

holmesglen

Your Holmesglen Your Future

2017 INTERNATIONAL
COURSE GUIDE

MELBOURNE
AUSTRALIA

Welcome to Holmesglen

From the Chief Executive, Mary Faraone

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

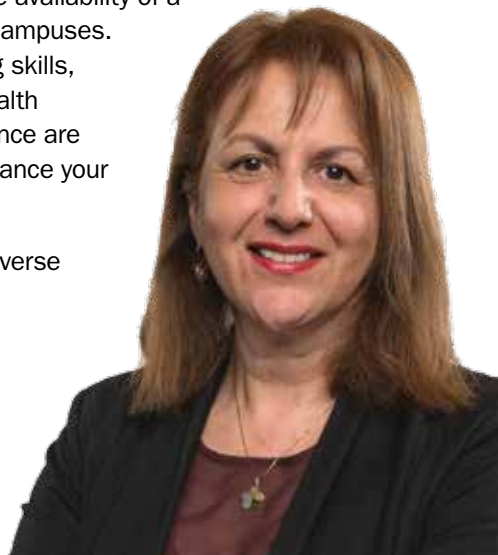
Holmesglen enjoys a reputation in Australia and throughout the world as a centre of excellence and innovation in the design and delivery of quality educational programs. We offer an extensive variety of English language, technical, vocational and higher education courses using a range of instructional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

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

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

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

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





Studying at Holmesglen is not just about gaining a qualification; it's about being equipped with the confidence and skills to work successfully in today's fast paced world.

Holmesglen's collaborations with business and industry are an integral part of the Institute's teaching and learning, providing you with the competitive edge upon graduation of being highly skilled and career ready.





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Course List 2017

Course name	IELTS	Duration	Intake	Fee (AU\$)	Campus	Page
English Language Programs						
General English (ELICOS)		4–40 weeks	Every Monday	260 per week	City, Moorabbin, Chadstone	27
English for Academic Purposes	5.0	10–40 weeks	Every Monday	260 per week	City, Moorabbin, Chadstone	27
English for Academic Purposes — Intensive	5.5	5 weeks	Jan, May	260 per week	City, Moorabbin, Chadstone	27
English for Higher Education	5.5	15–20 weeks	Jan, Mar, July, Aug, Oct	260 per week	City, Moorabbin, Chadstone	27
English for Specific Purposes	5.5	10, 15 or 20 weeks	Jan, Apr, July, Oct	260 per week	City, Moorabbin, Chadstone	28
Certificate IV in English as an Additional Language (EAL) (Employment/ Professional)	5.5	15 weeks	Mar, July, Aug, Oct	6,000	Moorabbin	28
Preparation Pathways		5, 10, 15, 20, 25, 30, 35, 40 weeks.	Every Monday	270 per week (includes printed material)	City, Moorabbin, Chadstone	29
Arts, Design and Media						
Certificate IV in Applied Fashion Design & Merchandising	5.5	1 year	Feb	13,000 per year	City	31
Bachelor of Fashion Design	6.0	3 years	Feb	17,600 per year 294 (SSAF)	City	31
Certificate IV in Screen and Media (Animation and Digital Media)	6.0	6 months	July	7,000	Waverley	32
Diploma of Screen and Media (Animation)	6.0	1 year	Feb	12,500 per year	Chadstone	32
Diploma of Screen and Media (Radio and TV)	6.0	1 year	Feb	12,500 per year	Chadstone	33
Diploma of Screen and Media (Short Film)	6.0	1 year	Feb	12,500 per year	Chadstone	33
Bachelor of Screen Production	6.0	3 years	March	17,600 per year 294 (SSAF)	Waverley	34
Certificate IV in Design	5.5	1 year 6 months	Feb July	13,000 per year	Chadstone	34
Diploma of Graphic Design	5.5	1 year	Feb	13,000 per year	Chadstone	35
Advanced Diploma of Graphic Design	5.5	1 year	Feb	13,000 per year	Chadstone	35
Certificate IV in Interior Decoration	5.5	1 year	Feb, July	13,000 per year	Chadstone	36
Diploma of Interior Design	5.5	6 months	Feb	6,500 per 6 months	Chadstone	36
Advanced Diploma of Interior Design	5.5	6 months	July	6,500 per 6 months	Chadstone	37
Certificate IV in Photography and Photo Imaging	5.5	1 year	Feb	12,500 per year	Waverley	38
Diploma of Photography and Photo Imaging	5.5	1 year	Feb	12,500 per year	Waverley	38
Building and Construction						
Certificate III in Bricklaying/Blocklaying	5.5	1 year	Feb, July	15,000 per year	Chadstone	41
Certificate III in Carpentry	5.5	1 year	Feb, July	14,000 per year	Chadstone	41
Certificate III in Glass and Glazing	5.5	1 year	Feb, July	14,000 per year	Chadstone	42
Certificate III in Painting and Decorating	5.5	1 year	Feb, July	14,000 per year	Chadstone	42
Certificate III in Wall and Ceiling Lining	5.5	1 year	Feb, July	15,000 per year	Chadstone	43
Certificate III in Wall and Floor Tiling	5.5	1 year	Feb, July	15,000 per year	Chadstone	43
Advanced Diploma of Building Surveying	5.5	2 years	Feb, July	14,000 per year	Chadstone	44

Course name	IELTS	Duration	Intake	Fee (AU\$)	Campus	Page
Graduate Diploma of Building Surveying	6.5	1 year	Mar, July	19,000 per year 294 (SSAF)	Chadstone	44
Bachelor of Building Surveying	6.0	4 years	Mar, July	18,000 per year 294 (SSAF)	Chadstone	45
Certificate IV in Building and Construction (Building)	5.5	1 year	Feb, July	14,000 per year	Chadstone	45
Diploma of Building and Construction (Building)	5.5	1 year 6 months	Feb, July	14,000 per year	Chadstone	46
Advanced Diploma of Building Design (Architectural)	5.5	2 years	Feb, July	14,000 per year	Chadstone	46
Graduate Diploma of Construction Management and Economics	6.5	1 year	Mar, July	19,000 per year 294 (SSAF)	Chadstone	47
Bachelor of Construction Management and Economics	6.0	4 years	Mar, July	18,000 per year 294 (SSAF)	Chadstone	47

Business and Management

Certificate IV in Accounting	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	49
Diploma of Accounting	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	49
Advanced Diploma of Accounting	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	49
Bachelor of Business (Accounting)	6.0	3 years	Feb, July	16,000 per year 294 (SSAF)	Chadstone	50
Certificate III in Business Administration (Medical)	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	50
Certificate IV in Health Administration	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	50
Certificate IV in Business	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	51
Diploma of Business Administration	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	51
Diploma of Business	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	51
Diploma of Human Resource Management	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	52
Certificate IV in Banking Services	5.5	6 months	Feb, July	6,000 per 6 months	Chadstone	52
Diploma of Banking Services Management	5.5	6 months	July	6,000 per 6 months	Chadstone	52
Diploma of Leadership and Management	5.5	1 year	Feb, July	12,000 per year	Chadstone	53
Bachelor of Business Administration	6.0	3 years	Feb, July	15,200 per year 294 (SSAF)	Chadstone	53
Diploma of Marketing and Communication	5.5	1 year	Feb, July	12,000 per year	Chadstone	53
Bachelor of Business (Marketing Management)	6.0	3 years	Feb, July	15,200 per year 294 (SSAF)	Chadstone	54
Master of Professional Accounting	6.5	2 years	Mar, Aug	18,200 per year 294 (SSAF)	City	55

Education

Certificate III in Early Childhood Education and Care	5.5	6 months	Feb, Apr, July, Sep	6,500 per 6 months	Waverley, Moorabbin, City	57
Diploma of Early Childhood Education and Care	5.5	1 year 6 months	Feb, July	13,000 per year	Waverley, Moorabbin	57
Bachelor of Early Childhood Teaching	7.0	4 years	Mar, Aug	16,000 per year 294 (SSAF)	Waverley	58
Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) Course	7.0	5 weeks	Nov, Dec	3,300	City, Moorabbin, Chadstone	59
Graduate Certificate in Teaching English as an Additional Language (TESOL)		16 weeks	Jan, May Aug	7,000	City, Moorabbin, Chadstone	59

