



# Domestic Student Handbook

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# ACOT

**AUSTRALIAN COLLEGE OF TRADE**

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## Introduction

Australian College of Trade (ACOT) has its main and original campus in Thornbury, an inner suburb of Melbourne, Victoria, Australia. Recently it has added locations in the Melbourne CBD and Brisbane, Queensland. It is a Registered Training Organisation that meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia.

The various Commonwealth and State authorities that monitor and audit ACOT's training and assessment include:

- Australian Skills Quality Authority-ASQA
- Skills Victoria (SVTS) as part of the Victorian Government's Skills First Funding Program
- Licensing and Regulation Division of Victoria Police (LRD)

ACOT provides several courses to meet the needs of its student cohorts. In the case of Government funded training via the Skills First Program, we deliver training and assessment in the following courses:

BSB42015 Certificate IV in Leadership & Management  
 FNS40215 Certificate IV in Bookkeeping  
 FNS40615 Certificate IV in Accounting  
 FNS50215 Diploma of Accounting  
 SIT40516 Certificate IV in Commercial Cookery  
 SIT30616 Certificate III in Hospitality  
 SIT40416 Certificate IV in Hospitality  
 SIT50416 Diploma of Hospitality Management  
 SIT60316 Advanced Diploma of Hospitality Management

The above courses, plus the list of following courses are also taught to fee for service domestic and international students.

BSB51915 Diploma of Leadership & Management  
 CPP20212 Certificate II in Security Operations  
 CPP30411 Certificate III in Security Operations  
 FNS30115 Certificate III in Financial Services  
 SIT30816 Certificate III in Commercial Cookery.

ACOT provides educational services to numerous students from diverse backgrounds and walks of life. Our conveniently located campuses have all the advantages of a new generation, multi-disciplinary school, with accredited courses and quality assurance.

As you read this handbook, we encourage you to consider ACOT as your college of choice, where professional standards in education, a supportive environment that translates into academic success and achievements, are always a priority.

Our class sizes, accessible teaching staff and learning facilities provide the personal attention to support students in gaining their qualifications. Studying at ACOT is an investment in your future

## Personalised Training

Students who are eligible to enrol at ACOT for the Skills First Program funded places will not be required to pay tuition fees for their course. Where a student is not eligible for such funding, the fee structure at ACOT is based on best practice at highly competitive rates. ACOT's extensive facilities allow us to embed industry standard training into our courses ensuring relevant outcomes.

"We look forward to welcoming you to your college."

## Training Locations

### 859 High Street, Thornbury

The majority of ACOT's training is conducted at The Thornbury Theatre, 859 High Street, Thornbury VIC 3071

ACOT has revived the historic Thornbury Theatre as a dynamic Entertainment, Event and Training Complex. Since 2008 ACOT has been utilising the grand facilities of the Thornbury Theatre to enhance the student experience. All hospitality students are provided with the opportunity to gain workplace training in any of the many and varied functions and events held regularly. The on-site facilities include two large commercial kitchens and two separate ballroom areas capable of entertaining up to 1100 patrons at a time.

Consisting of over 2000 square metres of floor space, the beautifully restored and renovated Thornbury Theatre has ample space for training areas and a combination of practical and theory classes.

### Features of the immediate area

Facilities are conveniently and centrally situated only 7.5 kilometres north of Melbourne's CBD and can be easily accessed via public transport. Our central location lends itself to shopping, dining, touring, recreational activities and all the lifestyle options this wonderful city offers.

### Level 3, 123 Lonsdale Street, Melbourne

This campus location is utilised by ACOT for theory classes and caters to those students studying specific courses and who preferred to study in the Central Business District and at specific times and days of the week. To this end, the campus hours are late afternoon during the week and all days on weekends.

### Features of the immediate area

Facilities are conveniently and centrally situated in the centre of Melbourne's CBD and is easily accessed via public transport. This central location lends itself to shopping, dining, touring, recreational activities with the advantages that a cosmopolitan urban lifestyle will offer.

At both above training locations, training and assessment facilities include:

- Fully equipped classrooms with desks, chairs, projection equipment
- Computer and printer lab
- Resource Library
- Recreation areas that have coffee & tea facilities

Specific facilities at Thornbury also include:

- Industry relevant training in the fully equipped training kitchens as well as function and event facilities at the Thornbury Theatre.
- Free Access to many entertainment and music events held at the Thornbury Theatre.

## Public Transport

The ACOT campus in Thornbury is easily accessible by both trains and trams. The South Morang line train stops at Thornbury station which is 5 minutes walking distance to the college. The “86” route tram travels along High Street and stops metres from the front of the college at the corner of Blythe Street- stop 41.

The Lonsdale Street campus is well serviced by all public transport services and is a short walk from tram and bus stops and City Loop train stations.

For more information on public transport around Melbourne, please follow the link to [www.ptv.gov.au](http://www.ptv.gov.au). Other helpful travel sites are:

- [www.whereis.com.au](http://www.whereis.com.au)
- [www.street-directory.com.au](http://www.street-directory.com.au)
- [www.victrip.com.au](http://www.victrip.com.au) (provides information on the public transport system in Melbourne, including costs and timetables.)

## 537 Kessels Road Macgregor Queensland

This campus location is utilised by ACOT for classes in the Certificates II & III in Security Operations. Campus operates five days each week during the hours of 9 am and 9 pm.

