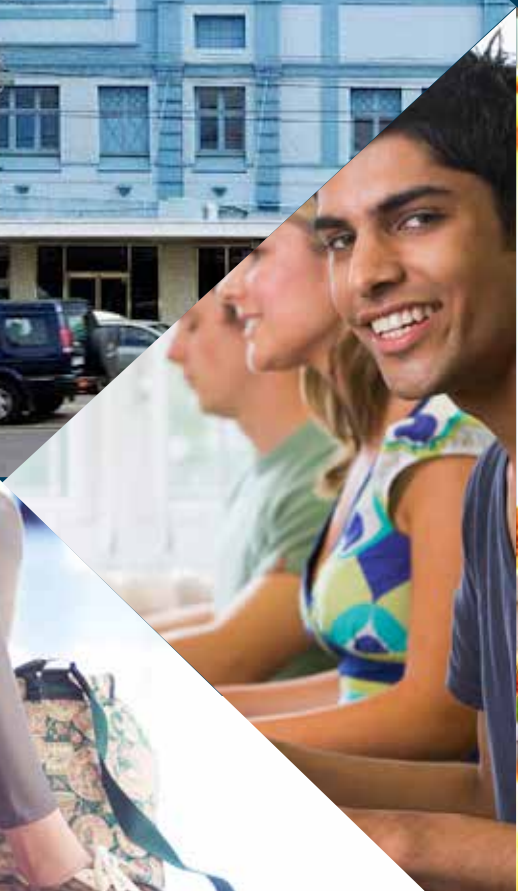




# ACOT

**AUSTRALIAN COLLEGE OF TRADE**

RTO: 21983 CRICOS: 03082B





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# CEO Message



Dear Prospective students,

The Australian College of Trade at the Thornbury Theatre is a dynamic Centre of Education and Training. Our students enjoy the advantages and career opportunities offered by the unique setting of the elegant and popular Thornbury Theatre - a leading Arts and Multicultural hub.

The Australian College of Trade staff are highly qualified, committed and experienced in providing students with an excellent academic grounding. Supporting students to successfully accomplish career goals is treated with primacy, by all our teaching staff.

We are focused, on ensuring that our students' skills meet the current industry requirements and are confident we can help our students to thrive within their chosen industry. Students are trained to be contemporary, global citizens, able to accommodate the many differing needs of a culturally diverse community.

If you seek a qualification supported by industry, in an institution committed to excellence, embedded in a vibrant Hospitality and Performing Arts setting, I invite you to contact ACOT.

We will be happy to discuss how we can assist you to achieve your career ambitions

Best wishes for your future success.

**Alan Silver**

Chief Executive Officer  
Australian College of Trade at the Thornbury Theatre

# Our College

## The Organisation you can trust

The Australian College of trade is an exciting, innovative and unique training facility. We are a registered training organisation, providing training and assessment in nationally accredited qualifications and short courses. The college has been educating people since opening in 2007 and is currently accepting students from all over the world.

ACOT's main focus is to provide accredited training at the highest level of quality possible and has been helping thousands of students to develop their skills in order to enter the workforce as successful professionals.

The knowledge gained in the classroom combined with the skills acquired within the Thornbury Theatre, will make your overall experience of studying with us an exciting one.

ACOT training staff members are deeply committed to helping our students succeed. They are very experienced in working with international students and can quickly identify any gaps in students' skills. Our staff are always ready and willing to provide extra support and attention, where required.

## Industry Embedded training and assessment

ACOT is very proud of their integrated training and assessment facility that includes access to a fully operational and busy entertainment, event and function venue, The Thornbury Theatre. Students at ACOT are able to experience authentic industry conditions by completing training and assessment in the Thornbury Theatre's two commercial kitchens (for cookery students) and in the versatile function rooms (for front of house hospitality students) that have a capacity to serve up to 1100 patrons at a time. Individuals will be able to gain experience working in a vast array of events that range from fully catered weddings, music concerts, recitals, sports entertainment.



**“We strongly believe that learning by doing, is the best way to learn.”**





# History of the Thornbury Theatre

## Celebrating 90 years of Excellence

The Thornbury Theatre was opened on August 1st of 1923 and is a fine example of "Art Deco" architecture. It was independently operated as a cinema until 1931, when it was taken over by Hoyts cinemas. The Thornbury Theatre was re-modelled in 1932 and became one of their most sumptuous venues in the chain of Regent Theatres.

With the introduction of television to Australia in 1956, cinema attendances plummeted nationwide and the Regent Theatre cut back to part time operation only opening on Thursday, Friday and Saturday evenings. It closed on the 24th of June 1967 and became a ballroom, named the Cantina Ballroom..

In the early - 2000's it was converted into a reception centre for weddings and events named the Midas Reception Hall.

In 2007, the Theatre became part of the Australian College of Trade and a popular venue for Melbourne's performing arts and music communities. These events provide our students with the opportunity to be part of the team that hosts a vast array of diverse functions including live music performances and concerts, weddings, cultural festivals, sporting activities, corporate presentations and more. These events include the sale of food prepared and cooked in our commercial kitchens and the serving of a wide range of alcoholic and non-alcoholic beverages in our fully licensed premises.





# Our Location



Located less than 10 kilometers from the Central Business District (CBD) of Melbourne, Thornbury and its surrounds are home to one of the most diverse and vibrant communities anywhere in Victoria. This unique part of Melbourne is increasingly becoming the destination choice for students looking to experience the advantages of being able to live, work and study within the same area.

(Please provide our address information (location) phone, email, website and a map of where we are located)

Some advantages of our location.

- Inexpensive international student housing within walking distance
- Easy public transportation access to Melbourne's renowned trams and trains.
- Excellent employment opportunities through a variety of lively cafes and restaurants.
- 20 minutes by train to the CBD area.
- Well-resourced student advisory services.
- Practical teaching and learning