Course List 2017

Course name	IELTS	Duration	Intake	Fee (AUS)	Campus	Page
Engineering and Technology						
Certificate III in Engineering (Electrical/Electronic Trade)	5.5	1 year	Feb, July	14,000 per year	Moorabbin	61
Certificate III in Engineering Mechanical Trade (Refrigeration and Air Conditioning)	5.5	1 year	Feb, July	14,000 per year	Chadstone	61
Certificate IV in Engineering (Electrical Stream)	5.5	6 months	Feb, July	7,000 per 6 months	Moorabbin	61
Diploma of Engineering Advanced Trade (Electrotechnology Stream)	5.5	6 months	Feb, July	7,000 per 6 months	Moorabbin	62
Certificate III in Engineering (Fabrication Trade)	5.5	1 year	Feb, July	14,000 per year	Moorabbin	62
Certificate IV in Engineering (Fabrication Stream)	5.5	6 months	Feb, July	7,000 per 6 months	Moorabbin	63
Diploma of Engineering Advanced Trade (Fabrication Stream)	5.5	6 months	Feb, July	7,000 per 6 months	Moorabbin	63
Environment and Landscape						
Certificate III in Floristry	5.5	1 year	Feb, July	12,500 per year	Waverley	65
Diploma of Conservation and Land Management	5.5	1 year 6 months	Feb, July	13,000 per year	Waverley	65
Diploma of Horticulture	5.5	1 year 6 months	Feb, July	13,000 per year	Waverley	66
Diploma of Landscape Design	5.5	1 year 6 months	Feb, July	13,000 per year	Waverley	66
Hairdressing and Beauty						
Diploma of Beauty Therapy	5.5	1 year	Jan, Apr, July, Oct	18,500 per year	Headmasters City	69
Certificate III in Hairdressing	5.5	1 year	Monthly	14,500 per year	Headmasters City	69
Certificate IV in Hairdressing	5.5	6 months	Monthly	7,950 per 6 months	Headmasters City	70
Diploma of Salon Management	5.5	6 months	Jan, Apr, July, Oct	18,500 per 6 months	Headmasters City	70
Diploma of Specialist Makeup Services	5.5	1 year	Jan, Apr, July, Oct	18,500 per year	Headmasters City	71
Health Science and Community Studies						
Certificate IV in Laboratory Techniques	5.5	1 year	Feb, July	15,000 per year	Moorabbin	73
Diploma of Laboratory Technology	5.5	1 year	Feb, July	15,000 per year	Moorabbin	73
Certificate III in Pathology	5.5	6 months	Jan, Feb, Apr, June, July, Aug	7,000 per 6 months	Moorabbin	74
Diploma of Nursing	6.0	2 years	Feb, July	16,000 per year	Moorabbin	74
Bachelor of Nursing	6.5	3 years	Feb	23,000 per year 294 (SSAF)	Moorabbin	75
Certificate III in Individual Support	5.5	6 months	Feb, July	6,300 per 6 months	Moorabbin, Chadstone	76
Diploma of Community Services	5.5	20 months	Feb, July	13,000 per year	Moorabbin	76
Diploma of Dental Technology	6.0	2 years	Feb, July	18,000 per year	Chadstone	77
Bachelor of Oral Health (Therapy and Hygiene)	7.0	3 years	March	32,800 per year	Chadstone	77
Hospitality and Cookery						
Certificate II in Hospitality	5.0	6 months	Oct	7,000 per 6 months	Moorabbin	79

Course name	IELTS	Duration	Intake	Fee (AU\$)	Campus	Page
Certificate IV in Commercial Cookery	5.5	1 year	Feb, July	15,000 per year	Waverley, Moorabbin	79
Certificate IV in Patisserie	5.5	1 year	Feb, July	15,000 per year	Waverley, Moorabbin	80
Diploma of Hospitality	5.5	1 year 6 months	Feb, July, Oct	14,000 per year	Waverley, Moorabbin	80
Advanced Diploma of Hospitality	5.5	1 year 6 months	Feb, July, Oct	14,000 per year	Waverley, Moorabbin	80
Bachelor of Hospitality Management	5.5	3 years	Feb, July	15,200 per year 294 (SSAF)	Waverley	81

Information Technology and Digital Media

Certificate IV in Digital and Interactive Games/ Certificate IV in Digital Media Technologies	5.5	1 year	Feb, July	13,000 per year	Moorabbin	83
Diploma of Digital and Interactive Games	5.5	1 year	Feb, July	13,000 per year	Moorabbin	83
Certificate IV in Programming	5.5	1 year	Feb, July, Oct	13,000 per year	Chadstone	83
Diploma of Software Development	5.5	6 months	Feb, July	6,500 per 6 months	Chadstone	84
Certificate IV in Information Technology Networking	5.5	1 year	Feb, July, Oct	13,000 per year	Chadstone	84
Diploma of Information Technology Networking	5.5	6 months	Feb, July	6,500 per 6 months	Chadstone	84
Certificate IV in Web-Based Technologies/ Certificate IV in Digital Media Technologies	5.5	1 year	Feb, July	13,000 per year	Moorabbin	85
Diploma of Website Development	5.5	1 year	Feb, July	13,000 per year	Moorabbin	85

Joinery, Cabinet Making and Furniture Design

Certificate III in Joinery	5.5	15 months	Monthly	14,000 per year	Chadstone	87
Certificate III in Cabinet Making	5.5	15 months	Monthly	14,000 per year	Chadstone	87
Certificate IV in Furniture Design and Technology	5.5	1 year	Monthly	14,000 per year	Chadstone	87
Diploma of Furniture Design and Technology	5.5	6 months	Monthly	7,000 per 6 months	Chadstone	88

Recreation, Sport and Massage

Certificate IV in Outdoor Recreation	5.5	1 year	Feb	14,000 per year	Waverley	91
Diploma of Outdoor Recreation	5.5	1 year	Feb	14,000 per year	Waverley	91
Diploma of Remedial Massage	5.5	1 year	Feb, July	13,000 per year	Waverley	91
Diploma of Sport Development/Diploma of Event Management	5.5	1 year	Feb, July	14,000 per year	Waverley	92
Bachelor of Sports Media	6.0	3 years	Mar, Aug	17,600 per year 294 (SSAF)	Chadstone	92
Bachelor of Sport Business	6.0	3 years	Mar, Aug	17,600 per year 294 (SSAF)	Chadstone	93

Travel, Tourism and Events

Diploma of Travel and Tourism Management	5.5	1 year	Feb, July	14,000 per year	Waverley, Moorabbin	95
Diploma of Event Management	5.5	1 year	Feb, July	14,000 per year	Waverley, Moorabbin	95

Studying at Holmesglen



During your studies at Holmesglen, you will enjoy a range of innovative and stimulating teaching and learning methods, with a focus on workplace-simulated practical learning.

All Holmesglen courses place a strong emphasis on the practical application of theory. Our programs will provide you with the opportunity to experience an immersive simulated learning environment, encouraging student collaboration, developing your workplace behaviour and communication skills, and most importantly, preparing you for success in your chosen career.

Teaching methods

Holmesglen takes great pride in its world-class teaching and practical learning spaces. The outstanding facilities at Holmesglen enable you to enjoy your learning whilst experiencing a wide range of innovative teaching methods.

Focusing on the development of independent, work ready learners, many of Holmesglen's programs are taught using a Problem Based Learning approach. This will further develop your analytical and critical thinking skills, your ability to collaborate and to effectively solve problems in the workplace. Many teaching methods include a combination of:

- Tutorials
- Lectures
- Workshops
- Work simulated training
- Hands-on practice
- Clinical, studio and laboratory sessions
- Work integrated learning
- Industry projects
- Problem solving exercises
- Online learning
- Field trips



Assessment methods

Assessment of your learning will be done using a variety of methods, focusing on measuring your competency, capabilities, understanding and knowledge. Assessment of competency-based training ensures that you have met the standard that is required to be competent in your chosen study areas.

Our diverse range of course relevant assessment methods may include a combination of:

- Written assessments
- Practical observation in a workplace or simulated work space
- Portfolios
- Industry projects
- Oral class presentations
- Group projects
- Problem solving exercises

Further information on the assessment methods used for your course at Holmesglen is included in the course information on the website at www.holmesglen.edu.au

Course credit

If you have relevant qualifications, skills or work experience, you may be eligible to apply for credit towards your studies at Holmesglen. Recognition of Prior Learning (RPL) recognises your skills and competencies gained through your previous experience in the workplace, voluntary work, and formal or informal learning and can enable you to gain entry or credit into your chosen study area.

Credit Transfer (CT) may be gained according to your previous successful completion of the same or similar subjects or units of competency within your selected course at Holmesglen.

To apply for course credit you will need detailed documentation which may include academic transcripts, curriculum information, work references, and any relevant evidentiary documents to support your application.

Consideration of prior learning for international students will be consistent with the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. Further information is available at

www.internationaleducation.gov.au/Regulatory-Information

Information on how to apply for credit will be provided during your orientation program on your commencement at Holmesglen. Further detailed information can be found on the Holmesglen website, at www.holmesglen.edu.au



Your future begins with a choice

English at Holmesglen – for beginners to professionals

Holmesglen offers a wide range of flexible and engaging English language classes to meet the diverse needs of our students.

Whether for study, the workplace or even travelling around Australia, we have the programs to help you develop your vocabulary, reading and writing skills, and your grammar and pronunciation for confident communication.

From beginners wanting to know more than how to order a cup of coffee, to students and professionals wishing to achieve their full potential studying or working in Australia, Holmesglen's interactive classes and highly qualified and experienced teachers will ensure that you achieve the English fluency you need – for fun or for your future!

Higher Education at Holmesglen

With over 30 years' experience in the design, development and delivery of work ready education, Holmesglen is recognised globally as a leading provider of both vocational and higher education in Australia.