## Features of the immediate area including public transport

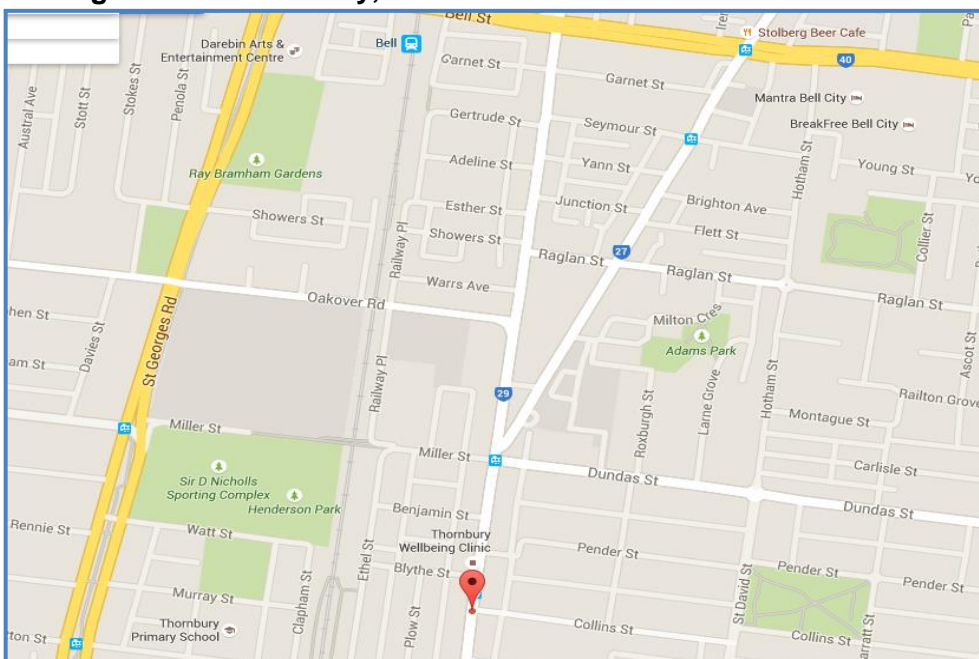
Facilities are conveniently and centrally situated in the suburb of Macgregor which is half an hour's drive from Brisbane's CBD. It is serviced by public transport in the form of buses with stop 58 being within short walking distance. There are large and easily accessible shopping centres within a short walk and sports and fitness facilities including QSAC.

For more information on public transport in Brisbane:

<https://translink.com.au/>

## CAMPUS MAP LOCATIONS

### 859 High Street Thornbury, 3071





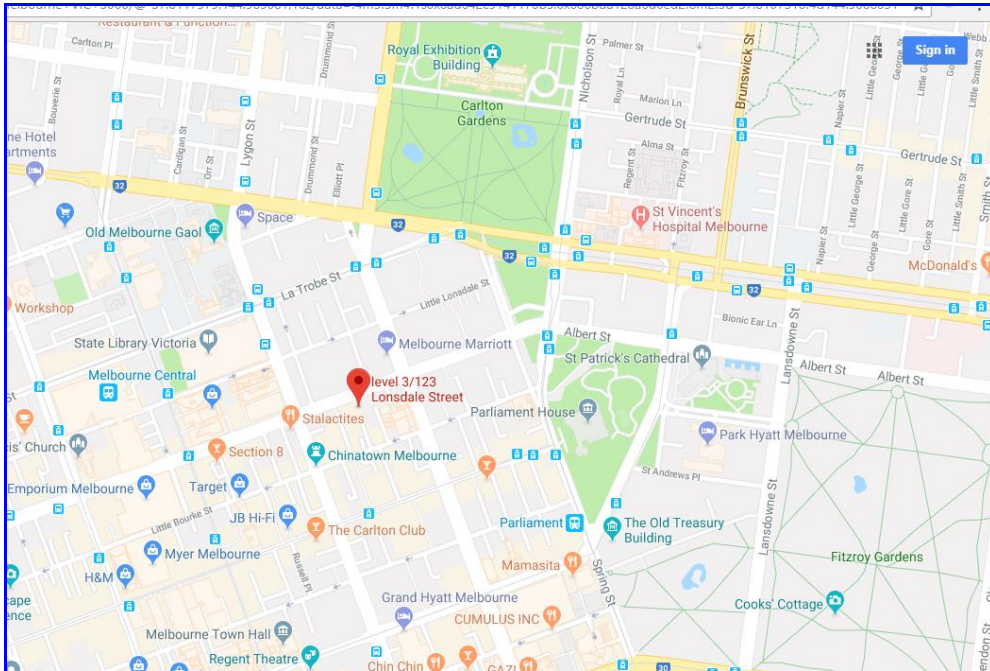


# ACOT

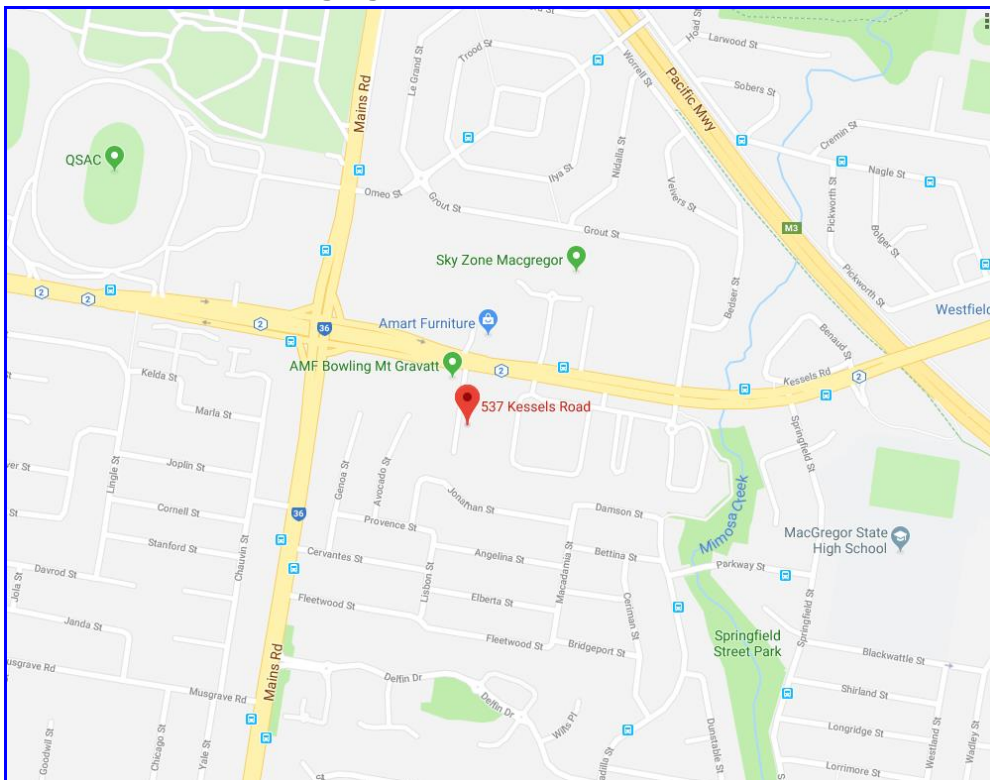
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## Level 3, 123 Lonsdale Street, Melbourne, 3001



## 537 Kessels Road Macgregor Queensland



## Admissions-Student Recruitment, Selection & Enrolment Procedure

Prospective student applications for admission into any courses (Diploma/Certificate) at ACOT are reviewed by the College's delegated staff members. As part of the verification process, applicants will also complete a pre-training review, which is designed to determine whether the student has the required entry-level competencies to enable them to be admitted into the course(s) for which they applied and that the course is suited to the students' requirements and interests.

