assistant in the outdoor recreation industry
- Outdoor guide (uncontrolled environment)
- Outdoor instructor

Key Study Areas

- Plan outdoor recreation activities
- Apply single pitch abseiling skills on natural surfaces
- Perform vertical rescues
- Apply canoeing skills
- Apply advanced off-road cycling skills
- Apply navigation skills in an intermediate environment

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

RECREATION

Diploma of Outdoor Recreation

CRICOS Course Code: 088124E

 1 YEAR	 FEB	 13,800 PER YEAR	 WAVERLEY
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Course Description

The Diploma of Outdoor Recreation at Holmesglen is ideal for the adventurous, incorporating hiking, climbing, rafting, mountain bike riding and canoeing. Strong outdoor skills will be complemented by the skills to teach others, work with and manage people, and guide and instruct trips. You will also learn about the environment, navigation, trip planning, weather prediction, safety and first aid.

To successfully complete this program students are required to complete a number of compulsory vocational placements within the Outdoor Recreation industry. These placements and a number of compulsory field trips may take place both during the week and at weekends and are designed to allow students further opportunity to develop their techniques within workplace settings.

Career Outcomes

- Operations Manager
- Outdoor Guide (Uncontrolled Environment)
- Expedition Leader
- Outdoor Instructor
- Program Manager for Outdoor Education Camps

Key Study Areas

- Interpret weather for mountain environments
- Advanced bushwalking skills in alpine areas
- Design and facilitate adventure-based learning programs
- Coordinate and manage white water trips
- Demonstrate complex white water rescues and recoveries
- Coordinate emergency responses
- Navigate in uncontrolled environments
- Develop a business plan for sustainable business practice

Pre-requisites

Completion of the Certificate IV in Outdoor Recreation at Holmesglen with satisfactory grades.

EVENTS

Diploma of Events

CRICOS Course Code: 082438B

 1 YEAR	 FEB JUL*	 13,000 PER YEAR	 MOORABBIN WAVERLEY
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* JULY INTAKE A WAVERLEY ONLY

Course Description

The Diploma of Event will give you the skills required to create, develop and stage special events, while managing your team in an efficient and productive manner.

As an Event Manager you have the overall responsibility for the creation, organisation, production and management of conferences, festivals and special events.

The Special Events industry requires flexibility, creativity, and excellent organisational skills.

During the course you will be involved in the operational and production aspects of staging an event, from the initial creative idea, including lighting and sound, to the final review debrief.

Career Outcomes

- Events Manager
- Events Coordinator

Key Study Areas

- Manage on-site event operations
- Prepare and monitor budgets
- Develop event concepts
- Enhance the customer service experience
- Manage event staging components
- Manage finances within a budget
- Develop conference programs
- Manage projects

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

TOURISM

Diploma of Travel and Tourism

CRICOS Course Code: 082437C

**1 YEAR****FEB
JUL*****13,500
PER YEAR****MOORABBIN
WAVERLEY**

* JULY INTAKE A WAVERLEY ONLY

Course Description

The Diploma of Travel & Tourism will introduce you to the wide variety of career choices that are available in the travel industry.

You will complete extensive local and international destination studies along with comprehensive training on a variety of airline reservation and ticketing software.

You will have the opportunity of working with industry representatives researching growth opportunities and creating marketing materials and a website to maximise tourism potential.

You will spend time at Holmesglen's Rural Learning Centre. This deluxe regional property forms the perfect base to explore some of best natural attractions in Victoria. You will also be given the opportunity of travelling to Asia to increase your international tourism knowledge first hand.

Career Outcomes

- Retail Travel Agency Manager
- Incentive Travel Coordinator
- Sales and Marketing Coordinator
- Product Manager
- Reservations Coordinator
- Visitor Information Officer
- Tour Operator

Key Study Areas

- Build and launch a small business website
- Access tourism opportunities for local communities
- Package tourism products
- Lead and manage people
- Coordinate the production of brochures and marketing materials
- Manage quality customer service

Pre-requisites

Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.

English language proficiency equivalent to IELTS 5.5 (Academic).

STUDENTS TOUR CHINA

In 2015, students from the Diploma of Tourism and Diploma of Events had the opportunity to participate in an eight day tour of China. The tour included visits to Beijing, Xian and Shanghai and was designed to give students an insight into international tourism and events markets.