## Address

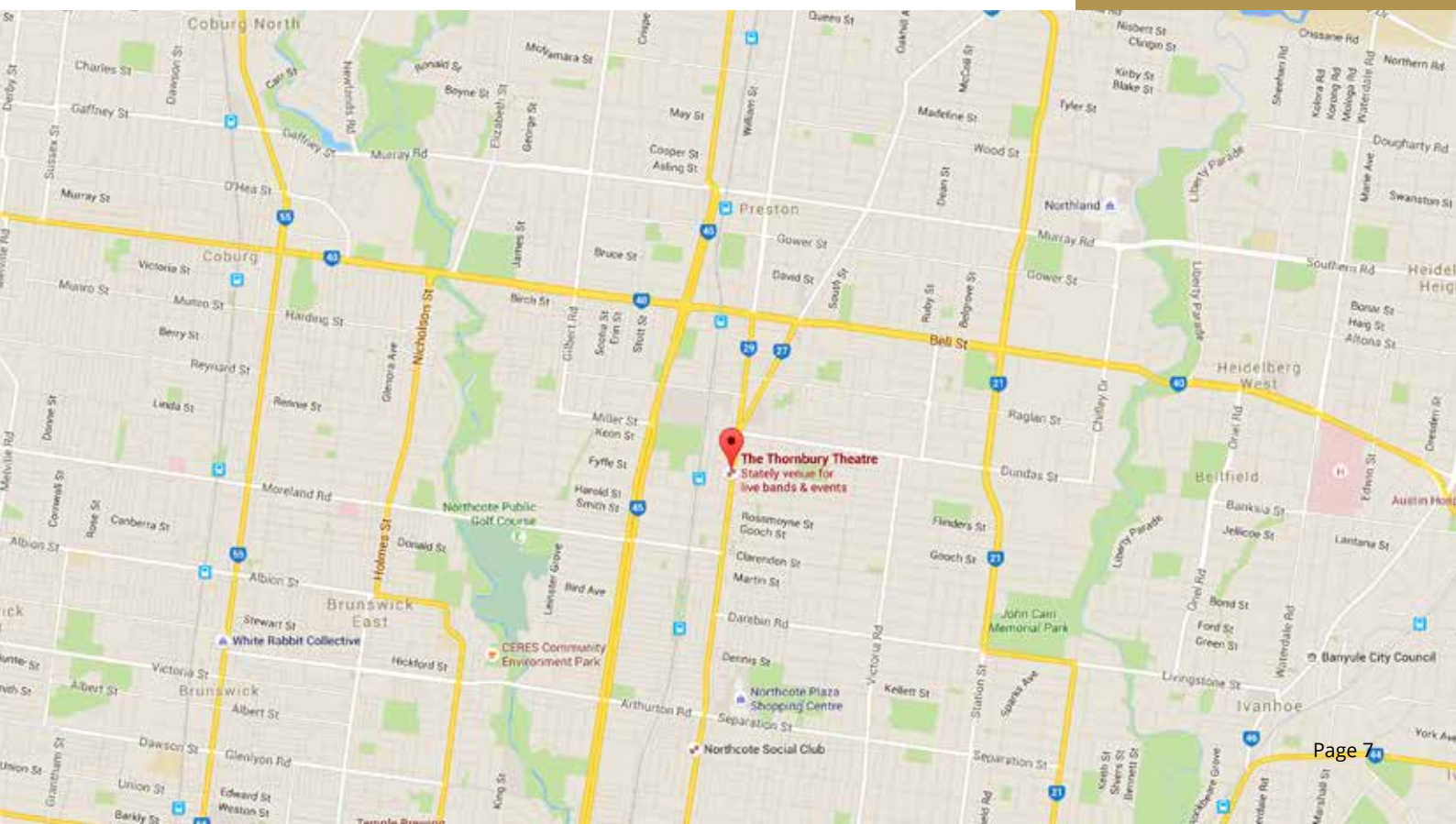
859 High Street,  
Thornbury 3071

## Phone

+613 9484 8787

## Email

[info@acot.vic.edu.au](mailto:info@acot.vic.edu.au)



# Live, study and work in the world's most livable city - Melbourne

In 2016 Melbourne was once again ranked the world's "most livable city" by the Economist Intelligence Units (EIU) for the sixth consecutive year. This Australian city possesses excellent living standards including facilities such as healthcare, education, stability, security and Infrastructure.

Because of this, Melbourne is increasingly becoming the preferred study destination for students from all over the world. With a highly-educated population and some of the best schools and universities in the world, Melbourne has the highest ranked university in Australia and the third highest in the Asia Pacific region.

## A unique global experience

When you begin attending ACOT, you become part of more than just a College. You join an exciting community of international students from all around the world. Together with your classmates, you will engage in life – changing experiences that will transform you into an independent global citizen whose future knows no borders.

Melbourne is also home to a diverse range of world- class sporting and cultural events, a passion for fine food, wine and a vibrant arts scene.

## Working in Australia

Working in Australia can be fun, a great way to make friends and help pay for defray your living costs. The current student visa entitles students to apply for a part time work permit. This allows international students to work up to 40 hours per fortnight during semester, and a fulltime during holidays. Students can apply for a student visa with permission to work in Australia after commencing their course of study. Australian immigration laws allow students to work for a limited number of hours, however under no circumstances can students rely on income earned in Australia to pay tuition fees. It is important that your part time work does not interfere with the successful progression of your studies.









## Why choose us?

We are committed to achieving the highest possible standard of excellence in teaching and student services to enable all who study with us to reach their full potential. The Australian College of trade (ACOT) has a unique feature that ensures students studying with us gain exposure to industry best practice.

- Facilities – The Thornbury Theater
- Well experienced Trainers
- Positive learning environment
- Interactive Classes (Face to Face)
- Small Size Classes
- Convenient Location –Thornbury
- Affordable prices
- Industry embedded training
- Flexible and readily available trainers
- Great student support and services
- Extensive industry contacts
- Nationally accredited programs
- Pastoral Care
- Class equipped with modern audio visual system





# **Delivering Knowledge, Passion And Dedication Towards Your Achievements**



# Open a World of Possibilities

We offer a range of challenging and rewarding programs that are recognised by the Australian government and employers around the world. As you advance through our courses, you will see that these educational programs will help you meet your instructive objectives and expand your horizons.

<b>Certificate III in Commercial Cookery</b>	 56 weeks	<b>CRICOS Code:</b> 095097M	<b>Course Code:</b> SIT30816	<b>Duration:</b> 56 weeks (13 months)	<b>Tuition Fee:</b> \$10,050	<b>Materials Fee:</b> \$1,000	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$11,300
<b>Certificate IV in Commercial Cookery</b>	 78 weeks	<b>CRICOS Code:</b> 095096A	<b>Course Code:</b> SIT40516	<b>Duration:</b> 78 weeks (18 months)	<b>Tuition Fee:</b> \$14,250	<b>Materials Fee:</b> \$1,250	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$15,750
<b>Diploma of Hospitality Management</b>	 78 weeks	<b>CRICOS Code:</b> 091055J	<b>Course Code:</b> SIT50416	<b>Duration:</b> 78 weeks (18 months)	<b>Tuition Fee:</b> \$13,400	<b>Materials Fee:</b> \$750	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$14,400
<b>Advanced Diploma of Hospitality Management</b>	 108 weeks	<b>CRICOS Code:</b> 092747F	<b>Course Code:</b> SIT60316	<b>Duration:</b> 108 weeks (25 months)	<b>Tuition Fee:</b> \$18,500	<b>Materials Fee:</b> \$1,250	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$20,000
<b>Certificate III in Hospitality</b>	 23 weeks	<b>CRICOS Code:</b> 091445F	<b>Course Code:</b> SIT30616	<b>Duration:</b> 23 weeks (6 months)	<b>Tuition Fee:</b> \$4,500	<b>Materials Fee:</b> \$250	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$5,000
<b>Certificate IV in Hospitality</b>	 52 weeks	<b>CRICOS Code:</b> 090973A	<b>Course Code:</b> SIT40416	<b>Duration:</b> 52 weeks (12 months)	<b>Tuition Fee:</b> \$8,950	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$9,700
<b>Certificate IV in Leadership &amp; Management</b>	 50 weeks	<b>CRICOS Code:</b> 091257k	<b>Course Code:</b> BSB42015	<b>Duration:</b> 50 weeks (12 months)	<b>Tuition Fee:</b> \$8,600	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$9,350
<b>Diploma of Leadership &amp; Management</b>	 56 weeks	<b>CRICOS Code:</b> 091256M	<b>Course Code:</b> BSB51915	<b>Duration:</b> 56 weeks (13 months)	<b>Tuition Fee:</b> \$9,600	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$10,350
<b>Certificate III in Financial Services</b>	 55 weeks	<b>CRICOS Code:</b> 095101J	<b>Course Code:</b> FNS30115	<b>Duration:</b> 55 weeks (13 months)	<b>Tuition Fee:</b> \$8,500	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$9,250
<b>Certificate IV in Bookkeeping</b>	 47 weeks	<b>CRICOS Code:</b> 095100K	<b>Course Code:</b> FNS40215	<b>Duration:</b> 47 weeks (11 months)	<b>Tuition Fee:</b> \$8,000	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$8,750
<b>Certificate IV in Accounting</b>	 50 weeks	<b>CRICOS Code:</b> 095099J	<b>Course Code:</b> FNS40615	<b>Duration:</b> 50 weeks (12 months)	<b>Tuition Fee:</b> \$8,000	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$8,750
<b>Diploma of Accounting</b>	 50 weeks	<b>CRICOS Code:</b> 095098K	<b>Course Code:</b> FNS50215	<b>Duration:</b> 49 weeks (11 months)	<b>Tuition Fee:</b> \$8,500	<b>Materials Fee:</b> \$500	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$9,250
<b>Certificate II in Security Operations</b>	 6 weeks	<b>CRICOS Code:</b> 095095B	<b>Course Code:</b> CPP20212	<b>Duration:</b> 6 weeks	<b>Tuition Fee:</b> \$1,400	<b>Materials Fee:</b> \$0	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$1,650
<b>Certificate III in Security Operations</b>	 5 weeks	<b>CRICOS Code:</b> 095102G	<b>Course Code:</b> CPP30411	<b>Duration:</b> 5 weeks	<b>Tuition Fee:</b> \$1,200	<b>Materials Fee:</b> \$0	<b>Application Fee:</b> \$250	<b>Total Cost:</b> \$1,450





## Certificate III in Commercial Cookery

**NATIONAL CODE:** SIT30816 **CRICOS CODE:** 095097M

**Course Duration:** 56 Weeks

**FEES- Tuition:** \$10,050 **Materials:** \$1,000 **Application:** \$250

### Course Description

This course, as described in the Hospitality and Tourism Training Package focuses on the skills and knowledge required for an individual to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

As taught at Australian College of Trade the course concentrates predominantly on providing students with exposure to the requirements of an industry cook in a fully operational commercial kitchen environment. The unique nature of our college is that it is fully embedded within the **Thornbury Theatre**. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region.