**Australian College of Trade Pty Ltd RTO: 29183 CRICOS: 03082B**

A.C.N. 126 145 686 ABN 31 126 145 686

Address: 859 HIGH Street, Thornbury, VIC, 3071 Tel: +61 3 94848787 Email: [info@acot.vic.edu.au](mailto:info@acot.vic.edu.au) Web: [www.acot.vic.edu.au](http://www.acot.vic.edu.au)

- The participants for each course offered by ACOT will be selected in a manner reflecting access and equity principles.
- All applications and course enquiries will be dealt with in a timely fashion.
- All correctly completed applications forms that do not require closer evaluation or additional information will be processed within a period of 5 working days.
- A Student Contract (Enrolment Acceptance Agreement) must be signed before fees are paid (for fee for service applications) and the student fully enrolled.
- Where additional information or evaluation is required, it will be requested and/or evaluated within a 5-working day period.

Students will be formally enrolled and a student number allocated on the student induction day (Please refer Student Induction Process Flowchart – Step 1 at the following link

[http://www.acot.vic.edu.au/student\\_area/induction.html](http://www.acot.vic.edu.au/student_area/induction.html))

### **Government funded courses**

To be eligible for a Skills First Program subsidised course (not including Foundation Skills List Courses) during 2018 the applicant must not have completed a qualification issued by an Australian VET or higher education provider that is equal to or higher than the qualification for which they are applying.

### **Government funded eligibility**

Evidence of citizenship/residency & age to be provided by applicants to Australian College of Trade: Under the Skills First Program students are entitled to enrol as a government subsidised student in a VET level course in 2018 if they meet the following eligibility criteria:

They are an Australian or New Zealand citizen, Australian permanent resident or hold certain classes of visa (please enquire at ACOT Student Administration for more details).

At least one of the following to be sighted and a copy retained by ACOT:

- An Australian Birth Certificate (not an Extract of Birth)
- Current Australian Passport
- Current New Zealand Passport
- Citizenship or Naturalisation certificate
- An Australian citizenship by descent extract
- Current green Medicare Card
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence
- “Referral to Government Subsidised Training – Asylum Seekers” form issued by the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program

If the Applicant’s age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- Current drivers licence
- Current learners permit
- Proof of Age card
- Keypass’ card
- Current Passport (not Australian or New Zealand)

## **2 at level: determining the number of courses previously commenced**

The eligibility criteria for the Entitlement to Funded Training are outlined in Clause 2 of Schedule 1 of the VET Funding Contract. The following information is provided to assist the Training Provider in determining an individual's eligibility, specifically regarding:

- The “upskilling” requirement;
- The “2 in a year” limitation;
- The “2 at a time” limitation;
- The “2 at level” limitation;
- Accredited course with the title “Course in .....”
- Courses on the Foundation Skills List.

An applicant must:

- Have not commenced or be scheduled to commence in more than two Skills First Program funded courses in the same calendar year (excluding courses in the Foundation Skills category)
- Is not currently enrolled in a school, including Government, non-Government, Independent, Catholic or home school.
- Is not enrolled in the Commonwealth Government's Skills for Education and Employment program.

The following commencements are **NOT** considered:

- The Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; Senior Secondary School Certificates from other Australian jurisdictions
- Qualifications listed in the Foundation Skills List
- Any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships)
- Where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
- Where an individual is recommencing training in the same qualification (at either the same or a different provider).

### 3.1.2 Privacy Statement - all Students

“I understand that ACOT is required to provide the Victorian Government, through the Department of Education and Training, with student and training activity data which may include information I provide in this enrolment form. The information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines, which are available at:

[http://www.skills.vic.gov.au/Pages/skills\\_corporate/providers/data-collection/default.aspx](http://www.skills.vic.gov.au/Pages/skills_corporate/providers/data-collection/default.aspx)

The Department of Education and Training may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation and reporting and/or research activities. For these and other lawful purposes, the Department of Education and Training may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. The Education and Training Reform Act 2006 requires ACOT to collect and disclose my personal information for a number of purposes including



the allocation to me of a Unique Student Identifier (USI), Victorian Student Number (where applicable) and updating my personal information on the Victorian Student Register.

### 3.1.3 Other course eligibility & admission requirements

To be accepted into any of the courses offered at ACOT, all applicants must be able to demonstrate that they have sufficient skills and knowledge as per the requirements below:

#### Language Literacy & Numeracy

- The student's language, literacy and numeracy are expected to meet the levels described below.

#### Reading and writing

- The student is expected to read, understand and write a range of texts within a variety of contexts.

#### Oral communication

- The student is expected to be able to use and respond to spoken language, including some unfamiliar material within a variety of contexts.

#### Numeracy and mathematics

- The student is expected to be able to recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem-solving strategies. Limited language assistance will be provided in the form of modified teaching and assessment where required.

### 3.1.4 Fee for service courses

Many of our courses are offered on a full fee-paying basis. These fee for service courses do not attract government funding.

The fees vary depending on length and nature of the course. For up to date fees please refer to the ACOT web site.

## 3.2 Tuition Fees

Tuition fees apply to enrolments in courses that commence on or after January 1, 2018. Australian College of Trade Course fee includes:

- Training & Assessment (tuition)
- Certification
- Textbooks and Resources
- Uniforms (relevant to qualification)
- Equipment (relevant to qualification)

#### Other Fees:

- May include field trips, excursions, reassessment fees

### Fee concessions, waivers and exemptions (only for government subsidised courses)

If you are registered with Job Services Australia (JSA) then you are entitled to receive a Fee waiver for each of the certificate courses. A 'Job Seeker Referral Form' must be provided by your job services provider.

Intending students that hold a current Health Care card, Centrelink, pension or disability support card or veteran's gold card will receive an 80% discount on the cost of any certificate course. Concession cards must be supplied prior to the commencement of your course. Installment payment plans are available for those that are experiencing financial hardship. To access this service please book a time to meet with one of our accounts staff by visiting reception.

For more information please check our website at [www.acot.vic.edu.au](http://www.acot.vic.edu.au) or by calling our administration staff on 03 94848787

## 4.0 Vocational Education and Training

Vocational Education and Training (VET) is defined as education and training which aims to equip people with knowledge, know-how, skills and/or competences required in many occupations or more broadly to the needs of the labour market, business and industry. It prepares people for specific trades, crafts and [careers](#) at various levels from a [trade](#), a [craft](#), [technician](#), or a high professional practitioner position.