Whilst the students were in Beijing they were fortunate enough to visit the Temple of Heaven, and also enjoyed a hike along the Great Wall of China. The students' final stop was Shanghai; highlighting the fast-paced, growing hub of China.

This trip enabled students to gain an understanding of tourism and events in a foreign country, as well as an understanding of the Chinese market, which is a major focus for Australian tourism.



Important information to read before completing your Application Form.

Please read this application carefully, complete all sections and ensure that certified copies of your academic transcripts and English language assessments are attached.

Acronyms/Definitions

DIBP	Department of Immigration and Border Protection
ELICOS	English Language Intensive Courses for Overseas Students
RPL	Recognition of Prior Learning
eCOE	Electronic Confirmation of Enrolment
CT	Credit Transfer
VLC	Visa Length Cover
SVP	Streamlined Visa Processing

Principal Course of Study

Where a student visa has been issued for multiple courses of study, the principal course of study is the final course of study the student will undertake on that student visa.

Welfare Carer

A person or organisation authorised by the student's parents and approved by Holmesglen to take responsibility for students under the age of 18; that is, to act as a guardian.

Overseas Student Health Cover

All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. Holmesglen requires that students purchase OSHC to cover the full duration of their studies at Holmesglen (visa length cover).

Terms and Conditions of Enrolment

Applicants are required to sign on their application form that they have read, understood and consented to the Terms and Conditions of Enrolment for all courses delivered at Holmesglen campuses as detailed underneath.

If the applicant is under the age of 18 at the time of application, the Application Form must also be signed by the applicant's parent (or welfare carer).

1. Conditions of Enrolment

- 1.1 Holmesglen reserves the right to cancel a course prior to its commencement, in which case a full refund of all fees paid will be made within two weeks. For students enrolled in Charles Sturt University's Bachelor of Oral Health (Therapy/Hygiene), Holmesglen reserves the right to cancel the degree component of the program if there are insufficient students for the course. In this case a full refund of all fees paid for the degree component will be made within two weeks. Students will be given assistance in sourcing an alternative program of study.
- 1.2 A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of any appeals process.

- 1.3 For students undertaking ELICOS programs the Institute reserves the right to report to DIBP the details of a student whose attendance is unsatisfactory.
- 1.4 Students enrolled in some courses eg. Nursing and Early Childhood Education are required to undertake clinical or practical placements. Failure in the placement may require the student to repeat the entire semester for which a full semester fee will be payable.
- 1.5 Holmesglen is required to report to DIBP instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of Holmesglen's intent to report to DIBP and are provided with 20 working days to access the Institute's complaints and appeals process.

Academic Progress is reviewed in each study period. International students are required to ensure they repeat any subjects/modules failed in that period so as to ensure completion of their course within the duration specified on their eCOE.

Detailed information on the Institute's Academic Progress Policy and the Complaints and Appeals Process is available online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com and will be covered in the International Student Orientation program.

- 1.6 All students are bound by the Institute's Student Discipline Regulations and the Sexual Harassment Policy. Detailed information on the Holmesglen Rules for Student Discipline and Sexual Harassment are covered in the Student Diary and in the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of a student's enrolment. Students will be provided with 20 working days to access the Institute's complaints and appeals process.
- 1.7 The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course.

Holmesglen will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.

Circumstances that are considered detrimental to a student's study plan could be but are not limited to:
 - Change in Study Plan
 - Transfer to a lower level of studies
 - Increased tuition costs, particularly in cases where deposits paid in advance to Holmesglen are non-refundable
 - Increased duration of studies in Australia

- Level of support services at new provider not equivalent
- Impact to welfare support services established for students under the age of 18.
- Transfer would jeopardise student's progression through a package of courses.
- Within six months of a course beginning students may experience home-sickness and transfer to another registered provider is not likely to overcome this problem
- Holmesglen is of the view that the student is avoiding being reported to DIBP for failure to meet attendance or academic progress requirements.

- 1.8 Students wishing to apply for a letter of release will need to complete a form, available from the International Centre or online via www.holmesglen.edu.au. This form will provide information on Holmesglen's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however students will need to contact DIBP to seek advice on whether a new visa is required. In instances where a release letter is granted, Holmesglen's Fee Payment and Refund Procedures will be applied to any Fees and Charges Refund request received.

Detailed information on Holmesglen's transfer policy between registered providers is available online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com and will be covered in the International Student Orientation Program.