At Holmesglen, we think differently about higher education. Holmesglen's diverse range of industry relevant degree programs are designed to combine professionally recognised qualifications with real work skills, ensuring excellent employment and future career outcomes.

All degree programs at Holmesglen combine theory with extensive practice because we believe that really knowing and understanding something, and being able to apply your knowledge in the workplace, only comes with the hands-on experience of doing as you learn.

Holmesglen's outstanding world-class facilities provide you with the opportunity to learn and develop your skills in a modern, stimulating environment with most degree programs providing access to simulated workplace training centres, internships and work placements, industry based projects and the opportunity to network with future employers.

Undergraduate programs at Holmesglen

- Bachelor of Business Administration
- Bachelor of Business (Accounting)
- Bachelor of Business (Marketing Management)
- Bachelor of Hospitality Management
- Bachelor of Nursing
- Bachelor of Early Childhood Teaching
- Bachelor of Fashion Design
- Bachelor of Construction Management and Economics
- Bachelor of Building Surveying
- Bachelor of Sport Business
- Bachelor of Screen Production
- Bachelor of Oral Health (By Charles Sturt University)

Postgraduate programs at Holmesglen

- Graduate Diploma of Construction Management and Economics
- Graduate Diploma of Building Surveying
- Master of Professional Accounting

Pathways to your degree

Studying at Holmesglen you will have the opportunity to choose a study pathway from your vocational studies to one of our highly regarded undergraduate programs in a wide range of study areas, with advanced standing.

In most cases, this can enable you to complete two qualifications within the same time period as one, and at a lower cost.

Diploma/Advanced Diploma to Degree pathways are available in the following study areas:

- Marketing
- Business Administration
- Accounting
- Nursing
- Early Childhood Education
- Screen Production
- Building Surveying
- Construction Management
- Hospitality Management



Holmesglen's educational partnerships

Charles Sturt University

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

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

For further information visit: csu.edu.au

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



Le Cordon Bleu Melbourne

Le Cordon Bleu opened its Melbourne Culinary Arts Institute in 2015 offering its 'passport to the world' culinary programs in what is arguably Australia's culinary capital. Le Cordon Bleu's hallmark culinary programs, offered at the Melbourne Campus include the coveted Grande Diplôme; Diplôme de Cuisine (Certificate III in Commercial Cookery); Diplôme de Pâtisserie (Certificate III in Patisserie), and Diplôme Avancé de Gestion Culinaire (Advanced Diploma of Hospitality), a culinary and hospitality management course.

Le Cordon Bleu Bachelor of Business (Culinary Arts and Management) is scheduled for delivery in 2018.

Le Cordon Bleu programs are run in partnership with Holmesglen Institute, one of Victoria's largest providers of vocational education. They are conducted at Holmesglen's Moorabbin Campus in Melbourne's bayside region, in world-leading kitchen, bakery and restaurant facilities

Whatever the qualification or field, each program is designed to develop innovation, creativity and entrepreneurial flair under the guidance of Le Cordon Bleu chefs, who are equipped with the skills, knowledge, passion and drive to share their knowledge with students.

For further information visit: www.cordonbleu.edu

CRICOS Provider Code: 01818E



Headmasters Advanced Academy Training

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

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

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

CRICOS Provider Code: 01859G



Pathways to your degree

The entry point you can commence study at will depend on your relevant qualifications, skills and experience.

BUSINESS ADMINISTRATION PATHWAYS

Certificate III in Business Administration (Medical) 6 months : \$6,000	Certificate IV in Health Administration 6 months : \$6,000	Diploma of Business Administration 6 months : \$6,000	Bachelor of Business Administration – 2 years : \$15,200 per year
Certificate IV in Business 6 months : \$6,000	Diploma of Leadership and Management 1 year : \$12,000 per year		Bachelor of Business Administration – 2 years : \$15,200 per year
Certificate IV in Business 6 months : \$6,000	Diploma of Business Administration 6 months : \$6,000	Bachelor of Business Administration – 2 years : \$15,200 per year	
Certificate IV in Business 6 months : \$6,000	Diploma of Business 6 months : \$6,000	Bachelor of Business Administration – 2 years : \$15,200 per year	
Certificate IV in Banking Services 6 months : \$6,000	Diploma of Banking Services Management 6 months : \$6,000	Bachelor of Business Administration – 2 years : \$15,200 per year	
Certificate IV in Business 6 months : \$6,000	Diploma of Human Resources 6 months : \$6,000	Bachelor of Business Administration – 2 years : \$15,200 per year	

ACCOUNTING PATHWAYS

Certificate IV Accounting 6 months : \$6,000	Diploma of Accounting 6 months : \$6,000	Bachelor of Business (Accounting) – 2 years : \$16,200 per year	
Certificate IV Accounting 6 months : \$6,000	Diploma of Accounting 6 months : \$6,000	Advanced Diploma of Accounting 6 months : \$6,000	Bachelor of Business (Accounting) 1.5 years : \$16,200 per year

MARKETING MANAGEMENT PATHWAYS

Certificate IV in Business 6 months : \$6,000	Diploma of Marketing & Communications 1 year : \$12,000 per year	Bachelor of Business (Marketing Management) 2 years : \$15,200 per year
Certificate IV in Business 6 months : \$6,000	Diploma of Leadership and Management 1 year : \$12,000 per year	Bachelor of Business (Marketing Management) 2 years : \$15,200 per year

HOSPITALITY PATHWAYS

Certificate IV in Commercial Cookery OR Asian Cookery OR Patisserie 1 year : \$15,000 per year	Diploma of Hospitality 6 months : \$7,000	Bachelor of Hospitality Management – 2 years : \$15,200 per year
Diploma of Hospitality 1.5 years : \$14,000 per year		Bachelor of Hospitality Management – 2 years : \$15,200 per year
Certificate IV in Commercial Cookery OR Asian Cookery OR Patisserie 1 year : \$15,000 per year	Advanced Diploma of Hospitality 6 months : \$7,000	Bachelor of Hospitality Management 1.5 years : \$15,200 per year
Advanced Diploma of Hospitality 1.5 years : \$14,000 per year		Bachelor of Hospitality Management 1.5 years : \$15,200 per year

Choosing to study a Diploma/ Degree pathway at Holmesglen can greatly improve your employability. The completion of practical, industry relevant vocational training, combined with the enhanced knowledge and understanding gained during your degree studies, equips you with the sought-after skills and capabilities, together with the respected qualifications needed for future success in your chosen career.