Providers of VET courses, such as the Australian College of Trade are registered by the Australian Skills Quality Authority (ASQA) and are regularly audited for service quality. This system enables providers to operate anywhere in Australia and to issue nationally recognised qualifications.

## 4.1 Qualifications

ACOT offers accredited and nationally recognised qualifications in the following:

- Hospitality-Food and Beverage in Certificates III, IV and Diploma
- Hospitality Commercial Cookery in Certificates III, IV and Diploma
- Leadership and Management in Certificate IV and Diploma Courses
- Financial Services, Bookkeeping and Accounting
- Security Operations

## OUR COURSES

### **SIT30616 Certificate III in Hospitality**

This qualification reflects the role of skilled operators who use a range of well-developed hospitality skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision and may provide operational advice and support to team members. This qualification is suitable for an Australian Apprenticeship pathway.

### **Job roles**

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. It provides options for specialisation in areas such as accommodation services, food and beverage and gaming. The qualification also allows an outcome for small businesses requiring multi-skilled employees.

Possible job titles include:

- Espresso coffee machine operator
- Food and beverage attendant
- Front desk receptionist
- Function attendant
- Function host

- Gaming attendant
- Housekeeper
- Restaurant host
- Senior bar attendant
- Waiter

## **Pathways Information**

### **Pathways into the qualification**

Individuals may enter SIT30616 Certificate III in Hospitality with limited or no vocational experience and without a lower level qualification.

### **Pathways from the qualification**

After achieving SIT30616 Certificate III in Hospitality, individuals could progress to SIT40416 Certificate IV in Hospitality, or to Certificate IV qualifications in other service industry fields.

### **SIT30816 Certificate III in Commercial Cookery**

This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members. This qualification is suitable for an Australian Apprenticeship pathway.

### **Job roles**

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Possible job title includes: cook

### **Pathways into the qualification**

Individuals may enter SIT30816 Certificate III in Commercial Cookery with limited or no vocational experience and without a lower level qualification.

### **Pathways from the qualification**

After achieving SIT30816 Certificate III in Commercial Cookery, individuals could progress to SIT40516 Certificate IV in Commercial Cookery or SIT40416 Certificate IV in Hospitality.

### **SIT40416 Certificate IV in Hospitality**

This qualification reflects the role of skilled operators who use a broad range of hospitality skills combined with sound knowledge of industry operations. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many individuals have supervisory responsibilities and plan, monitor and evaluate the work of team members. This qualification is suitable for an Australian Apprenticeship pathway.

### **Job roles**

This qualification provides a pathway to work as a team leader or supervisor in hospitality organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops.

Possible job titles include:

- Bar supervisor or team leader
- Concierge

- Duty manager
- Food and beverage supervisor or team leader
- Forecast analyst (accommodation services)
- Front office supervisor or team leader
- Housekeeping supervisor or team leader
- Gaming supervisor or team leader
- Reservation analyst
- Shift manager

### **Pathways into the qualification**

Individuals may enter SIT40416 Certificate IV in Hospitality with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering the qualification.

### **Pathways from the qualification**

After achieving SIT40416 Certificate IV in Hospitality, individuals could progress to SIT50416 Diploma of Hospitality, or to Diploma qualifications in any service industry field.

### **SIT40516 Certificate IV in Commercial Cookery**

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

### **Job roles**

This qualification provides a pathway to work in various kitchen settings, such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Possible job titles include:

- Chef
- Chef de Partie.

### **Pathways Information**

#### **Pathways into the qualification**

Individuals may enter SIT40516 Certificate IV in Commercial Cookery with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications, and/or gain industry experience prior to entering the qualification.

#### **Pathways from the qualification**

After achieving SIT40516 Certificate IV in Commercial Cookery, individuals could progress to SIT50416 Diploma of Hospitality.

### **SIT50416 Diploma of Hospitality**

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

**Australian College of Trade Pty Ltd RTO: 29183 CRICOS: 03082B**

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## Job roles

This qualification provides a pathway to work in any sector of the hospitality industry as a departmental or small business manager.

Possible job titles include:

- Banquet or function manager
- Chef de cuisine
- Chef patisserie
- Executive housekeeper
- Front office manager
- Gaming manager
- Kitchen manager
- Motel manager
- Restaurant manager
- Sous chef
- Unit manager (catering operations)

## Pathways Information

### Pathways into the qualification

It is strongly recommended, that individuals undertake lower level qualifications, and/or gain industry experience prior to entering SIT50416 Diploma of Hospitality. However, this is not mandatory.

### Pathways from the qualification

After achieving SIT50416 Diploma of Hospitality Management, individuals could progress to SIT60316 Advanced Diploma of Hospitality Management or higher education qualifications in management.

### SIT60316 Advanced Diploma of Hospitality Management

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Possible job titles include:

- area manager or operations manager
- café owner or manager
- club secretary or manager
- executive chef
- executive housekeeper
- executive sous chef
- head chef

- food and beverage manager
- motel owner or manager
- rooms division manager.

### **Pathways Information**

#### **Pathways into the qualification**

It is strongly recommended, that individuals undertake lower level qualifications, and/or gain industry experience prior to entering SIT60316 Advanced Diploma of Hospitality Management. However, this is not mandatory.

#### **Pathways from the qualification**

After achieving SIT60316 Advanced Diploma of Hospitality Management, individuals could progress to higher education qualifications in Tourism and Hospitality management.

### **BSB42015 Certificate IV in Leadership and Management**

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

### **Job Roles**

This qualification provides a pathway to work in enterprise/organisation as a departmental or small business manager.

Possible job titles include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

#### **Pathways into the qualification**

Individuals may enter BSB42015 Certificate IV in Leadership and Management with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications and/or gain industry experience prior to entering the qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Customer Service Advisor
- Import/Export Clerk
- Office Administrator
- Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

## Pathways from the qualification

After achieving this qualification candidates may undertake: BSB51915 Diploma of Management

## BSB51915 Diploma of Leadership and Management

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically, people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

## Pathways

Individuals may enter BSB51915 Diploma of Leadership and Management with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications such as BSB42015 Certificate IV in Leadership and Management and/or gain industry experience prior to entering the qualification.

## Job roles

This qualification reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate Management operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in enterprise/organization as a departmental or small business manager.

## Pathways from the qualification

BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications

## FNS30115 Certificate III in Financial Services

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

## Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

## Job Roles

Graduates at this level will have theoretical knowledge and skills for administrative, clerical and customer service roles in banking, credit management, insurance and retail financial services.

## Pathways into the qualification

It is strongly recommended that individuals have completed Year 12 or its equivalent with sound achievement in English and Mathematics.