The two fully equipped and operational commercial kitchens located within the Australian College of Trade/Thornbury Theatre complex have a dual role. On the one hand, they provide our students with the delivery of cookery training classes in a commercial kitchen environment. Secondly, and just as importantly, with the regular events staged at the Theatre, our students are exposed to **industry realistic food preparation and cooking conditions** to serve groups with as many as 1100 guests.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter SIT30816 Certificate III in Commercial Cookery with limited or no vocational (industry) experience and without a lower level qualification. After achieving SIT30816 Certificate III in Commercial Cookery, individuals could progress to SIT40516 Certificate IV in Commercial Cookery, SIT40616 Certificate IV in Catering Operations or SIT40716 Certificate IV in Patisserie.

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- Cook/chef

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and practical training kitchens located at our Thornbury campus. It also includes work based training that is conducted during events at the Thornbury Theatre and/or at approved commercial kitchens.

To achieve competency for the course a student must satisfactorily complete 25 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 21 core units
- 4 elective units

### Core units

BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP001	Clean kitchen premises and equipment
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
Elective units	
SITXCCS006	Provide service to customers
SITHCCC011	Use Cookery Skills Effectively
SITXCOM002	Show social and cultural sensitivity
HLTAID003	Provide first aid

### Electives

SITXCCS006	Provide service to customers
SITHCCC011	Use Cookery Skills Effectively
SITXCOM002	Show social and cultural sensitivity
HLTAID003	Provide first aid



**NATIONAL CODE:** SIT40516 **CRICOS CODE:** 095096A

**Course Duration:** 78 Weeks

**FEES- Tuition:** \$14,250 **Materials:** \$1,250 **Application:** \$250

## Certificate IV in Commercial Cookery

### Course Description

This course, as described in the Hospitality and Tourism Training Package focuses on the skills and knowledge required for an individual to work as a commercial cook supervising or leading a team within a commercial kitchen in organisations such as restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

As taught at Australian College of Trade the course concentrates predominantly on providing students with supervisory skills and sound knowledge in planning, monitoring and evaluating the work of team members in a fully operational commercial kitchen environment.

The unique nature of our college is that it is fully embedded within the Thornbury Theatre. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region. The two fully equipped and operational commercial kitchens located within the Australian College of Trade/Thornbury Theatre complex have a dual role. On the one hand, they provide our students with the delivery of cookery training classes in a commercial kitchen environment. Secondly, and just as importantly, with the regular events staged at the Theatre, our students are exposed to industry realistic food preparation and cooking conditions to serve groups with as many as 1100 guests.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter SIT40516 Certificate III in Commercial Cookery with limited or no vocational (industry) 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.

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

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- Cook/chef
- Chef De Partie

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and practical training kitchens located at our Thornbury campus. It also includes work based training that is conducted during events at the Thornbury Theatre and/or at approved commercial kitchens.

To achieve competency for the course a student must satisfactorily complete 33 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 26 core units
- 7 elective units

### Core units

BSBDIV501	Manage diversity in the workplace
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITHKOP005	Coordinate cooking operations
SITHPAT006	Produce desserts
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXINV002	Maintain the quality of perishable items
SITXMGTO01	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

### Elective Units

SITXCCS006	Provide service to customers
SITHCCC015	Produce and serve food for buffets
HLTAID003	Provide first aid
SITXCOM002	Show social and Cultural sensitivity
SITHCCC011	Use cookery skills effectively
SITHKOP001	Clean kitchen premises and equipment
SITXWHS001	Participate in Safe work Practices



# Diploma of Hospitality Management

**NATIONAL CODE:** SIT50416 **CRICOS CODE:** 091055J

**Course Duration:** 78 Weeks

**FEES- Tuition:** \$13,400 **Materials:** \$750 **Application:** \$250

## Course Description

This course, as described in the Hospitality and Tourism Training Package focuses on the skills and knowledge required for an individual to gain employment as a manager that coordinates the hospitality operations within a variety of hospitality businesses such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

As taught at Australian College of Trade the course concentrates predominantly on providing individuals with management skills and sound knowledge in the coordination of a hospitality business' operation that focus on one of the following outcomes:

- Commercial cookery and kitchen operations careers
- Food and Beverage, or front of house careers

The unique nature of our college is that it is fully embedded within the Thornbury Theatre. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region. This exposes our students to the many and varied events that are held each week within the Theatre utilising the commercial kitchens which supply catering solutions and the two large auditoria that have a capacity to supply food and beverages to up to 1100 patrons at any one time. When required, students will be given work at Thornbury Theatre events, providing them with the opportunity to gain this real life aspect to their training and assessment of this course.

## Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

## Academic Pathways

### 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.

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

## Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- banquet or function manager
- chef de cuisine
- kitchen manager
- restaurant manager
- sous chef
- unit manager (catering operations)
- banquet or function manager
- bar manager
- café manager

## Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and practical training kitchens located at our Thornbury campus. It also includes work based training that is conducted during events at the Thornbury Theatre and/or at approved commercial kitchens.

To achieve competency for the course a student must satisfactorily complete 28 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 13 core units
- 15 elective units

## Core units

BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance the customer service experience
SITXCCS008	Develop and Manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices

## Elective units (Commercial Cookery outcome)

SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITHCCC001	Use food preparation equipment
SITHCCC005	Produce dishes using basic methods of cookery
SITHCCC006	Produce appetisers and salads
SITHCCC007	Produce stocks, sauces and soups
SITHCCC008	Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Produce poultry dishes
SITHCCC013	Produce seafood dishes
SITHCCC014	Produce meat dishes
SITHCCC019	Produce cakes, pastries and breads
SITHPAT006	Produce desserts
SITHCCC020	Work effectively as a cook
SITXINV002	Maintain the quality of perishable items
SITHCCC018	Prepare foods to meet special dietary requirements

## Elective units (Front of House outcome)

SITXFSA001	Use hygienic practices for food safety
SITHIND004	Work effectively in hospitality service
SITEEVT002	Process and monitor event registrations
SITEEVT005	Plan in-house events or functions
SITEEVT010	Manage on-site event operations
SITXFIN001	Process financial transactions
SITXFIN002	Interpret financial information
SITHFAB002	Provide responsible service of alcohol
SITHFAB003	Operate a bar
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHFAB014	Provide table service of food and beverage
SITXHRM004	Recruit, select and induct staff
BSBMGT516	Facilitate continuous improvement
BSBCMM201	Communicate in the workplace

# Advanced Diploma of Hospitality Management

**NATIONAL CODE:** SIT50316 **CRICOS CODE:** 092747F

**Course Duration:** 108 Weeks

**FEES- Tuition:** \$18,500 **Materials:** \$1,250 **Application:** \$250

## Course Description

This course, as described in the Hospitality and Tourism Training Package 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 in a variety of commercial cookery and kitchen operations business applications. The skills and knowledge that will be provided to students will help them to operate with significant autonomy and enable them to make strategic business management decisions.

As taught at Australian College of Trade the course concentrates on providing students with exposure to the requirements of managing a multi-faceted hospitality operation that provides clients with quality food production and couple this with quality food and beverage service within an efficient and profitable hospitality organisation. Students will be exposed to the knowledge and skills required in the hospitality industry, from concepts such as preparing and cooking food or serving food and beverages through to specialised and complex management decision making. There are two outcomes offered:

- Commercial cookery and kitchen operations careers
- Food and Beverage, or front of house careers

The unique nature of our college is that it is fully embedded within the Thornbury Theatre, a fact that provides our students with experience of industry realistic events and functions. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region. This exposes our students to the many and varied events that are held each week within the Theatre utilising the commercial kitchens which supply catering solutions and the two large auditoria that have a capacity to supply food and beverages to up to 1100 patrons at any one time. When required, students will be given work at Thornbury Theatre events, providing them with the opportunity to gain this real life aspect to their training and assessment of this course.

## Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

## Academic Pathways

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

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

## Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- area manager or operations manager
- cafe owner or manager
- executive chef
- executive sous chef
- head chef
- area manager or operations manager
- club secretary or manager
- food and beverage manager
- motel owner or manager

## Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and practical training kitchens located at our Thornbury campus. It also includes work based training that is conducted during events at the Thornbury Theatre and/or at approved commercial kitchens.