- 1.9 After arrival in Australia, Holmesglen's policy restricts a student from transferring to another course of study at the Institute other than for which their student visa has been granted.
- 1.10 The National Code 2007 requires international students to complete their course within the duration specified on their eCOE except in limited circumstances. In these circumstances, Holmesglen will issue a new eCOE to extend the duration of study for the course.

For detailed information refer to information online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com. Under-enrolment in subjects against advice from Holmesglen, could constitute grounds for cancellation of a student's enrolment.

- 1.11 The National Code 2007 requires international students to keep Holmesglen informed of their current address. Students are responsible for completing updates online via student eAdministration. This information is covered in the International Student Orientation Program and the international student website.

- 1.12 International Students may apply for Credit Transfer/Recognition of Prior Learning within one week of a study period commencement. There is no fee reduction for students granted CT/RPL for Certificate and Diploma programs (VET). Where possible, students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course – in which case a new eCOE will be issued. For Higher Education Degrees, fees are charged per subject enrolled.
- [A detailed CT/RPL policy and procedure is available online at \[www.holmesglen.edu.au\]\(http://www.holmesglen.edu.au\) and \[www.holmesglenlivinginmelbourne.com\]\(http://www.holmesglenlivinginmelbourne.com\) and will be covered in the International Student Orientation Program.](#)
- 1.13 Accompanying school-aged dependents of international students will be required to pay full fees if they are enrolled in a government or non-government school.
- 1.14 International students must maintain adequate health cover for themselves and any members of their family unit who are with them during their stay in Australia.
- 1.15 Students need written permission from Holmesglen to defer or suspend their course. In cases where permission is granted, DIBP will be advised.
- [Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available online at \[www.holmesglen.edu.au\]\(http://www.holmesglen.edu.au\) and \[www.holmesglenlivinginmelbourne.com\]\(http://www.holmesglenlivinginmelbourne.com\).](#)
- 1.16 Holmesglen is required to advise DIBP when a student fails to commence a course, withdraws before the course ends, or changes course.
- 1.17 Students who are unable to arrive on time may be given up to one week to commence. After one week the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.
- 1.18 Students who are enrolled with partner providers such as Headmasters will use the support facilities provided by these institutions.
- 1.19 Students applying under SVP for a packaged program leading to a Bachelor degree will be required to pay a deposit for the first semester of the degree at the time of acceptance. For courses offered by university partner providers, students will be governed by the partner university international admissions, refunds and transfer policies which include a Genuine Temporary Entrant assessment and the payment of upfront fees. Please refer to partner university website for full information on these policies.
- 2. Personal Information**
- Information is collected in the Application Form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- 2.2 Information held on student files including attendance records, academic progress reports etc. belongs to Holmesglen. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.
- 2.3 By enrolling at Holmesglen, the student agrees that information relating to academic performance may be made available to their parents or welfare carer, and/or agent.
- 3. Information About Holmesglen**
- 3.1 Holmesglen only accepts responsibility for information given to overseas students from the following sources:
- the Course Guide,
 - the Holmesglen Living in Melbourne website www.holmesglenlivinginmelbourne.com
 - the Holmesglen website www.holmesglen.edu.au
 - Institute personnel
 - Accredited overseas agents
 - IDP Education offices.
- 3.2 Holmesglen does not accept liability for information provided by sources other than these.
- 4. Accommodation**
- 4.1 The accommodation provided by Holmesglen is detailed in this prospectus. Applicants who are applying for Institute accommodation should carefully read the Student Services and Facilities section of this prospectus.
- 4.2 Refunds for accommodation expenses paid in advance will be in accordance with the Institute Fee Payment and Refund Procedures.
- 4.3 Other than placing a student with an Australian family or booking the student into any of the accommodation options included in this Course Guide, Holmesglen takes no responsibility for the accommodation provided.
- 5. On Arrival Service**
- 5.1 This service is only available to students who have requested Holmesglen arranged accommodation.
- 5.2 Students are required to notify Holmesglen of their flight number, date and time of arrival at least 7 days in advance.
- 5.3 Holmesglen does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.
- 6. Welfare Arrangements for Students under 18**
- 6.1 Students under the age of 18 are required to have a welfare carer appointed before they are offered a place in the course. Refer to Pages 22. Welfare carers must be approved by the Institute. Fees for this service are available on request.
- 6.2 Students under the age of 18 must have their accommodation arrangements approved by the Institute.
- 6.3 Parental consent is required for Holmesglen to seek urgent medical treatment for students under the age of 18.
- 6.4 In the event that a student becomes seriously ill, the Institute will advise the student's parents.
- 6.5 [Detailed information pertaining to welfare arrangements for students under 18 is covered in the prospectus and online at \[www.holmesglen.edu.au/international\]\(http://www.holmesglen.edu.au/international\) and \[www.holmesglenlivinginmelbourne.com\]\(http://www.holmesglenlivinginmelbourne.com\)](#)
- 7. Complaints and Appeals**
- 7.1 Holmesglen has a well-established independent Complaints and Appeals procedure which provides for prompt resolution of any student complaints.
- [Detailed information on the Complaints and Appeals Procedure is available online at \[www.holmesglen.edu.au/international\]\(http://www.holmesglen.edu.au/international\) and \[www.holmesglenlivinginmelbourne.com\]\(http://www.holmesglenlivinginmelbourne.com\) and will be covered in the International Student Orientation Program.](#)
- 7.2 Beyond this procedure, all students have a right to pursue further action through the Australian legal system