### Pathways from the qualification

Depending on the sector entered, specialist FNS 2.1 Financial Services Training Package qualifications at Certificate IV would support career progression.

Normal progression through qualifications of FNS 2.1 as promoted by ACOT is:

After completing FNS30115 Certificate III in Financial Services individuals could progress to either FNS40215 Certificate IV in Bookkeeping or FNS40615 Certificate IV in Accounting.

### FNS40215 Certificate IV in Bookkeeping

This qualification, FNS40215 Certificate IV in Bookkeeping is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. It includes the preparation and lodgement of business and instalment activity statement tasks and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.

### Job roles

Graduates at this level will have theoretical knowledge and skills for specialised and/or skilled work. Possible job titles include:

Accounts Payable Officer; Accounts Receivable Officer; Bookkeeper; Payroll Officer; Credit Controller

### Pathways into the qualification

It is strongly recommended that individuals have completed Year 12 or its equivalent with sound achievement in English and Mathematics.

### Pathways from the qualification

Depending on the sector entered, specialist FNS 2.1 Financial Services Training Package qualifications at Certificate IV would support career progression.

Normal progression through qualifications of FNS 2.1 as promoted by ACOT is:

After completing either FNS40215 Certificate IV in Bookkeeping or FNS40615 Certificate IV in Accounting, individuals could progress to FNS50215 Diploma of Accounting.

### FNS40615 Certificate IV in Accounting

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.

### Job roles

Graduates at this level will have theoretical knowledge and skills for specialised and/or skilled work. Possible job titles include:

Accounts Payable Officer; Accounts Clerk; Accounts Receivable Officer; Bookkeeper; Payroll Officer; Credit Controller



### **Pathways into the qualification**

It is strongly recommended that individuals have completed Year 12 or its equivalent with sound achievement in English and Mathematics.

### **Numeracy and mathematics**

The student is expected to be able to recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem solving strategies.

### **Pathways from the qualification**

After completing FNS40615 Certificate IV in Accounting, individuals could progress to FNS50215 Diploma of Accounting.

### **FNS50215 Diploma of Accounting.**

This qualification reflects professional accounting job roles in financial services and other industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning. Work could be undertaken in various corporate enterprises leading and managing a small team. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

### **Job roles**

By completing FNS50215 Diploma of Accounting, students will gain vital knowledge and understanding of communication, organisation, managerial and marketing concepts. Both at strategic level and in people/team management.

Possible job titles include: Accounts Payable Team Leader; Accounts Receivable Team Leader; Payroll Team Leader/Manager; Collections Supervisor.

### **Pathways into the qualification**

Individuals may enter FNS50215 Diploma of Accounting with limited or no vocational experience and without a lower level qualification. However, it is strongly recommended that individuals undertake lower level qualifications and/or gain industry experience prior to entering the qualification. It is strongly recommended that individuals have completed Year 12 or its equivalent with sound achievement in English and Mathematics.

### **Numeracy and mathematics**

The student is expected to be able to recognise and use some of the conventions and symbolism of formal mathematics including measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem-solving strategies.

### **Pathways from the qualification**

After successfully completing FNS50215 Diploma of Accounting, graduates could progress to study FNS60215 Advanced Diploma of Accounting or other Advanced Diploma qualifications

## CPP20212 Certificate II in Security Operations

This qualification meets the entry level occupational licensing requirements for the private security industry. In Victoria, successful completion of this qualification provides the necessary competencies to apply to Victoria Police Licensing and Regulation Division for a Private Security Individual Licence for the categories of Crowd Controller and Security Guard (Unarmed Guard).

### Job roles

By completing CPP20212 Certificate II in Security Operations graduates can enter the security industry based on each state's licensing and regulatory conditions.

### Pathways into the qualification

There are no formal entry requirements for persons seeking enrolment into this qualification.

The Australian College of Trade requires that all learners seeking enrolment into this qualification have an appropriate level of written and spoken English suitable for employment within the private security industry. These skills are assessed by way of a Pre-Training Review during the enrolment process. The Pre-Training Review complies with the appropriate levels of the Australian Core Skills Framework (ACSF) in accordance with the CPP07 Training Package requirements. The framework stipulates appropriate LLN levels for:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

### Pathways from the qualification

After successfully completing CPP20212 Certificate II in Security Operations graduates could progress to Certificate III in Security Operations and/or other Certificate III courses offered in the CPP07 Property Services Training Package.

## CPP30411 Certificate III in Security Operations

This course is the direct pathway for students who have completed the CPP20212 Certificate II in Security Operations course which is designed for entry level into the security industry which comprises of people and companies mainly engaged in providing security, protection and private enquiry services - other than units of police forces and government security agencies.

### Job roles

By completing CPP30411 Certificate III in Security Operations graduates will be equipped with skills and knowledge to perform supervision duties. This would include leadership skills to develop work teams. A security supervisor may also have the responsibility of managing a work team and this course will deliver competencies in line with this role.

### Pathways into the qualification

Students are advised that they may gain direct entry to this qualification "with limited or no vocational experience and without a lower level qualification". However, CPP20212 Certificate II in Security Operations is the minimum level for a security worker to be operational or "on the job" as per licensing regulations. Please check your state licensing regulations as these vary under different state jurisdictions.

The Australian College of Trade requires that all learners seeking enrolment into this qualification have an appropriate level of written and spoken English suitable for employment within the private security industry. These skills are assessed by way of a Pre-Training Review during the enrolment process. The Pre-Training Review complies with the appropriate levels of the Australian Core Skills Framework (ACSF) in accordance with the CPP07 Training Package requirements. The framework stipulates appropriate LLN levels for:

- Learning
- Reading
- Writing
- Oral Communication
- Numeracy

### **Pathways from the qualification**

After successfully completing CPP30411 Certificate III in Security Operations graduates could progress to CPP40707 Certificate IV in Security Risk and Management.

## **4.2 Competency based training**

What is competency-based training? Competency based training relates to the demonstration of skills, knowledge, attitude and application required for effective performance in the workplace.

Nationally agreed statements called Competency Standards are used to describe the skills and knowledge required for a person to operate effectively in the workplace. They contain descriptions of outcomes to be achieved (Elements) and criteria for performance (Performance Criteria). Competency based training allows for the required level of performance and expected mode of assessment to be made clear before the commencement of training, with the rate at which a learner will progress through the program determined by their demonstrated competence rather than by the time engaged in study.

### **4.2.1 Mode of study**

Training is delivered by qualified and industry current trainers and include classroom delivery, classroom sessions, practical sessions, kitchen work placements, workshops, seminars. Integrated delivery of some units will also occur. The majority of training and assessment will be conducted at ACOT's training facilities.