NURSING PATHWAY

Diploma of Nursing – 2 years : \$16,000 per year

Bachelor of Nursing – 2 years : \$23,000 per year

EARLY CHILDHOOD TEACHING PATHWAYS

Certificate III in Early Childhood Education & Care – 6 months : \$6,500

Diploma of Early Childhood Education & Care
1 year : \$13,000 per year

Bachelor of Early Childhood Teaching – 3 years : \$16,000 per year

Diploma of Early Childhood Education & Care
1 year : \$13,000 per year

Bachelor of Early Childhood Teaching – 3 years : \$16,000 per year

BUILDING SURVEYING PATHWAYS

Advanced Diploma of Building Surveying
2 years : \$14,000 per year

Bachelor of Building Surveying – 2.5 years : \$18,000 per year

Diploma of Building and Construction (Building)
1.5 years : \$14,000 per year

Bachelor of Building Surveying – 3 years : \$18,000 per year

CONSTRUCTION MANAGEMENT AND ECONOMICS PATHWAYS

Diploma of Building and Construction (Building)
1.5 years : \$14,000 per year

Bachelor of Construction Management and Economics – 3 years : \$18,000 per year

Advanced Diploma of Building Design (Architectural)
2 years: \$14,000 per year

Bachelor of Construction Management and Economics – 3 years : \$18,000 per year

SPORT BUSINESS PATHWAY

Diploma of Sports Development
1 year : \$14,000 per year

Bachelor of Sport Business – 2.5 years : \$17,600 per year

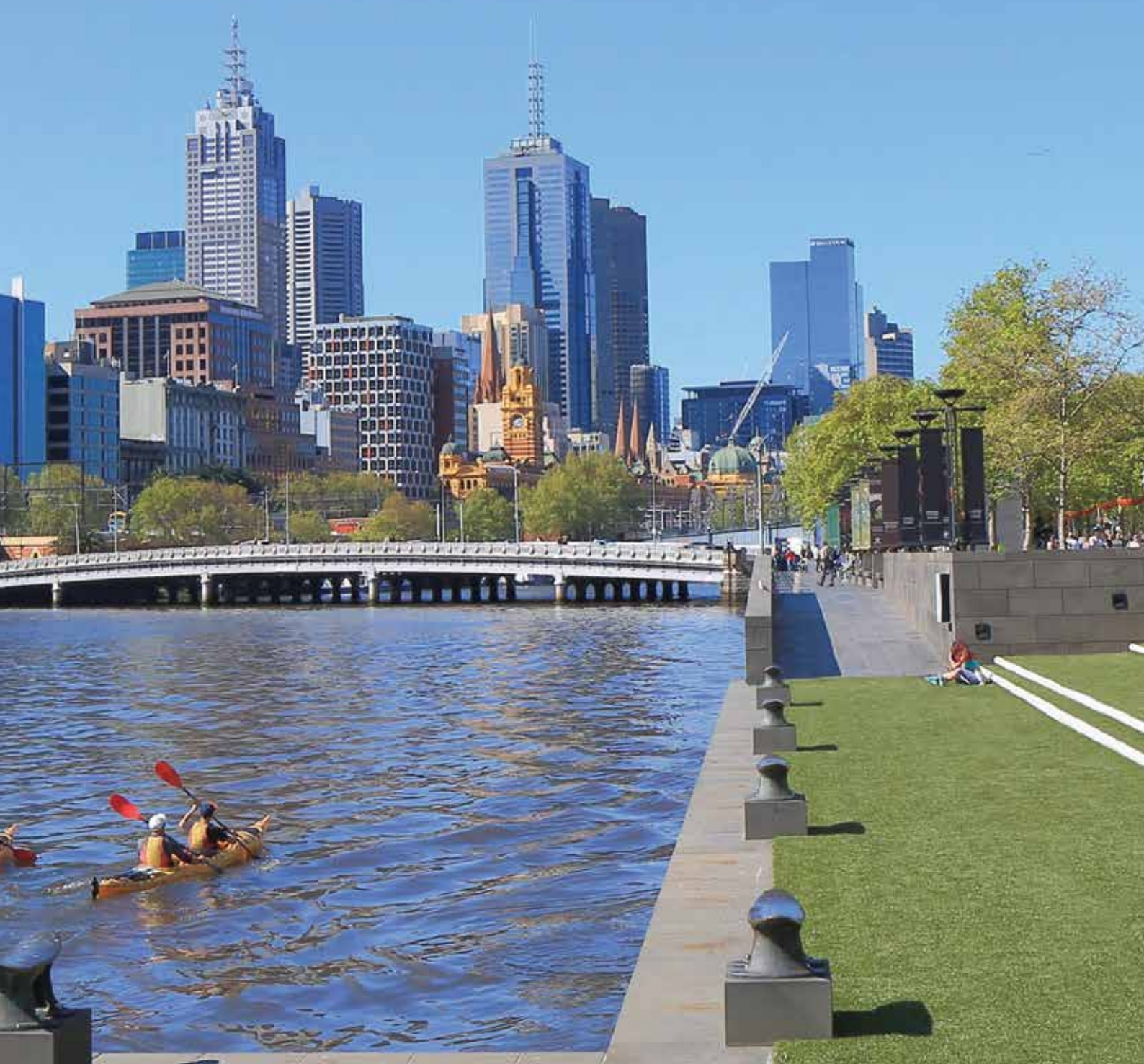
SCREEN PRODUCTION PATHWAY

Diploma of Screen and Media (Animation or Short Film)
1 year: \$12,500 per year

Bachelor of Screen Production – 2 years : \$17,600 per year

About Melbourne

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



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

Enjoying multicultural Melbourne

Melbourne's city centre is easily accessible from all Holmesglen campuses and is known for its large variety of restaurants, exciting sporting events, great shopping opportunities and beautiful parks.

To learn more about the World's Most Liveable City, visit: thatmelbourne.com.au. While Melbourne is a fairly young city, it has a rich multicultural community. Residents of Melbourne come from over 140 different countries. This diversity has shaped Melbourne into an accepting and colourful city that celebrates diversity and respects everyone's cultural heritage.

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



One day, four seasons

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

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

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

Beyond Melbourne

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

Some points of interest you should consider visiting include:

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

Living expenses

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


Getting around

All Melbourne's major suburbs and landmarks are easily accessible via trains, trams or buses. These public transport options are a cheap and efficient way to travel around Melbourne. To plan your travels around Melbourne and to get up-to-date information on train schedules, you can visit ptv.vic.gov.au.

Helpful links

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





Campus locations

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

City Campus

332 St Kilda Road, Southbank, Victoria, 3004

Located on Melbourne's beautiful St Kilda Road, the City campus will give you the opportunity to study near the heart of Melbourne's city centre.

Directly opposite Melbourne's world renowned Botanical Gardens, the City Campus plays host to Holmesglen's innovative and flexible English Language programs and a range of other courses including the Master of Professional Accounting and the Bachelor of Fashion Design.

The campus is easily accessible by public transport and only minutes away from Melbourne's iconic arts and riverside dining precinct.



Chadstone Campus

Corner Batesford & Warrigal Roads Chadstone, Victoria, 3148

Approximately 25 minutes from Melbourne's city centre, the Chadstone campus is the largest of Holmesglen's four main campuses. The campus is easily accessible by public transport with a bus stop and a train station on its door step.

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

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



Moorabbin Campus

488 South Road Moorabbin, Victoria, 3189

Approximately 30 minutes by public transport from Melbourne's city centre and only 6 kilometres from the iconic Brighton beach, the Moorabbin campus has been providing quality training and education in Hospitality and Engineering for many years.

The campus also houses the southern hemisphere's most advanced Health Science facility and Le Cordon Bleu's Melbourne Culinary Arts Institute.

The on-campus state-of-the-art Healthscope private hospital provides our students with clinical practice as well as teaching and research opportunities for nursing and allied health students.



Waverley Campus

595 Waverley Road Glen Waverley, Victoria, 3150

Approximately 35 minutes by public transport from Melbourne's city centre and a short walk from the multicultural Glen Waverley shopping and restaurant precinct, the Waverley campus is renowned for its leafy trees and wide open spaces.

Study areas at the campus include Early Childhood Education, Hospitality, Horticulture and Landscaping, Media, Outdoor Education and Wellbeing.



Eildon Campus

Moore Road, Eildon – 140km from Melbourne

Holmesglen's Eildon campus is a specialised rural learning centre in the scenic Victorian countryside, about 140 kilometres North East of Melbourne. A popular destination for study camps and excursions, students have the opportunity to enjoy the breathtaking scenery and Australian native wildlife.

The Eildon campus also hosts a range of camps and recreational activities for International students each year.





Student support at Holmesglen

“I thoroughly enjoyed studying at Holmesglen. I have made so many good friends and was always given the best support by all my awesome teachers. I successfully completed my Diploma of Software Development and now have all the skills and knowledge needed for the exciting IT industry. The teaching facilities and student support services at Holmesglen were fantastic, making my study there an enjoyable experience.”

Caue – Brazil

Diploma of Software Development

At Holmesglen, you will have access to a complete range of services and programs to assist and support you throughout your studies and your exciting new life in Melbourne.

Support Services

The wide range of services and resources available to our students include:

- Airport reception
- Accommodation assistance
- Orientation programs
- Overseas Student Health Cover services
- Academic support
- Confidential counselling and personal development programs
- Career counselling and employment assistance
- Independent Learning Centres
- Visa regulations advice
- Recreation and sporting activities
- Social activities, trips and tours
- Health services
- 24 hour on campus security

Detailed information on all of Holmesglen's student support services and activities is available at:

www.holmesglen.edu.au/student-services

Settling in

Your welcome to Holmesglen commences at Orientation, a vital introduction to studying at Holmesglen and living in Melbourne.

Held at the start of each intake, a wide range of fun and informative sessions and activities are offered to our new international students, enabling you to:

- Become familiar with your campus and facilities
- Meet other students
- Learn more about the useful resources and services available to you throughout your student life at Holmesglen
- Meet international Centre and student support staff
- Obtain important information about transport, your safety and on-campus security, visa regulations, Overseas Student Health Cover, health services and financial advice

Academic support

Throughout your studies at Holmesglen, you will have access to a range of academic support programs and services, to assist you in achieving your study goals successfully.

Customised academic support programs to meet your needs can assist you with:

- Language, Literacy and numeracy needs
- Time management and study skills
- Presentation skills
- Note taking and summarising
- Assignment structure and formatting
- Essay and report writing
- Academic referencing

It's not just about study

Student life at Holmesglen is filled with social, cultural, sporting, fitness and recreation activities.

A wide range of events, trips and tours are organised throughout each semester, providing you with new experiences and every opportunity for you to feel very much a part of your new community in Melbourne, and to thoroughly enjoy your time at Holmesglen.

Download the Recreation Booklet for lots more information on the fun and exciting events available at:

www.holmesglen.edu.au/services/student-services/recreation_activities_program/recreation_booklet

Airport Reception Services

Airport reception is available to assist you in settling in to your new home. This service is included in the fees you pay for homestay placement and Institute Accommodation. If you have had your homestay or Institute Accommodation details confirmed with the International Centre, you will be met on arrival at the airport and transported to your home at no additional cost.

It is important that you have advised the International Centre of your flight details at least one week before you arrive in Melbourne. This ensures that we have your accommodation available and your airport welcome organised.

If you are commencing at Holmesglen but choosing to organise your own alternative accommodation we can arrange an airport transfer for you at a cost of \$160.00.

Student Services Amenities Fee

The Student Services and Amenities Fee (SSAF) is a fee created by the Australian government in 2011 to increase the level of funding available for student services and amenities of a non-academic nature at higher education providers in Australia.