To achieve competency for the course a student must satisfactorily complete 33 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 16 core units
- 17 elective units

## Core units

BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop & Manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system

## Elective units (Commercial Cookery outcome)

SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
HLAFAID003	First Aid
SITHCCC005	Prepare Dishes Using Basic methods of cookery
SITHCCC006	Produce appetisers and salads
SITHCCC007	Produce stocks, sauces and soups
SITHCCC008	Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Produce poultry dishes
SITHCCC013	Produce seafood dishes
SITHCCC014	Produce meat dishes
SITHCCC015	Prepare and serve food for buffets
SITHCCC018	Prepare foods to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP004	Develop Menus for special dietary requirements
SITHKOP005	Coordinate Cooking Operations
SITHPAT006	Produce desserts

## Elective units (Front of House outcome)

HLTAID003	Provide first aid
SITXFSA001	Use hygienic practices for food safety
SITHIND004	Work effectively in hospitality service
SITEEVT002	Process and monitor event registrations
SITEEVT005	Plan in-house events or functions
SITEEVT010	Manage on-site event operations
SITXFIN001	Process financial transactions
SITXFIN002	Interpret financial information
SITHFAB002	Provide responsible service of alcohol
SITHFAB003	Operate a bar
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITHFAB014	Provide table service of food and beverage
SITXHRM002	Roster staff
SITXHRM004	Recruit, select and induct staff
BSBMGT516	Facilitate continuous improvement
BSBCMM201	Communicate in the workplace
SITHFAB007	Serve food and beverage





**NATIONAL CODE:** SIT30616 **CRICOS CODE:** 091445F

**Course Duration:** 23 Weeks

**FEES- Tuition:** \$4,500 **Materials:** \$250 **Application:** \$250

## Certificate III in Hospitality

### Course Description

This course, as described in the Hospitality and Tourism Training Package focuses on the skills and knowledge required for an individual to gain employment in a "Front of House" position within a variety of hospitality businesses such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

As taught at Australian College of Trade the course concentrates predominantly on food and beverage service. The unique nature of our college is that it is fully embedded within the Thornbury Theatre. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region.

This exposes our students to the many and varied events that are held each week within the Theatre's two large auditoria that have a capacity to host and cater to over 1100 patrons at any one time. When required to serve in the function room at Thornbury Theatre events, students are provided with the opportunity to gain real life aspect to their training and assessment of this course.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter SIT30713 Certificate III in Hospitality with limited or no vocational experience and without a lower level 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.

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- food and beverage attendant
- function attendant
- function host
- restaurant host
- senior bar attendant
- waiter

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and practical training kitchens located at our Thornbury campus. It also includes work based training that is conducted during events at the Thornbury Theatre and/or at approved commercial kitchens.

To achieve competency for the course a student must satisfactorily complete 15 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 7 core units
- 8 elective units

### Core units

BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND004	Work effectively in hospitality service
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXHRM001	Coach others in job skills
SITXWHS001	Participate in safe work practices

### Elective units

SITXFSA001	Use hygienic practices for food safety
SITXFIN001	Process financial transactions
SITHFAB001	Clean and Tidy Bar areas
SITHFAB002	Provide responsible service of alcohol
SITHFAB003	Operate a Bar
SITHFAB014	Provide table service of food and beverage
BSBCMM201	Communicate in the workplace
SITXINV001	Receive and store stock



## Certificate IV in Hospitality

**NATIONAL CODE:** SIT40416 **CRICOS CODE:** 090973A

**Course Duration:** 52 Weeks

**FEES- Tuition:** \$8,950 **Materials:** \$500 **Application:** \$250

### Course Description

This course, as described in the Hospitality and Tourism Training Package focuses on the skills and knowledge required for an individual to gain employment as a supervisor in a "Front of House" position within a variety of hospitality businesses such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

As taught at Australian College of Trade the course concentrates predominantly on providing individuals with supervisory skills and sound knowledge in planning, monitoring and evaluating the work of team members in food and beverage service.

The unique nature of our college is that it is fully embedded within the Thornbury Theatre. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region. This exposes our students to the many and varied events that are held each week within the Theatre's two large auditoria that have a capacity to host and cater to over 1100 patrons at any one time. When required to serve in the function room at Thornbury Theatre events, students are provided with the opportunity to gain real life aspect to their training and assessment of this course.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

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.

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

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- bar supervisor or team leader
- duty manager
- food and beverage supervisor or team leader
- shift manager.

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and practical training kitchens located at our Thornbury campus. It also includes work based training that is conducted during events at the Thornbury Theatre and/or at approved commercial kitchens.

To achieve competency for the course a student must satisfactorily complete 21 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 9 core units
- 12 elective units

### Core units

BSBDIV501	Manage diversity in the workplace
SITHIND004	Work effectively in hospitality service
SITXCCS007	Enhance customer service experiences
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

### Elective units

SITHFAB001	Clean and Tidy bar areas
SITXFIN001	Process Financial Transactions
SITXFSA001	Use hygienic practices for food safety
SITEEVT002	Process and monitor event registrations
SITHFAB002	Provide responsible service of alcohol
SITHFAB003	Operate a bar
SITHFAB014	Provide table service of food and beverage
SITXCOM002	Show social and Cultural sensitivity
SITHFAB007	Serve food and beverage
SITXCCS006	Provide service to customers
BSBCMM201	Communicate in the workplace
SITHIND002	Source and use information on the hospitality industry





## Certificate IV in Leadership & Management

**NATIONAL CODE:** BSB42015 **CRICOS CODE:** 091257K

**Course Duration:** 50 Weeks

**FEES- Tuition:** \$8,600 **Materials:** \$500 **Application:** \$250

### Course Description

This course, as described in the Business Services Training Package focuses on the skills and knowledge required for an individual in their role working as developing and emerging leaders and managers in a range of enterprise and industry.

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.

As taught at Australian College of Trade course participants are exposed to the hospitality business operations that occur within the Thornbury Theatre entertainment complex. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region. These observations of a real life business in action assist participants in the application of knowledge gained in theoretical written assessments that are taught as part of the course.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

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.

After achieving BSB42015 Certificate IV in Leadership and Management, individuals could progress to Diploma courses in the Business Services Training Package.

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader..

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms, as well as in the auditoria located at our Thornbury campus.

To achieve competency for the course a student must satisfactorily complete 12 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 4 core units
- 8 elective units

### Core units

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan

### Elective units

BSBFIA402	Report on financial activity
BSBMKG413	Promote products and services
BSBMGT401	Show leadership in the workplace
BSBWOR404	Develop work priorities
BSBMGT403	Implement continuous improvement
BSBCUS402	Address customer needs
BSBWS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
SITXEVT401	Plan in house events or functions



**NATIONAL CODE:** BSB51915 **CRICOS CODE:** 091256M

**Course Duration:** 56 Weeks

**FEES- Tuition:** \$9,600 **Materials:** \$500 **Application:** \$250

## Diploma in Leadership & Management

### Course Description

This course, as described in the Business Services Training Package focuses on the skills and knowledge required for an individual in their role applying practical skills and experience in leadership and management across a range of enterprise and industry contexts. In addition, individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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

As taught at Australian College of Trade course participants are exposed to the hospitality business operations that occur within the Thornbury Theatre entertainment complex. This beautiful and stately venue has been home to entertainment and private events for close to 100 years and is an iconic building in Melbourne's inner Northern region. These observations of a real life business in action assist participants in the application of knowledge gained in theoretical written assessments that are taught as part of the course.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter BSB51915 Diploma of Leadership and Management with relevant vocational experience. Preferred academic pathway would be BSB42015 Certificate IV in Leadership and Management.

After achieving BSB51915 Diploma of Leadership and Management, individuals could progress to Advanced Diploma courses in the Business Services Training Package.

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with job/s such as:

- Manager

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms, as well as in the auditoria located at our Thornbury campus.

To achieve competency for the course a student must satisfactorily complete 12 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 4 core units
- 8 elective units

### Core units

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

### Elective units

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction staff
BSBPMG522	Undertake project work
BSBWHS501	Ensure a safe workplace
BSBADM502	Manage meetings
BSBHRM512	Develop and manage performance-management processes
BSBLED501	Develop a workplace learning environment





**NATIONAL CODE:** FNS30115 **CRICOS CODE:** 095101J  
**Course Duration:** 55 Weeks  
**FEES- Tuition:** \$8,500 **Materials:** \$500 **Application:** \$250

## Certificate III in Financial Services

### Course Description

This qualification, as described in the Financial Services Training Package 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.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter FNS30115 Certificate III in Financial Services with limited or no vocational experience and without a lower level qualification.