Teaching and learning rely on two-way communication and students at ACOT are encouraged to discuss and actively participate in learning. All programs provided by Australian College of Trade are offered in a variety of interactive methods to accommodate a range of learning styles.

Students are required to attend all classes with prescribed textbooks, correct uniforms (if applicable) and all necessary equipment to ensure that they are able to meet course competencies.

Some of the different training methods used are:

- Tutorial group discussions
- Group work (working with other students in a team environment)
- Practical activities
- Audio or visual presentations
- Self-directed learning through research

- Problem solving and problem based learning methods within a 'real workplace' setting
- Reflective journals and learning portfolios kept by individual students

#### 4.2.2 Assessment Methods

Assessment under the competency based training system takes into account the participant's knowledge and attitudes but requires actual performance of the competency as the primary source of evidence. To be deemed as competent each learner must be able to perform a skill to a specified standard under specific conditions.

Assessment methods incorporated at Australian College of Trade are:

- Flexible-appropriate to a range of delivery modes and learner needs
- Valid- assess what they claim to assess
- Reliable-consistent from learner to learner and context to context
- Fair-do not disadvantage any individuals or groups of learners
- In general terms, assessment during training can involve any of the following:
- Written assessments including activities, checklists and knowledge tests
- Class participation in discussions and learning activities
- Trainers' observation of your performance of practical tasks in class
- Observation of and collaborative assessment of practical tasks in work based applications
- Case studies
- Projects
- Assignments
- Oral presentations
- Role plays

Students will be given warning of the time and form of any assessment and will not be expected to sit an assessment they have not been given time in which to prepare.

#### Monitoring Course Completion of Domestic Students

Students will be given an opportunity for at least one reassessment (at no charge) for any competencies not achieved as long as the reassessment is completed as per the student's training plan. Each individual training plan must be signed by both the student and their pastoral trainer within 28 days of the commencement of the course.

For domestic students there is a 21-day grace period, following the due date for the completion of units of competency as per their training plan. Assessment not satisfactorily completed within this grace period will incur additional fees for reassessment.

- Tuition @ \$12 per class hour  
OR
- Re-assessment @ \$100 per unit.
  - During the course submission of assessment must be as per the training plan. If a unit's assessments are not submitted or are incomplete 21 days or more after the end/submission date, students will be required to be reassessed. This will incur a fee of \$100 per unit.



- At the end of a course enrolment all assessments must be submitted by the course end date. If the course has not been completed within 21 days of the end date the college may not accept assessments from the student after this time has elapsed.

Further to the consequence of additional tuition fees, domestic students may have their enrolments cancelled during the course.

The Cancellation process will occur as follows:

If the assessments are not submitted within the 21-day grace period, training and/or administration staff will contact the student. This will be a phone call, SMS and email in the first instance.

If no response is made by the student within 7 days of this first contact, a letter is then sent to the student, advising them to contact the college within 14 days or attend with their completed assessments.

If there is no response to the first letter, a second letter is sent to the student by registered post, informing them that their enrolment may be cancelled if they do not contact the college within 20 working days and that all outstanding fees up to the end of the current term will be payable by the student, including any reassessment fees.

Notes are recorded and placed in the individual student's file, of each contact made, along with copies of any letters sent.

The outcome of the above process is to ensure that during the course all students that have been identified as having unsatisfactory academic performance/course progress have been:

- a. Contacted to attend a meeting to attempt to remedy their academic performance/course progress
- b. Provided access to such a meeting (or meetings) to:
  - i. Determine the reasons for the unsatisfactory performance
  - ii. To develop strategies involving student support and student action to assist the student to return to satisfactory academic performance/course progress level by the end of their first study period
  - iii. Staff members are to use AS0007 Record of Student Interview to document the meeting and its outcomes.
- c. Served with documentation (in the format of formal warning letters) that clearly specifies the consequences of not achieving the required level of academic performance/course progress in instances where it is clear that the student is:
  - i. Not responding to the college's attempts to contact them to attend a meeting to resolve their academic performance/course progress issues.
  - ii. Not adhering to an agreed strategy for addressing identified academic performance/course progress issues

## Complaints and Appeals

Students will have the right to appeal to ACOT if they feel that their result is not as they expected. If the student chooses to access the Australian College of Trade's complaints and appeals processes as per standard 6 of the Standards for Registered Training Organisations-2015, ACOT will maintain the student's enrolment while the complaints and appeals process is on-going.

Unlike the high school or university teaching system competency based training adopts an assessment process that is continual. Assessments can take place before, during and after training to give the trainer the opportunity to assess all aspects of competence across a range of situations and over a period of time.

If the internal or any external complaint handling or appeal process results in a decision that supports the student, ACOT will immediately implement any decision and/or corrective and preventative actions required and advise the student of the outcome.

#### **4.2.3 Course Credit/Credit Transfer/Recognition of prior learning**

Recognition of prior learning (RPL) is a process that allows the studies, skills and abilities you already have to be recognised. This might include similar courses or qualifications completed or partially completed at a different education provider, courses you studied informally, skills obtained during your working life or from other life experiences. Obtaining Course Credit approval or RPL usually means that you are able to omit certain competencies from your program because you are already competent in those areas.

Registered Training Organisations must recognise the qualifications and statements of attainment issued by other Registered Training Organisations. This means that you may be eligible for credit towards courses conducted by other Registered Training Organisations based on what you achieve with ACOT. Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript and Award or Statement of Attainment.

ACOT is committed to providing up to date and relevant Course Credit and RPL information to all students at enrolment and whilst enrolled. ACOT staff will provide support and guidance regarding Course Credit/RPL applications or enquiries in a timely manner.

If you are approved for Course Credit ACOT will adjust the length of your study accordingly. To apply for Course Credit or RPL students must complete and submit the relevant application forms available from ACOT student administration.

#### **4.2.4 Qualifications to be issued**

Students completing all the necessary assessment requirements will be awarded the qualification in which they enrolled.

Students completing some (not all) of the necessary assessment requirements will be awarded a Statement of Attainment indicating which competencies they have achieved on withdrawal from the course.