In 2017, the SSAF applicable to all students undertaking undergraduate or post graduate programs will be \$294.00 per year.

This fee enables Holmesglen to greatly increase the quality and range of the services available to you, such as sporting and recreational activities and equipment, employment and career advice, child care, financial advice and food services. Having the SSAF in place means you get a great campus experience, free support services and continually improved modern facilities. Further information on the SSAF is available at <https://www.education.gov.au/student-services-and-amenities-fee>

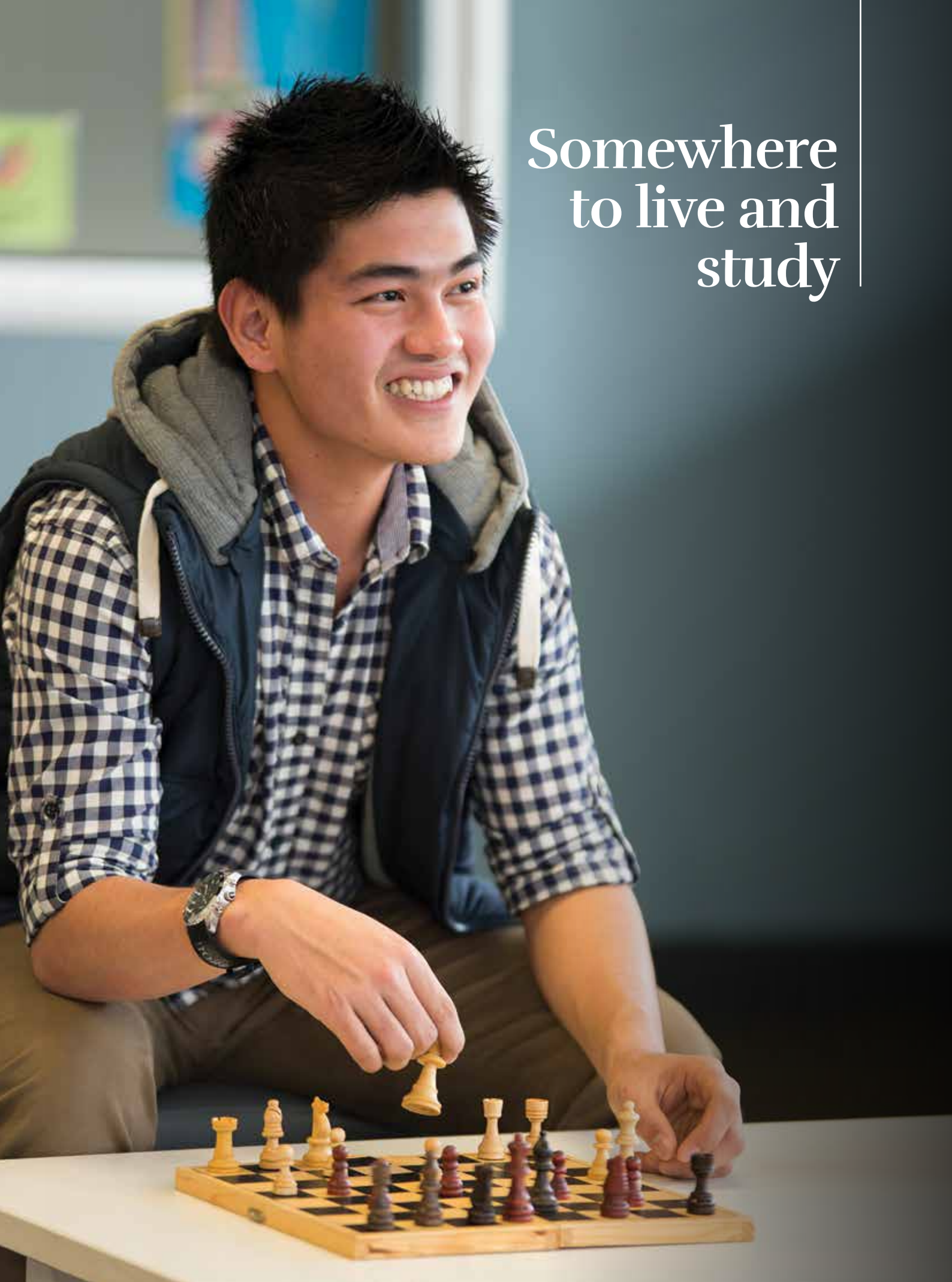
Coming from Venezuela and being new to Australia, Holmesglen quickly became my home and my classmates, teachers and other staff members became my support and family. These were the people I was happy to see and felt thankful for. My well-prepared teachers kept me motivated to learn and succeed and the Student Support staff were always so understanding of the difficulties and challenges international students can face. Holmesglen was more than an institute for me, it was my favorite place to be.

Dagny – Venezuela

Bachelor of Business (Accounting)



Somewhere
to live and
study



Finding a safe and comfortable living environment is an important step towards settling into your new life away from home and achieving your best study outcomes. Holmesglen offers a variety of accommodation options for you to choose from, including Institute Houses and Homestay, and can also assist you with organising privately owned shared accommodation and student apartments.

Institute Accommodation

Living in Institute Accommodation is a great way to meet people from other countries and learn about their cultures whilst sharing the house.

What is included

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

Cost

- Weekly Rent \$180

How to Book

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

Additional Information

Holmesglen can confirm your place in Institute Accommodation upon receipt of your arrival details. As Institute Accommodation is popular and in quite high demand, we recommend that you confirm your arrival details as early as possible to make sure you secure your place.

Bed linen packages available

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

The \$180 package includes:

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

Extension of stay

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

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

Homestay Accommodation

Homestay Accommodation is suitable for students based at all campuses. For many students who are away from home for the first time, this choice of accommodation is a great way to learn about the Australian lifestyle and customs while living in a family environment.

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

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

Holmesglen uses the services of an accommodation agency to provide homestays. Holmesglen will help facilitate the contact between you and the agency. The accommodation agency will be accountable for the service provided.

What is included

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

Cost

- Accommodation Placement Fee \$270 (including airport reception)
- Weekly Homestay Rent \$265

How to Book

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

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

Privately Owned Shared Accommodation

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

How to Book

International students, please refer to the following suggested websites:
realestate.com.au
flatmates.com.au

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

Important

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

Other Accommodation Options

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

International House:
ih.au.com

UniLodge Student Accommodation:
unilodge.com.au

Claremont Guesthouse:
accommodationforstudents.com.au

Student Housing Australia:
s-h-a.com.au

Greenhouse Backpacker:
friendlygroup.com.au

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

Support Program for under 18s

Holmesglen Welfare Support Program

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

This program provides:

- An assigned person approved by Holmesglen
- Academic monitoring and progress reports
- Contact with the student and homestay family on a regular basis
- Liaison with the student's teachers
- Activities with other people providing welfare support and those in their care
- Regular contact with student's family

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

The fee attached to the welfare support program is: \$600 per 13-week term. Payment must be made in full prior to the student's arrival.

Turning 18 within two months of commencing studies

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

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

Nominating a company to provide welfare arrangements

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

Apply for a Student Guardian Visa

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

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

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

Applications for this need to be made directly to DIBP.

Nominating a suitable relative to provide welfare arrangements

Holmesglen understands that families may have relatives living in Melbourne who wish to provide welfare support for their son or daughter. The Department of Immigration and Border Protection defines a 'suitable relative' as a person who is a grandparent, brother, sister, aunt, uncle, niece or nephew, or step-grandparent, stepbrother or step-sister, step-aunt, step-uncle, step-niece or step-nephew, nominated by the parents, over the age of 21, and is of good character.

Further information about nominating a suitable relative and the requirements can be found on the Department of Immigration and Border Protection's website:

border.gov.au.

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

Transition arrangements between providers

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

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



Graduate Employment Service and Scholarships

Graduate Employment Service

The Graduate Employment Service (GES) at Holmesglen is a professional recruitment service aimed at assisting our graduates into employment following completion of their studies. The GES provides students with job readiness coaching, employment assistance and career related advice, supporting them in achieving employment within their field of expertise.

The service is exclusive to Holmesglen's graduates and extends far beyond assisting them in securing employment. The GES ensures ongoing support by maintaining contact with the students to help them learn about workplace culture, job searching skills, understanding processes, and provide advice on resolving any issues they might encounter.

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

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

For more information

Visit the Graduate Employment Service page:

holmesglen.edu.au/services/graduate_employment/for_students or contact the International Centre via intl@holmesglen.edu.au.

The International Student Scholarship Program

Holmesglen is proud to have a comprehensive Scholarship Program available for the benefit of its international students.

The program is aimed at facilitating a range of values which the Institute has always embodied. The core values of the Institute are Access; Excellence; Scholarship; Integrity and Enterprise.