Step 1: The Application Form

Lookup your preferred course and ensure that you have met the minimum academic and English language proficiency requirements.

Before completing the Application Form you should have read the information contained in this prospectus. In particular, you should ensure that you fully understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.

You must attach to your application certified copies of your academic results including your English language assessment.

You are required to confirm and consent to important items at the end of the Application Form – under the heading “Declaration”. Please read them carefully before you sign the Application Form.

If you are under the age of 18 the Application Form must also be signed by your parent (or welfare carer).

Your application must be forwarded to:

**The Director, International Centre
Holmesglen Institute
PO Box 42, Holmesglen
Melbourne 3148 Australia**

Step 2: The Application Fee

Applications will only be considered when they are accompanied by an Application Fee of A\$500.

Applicants who are applying through accredited agents and IDP Education offices are exempt from paying this application fee.

A list of accredited agents can be found via the website:
www.holmesglen.edu.au/programs/international/agent_list

Step 3: Provisional Acceptance/Rejection

Upon receipt of your application the Institute will notify you whether you have been accepted.

If you are NOT accepted, your application fee will be refunded.

If you are accepted, Holmesglen will forward to you a Letter of Offer and the Fee Schedule.

Step 4: Confirmation of Enrolment Forms/Visas

On receipt of your tuition fees and (if required) any deposits or amenities fees, Holmesglen will forward you an official Electronic Confirmation of Enrolment (eCOE) which will allow you to apply at Australian Embassies and Consulates abroad for a student visa to enter Australia.

Meeting the English Language Requirements

Entry into courses at Holmesglen will be based on English language results obtained in Year 12 (Senior High School) OR results obtained through an English language proficiency test. Recognised English Language Proficiency Tests include:

- IELTS (Academic)
- Test of English as a Foreign Language (TOEFL)
- ISLPR
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test, also known as
- Certificate in Advanced English

Below is a handy chart to find out the equivalencies of each English proficiency test. Examples: IELTS (Academic) 6.0 = ISLPR 3

TEST	TEST SCORE BAND											
IELTS	4.0	4.5	5.0	5.5	6.0	6.5	7.0	7.5	8.0	8.5	9.0	
TOEFL iBT	31	32	35	46	60	79	94	102	110	115	118	
PTE Academic	29	30	36	42	50	58	65	73	79	83	86	
Cambridge English: Advanced (CAE)	32	36	41	47	52	58	67	74	80	87	93	
OET	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	
TOEFL PBT	433	450	500	527	550	n/a	n/a	n/a	n/a	n/a	n/a	

If English language studies are required, the duration of the studies will be decided by the results obtained in the Holmesglen Language Placement Test or results in one of the above accepted tests.



APPLICATION FORM

Please read this application form carefully and complete ALL sections ensuring that certified copies of your academic transcripts and English language assessments are attached. Applications will only be considered when accompanied by the \$500 Application Fee. Students applying through accredited agents are exempt from this requirement. This form is to be used in the application for all courses listed in the current Holmesglen International Student Prospectus.