#### **4.2.5 Pathways to Further Study**

ACOT Graduates wishing to further their education can do so at one of the many Universities or higher education organisations located all over Australia. ACOT's courses are all nationally accredited and can be used to gain credit towards Bachelor degrees in the following:

- Bachelor of Hospitality and Tourism
- Bachelor of Business

### **5.0 Student Induction/Orientation**

An extensive induction and orientation program provides information on studying at ACOT. Held during the first day of course commencement, the program covers detailed information on enrolment, the college and the local neighbourhood, tuition fees (where relevant), student support

and much more. Its purpose is to fully inform new students of most aspects of life at ACOT. In addition, the College staff will be introduced, a tour of the college and the Thornbury Theatre as well as a discussion on the main points of your student handbook, conversations regarding public and other forms of transport, local car parking and so on. It is intended that your orientation session provides you with an ideal opportunity to meet other students and sample some of the local attractions.

The induction and orientation will also go into more detail about competency based training, your training plan, the methods of assessment used at ACOT and the level of student support which is part of our pastoral care approach.

## 6.0 Student Support

All due care is taken by ACOT staff to support the student to the point of competent completion of units.

- All students enrolling at ACOT are assigned a student contact person normally their Pastoral Trainer/Assessor who will arrange for additional assistance from the Director of Studies and/or the Student Support Officer. The Pastoral Trainer/Assessor has the role of helping students cope with the challenges students may face when studying a VET course.
- At ACOT We regularly consult with students to gather feedback on their experience and continually develop and improve our services accordingly. The result is a supportive and safe environment that plays a crucial role in ensuring that students are able to perform at their best.
- ACOT is actively involved in providing support to students in relation to meeting the outcomes of the course in which they are enrolled.
- ACOT will also provide support to students in other areas, including:
  - Access to local library resources applicable to the training program being studied
  - Student social outings - such as barbecues, trips to local attractions, etc.

ACOT cares about its students and seeks to ensure your stay with us is not only academically rewarding, but also that it is an enjoyable one.

## Important Services

### Emergency

Police, Fire & Ambulance (Emergency) 000

### Special Services

24-hour Women's Domestic Violence Crisis Line	(03) 9373 0123 or Free call 1800 015 188
Vic Deaf Hearing Services	(03) 9657 8199
Beyond Blue National Depression	1300 224636
Victorian Poisons	13 11 26 (24hrs, 7 days a week)
Vic Roads	13 11 71
24 Hour Drug and Gambling Counselling	(03) 9416-1818
Information and referral service	
Alcoholics Anonymous	(03) 9429 1833
Gamblers Anonymous	(03) 9696-6108
Grief Line	(03) 9596-7799 (12pm to 12am)

## Legal Services

Law Institute Victoria Legal Referral Service (03) 9607 9550 [referrals@liv.asn.au](mailto:referrals@liv.asn.au)  
 Victoria Legal Aid (03) 9269 0234

## Local Medical & Health Services

Dundas Street Medical Clinic, (03) 9484 2007  
 4 Dundas St, Thornbury  
 Medical Clinic, (03) 9429 5677  
 753 High St., Thornbury  
 The Alfred (Hospital), (03) 9076 2000  
 Commercial Road Prahran  
 Monash Medical Centre (Hospital) (03) 95946666  
 246 Clayton Road, Clayton  
 St Vincent's Private Hospital, Fitzroy (03) 9417 1055  
 Jessie McPherson Private Hospital, Clayton (03) 9594 2555  
 Epworth Freemasons Hospital, (03) 9418 8188  
 East Melbourne  
 Melbourne Private Hospital, (03) 9349 3566  
 Parkville

For further Information about medical services available in your area, please visit  
[www.ahm.com.au/Hospital-Network](http://www.ahm.com.au/Hospital-Network) or <http://www.doctors-4u.com/melbourne/areas.htm>

## 7.0 Department of Education and Training

### Commonwealth Department of Education and Training - Victorian State Government

This Student Handbook outlines your rights as a student studying in Australia under the Standards for Registered Training Organisations 2018 and the Victorian Skills First Program.

## 8.0 Use of Personal Information/USI/VSN

Information provided by students may be made available to the Department of Education and Training

The implementation of the Unique Student Identifier as of January 2015 means that all prospective and continuing students will be required to apply for their individual USI using the following web link [www.usi.gov.au](http://www.usi.gov.au). Students that do not register will be unable to be issued with certificates of completion until they have supplied the college with this detail

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Standards for Registered Training Organisations (2018 ) and administered by the Australian Skills Quality Authority (ASQA), which is the registering authority. The requirements of the registering authority may mean the release of your personal information for audit purposes or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by ACOT and may request corrections to information that is incorrect or out of date. Apply to the Director of Studies if you wish to view your own records.

## 9.0 Relevant legislation

A range of legislation and information is applicable to all staff and students. Information on relevant legislation can be found at the following websites:



Skills First Program  
OH&S

[www.education.vic.gov.au](http://www.education.vic.gov.au)  
<http://www.worksafe.vic.gov.au/laws-and-regulations/occupational-health-and-safety>

Equal Opportunity Act 2010

<http://www.humanrightscommission.vic.gov.au/index.php/the-law/equal-opportunity-act>

ASQA

[www.asqa.gov.au](http://www.asqa.gov.au)

LRD

<http://www.police.vic.gov.au/licensingregulation>

Privacy

<http://www.oaic.gov.au/>

VET Act

[www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

It is the responsibility of ACOT and all staff to ensure the requirements of relevant legislation are complied with at all times. Refer to the websites indicated, or contact the Director of Studies if you require further information.

## 10.0 Access & Equity policy

ACOT has an Access & Equity Policy. This document is available on request. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times.

## 11.0 Student Code of Conduct

The Code of Conduct requires the following behaviour to be adhered to at all times by students in relation to their involvement at the college:

- To treat others with respect without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- To refrain from all forms of intimidation
- To work in a safe, clean, orderly and cooperative way
- To ensure that the personal property of others (including computer files and student work) including the college, is not damaged or misused in any other way
- Settle any disputes in a fair and rational manner (this is accomplished by the Complaints Procedure)
- Allow others to work and learn in a supportive environment without interference
- Not to plagiarise the work of others or cause other students to participate in activities that will lead to instances of plagiarised work
- Allow others to express and share ideas and to ask questions
- Treat others with politeness and courtesy at all times
- To participate in all class and college activities
- Not to possess, consume or distribute alcohol or any other drugs on ACOT premises.

Failure to abide by any or all of these conditions could be interpreted by ACOT as a breach of ACOT's student code of conduct. Breaches may lead to a student being excluded from classes or removed from the course.

## 12.0 Complaints & Appeals Procedure

The complaints and appeals procedure of ACOT will ensure that all complaints are dealt with in a constructive and timely manner at no cost to the complainant.