For more information about the International Student Scholarship Program and its application process, please visit http://www.holmesglen.edu.au/students/scholarships/international_student_scholarships



Simone Giurastante
Bachelor of Nursing

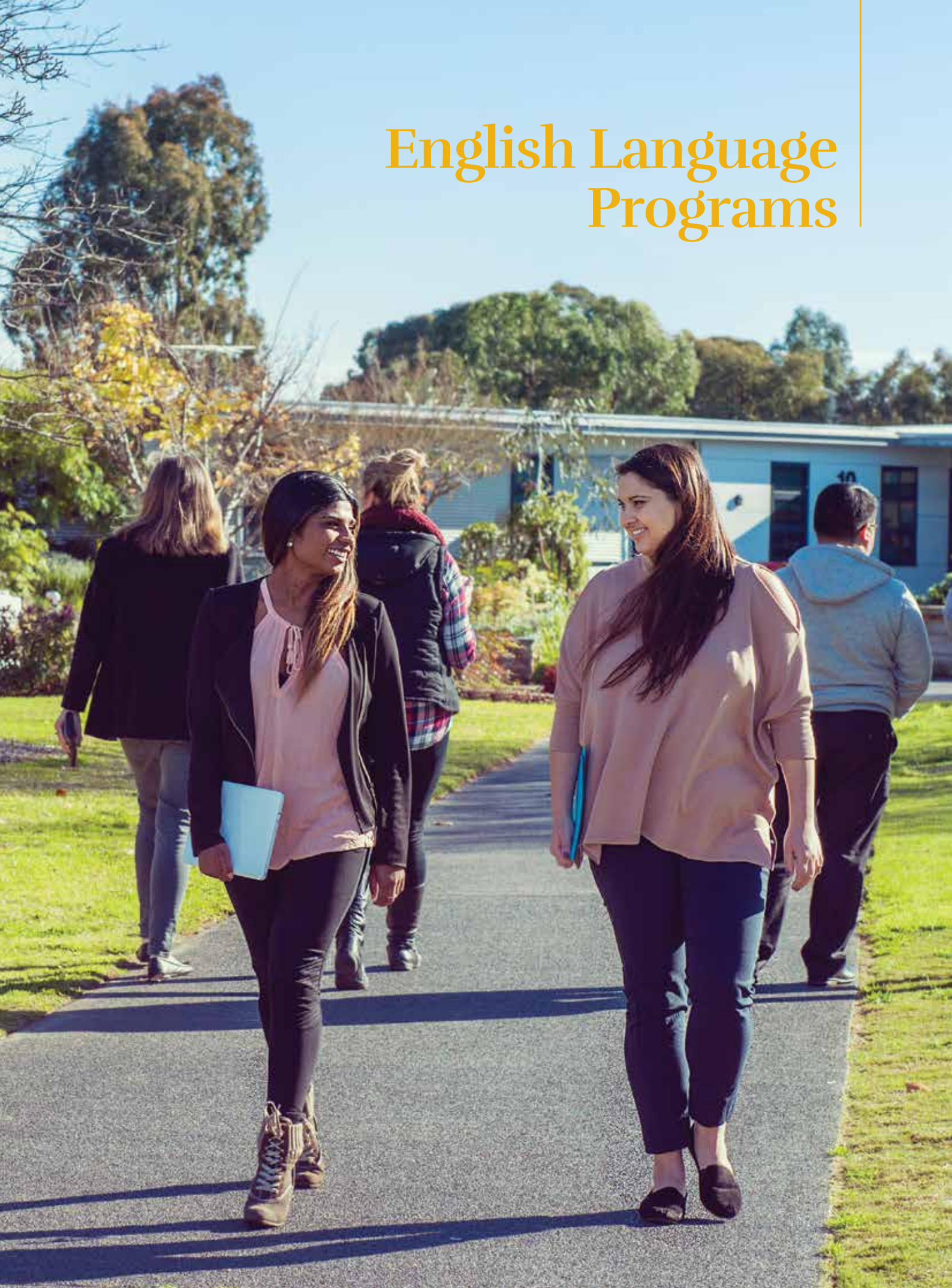
Receiving the Outstanding International Student Award from the Honorable Mr. Steve Herbert, Minister for Training and Skills.



Alam Kaur
Diploma of Dental Technology

Recipient of an International Student Scholarship and finalist for Holmesglen's inaugural Outstanding International Student Award in 2016

English Language Programs



General English (ELICOS)

CRICOS Code:	050227M
Duration:	4–40 weeks
Intakes:	Every Monday
Fee (\$AU):	\$260 per week
Campus:	City, Moorabbin, Chadstone

Holmesglen's ELICOS programs provide intensive English language development to students from non-English speaking backgrounds.

Students develop their skills in English speaking, listening, reading and writing, as well as grammar and pronunciation. Courses range from Beginners' Level, for students wanting to learn the basic skills, to Advanced Level, for students living and working in English speaking countries.

This program is also suitable for visitors to Australia who are looking for a more flexible or part-time program, whilst travelling and working in Melbourne.

Key Study Areas

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

Prerequisites

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

English for Academic Purposes – Intensive

CRICOS Code:	023603E
Duration:	5 weeks
Intakes:	January, May
Fee (\$AU):	\$260 per week
Campus:	City, Moorabbin, Chadstone

The English for Academic Purposes – Intensive is a condensed variation of Holmesglen's standard English for Academic Purposes course.

It is designed for students who have an intermediate command of the English language and are looking to improve their language skills in preparation for further studies in Australia in a shorter time.

Key Study Areas

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

Prerequisites

- English language proficiency equivalent to IELTS 5.5 (Academic).

English for Academic Purposes

CRICOS Code:	050227M
Duration:	10–40 weeks
Intakes:	Every Monday
Fee (\$AU):	\$260 per week
Campus:	City, Moorabbin, Chadstone

English for Academic Purposes is an advanced level English course designed to provide students with the academic, language and study skills required for vocational or higher education in Australia.

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

Key Study Areas

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

Prerequisites

- English language proficiency equivalent to IELTS 5.0 (Academic).

English for Higher Education

CRICOS Code:	050227M
Duration:	15–20 weeks
Intakes:	January, March, July, August, October
Fee (\$AU):	\$260 per week
Campus:	City, Moorabbin, Chadstone

English for Higher Education is designed for students aiming for a higher level of English proficiency in academic skills to meet the IELTS (or equivalent) scores required for Higher Education studies. With an entry requirement equivalent to 5.5 IELTS (Academic), this advanced English program prepares students for entry into undergraduate or postgraduate study.

Key Study Areas

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

Prerequisites

- English language proficiency equivalent to IELTS 5.5 (Academic).

English for Specific Purposes

CRICOS Code:	050227M
Duration:	10, 15 or 20 weeks
Intakes:	January, April, July, October
Fee (\$AU):	\$260 per week
Campus:	City, Moorabbin, Chadstone

Holmesglen's English for Specific Purposes is designed for those who wish to develop skills and knowledge of English specific to their selected discipline so that they can continue further studies or work in their related field. Students will also undergo simulated work practice related to their respective field of interest.

This program is specifically targeted for students pursuing further studies or employment. Students looking to enrol for English for Specific Purposes for Health Professionals will be studying at the Moorabbin Campus for easy access to the state-of-the-art Health Sciences learning environment found exclusively at Holmesglen's Moorabbin Campus.

The course is also ideal for those seeking an education or career within the construction and architectural industries. Students looking to study English for Specific Purposes for Construction and Architectural industries will be studying at either the Chadstone or City campus.

Key Study Areas

- Critically read, write and edit complex descriptive texts in a professional context
- Critically read and write formal letters and complex prose texts for professional purposes
- Present and listen to complex oral presentations in an employment or professional context
- Analyse and participate in complex conversations
- Language and culture of employment in Australia
- Language knowledge
- Research current issues
- Participate in online collaborative learning

Prerequisites

- English language proficiency equivalent to IELTS 5.5 (Academic).

Certificate IV in English as an Additional Language (EAL) (Employment/ Professional)

CRICOS Code:	084305K
Duration:	15 weeks
Intakes:	March, July, August, October
Fee (\$AU):	\$6,000
Campus:	Moorabbin

Holmesglen's Certificate IV in English as an Additional Language (EAL) is designed for professionals who hold an overseas qualification and are seeking to enhance their listening, oral and written communication skills and to learn essential job seeking skills. This course is ideal for overseas qualified and trained accountants, engineers, business professionals or professionals within the information technology industry.

Throughout the course, they will develop their English language skills and gain practical experience necessary to enable employment within their respective industries in Australia.

The course is also designed for teachers who possess an overseas qualification and experience in secondary teaching who are seeking registration with the Victorian Institute of Teaching where they will benefit from partaking in a practical placement component that will facilitate the transition to employment within an Australian educational institution.

This program includes a 5-week practical placement/internship within the relevant professional fields.

Key Study Areas

- Present and listen to complex oral presentations in an employment or professional context
- Give and follow a range of complex instructions in an employment context
- Analyse and participate in complex conversations
- Organise and participate in a practical placement
- Research current issues
- Respond to an advertised job
- Read and write complex texts for employment

Prerequisites

- English language proficiency equivalent to IELTS 5.5 (Academic).