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

### Career Opportunities

There is scope for individuals that complete this course to gain skills that are aligned with jobs such as:

- Accounts Administration
- Clerical and Customer service roles
- Banking
- Credit Management
- Insurance and Retail Financial Services

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms, as well as in the auditoria located at our Thornbury campus.

To achieve competency for the course a student must satisfactorily complete 13 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 4 core units
- 9 elective units

A maximum of 3 electives may be selected from units aligned to Certificate III and IV qualifications in the FNS 2.1 Financial Services Training Package or another endorsed Training Package or accredited course.

By selecting the identified elective units\*, Australian College of Trade has ensured that the course meets Tier 2 Australian Securities and Investments Commission (ASIC) accreditation requirements for providing limited financial products advice. Conditions relating to this should be obtained from ASIC.

### Core units

BSBWHS201	Contribute to health and safety of self and others
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
FNSINC301	Work effectively in the financial services industry

### Elective units

FNSASIC301	Establish client relationship and analyse needs
FNSASIC302	Develop, present and negotiate client solutions
FNSACM302	Prepare, match and process receipts
BSBRKG304	Maintain business records
FNSACC303	Perform financial calculations
FNSRTS305	Process customer accounts
FNSRTS306	Process customer transactions
BSBCUS301	Deliver and monitor a service to customers
FNSRTS309	Maintain main Bank account



## Certificate IV in Bookkeeping

**NATIONAL CODE:** FNS40215 **CRICOS CODE:** 095100K

**Course Duration:** 50 Weeks

**FEES- Tuition:** \$8,000 **Materials:** \$500 **Application:** \$250

### Course Description

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.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter FNS40215 Certificate IV in Bookkeeping with limited vocational experience and without a lower level qualification but preferably after completing FNS30115 Certificate III in Financial Services.

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.

### Career Opportunities

The primary pathway from this qualification is employment in a bookkeeping job role with functions that include:

- establishing and maintaining manual and computerised accounting systems
- completing Business Activity Statements (BAS) and other office financial statements
- developing bookkeeping management systems for organisations
- general administration.

### Course Structure

To attain a FNS40215 Certificate IV in Bookkeeping, 13 units must be achieved:

- 6 core units
- 7 elective units.

The elective units consist of: 2 units from Group A or Group B electives designated in the course description in the FNS 2.1 training package

Of the remaining 5 units:

- Up to 2 may be from Group A or Group B
- Up to 5 may be from Group C

Up to 2 may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course. 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.

Note the following prerequisite unit requirements (marked by "\*"): Unit in this qualification: FNSBKG403 Establish and maintain an accrual accounting system

Prerequisite unit: FNSBKG402 Establish and maintain a cash accounting system

The unit FNSBKG404 Carry out business activity and instalment activity statement tasks\*\* forms part of the BAS agent registration Skill Set. Persons providing a business activity statement (BAS) service must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration.

• Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is reviewed regularly.

### Core units

BSBFIA401	Prepare financial reports
BSBITU306	Design and produce business documents
FNSBKG401	Develop and implement policies and practices relevant to bookkeeping activities
FNSBKG405	Establish and maintain a payroll system*
FNSINC401	Apply principles of professional practice to work in the financial services industry
FNSBKG404	Carry out business activity and instalment activity statement tasks**

### Elective Units

FNSACC301	Process financial transactions and exact interim reports
BSBCUS301	Deliver and monitor a service to customers
FNSACC406	Set up and operate a computerised accounting system
FNSACC404	Prepare financial statements for non-reporting entities
FNSBKG402	Establish and maintain a cash accounting system
FNSBKG403	Establish and maintain an accrual accounting system*
FNSACC401	Process business tax requirements





## Certificate IV in Accounting

**NATIONAL CODE:** FNS40615 **CRICOS CODE:** 095099J

**Course Duration:** 47 Weeks

**FEES- Tuition:** \$8,000 **Materials:** \$500 **Application:** \$250

### Course Description

This qualification, as described in the Financial Services Training Package, 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.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may enter FNS40615 Certificate IV in Accounting with limited vocational experience and without a lower level qualification but preferably after completing FNS30115 Certificate III in Financial Services.

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

### Career Opportunities

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.

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms and computer lab located at our Thornbury campus.

To attain a FNS40615 Certificate IV in Accounting, 13 units must be achieved:

- 10 core units plus
- 3 elective units

One elective must be selected from units in the FNS 2.1 Financial Services Training Package. Up to 2 may be from Certificate III, IV or Diploma in any currently endorsed training package or accredited course. The elective units chosen must be relevant to the work outcome and meet local industry needs. Units marked '\*' are required for Tier 2 ASIC accreditation. The elective unit FNSBKG405 Establish and maintain a payroll system\* must be selected if seeking BAS agent registration and external recognition in line with the Financial Services Reform (FSR) compliance. See FNSVR2.1 Financial Services Implementation Guide.

### Core units

BSBFIA401	Prepare financial reports
BSBITU306	Design and produce business documents
FNSBKG405	Establish and maintain a payroll system*
FNSACC406	Set up and operate a computerised accounting system
FNSACC301	Process financial transactions and exact interim reports
FNSBKG404	Carry out business activity and instalment activity statement tasks**
FNSINC401	Apply principles of professional practice to work in the financial services industry
FNSACC404	Prepare financial statements for non-reporting entities
FNSACC302	Administer subsidiary accounts and ledgers
FNSACC402	Prepare operational budgets

### Elective units

FNSASIC301	Establish client relationship and analyse needs*
FNSASIC302	Develop, present and negotiate client solutions*
FNSACC401	Process business tax requirements



## Diploma of Accounting

**NATIONAL CODE:** FNS50215 **CRICOS CODE:** 095098K

**Course Duration:** 49 Weeks

**FEES- Tuition:** \$8,500 **Materials:** \$500 **Application:** \$250

### Course Description

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. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

### 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.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law. Persons seeking registration with the TPB should check current registration requirements with the Board.

### Course Entry Requirements

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

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.

### Career Opportunities

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. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

### Course Structure

To achieve a FNS50215 Diploma of Accounting, a total of 11 units must be completed. These comprise of 6 core units and 5 electives. In selecting the electives, 3 units must be chosen from electives designated in the course description in the FNS 2.1 training package.

Of the remaining 2 units:

- Up to 2 may be from the electives
- Up to 2 may be from Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course.

Elective units must be relevant to the work environment, the qualification and maintain the integrity of the AQF alignment and contribute to a valid, industry supported vocational outcome.

Units marked with \*\* included in the Tax Practitioners Board approved course in Australian taxation law:  
FNSSS00008 Taxation law for tax agents Skill Set (Tax documentation) - FNSACC502 Prepare tax documentation for individuals and FNSACC504 Prepare financial reports for corporate entities.

### Core units

FNSACC501	Provide financial and business performance information
FNSACC502	Prepare income tax returns for individuals**
FNSACC503	Manage budgets and forecasts
FNSACC504	Prepare financial reports for corporate entities*
FNSACC506	Implement and maintain internal control procedures
FNSACC507	Provide management accounting information

### Elective

FNSACC607	Evaluate business performance*
FNSACC601	Prepare and administer tax documentation for legal entities
FNSASIC301	Establish client relationship and analyse needs*
BSBFIA401	Prepare financial reports
FNSBKG404	Carry out business activity and instalment activity statement tasks**





**NATIONAL CODE:** CPP20212 **CRICOS CODE:** 095095B

**Course Duration:** 6 Weeks

**FEES- Tuition:** \$1,400 **Application:** \$250

## Certificate II in Security Operations

### Course Description

**As described in the CPP07 Property Services Training package**, this course equips individuals with the entry level occupational licensing requirements for the private security industry in Victoria. Australian College of Trade will deliver this training for licensing purposes as a holder of a Private Security Business Licence for the licence activity of Private Security Trainer (As per qualifications rules as outlined in the Property Services Training Package)

### Course Entry Requirements

Individuals seeking enrolment into this course 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

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may gain direct entry to this course at Australian College of Trade with limited or no vocational experience and without a lower level qualification.