A student that has a complaint should first approach a training staff member, the Student Support Officer or the Director of Studies and explain their complaint. If not satisfactorily resolved at this point the student's complaint can be submitted in writing. Administratively, the complaint will be

reported to the next ACOT management meeting or dealt with within 10 days of lodgement. Accessing the Complaints and Appeals process does not put the student's enrolment at risk.

The decision of ACOT's management concerning the complaint will be advised to the student as soon as possible following the management meeting, but not longer than the 10 days from lodgement as specified above. If, at this point the complaint is not resolved to the student's satisfaction an independent adjudicator will be contacted to further assist in the resolution of the complaint. The independent mediator will be provided through the Australian Council of Private Education and Training ACPET.

The student's on-going enrolment will be maintained during the complaint and appeal process. Should the student not be satisfied with the result or conduct of this process ACOT will assist the student to access an external appeals process at minimal or no cost to the student.

For full details of the Customer Complaints and Appeals Procedure refer to the ACOT web site [www.acot.vic.edu.au](http://www.acot.vic.edu.au) under the page titled "Professional code of practice".

### **13.0 Refund Policy (Fee for service students)**

#### **13.1 Full refund of Tuition Fees**

The Australian College of Trade Pty Ltd will make a full refund of course fees paid in the following circumstances:

The Australian College of Trade reserves the right to cancel or postpone any course prior to its scheduled commencement date. In such circumstances fee for service students will receive a full refund of course tuition fees, which will be made within 14 days of the date the course ceases to be offered by ACOT.

#### **13.2 Partial refund of Tuition fees**

The Australian College of Trade Pty Ltd will make a partial refund of tuition fees to fee for service students who wish to withdraw provided written notice of withdrawal is received from a candidate at least 28 days prior to the initial course commencement. Maximum partial refund of the first term's fees will be refunded less application fee of A\$250. Where a student has not paid the full course fees at date of withdrawal they will still be liable for 50% of the first term's fees plus the application fee.

#### **13.3 No Fee Refund**

ACOT will not make any refunds to fee for service students in the following cases:

No refund will be paid where written notice of withdrawal is received from a candidate less than 28 days from course commencement or once the course has commenced.

No refund will be paid to a student that seeks to transfer to another education provider once their course has commenced. Students will not be granted approval for a transfer until all fees for which they are liable have been paid.

Should a student's enrolment be cancelled because of infringement of the Australian College of Trade Pty. Ltd.'s disciplinary Policy or for a breach of student code of conduct, no refund of current term fees will be paid. Students who have not paid at the time of cancellation will still be liable to pay all outstanding fees.

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<b>Student Category:</b>	DOM

### 13.4 Refund Requests

Application for a refund of fees in accordance with this Refund Policy must be made in writing, using the request for refund pro-forma ES0052, (available from reception) stating reasons and relevant details. This must be submitted to the Administration and Finance Manager at:

Australian College of Trade Pty Ltd  
859 High Street,  
Thornbury VIC 3071

Or by email, with attached support documents, to [info@acot.vic.edu.au](mailto:info@acot.vic.edu.au) or [admission@acot.vic.edu.au](mailto:admission@acot.vic.edu.au)

### Approvals

All refunds must be approved by the Chief Operating Officer

Exemptions to any of the above-mentioned cases may only occur where the fee for service student has extenuating or compassionate grounds as determined by the CEO.

### 13.5 Payment of Refunds

All refunds for which a fee for service student is eligible will be forwarded to the person who paid the fees, unless the student is transferring to another Australian education provider, in which case any refund may be remitted to that provider. The Australian College of Trade Pty Ltd will provide the student with a statement detailing the calculation of the refund.

## 14.0 Course Fees

Refer to ACOT website [www.acot.vic.edu.au](http://www.acot.vic.edu.au)

**NOTE:** All Fees listed may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.

**ALSO NOTE:** The student fees as published are subject to change given individual circumstances at enrolment.

Course Code	Course name	Course Duration-weeks	Fees		Fee for Service				
			"Skills First Program" Funded	Government contribution for funded students	Admin. Concession Card	Admin. Non-Concession	Tuition*	Textbooks, Uniforms, Equipment	Total (prior to discounts)
BSB42015	Certificate IV in Leadership and Management	30 weeks	\$ 0	\$3,380 #	\$100	\$250	\$4,000*	\$300	\$4,550
BSB51915	Diploma of Leadership Management	30 Weeks	N/A	N/A	\$100	\$250	\$4,000*	\$300	\$4,550
SIT30816	Certificate III in Commercial Cookery	56 weeks	N/A	N/A	\$100	\$250	\$7,000*	\$600	\$7,850
SIT40516	Certificate IV in Commercial Cookery	84 weeks	\$ 0	\$10,410 #	\$100	\$250	\$10,500*	\$900	\$11,650
SIT50416	Diploma of Hospitality Management	80 weeks	\$ 0	\$5,220 #	\$100	\$250	\$10,500*	\$900	\$11,650
SIT60316	Advanced Diploma of Hospitality Management	98 weeks	\$ 0	\$ 9,828 #	\$100	\$250	\$ 13,500*	\$900	\$14,650
FNS30115	Certificate III in Financial Services	50 weeks	N/A	N/A	\$100	\$250	\$6,500*	\$300	\$7,050
FNS40215	Certificate IV in Bookkeeping	42 weeks	\$ 0	\$4,095 #	\$100	\$250	\$4,000*	\$300	\$4,550
FNS40615	Certificate IV in Accounting	36 weeks	\$ 0	\$4,290 #	\$100	\$250	\$4,000*	\$300	\$4,550
FNS50215	Diploma of Accounting	36 weeks	\$ 0	\$3,780 #	\$100	\$250	\$4,000*	\$300	\$4,550
SIT30616	Certificate III in Hospitality	21 weeks	N/A	N/A	\$100	\$250	\$3,000*	\$300	\$3,550
SIT40416	Certificate IV in Hospitality	80 weeks	\$ 0	\$5,160 #	\$100	\$250	\$9,000*	\$600	\$9,850
CPP20212	Certificate II in Security Operations	6 weeks	N/A	N/A	\$100	\$250	\$1,400*	N/A	\$1,650
CPP30411	Certificate III in Security Operations	5 weeks	N/A	N/A	\$100	\$250	\$1,200*	N/A	\$1,400

\*Concession fees for tuition are calculated by discounting the fee for service fee by 80%

#All Skills First Program course fees are calculated using hourly subsidies as found at <http://www.education.vic.gov.au/skillsfirst/Pages/fundedcourses.aspx>

Refer to ACOT website [www.acot.vic.edu.au](http://www.acot.vic.edu.au)