Section 1 – Personal Details

Surname or family name <input type="text"/>		Title (Mr, Mrs, Miss, Ms, Other) <input type="text"/>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Given name(s) <input type="text"/>		Date of birth (DD/MM/YYYY) <input type="text"/>	
Country of birth <input type="text"/>	Citizenship <input type="text"/>	Passport number <input type="text"/>	
Have you been previously enrolled at Holmesglen Institute? (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Student Number	<input type="text"/>
Are you currently studying in Australia (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what visa do you currently have?	<input type="text"/>
Name of institution <input type="text"/>		Expiry date (DD/MM/YYYY) <input type="text"/>	
Are you a permanent resident of Australia (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you are not a permanent resident of Australia, on what type of visa will you be entering Australia? <input type="text"/>		Expiry date (DD/MM/YYYY) <input type="text"/>	
Do you have any disabilities (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please specify	<input type="text"/>

Section 2 – Contact Details

Number and Street <input type="text"/>		Home phone number <input type="text"/>
Suburb/Town <input type="text"/>		Mobile phone number <input type="text"/>
Country <input type="text"/>	Postcode/Zipcode <input type="text"/>	Work phone number <input type="text"/>
Email address <input type="text"/>		

Section 3 – Course Preferences

Name of course <input type="text"/>		
Preferred campus <input type="text"/>	Commencing (MM/YYYY) <input type="text"/>	
Name of course <input type="text"/>		
Preferred campus <input type="text"/>	Commencing (MM/YYYY) <input type="text"/>	
Name of course <input type="text"/>		
Preferred campus <input type="text"/>	Commencing (MM/YYYY) <input type="text"/>	

Section 4 – English Language Proficiency PLEASE TICK WHERE APPLICABLE AND ATTACH DOCUMENTARY EVIDENCE

What is your first language? I.e. the language you speak at home.

Recent use of English (Please tick where applicable and attach documentary evidence.)

I have satisfactorily completed secondary/tertiary studies in Australia. I have satisfactorily completed an approved ELICOS program at:

Name of institution	Length of course	Date of completion (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

I have undertaken an English test: SCORE: IELTS TOEFL Cambridge Pearson Other

Section 5 – Previous Studies

SECONDARY STUDIES

Name of qualification (eg. A Levels)	School/institution	Country	Year completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If yes, when do you expect your results to be released? Date (DD/MM/YYYY)

Are you currently studying your final year of high school? Yes No

POST SECONDARY STUDIES

Name of qualification (eg. A Levels)	School/institution	Country	Year completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 6 – Previous Employment

If you believe you have relevant employment experience, please attach separate documentation to your application.

Section 7 – Study Plan in Melbourne THIS SECTION MUST BE COMPLETED BY THE APPLICANT

Please consider your answers carefully before you sign this application.

Why do you want to study the courses you have applied for at Holmesglen?

What is your career plan at the end of your studies?

The highest level of study (Principle Course) I have applied for is Certificate Diploma Degree Post Graduate

Why have you chosen this level of studies?

Section 8 – Marketing

How did you hear about Holmesglen? Internet Website Expo Friend Agent

Declaration THIS SECTION MUST BE COMPLETED BY THE APPLICANT

- I declare that the information contained in this application is true.
- I confirm that I have received and read a copy of Holmesglen's current prospectus and information available on www.holmesglen.edu.au and fully understand the requirements of the course.
- I have read, understood and consent to the Terms and Conditions of Enrollment and the Fee Payment and Refund Procedures at Holmesglen.
- I consent to DIBP providing Holmesglen with any information about my visa status from the time of my application to the time of my departure from Australia.
- I understand that this agreement and the availability of Holmesglen's complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.
- I agree that Holmesglen may disclose information in relation to my enrollment status, visa status, including any possible breach of visa conditions along with copies of my course progress and results to my parent/s, welfare carer, and/or agent.
- I understand that my photo may be used in Holmesglen's promotional material and consent for this to be done.
- I confirm the information supplied on this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

Holmesglen Institute
 PO Box 42, Holmesglen
 Melbourne, Victoria 3148 Australia
 CRICOS Provider Code: 00012G
 T (+61 3) 9564 1703 or 9564 1948
 F (+61 3) 9564 1712 / 1753
 E international.admissions@holmesglen.edu.au
www.holmesglen.edu.au

Applicant's signature

Date (DD/MM/YYYY)

Parent of guardian signature

Date (DD/MM/YYYY)

AGENT NAME/DETAILS

Fee Payment and Refund Procedures

When the Institute accepts an international student's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international student for the purposes of the ESOS Act and the Revised National Code (2007).