Students are told that although there is no age limitation on completing this course yet they will be unable to apply for a security licence in Victoria until they reach 18 years of age.

After achieving CPP20212 individuals could progress to CPP30411 Certificate III in Security Operations

### Career Opportunities

There is scope for individuals that complete this course to apply to Victoria Police Licensing and Regulation Division (LRD) for a Private Security Individual Licence for the categories of:

- Crowd Controller and Security Guard (Unarmed Guard).

### Course Structure

This course is delivered as face to face training in the following locations:

Classrooms located at our Thornbury campus.

To achieve competency for the course a student must satisfactorily complete 12 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 7 core units plus
- 5 elective units

To meet the licensing requirements as set by Victoria Police Licensing and Regulation Division for a Private Security Individual Licence with the Licence Activities of Crowd Controller and Security Guard (Unarmed Guard), 12 specified elective units of competency in addition to the seven core units must be completed. While this exceeds the packaging rules of the qualification, it is required for a licence to be granted.

### Core units

- CPPSEC2001A Communicate effectively in the security industry
- CPPSEC2002A Follow workplace safety procedures in the security industry
- CPPSEC2003B Work effectively in the security industry
- CPPSEC2004B Respond to security risk situation
- CPPSEC2005A Work as part of a security team
- CPPSEC2006B Provide security services to clients
- HLTFA311A Apply first aid

### Elective

- CPPSEC1003A Apply security procedures for the responsible service of alcohol
- CPPSEC2010A Protect safety of persons
- CPPSEC2011B Control access to and exit from premises
- CPPSEC2012A Monitor and control individual and crowd behaviour
- CPPSEC2014A Operate basic security equipment
- CPPSEC2015A Patrol premises
- CPPSEC2017A Protect self and others using basic defensive techniques
- CPPSEC3002A Manage conflict through negotiation
- CPPSEC3005A Prepare and present security documentation and reports
- CPPSEC3013A Control persons using empty hand techniques
- CPPSEC3017A Plan and conduct evacuation of premises
- TLIE2007A Use communication systems



**NATIONAL CODE:** CPP30411 **CRICOS CODE:** 095102G

**Course Duration:** 5 Weeks

**FEES- Tuition:** \$1,200 **Application:** \$250

## Certificate III in Security Operations

### Course Description

As described in the **CPP07 Property Services Training package**, this course will equip graduates with the skills and knowledge to be a security supervisor who may have the responsibility of managing a work team and this course will deliver competencies in line with this role. Although this course itself does not meet any security licensing category requirements, In Victoria a range of Security Licence Categories exist with each having set units of competency that must be completed as found at [www.police.vic.gov.au](http://www.police.vic.gov.au).

### Course Entry Requirements

Individuals seeking enrolment into this course 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

This qualification is available to international applicants who are:

- 18 years of age and older, and
- Have achieved a satisfactory result for the Australian equivalent of Year 12 or higher and
- Demonstrate evidence of English language competency at IELTS 5.5 or Equivalent or above (exemptions listed following Course Structure)

### Academic Pathways

Individuals may gain direct entry to this course at Australian College of Trade with limited or no vocational experience and without a lower level qualification.

However, Certificate II (CPP20212) is the minimum level for a security worker to be operational or "on the job" as required by Victoria Police, Licensing and Regulation Division (LRD).

Students are told that although there is no age limitation on completing this course yet they will be unable to apply for a security licence in Victoria until they reach 18 years of age.

After completing the units delivered within this CPP30411 course it is also possible for individuals to complete additional units at an approved training provider to meet licensing requirements for Armed Guard (AG) and Cash in Transit (CIT).

After achieving CPP30411, individuals could progress to CPP40707 certificate IV in Security and Risk Management

### Career Opportunities

This specific course provides individuals with knowledge and skills to work within the areas of Unarmed Guarding and/or Crowd Controlling as specified and licensed by Victoria Police Licensing and Regulation Division (LRD). In addition to this, depending on the units completed students may be able to apply for the security licence categories of:

- Armed Guard
- Cash in Transit

- Combined Armed Guard & Cash in Transit
- Bodyguard
- Unarmed Guard
- Crowd Control
- Combined Crowd Control & Unarmed Guard

This course is delivered as face to face training in the following locations:

Classrooms located at our Thornbury campus.

To achieve competency for the course a student must satisfactorily complete 14 units of competency. The units in the course as taught at the Australian College of Trade comprise of:

- 8 core units plus
- 6 elective units

### Core units

BSBFLM303C	Contribute to effective workplace relationships (AG) (CIT)
BSBWOR301A	Organise personal work priorities and development (AG) (CIT)
CPPSEC3001A	Maintain workplace safety in the security industry (AG) (CIT)
CPPSEC3002A	Manage conflict through negotiation (AG) (CIT)
CPPSEC3003A	Determine response to security risk situation (AG) (CIT)
CPPSEC3005A	Prepare and present security documentation and reports (AG) (CIT)
CPPSEC3006A	Coordinate a quality security service to customers (AG) (CIT)
CPPSEC3007A	Maintain security of environment (AG) (CIT)

### Elective

CPPSEC3009A	Prepare and present evidence in court (AG)
CPPSEC3013A	Control persons using empty hand techniques (AG) (CIT)
CPPSEC3017A	Plan and conduct evacuation of premises (AG)
HLTFA311A	Apply first aid (AG) (CIT)
CPPSEC3004A	Lead small teams in the security industry*
CPPSEC2017A	Protect self and others using basic defensive tactics
* Not required for licensing purposes but required as electives to meet CPP30411 qualification.	
AG=Armed Guard CIT=Cash in Transit	

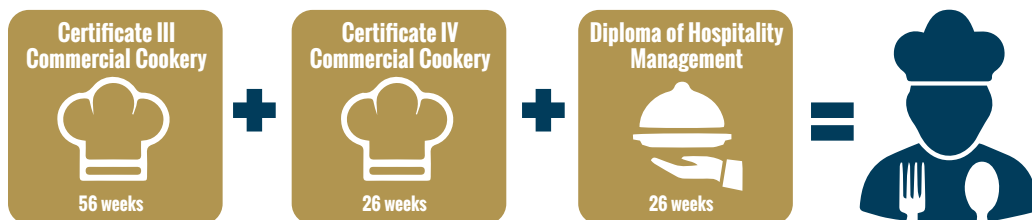


# Course pathways

## Choose how you will study

At the Australian College of Trade, we have flexible options for international students wishing to enrol in our courses. See below some examples.

### Become a Chef



**Total Duration: 108 weeks (25 months) Total Price: \$21,300\***

\*Price includes material and application fee

### A Message from our Director of Studies

"When you enrol with us you will be treated to meaningful, interesting and industry relevant training and assessment that is focused on giving you the best possible preparation for future employment opportunities. Our team of dedicated, passionate, experienced and enthusiastic educators, combined with our unique, industry embedded training facilities are geared to create the best education and career outcomes for you. Come and let us show you how we can help you be at the cutting edge of today's competitive market."

#### Bill Alt

Director of Studies  
Australian College of Trade



# Become an ACOT Student

## Course and Admission Requirements

All International students must be 18 years of age, or older, and have satisfactorily completed year 11 or an equivalent level.

Have a proficiency in English language level or its equivalent is required for all international students.

Provide evidence of an IELTS score (Academic version) of 5.5 overall band- or equivalent, with no individual band lower than 5 or equivalent.

### International Students, please note:

If one of the following applies, you do not need to provide evidence of an English Test score:

- You are enrolled in full-time school studies as a principal course including in a secondary exchange program, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students
- You have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- You are a citizen and hold a passport from the UK, USA, Canada, NZ or Republic of Ireland.

## Credit Transfer and Recognition of prior learning.

Approving Course credit via either Credit Transfer or Recognition of Prior Learning (RPL) is a process that allows the studies, skills and abilities achieved by an applicant to be formally recognised. This could include similar courses or qualifications completed or partially completed with a different education provider, courses studied informally, skills obtained during the applicant's working life or from other life experiences. Obtaining Credit Transfer approval will result in certain units of competency being removed from your program, because you are already competent in those areas.

## How to Apply

### 6 Easy Steps

Our online application is personalised and easy to use. Once you submit your information one of our staff will contact you.