Preparation Pathways

CRICOS Code:	050227M
Duration:	5 to 40 weeks. Full time or part time courses are available depending on the student's visa.
Intakes:	Every Monday
Fee (\$AU):	\$260 per week (includes printed material)
Campus:	City, Moorabbin, Chadstone

At Holmesglen, we understand that every student has a different goal and unique purpose for studying an English program. Whether it is to prepare for further study, work or travel within an English-speaking country, Holmesglen offers a wide range of pathways that will lead you to success.

With courses starting every Monday, flexible study durations and an all-inclusive fee package, Holmesglen's Preparation Pathway Programs will help you achieve your desired score for the International English Language Testing System (IELTS), Occupational English Test (OET), or the Cambridge English: Advanced (CAE) exam.

International English Language Testing System (IELTS)

The International English Language Testing System (IELTS) is a popular and commonly used English proficiency test. The test is commonly used for entry into further education, professional registration, or for immigration purposes.

The Preparation Pathway Program for IELTS trains you in the four key language skills: Reading, Writing, Speaking and Listening. Our teachers will focus on improving your grammar, vocabulary, spelling, pronunciation and punctuation through a range of in-class activities and sample exams, covering both Academic and General examination modules.

Occupational English Test (OET)

The Occupational English Test (OET) is commonly used by healthcare professionals for industry registration and recognition within the fields of dentistry, medicine, nursing, occupational therapy, optometry, pharmacy, dietetics, speech pathology, veterinary science, podiatry, physiotherapy, and radiography. It is recognised by health professionals in Australia, New Zealand and Singapore.

The OET is also accepted by the Australian Department of Immigration and Border Protection for various visa categories. You can find more information by visiting www.immi.gov.au.

Cambridge English: Advanced (CAE)

The Cambridge English: Advanced (CAE) examination is an advanced level qualification that is internationally recognised and accepted as proof of high-level fluency in the English language. It is commonly used for admissions into further education, professional registration and even for immigration purposes.

The CAE Preparation Pathway Program is ideal for students who already possess advanced English language skills and are seeking a specially designed program that further refines their language skills while preparing for the Cambridge English examination.



Arts and Design



Certificate IV in Applied Fashion Design & Merchandising

CRICOS Code:	076433B
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$13,000 per year
Campus:	City

Take your first step into the glamorous world of fashion with Holmesglen's Certificate IV in Fashion Design and Merchandising. The course is designed to provide students with a strong understanding and the necessary skills to work in the fashion industry.

The course introduces the principles of fashion design, including identifying fibres and fabrics, fashion illustration, designing and creating patterns and blocks, and using electronic fashion design tools. A large proportion of the course delivery will incorporate simulated workplace activities, developing your professional portfolio and making you career ready.

Key Study Areas

- Communicate design concepts
- Identify fibres and fabrics
- Apply design studio processes
- Use electronic fashion design tools
- Develop patterns from a block using basic patternmaking principles
- Sew design prototypes
- Interact & network with the fashion industry

Career Outcomes

- Assistant Fashion Designer
- Pattern Maker
- Production Assistant

Prerequisites

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

Pathway Options

Students who achieve a credit average across all subjects will be eligible for direct entry into the Bachelor of Fashion at Holmesglen.

Bachelor of Fashion Design

CRICOS Code:	073829F	
Duration:	3 years	
Intakes:	February	
Fee (\$AU):	\$17,600 per year	SSAF (\$AU): \$294
Campus:	City	

If your dream is to see your creations on the runway or have them grace the cover of a magazine, then the Bachelor of Fashion Design at Holmesglen would be ideal for you.

Through a perfect blend of theory and practice, our industry-experienced lecturers will guide you in developing and applying your existing skills to create innovative fashion designs and garments, while meeting production requirements. Gain the skills to develop breathtaking designs and patterns both manually and through the use of digital technology.

You will also have the opportunity to learn from guest speakers from across the fashion industry and participate in optional work placements, further enhancing your business and communication skills that are necessary to convey creative ideas to others and develop them into commercial products.

Students also have the opportunity to participate in the Melbourne Fashion industry through competitions and events

Key Study Areas

- Design Innovation – manual and CAD
- Pattern Engineering – manual and CAPD
- Professional Practice
- Manufacturing & Pre Production

Career Outcomes

- Fashion Designer
- Pattern Maker– manual and digital
- Production Manager
- Garment Technician

Prerequisites

- Good passes at Year 12 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).



Yan Ho

Bachelor of Fashion

As part of the Virgin Australia Melbourne Fashion Festival, Holmesglen's Bachelor of Fashion student, Yan Ho from Malaysia was selected to showcase her graduate collection at the Four Seasons in One Night event.

Organised by Study Melbourne, this exciting event celebrated the next generation of Victoria's designers and the education providers who support their journey. Yan was chosen to unveil a collection to reflect the seasons and cultural diversity of Melbourne, as well as the role fashion plays in the community.

Yan's collection, which reflected Summer, was inspired by the five Japanese elements – Fire, Water, Earth, Wood and Metal. She chose the Japanese styling as it is comfortable, yet contemporary. Each piece had a unique pattern and was stitched free hand by Yan.

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

CRICOS Code:	076486M
Duration:	6 months
Intakes:	July
Fee (\$AU):	\$7,000
Campus:	Waverley

Get ready to entertain as you learn the basic digital media skills used in the fields of animation.

Holmesglen's Certificate IV in Screen and Media (Animation and Digital Media) will develop your drawing, storyboarding, 2D & 3D animation, design, visual effects, vision and sound editing and basic web design skills; giving you the necessary skills to get your career started in the wonderful world of animation.

During this introductory course, you will be completing several practical projects that will contribute to your ever growing portfolio of work that can be used for application into further studies.

Key Study Areas

- Create 2D & 3D digital animation
- Develop and extend design skills and practice
- Create titles for screen production
- Create digital visual effects
- Perform basic vision and sound editing
- Establish and manage production requirements and resources
- Design interaction

Career Outcomes

- Ability to transition to a wide variety of Screen and Media courses at diploma and degree levels.

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).

Pathway Options

On successful completion of the course, students can apply directly to Holmesglen for entry to the one year Diploma course. On successful completion of the Diploma the student has the option to enter into the 2nd year of the Holmesglen Bachelor of Screen Production.

Diploma of Screen and Media (Animation)

CRICOS Code:	066230G
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$12,500 per year
Campus:	Chadstone

Discover the industry secrets to successful storytelling through animation. Holmesglen's Diploma of Screen and Media (Animation) will teach you how to create 2D animations, 3D animations, stop motion and claymation pictures, and illustrations that will entertain and move your audience.

The course will develop your animation and drawing skills and provide you with training in animation software, lighting, design, camera operation, editing, visual effects and introduce you to industry level animation technologies and techniques.

Key Study Areas

- Refine drawings to communicate ideas
- 2D Animation
- Implement lighting designs
- Create 3D digital character animation
- Design animation and digital visual effects
- Develop sound designs
- Manage projects
- Create storyboards
- Write extended stories

Career Outcomes

- Film Maker
- Art Director
- VFX Editor
- 2D Animator
- 3D Animator
- Stopmotion Animator
- Sound Recordist
- Character Designer
- Storyboard Artist
- Illustrator

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).

Pathway Options

Students who successfully complete all Diploma units will be eligible for articulation into the second year of the three year Bachelor of Screen Production course offered at Holmesglen. The Diploma course is the first year of the three year Bachelor degree.



Diploma of Screen and Media (Radio and TV)

CRICOS Code:	066230G
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$12,500 per year
Campus:	Chadstone

Ever wanted to be seen on television or maybe host your own radio program? The Diploma of Screen and Media (Radio and TV) gives you the opportunity to develop the skills for creating, producing and presenting both radio and television programs in this one year hands on course.

During the year you will produce and present radio shows from the Chadstone campus radio studio. You will also enjoy the benefits of our unique partnership with community television station Channel 31 which allows you to create and produce your own television series broadcast in November. You will also participate in industry work experience, develop presentation and voice skills and learn to promote your work.

Key study areas include researching and writing for radio and television; recording and editing sound for news stories, ads and radio features; panelling and producing live radio; and filming and editing video packages for broadcast. You will also gain experience in various crew roles in a multi-camera TV studio, and presenting on radio and TV.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).

Pathway Options

Students who successfully complete all units will be eligible for some credit into the Bachelor of Screen Production.

Diploma of Screen and Media (Short Film)

CRICOS Code:	066230G
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$12,500 per year
Campus:	Chadstone

Learn how to make your audience laugh, cry, jump with fright or get their hearts racing with excitement. Holmesglen's Diploma of Screen and Media (Short Film) aims to help the future storytellers discover their full potential and their future in film and television production

This course guides you in developing a range of specialist skills including production skills, camera, sound, lighting, editing, special effects, planning, script-writing and promotion; all the essential practical skills and knowledge required to work successfully in the entertainment industry.

Key Study Areas

- Shoot material for screen productions
- Direct cinematography for screen productions
- Edit complex screen productions
- Develop sound designs
- Create titles for screen
- Originate & develop the concepts
- Manage projects
- Create storyboards
- Write extended stories
- Create Digital FX

Career Outcomes

- Camera Operator
- Special effects Producer
- Gaffer
- Producer
- Sound and lighting technician
- Assistant to director/producer

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).