1. Application Fee

- 1.1 On application for admission to a course, an application fee of \$500 is payable and will be credited against the student's tuition fee.
- 1.2 This application fee of \$500 is non-refundable in the case of a student withdrawing an application after a Letter of Offer is issued.
- 1.3 If the student's application for admission is rejected, then the \$500 application fee will be reimbursed in full.
- 1.4 Students applying through the accredited agents and IDP Education offices are exempt from including the \$500 application fee with their application.

2. Payment of Tuition Fees

- 2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester or a trimester. The ESOS Act now limits the collection of pre-paid tuition fees. Tuition fees for all courses including ELICOS are payable per study period. Fees payable are documented in the student's written Letter of Offer and Fee Schedule. Holmesglen collects no more than 50% of the total course cost prior to the student commencing the course except for courses that fall within one study period of 24 weeks or less.
- 2.2 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn on an Australian bank in Australia). Holmesglen's bank account details are:

Account Name: Holmesglen Institute of TAFE
Bank Name: Commonwealth Bank of Australia – Ashburton
Branch Bank Address:
205 High Street, Ashburton, Victoria, Australia SWIFT
CODE: CTBAAU2S
Branch Number (BSB): 063103
Account Number: 00901243

Once payment has been lodged, students must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for us to track the payment in our account.

- 2.3 Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa, through Australia Post or over the internet.
- 2.4 After a student commences at Holmesglen, fees for subsequent study periods are due two weeks prior to the commencement of the study period. Invoices to students will indicate a due date that is compliant with current ESOS requirements. Unpaid fees will result in the cancellation of a student's enrolment at the end of any appeals process. No refunds are payable for any deposit held. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for appeal. A fee of \$300 will be levied on students who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.
- 2.5 Additional fees are payable – for additional courses, graduation ceremonies, excursions, resitting tests and examinations and textbooks.
- 2.6 When students have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro-rata tuition fee is payable.
- 2.7 Where a student has a package offer with a partner institution, Holmesglen reserves the right to impose an upfront fee which will not be refundable.
- 2.8 Students who enrol in additional courses will be required to pay the full-time course fee applicable to that course.
- 2.9 Holmesglen reviews its tuition fees and other charges annually. You will be required to pay the current fee that applies from the beginning of the next study period. If you defer your course, you will be required to pay the fees applicable to your new commencement date. If the student changes course the new course tuition fee will apply. Students enrolled in programs with Holmesglen's partners will be required to pay the tuition and other fees set by the partner.
 Holmesglen makes every attempt to provide an indication of the partner institution's fees at the time of production of this brochure. However, students should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.
- 2.10 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For degree programs, fees are charged per subject.
- 2.11 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.

2.12 Where the Goods and Services Tax (GST) applies to programs and services in this prospectus, the tax is included in the advertised fee.

3. Refund Procedures

Claims for refunds must be made in writing using the prescribed form available from the International Office or online at www.holmesglen.edu.au/international. Refunds that are approved will be made within four weeks after receipt of a written claim. If after payment of fees a student withdraws an application, the following will apply:

- 3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to students. No refund of the ELICOS tuition fee will be made to students withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to students who have paid tuition fees for a forthcoming study period.
- 3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.
 If the student does not return to their studies see 3.5. No refund will be granted if the student decides not to recommence studies except in compelling or compassionate circumstances.
- 3.4 Where a student has been granted a deferral or suspension to their enrolment after the commencement of a study period, a pro rata transfer of the remainder of the study period tuition will be granted. The fee transferred will be held towards tuition for the study period the student is returning to and the student will be required to pay any balance prior to resuming their studies.
 Where a student has been granted a deferral in their course, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a student has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.
- 3.5 Where a student has been granted a deferral in their course, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a student has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.
- 3.6 Where a student has been accepted into a course subject to attaining a required level of English language proficiency and the student does not attain that level of proficiency, the student will be requested to continue with English language training for a prescribed further period. Where the student does not wish to take up this option, they will be entitled to a 75% refund of the tuition fees paid towards a subsequent study period.
- 3.7 Where a student has been granted a deferral in their course due to a delay in their visa grant, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.
- 3.8 Where a student has had to withdraw because of visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid - less a \$250 administrative fee. Where a student's visa is refused in Australia for a course they are currently enrolled in, a refund will be granted on a pro rata basis.
- 3.9 Where a student does not lodge the visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.
- 3.10 Where a student's enrolment is cancelled because of misbehaviour or breaching of visa conditions a pro rata refund of tuition fees will be made from the date of enrolment cancellation.
- 3.11 Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director, International Centre.
- 3.12 No refund or transfer will be made to third parties.
- 3.13 International students who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3.
- 3.14 Students who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at www.csu.edu.au. A copy of these will also be made available to students at the time of their enrolment in the degree part of the course at Holmesglen. The Charles Sturt University Refund Procedures do not apply to the diploma component of the program.
- 3.15 Students who are enrolled at Headmasters Advanced Academy will be subject to the Headmasters Advanced Academy Refund Procedures and Terms and Conditions. These are available on the Headmasters Advanced Academy website at www.headmasters.com.au. A copy of these will also be made available to students at the time of their enrolment at Headmasters Advanced Academy. The Headmasters Advanced Academy Refund Procedures do not apply to any preparatory program undertaken at Holmesglen, e.g. an ELICOS program.

3.16 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion and the decision of the Board is final.

3.17 These procedures do not remove the right of an international student to take further action under Australia's consumer protection laws.

4. Refunds – Accommodation

- 4.1 The Accommodation Placement Fee is non-refundable in any circumstances other than when a student has had his/her visa refused.
- 4.2 Where a student has made a payment towards Institute Accommodation, a full refund will be granted if a student has their visa refused.
- 4.3 In circumstances other than where a student has had their visa refused:
 - a 90% refund will be made to students withdrawing up to four weeks before the commencement of the course, and
 - a 75% refund will be made to students withdrawing less than four weeks before the commencement of the course, and
 - no refund will be made once a student arrives in Australia. Upon arrival in Australia, failure to take up your confirmed place in Institute Accommodation on the confirmed arrival date would result in you forfeiting your place in Institute Accommodation.
- 4.4 Students who are already in Australia and book into Institute Accommodation, there will be no refund of payment towards Institute Accommodation once a place is confirmed.
5. **Refunds – Welfare Arrangements for Students Under the Age of 18**
- 5.1 A period of thirteen weeks is defined as a welfare term. Once a welfare term has commenced, no refund is payable in any circumstances for that term. The balance of welfare fees paid in advance may be refunded.
- 5.2 In instances where a student defers their commencement of studies, excess welfare fees will be transferred towards tuition for their subsequent courses.

6. Educational Package

- 6.1 **Holmesglen:** When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a higher level principal course at Holmesglen, they will be offered an education package comprising the prerequisite course and the principal course. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of proficiency in English, as a condition of entry into a principal course. In these circumstances the refund procedures described under item 3.6 (Refund Procedures) will apply.
- 6.2 **Holmesglen/Partner University bachelor degrees:** When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course as a condition of entry into a degree course at Holmesglen. In these circumstances an additional deposit fee is payable for acceptance into the principal course at Holmesglen. This deposit will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. In circumstances where the student chooses not to proceed with their degree course, the degree deposit is non-refundable.
- 6.3 **Other Institutions:** When applicants are required to complete a prerequisite course at another institute as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee is payable for acceptance into the principal course at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The deposit fee is non-refundable in any circumstances. Where subsequent Letters of Offer and eCoE's are required to be issued post arrival in Australia, Holmesglen will levy a fee of \$500. This fee is also non-refundable.

7. Additional Subjects

- 7.1 Students who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost except for Bachelor degree studies where fees are charged per subject.
- 7.2 For students who have not paid a full fee in the current study period a pro-rata fee will be charged for additional subjects.
- 7.3 Students will only be allowed to enrol in off-campus subjects they have failed in a previous study period and provided that they are enrolled in a full-time course.



Holmesglen Institute

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www.holmesglen.edu.au

CRICOS Provider Code: 00012G
TOID: 0416



All information contained in this publication is subject to change without notice. It is the sole responsibility of the student to research and confirm all general and specific course information prior to submitting an application for admission. For the most current course information, please refer to the Holmesglen website. Visit www.holmesglen.edu.au.

Holmesglen CRICOS Provider Code: 00012G September 2015



MELBOURNE
VICTORIA AUSTRALIA