- Step 1**  The application process – You can complete your online application at <https://www.acot.vic.edu.au/application-acceptance-how-to-apply/> or provide a completed printed form to one of our representatives.
- > Fill out the student application form provide the following documentary evidence to support your application information.
  - > Scanned or printed copy of your passport
  - > Academic Qualifications
  - > Certificate containing your English proficiency
  - > OSHC Overseas Student Health Cover
- Copies of any previously issued enrolments. Where applicable cancelled ecoe/s and/or release letter/s.
- \*Please note that you must have an unique student identifier (USI) before an offer letter can be issued. You can create your USI (If you do not yet have one) by visiting [www.usi.gov.au](http://www.usi.gov.au)
- Step 2**  Letter of offer – Once your documentation has been received; ACOT will issue you with a formal "Letter of Offer" and an International Student Enrolment Acceptance Agreement..
- Step 3**  **Sign and date the International Student Enrolment Acceptance Agreement** – and then return to ACOT.
- Step 4**  **Pay course fees** – You will be asked to pay for 1 semester in advance and send a copy of your receipt to your contact at ACOT.
- Step 5**  **Confirmation of Enrolment** – Australian College of Trade will provide evidence of your enrolment by creating CoE/s (Electronic Confirmation of Enrolment). This evidence is required prior to issuing of a student visa by the Department of Immigration and Border Protection (DIBP).
- Step 6**  **Student Visa Issued** and applicant will commence their studies at Australian College of Trade.





## Student Visa Obligations

1. You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course). A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.
2. You can work for more than 40 hours per fortnight during recognised college vacation periods offered by your education provider.
3. You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defense sponsored student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training).

**Note:** A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

4. You must maintain enrolment in a registered course that is the same level as, or at a higher level than, the registered course for which you were granted a visa.
5. You must maintain either or both satisfactory attendance in your course and course progress for each study period as required by your education provider.
6. You must maintain adequate arrangements for health insurance during your stay in Australia. As per college policies students must maintain Overseas Student Health Cover (OSHC).

**Note:** Under policy, You must maintain Overseas Student Health Cover (OSHC).

7. You must tell your education provider:
  - The address where you live in Australia within seven days of arriving in Australia
  - If you change the address where you live within seven days of the change
  - If you change education provider within seven days of receiving the electronic confirmation of enrolment certificate or evidence of enrolment.

# Pre-Departure information



## Melbourne

**Information:** As Australia's second largest city, there is always something to do. The pleasant climate, safe environment and reasonable living costs make this an outstanding place to study. Melbourne's city Centre has exciting shopping facilities in the CBD such as Melbourne Central and the QV Centre, with stores that offer the best of international and Australian goods. There are many cinemas, theatres, cafes, restaurants and entertainment centers in the heart of the city, as well as in close- suburbs. Melbourne has a thriving interest in the arts, with a performing Arts Centre and substantial Art Gallery.

**Top Attractions:** Attractions near the campus include Melbourne Zoo, the Royal Botanic Gardens, the MCG, the Tennis Centre, Docklands, Telstra Dome and Eureka Tower, famous heritage sites, Queen Victoria Market and the largest museum in Australia.

**Public Transportation:** You can get around Melbourne by bus, train or tram. Overall, these services are regular and very reliable. All information relating to transport around Melbourne including fares and timetables can be found at <https://www.ptv.vic.gov.au>

**Driving:** Australians drive on the left hand side of the road. The Maximum speed limit is between 100 and 110 km/h on some roads outside cities, and 50km/h in urban areas. Australia is notorious for its speeding fines, so make sure you keep to the speed limit. Seat belts must be worn by drivers and all passengers at all times. The minimum age for driving varies from state to state – make sure you check – but it's generally 17 or 18. Car rental companies may require you to be older. If you hold a license to drive a car in your home country and would like to drive in Australia, you will probably need to get an Australian State license. You may also need to do a practical test. For more details visit <https://www.vicroads.vic.gov.au>

**Mobile Phones:** There are numerous mobile providers in Australia, all offering different plans and services. Telstra, Optus, VODA, are three of the larger providers, but there are many others.

**Email and Internet:** There are many internet providers in Australia but the two main ones are Telstra and Optus Net Cable. The best way to find a complete listing of Internet

providers is to do a search for 'internet Access Providers' in the Australian Yellow pages or Google.

**Mail:** Australian Post is the national postal service provider. There are post offices located in most Australian suburbs and shopping centers. Services include postage of letters, faxes parcels, money orders and a bill paying service. For more information visit – [www.auspost.com.au](http://www.auspost.com.au)

**Banking:** To open an Australian bank account you will need to take along some identification (ID), such as passport, a birth certificate, and/ or a driver's license. Your bank can tell you exactly what you will need to bring. You will also need to provide your tax file number (TFN) so that you can be identified for tax purposes. While this is not essential, if you do not provide your TFN, any interest your accounts earn will be taxed at the highest rate.

**Tax File Number (TFN):** Tax file numbers (TFNS) are unique numbers issued by the Australian Taxation Office (ATO) to identify individuals, companies and others who lodge income tax returns. All international students are considered as a 'resident' for tax purposes after they have lived in Australia for more than 6 months. Application forms can be downloaded from the Australian Tax (ATO) web site.

**Money:** To cover your initial expenses, we recommend you bring at least A\$2000,00 so you can open and deposit into your new Australian bank account.

**Housing:** Approximate cost per week (AUD) – Homestay prices (Single room) varies from \$165 - \$300.

**Budgeting:** In addition to your fees, you will be responsible for planning and budgeting your living cost. For an estimate cost of living please visit - [www.numbeo.com/cost-of-living/in/Melbourne](http://www.numbeo.com/cost-of-living/in/Melbourne)

**Emergency contact details:** There are many legal and support services available to students in Melbourne. Most of these are provided free of charge to anyone seeking help. Police, Fire & Ambulance dial 000.



# Student Support

## Student Support Services

A student contact person, normally your Pastoral Trainer (PT) will be assigned to you on enrolling at ACOT. This PT has the role of helping students to cope with the many challenges that students face when studying away from their home country. Every effort is made to assist students to make the transition to their new surroundings to help them feel at home and if they are meeting the course progress requirements.

## Consumer protection

This agreement, and the availability of our internal complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws.

## Your personal information

There are some circumstances in which personal information about students may be shared between the Australian College of Trade Pty Ltd and the Australian Government and designated authorities.

## Statements of Attainment

You are entitled at no additional cost to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification provided. You have paid in full for the tuition related to the units of competency as listed on your Statement of Attainment.

## Induction and Orientation

We conduct an extensive program for the benefit of our new students. It provides current information on studying at ACOT and living in Australia. This is conducted during the first day of course commencement. The program covers detailed information on enrolment, the college, tuition fees, immigration, health cover and much more. Its purpose is to inform new students of most aspects of life at the college.

## Academic Honesty

While you are studying at the Australian College of Trade Pty Ltd. You must not engage in any activity that involves attempting to receive a grade for course work assessments by means other than honest effort, for example:

- You must not, knowingly, procure, provide, or accept, any materials that contain questions, or answers to any examination, or assignment, to be given at a subsequent time.
- You must not complete, in part, or in total, any examination, or assignments for another person.
- You must not plagiarize, or copy the work of another person and submit it as your own work.
- You must not employ unauthorized aids when undertaking course work.
- You must not alter any previously graded class assignments, or examinations, and then re-submit them for re-grading without proper authorization and specific direction.
- You must not provide your assignments, in part, or in total, to any other student in current or future classes of the course.
- You must not procure, or accept, assignments from current, or prior, classes of the course.
- You must not use other student's course work assessments, in part or in total, to develop, complete, or correct, your course work assessments.



# Refunds of Fees

## Refund Policy Condition and Processes

### Full Refund

The Australian College of Trade Pty Ltd. Will make a full refund of courses fees paid in the following circumstance:

- If the application for an initial student visa is unsuccessful. In this case, the Australian College of Trade Pty Ltd., reserves the right to retain the application fee of A\$250. A request for refund in writing and proof of visa refusal from the Australian Government must be sent to the Australian College of Trade Pty. Ltd upon visa refusal to claim a refund of course tuition fees. This refund of course tuition fees will be paid to the applicant within 28 days of acceptance of the claim.
- The Australian College of Trade reserves the right to cancel or postpone any course prior to its scheduled commencement date. In such circumstances: A Full refund of the course tuition fees will be made within 14 days of the date the course ceases to be offered by ACOT.

### Partial Fee Refund

The Australian College of Trade Pty Ltd will make a partial refund of tuition fees to students who wish to withdraw provided written notice of withdrawal is received from 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.

### No Refund

- No fee 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.
- In the event that an extension to your student visa is not granted a refund will not be issued. You are advised not to enroll if you believe your student visa may not be granted.
- No refund will be paid to a student that seeks to transfer to another education provider prior to completion of six months' study of the principal course enrolled. 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. Disciplinary policy or for a breach of student visa conditions, no refund of current terms fees will be paid.
- Students who have not paid at the time of cancellation will still be liable to pay all outstanding fees.

### 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)

### Approvals

All Refunds must be approved by the Chief Operating Officer.

Exemption to any of the above mention cases may only occur where the student has extenuating or compassionate grounds as determined by the CEO.

### Payment of Refund

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (Subject to Visa conditions) in which case any refund may be remitted to that institution. The Australian College of Trade Pty Ltd. will provide the student with a statement detailing the calculation of the refund.



# International Student Application Form

Number: AS0057  
Version: V3  
Date of Issue: July 2018  
Student Category: INT

**Indicate course for which you are applying** (tick the course/s being applied for)

- |   |  |
|---|--|
| <input type="checkbox"/> BSB42015 Certificate IV in Leadership & Management | <input type="checkbox"/> SIT40416 Certificate IV in Hospitality              |
| <input type="checkbox"/> BSB51915 Diploma of Leadership & Management        | <input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery      |
| <input type="checkbox"/> CPP20212 Certificate II in Security Operations     | <input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery       |
| <input type="checkbox"/> CPP30411 Certificate III in Security Operations    | <input type="checkbox"/> SIT50416 Diploma of Hospitality Management          |
| <input type="checkbox"/> FNS30115 Certificate III in Financial Services     | <input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management |
| <input type="checkbox"/> FNS40215 Certificate IV in Bookkeeping             |  |
| <input type="checkbox"/> FNS40615 Certificate IV in Accounting              |  |
| <input type="checkbox"/> FNS50215 Diploma of Accounting                     |  |
| <input type="checkbox"/> SIT30616 Certificate III in Hospitality            |  |

Please print neatly in Capital Letters. Where appropriate please provide attachments. Secure application fee (\$250) to this document. Return form and all attachments to:

**Australian College of Trade Pty Ltd**

**859 High Street, Thornbury, Victoria, Australia, 3071**

**Tel. 61-3-9484 8787**

**Email: [admission@acot.vic.edu.au](mailto:admission@acot.vic.edu.au)**

## Personal Details

Family Name:	<input type="text"/>	Given Names:	<input type="text"/>
Date of Birth:	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Nationality:	<input type="text"/>	Passport Number:	<input type="text"/>
Country of Birth:	<input type="text"/>	City of Birth:	<input type="text"/>
<b>Unique Student Identifier (USI) - must be supplied</b>	<input type="text"/>		
<b>Victorian Student Number (VSN) - must be supplied</b>	<input type="text"/>		

## Your Contact Details in Australia

Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>
<b>Emergency Contact (Name):</b>	<input type="text"/>	Relationship:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

## Contact Details for home country (NAME\*\*)

Home Country Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>

\*\* Please list one person to contact in your home country-Parent, Spouse, Sibling, Close family member.

## English Language Ability

- ☐ English is my first language
- ☐ I have completed IELTS (International English Language Testing System) or equivalent test (Please provide evidence of score)
- ☐ TOEFL (Test of English as a Foreign Language - Please provide evidence of score)
- ☐ I have completed an English or academic program in Australia. (Please provide evidence)
- ☐ I have studied English or completed another qualification in English. (Please provide evidence)

## English Background (Attach official verified transcripts of your programs of study)

Qualification	Education Provider	Country	Year Completed	Result

## Work Experience

### Present Employment

Employer Name:	<input type="text"/>		
Employer Address:	<input type="text"/>		
Position/Duties:	<input type="text"/>	Period of employment:	<input type="text"/>

### Previous Employment

Employer Name:	<input type="text"/>		
Employer Address:	<input type="text"/>		
Position/Duties:	<input type="text"/>	Period of employment:	<input type="text"/>

## Course Credit

Do you want to apply for academic credit based on other studies, life or work experience? ☐ YES ☐ NO

If yes, please ensure that you attach your previous study certificates so that we can calculate and grant you course credit where approved.

## Transfer

I understand that if I wish to transfer from the Australian College of Trade Pty Ltd to any other educational provider prior to completion of 6 months of study of the Principal Course of Study I need written approval from the Australian College of Trade Pty Ltd.

### Refund Policy Conditions and Processes

#### Full Fee Refund

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

i. Application for an initial student visa is unsuccessful.

- In this case the Australian College of Trade Pty Ltd, reserves the right to retain the application fee of A\$250. A request for refund in writing and proof of visa refusal from the Australian Government must be sent to the Australian College of Trade Pty Ltd upon visa refusal to claim a refund of course tuition fees. This refund of course tuition fees will be paid to the applicant within 28 days of acceptance of the claim.

ii. The Australian College of Trade reserves the right to cancel or postpone any course prior to its scheduled commencement date. In such circumstances:

A full refund of course tuition fees will be made within 14 days of the date the course ceases to be offered by ACOT.:

#### Partial Fee Refund

The Australian College of Trade Pty Ltd will make a partial refund of tuition fees to applicants who wish to withdraw provided written notice of withdrawal is received from an applicant 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 an applicant has not paid the full course fees at date of withdrawal they will still be liable for 50% of the first semester's fees plus the application fee.

#### No Fee Refund

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

If an extension to your student visa is not granted a refund will not be issued. You are advised not to enrol if you believe your student visa may not be extended.

No refund will be paid to a student that seeks to transfer to another education provider prior to completion of six months study of the principal course enrolled. 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 visa conditions, 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.

#### 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 [admission@acot.vic.edu.au](mailto:admission@acot.vic.edu.au)

#### Approvals

All refunds must be approved by relevant college management. Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds as determined by the Chief Executive Officer (CEO).

#### Payment of Refund

All refunds for which an applicant is eligible will be forwarded to the person who paid the fees in his or her home country, unless the applicant is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution. The Australian College of Trade Pty Ltd will provide the applicant with a statement detailing the calculation of the refund.



# Check List

## Have you

- ☐ Read the course details carefully and understood its contents (see website for details)
- ☐ Read pre-departure information section within ACOT website
- ☐ Completed all relevant spaces on the application form including USI and where required VSN
- ☐ Read & understood all issues pertaining to fee payment and fee reimbursement
- ☐ Attached all relevant documents (Please list those documents below)
- ☐ Understood the visa conditions for international students in Australia

## Declaration by Applicant:

I understand that the information contained in this form may be provided to State and Commonwealth agencies and I consent to that happening. I certify that all details provided on this form are correct. I have read and understood the Refund Policy as detailed on this form.

**Applicant Signature**

**Date:**

---

## OFFICE USE ONLY

Application Received by Administration:

**Administration Signature**

**Date:**

## Table below to be completed by ACOT Staff

### Checklist of documents received from Applicant:

	YES	NO
Passport		
Other Immigration Documents (Visa where applicable)		
High school Certificate and transcripts of results (Minimum Year 11)		
Post-Secondary Academic Qualification documents including certificate and transcript of results (Australian and Overseas)-where applicable		
English Language results (where applicable) such as ELICOS, IELTS, TOEFL or equivalent		
Release letter/Cancelled COE from previous education provider (where applicable)		
Valid Overseas Student Health Cover (where applicable) *		
<b>Offshore applicants- additional documents:</b>		
International Student Financial Declaration (offshore applicants)		
Documentary Evidence of Financial Capacity (offshore applicants)		
Genuine Student & Genuine Temporary Entrant Evaluation Form (offshore applicants)		

**\*Please note that Australian College of Trade can assist applicants to arrange Overseas Student Health Cover. For current coverage rates please go to [www.medibank.com.au/oshc](http://www.medibank.com.au/oshc)**



# ACOT

**AUSTRALIAN COLLEGE OF TRADE**

RTO: 21983 CRICOS: 03082B

**Address:** 859 High Street, Thornbury 3071

**Phone:** +613 9484 8787

**Email:** [info@acot.vic.edu.au](mailto:info@acot.vic.edu.au)

**www.acot.vic.edu.au**