Pathway Options

Students who successfully complete all units will be eligible for articulation into the second year of the Bachelor of Screen Production offered at Holmesglen. The Diploma is the first year of the three year Bachelor degree.



Bachelor of Screen Production

CRICOS Code:	062217C
Duration:	2 years (Degree), 1 year (Diploma) = 3 years
Intakes:	March
Fee (\$AU):	\$17,600 per year SSAF (\$AU): \$294
Campus:	Waverley

When you choose to study Screen Production at Holmesglen, your academic journey and career in the entertainment industry begins with a simple choice – Animation or Live Action. Your choice will determine your field of specialisation as you complete your first year of studies that will incorporate either the Diploma of Screen and Media (Short Film) or the Diploma of Screen and Media (Animation).

Upon completing your Diploma, you will advance into the Bachelor of Screen Production where, over the next two years, you will further develop and master the skills and expertise needed to succeed in your chosen specialisation of animation or live action.

Your final project will be a demonstration of all the skills you have mastered including screen writing, storyboarding, visual effects and editing. Throughout your studies, you will be supported by industry practitioners in dedicated high end studio facilities. You will also have access to equipment for use outside of the Institute to complete your films and after-hours access to the film studios and editing facilities. Your graduate film will be screened publicly at the Australian Centre for the Moving Image (ACMI), in the heart of Melbourne, on completion of the course.

Key Study Areas

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

Career Outcomes

- Film Maker
- Director
- Director of Photography
- Art Director
- Screen Writer
- Editor
- Producer
- Sound & Visual FX Editor
- 2D/3D
- Stopmotion Animator
- Storyboard Artist
- Character Designer

Prerequisites

- Students must successfully complete Holmesglen's one year Diploma of Screen and Media (Short Film) or Diploma of Screen and Media (Animation) course before they enter the 2nd year of the Degree. The Diploma course is the first year of the three year degree.

Certificate IV in Design

CRICOS Code:	078470C
Duration:	1 year or 6 months*
Intakes:	February, July*
Fee (\$AU):	\$13,000 per year
Campus:	Chadstone

Discover your artistic potential with Holmesglen's Certificate IV in Design. This course provides a unique opportunity for you to establish strong foundation skills needed to get you started on your way to a design career.

The course focuses on key foundation skills such as drawing, two and three dimensional design, typography, graphic design, contemporary design studies, layout techniques and photography.

Throughout the course, you will be creating unique designs that you can add to your ever-expanding portfolio of work. This portfolio will act as a representation of the skills you've established and can be used for entry into further studies.

Key Study Areas

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

Career Outcomes

- Ability to transition to a wide variety of Art and Design courses at diploma and degree level

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).
- Note: In July, the Certificate IV in Design is offered as an intensive program for midyear intake students. The duration for this intensive program is 6 months.

Pathway Options

Students who successfully complete all units may be eligible for entry into the Diploma of Graphic Design offered at Holmesglen.



Diploma of Graphic Design

CRICOS Code:	078467J
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$13,000 per year
Campus:	Chadstone

Enhance your creative skills as you delve into the design industry. With optional industry placements and guidance from experienced professionals, the Diploma of Graphic Design introduces a broad range of skills and knowledge used in graphic designs while further enhancing your existing creative talents.

Learn the skills used by industry professionals to interpret design briefs and how to select, plan and produce designs that will exceed your client's expectation. The Diploma of Graphic Design is an ideal course for the budding designer and upon completion, you will be eligible for entry into the Advanced Diploma of Graphic Design to further sharpen your design skills.

Key Study Areas

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

Career Outcomes

- Freelance Designer for minor projects
- Graphic Designer

Prerequisites

- Good passes at Year 11 level or the overseas equivalent including passes in Art and Design and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).
- Students who do not meet the entry requirements for this course may undertake the Certificate IV in Design. Satisfactory completion of the Certificate IV in Design provides guaranteed entry to the Diploma of Graphic Design.

Pathway Options

Students who successfully complete all units may be eligible for entry into the Advanced Diploma of Graphic Design offered at Holmesglen.

Advanced Diploma of Graphic Design

CRICOS Code:	078468G
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$13,000 per year
Campus:	Chadstone

Go further into the world of professional designers as the Advanced Diploma of Graphic Design explores the corporate aspects of the industry. Gain skills in negotiating, project management and branding as you're guided by industry professionals. You will build on the skills and knowledge gained in the Diploma of Graphic Design to build a work ready portfolio.

You will add to your existing portfolio as you complete various projects and prepare to showcase your creative works through a public presentation. There is also the opportunity to gain additional experience and improve your résumé through industry placements.

Key Study Areas

- Develop graphic designs for branding and identity
- Design interaction and digital design
- Establish, negotiate and refine a design brief
- Advanced graphic design skills
- Develop professional illustrations
- Originate a body of independent creative work
- Publicly present a body of own creative work
- Manage projects

Career Outcomes

- Freelance Designer
- Graphic Designer

Prerequisites

- Successful completion of the Diploma of Graphic Design.

Pathway Options

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



Panhavuth

Graphic Design

Holmesglen's Graphic Design student Panhavuth from Cambodia was recently awarded first place in the Medela Symposium Design Competition. This win was further recognition for Panhavuth after another of his designs – a logo – was chosen for use by Melbourne's television Channel 31.

"Since coming to Australia my perspective has changed," Panhavuth observes. "When I was young, I knew I was good at drawings. Back then, though, it was almost unheard of making a living as an artist, but I started to see that there were graphic design jobs and you could use those skills."

*Photo kindly provided by Medela.

Certificate IV in Interior Decoration

CRICOS Code:	084379C
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Chadstone

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

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

Diploma of Interior Design

CRICOS Code:	084389A
Duration:	6 months
Intakes:	February
Fee (\$AU):	\$6,500
Campus:	Chadstone

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

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

During your studies you will develop skills in; researching and analysing client requirements; spatial planning; selecting and specifying complete decoration solutions for residential projects; preparing reflected ceiling plans for power and communications services and preparing design reports and documentation for projects.

You will also learn how to work with builders, architects, suppliers and contractors and provide them with working and contract documentation.

Key Study Areas

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

Career Outcomes

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

Prerequisites

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

Pathway Options

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



Advanced Diploma of Interior Design

CRICOS Code:	084364K
Duration:	6 months
Intakes:	July
Fee (\$AU):	\$6,500
Campus:	Chadstone

Are you interested in design and have a passion for interiors? The Advanced Diploma of Interior Design will develop and enhance your skills and knowledge required for creative and technical solutions for detailing complex residential, commercial and institutional interior environments.

Gain the skills required to research, analyse and integrate your knowledge into designs that meet efficiency, comfort, safety and aesthetic requirements within an interior.

The course will provide you with a breadth, depth and complexity of skills and knowledge for interior design processes which follow a systematic and coordinated methodology whilst completing real industry projects.

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

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

Key Study Areas

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

Career Outcomes

- Interior Designer within interior design or architectural practice
- Commercial or Residential Design Consultant
- Design Project Administrator and Design Manager
- Self-employed Design Consultant
- Specialist Interior Design Practitioners

Prerequisites

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

Pathway Options

Students can pathway to a variety of degree programs at university.



Certificate IV in Photography and Photo Imaging

CRICOS Code:	078262M
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$12,500 per year
Campus:	Waverley

Learn to capture life's greatest moments with Holmesglen's Certificate IV in Photography and Photo Imaging. The Holmesglen photography program is innovative, contemporary and relevant to the current trends in the photography and digital capture industry. We strive for ground breaking and challenging learning environments and provide you with state-of-the-art facilities.

Through practical exercises conducted by our industry-experienced teachers, you will be able to explore your creative talents and gain skills in camera controls and image capture, print/file storage; studio and mood lighting; traditional, contemporary and emerging industry trends; photo-industry awareness and networking; design skills in digital media; video art; digital manipulation and image enhancement.

Key Study Areas

- Use a 35mm SLR camera
- Produce digital images
- Process photo images to work print/file stage
- Research and experiment with techniques to produce video art
- Lighting techniques
- Investigate micro business opportunities
- Select and prepare work for exhibition
- Enhance, manipulate and output photo images

Career Outcomes

- Assistant Photographer
- Photo Studio Technician
- Assistant Photo Editor
- Photo Lab Technician

Prerequisites

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

Pathway Options

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

Diploma of Photography and Photo Imaging

CRICOS Code:	078263K
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$12,500 per year
Campus:	Waverley

Take your photography skills to the next level with Holmesglen's Diploma of Photography and Photo Imaging

Building on the skills and knowledge gained throughout the Certificate IV in Photo Imaging, this course introduces you to key concepts and practical training for specialised fields of photographic imaging such as photography for advertising, fashion, documentary and journalism.

You will also be taught various techniques used to enhance digital images and be given a chance to visit various exhibitions and learn from industry experts.

At the end of the course, you will be tasked with organising your very first photography exhibition to showcase your creative talent.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Successful completion of the Certificate IV in Photography and Photo Imaging.





Building and Construction



Certificate III in Bricklaying/ Blocklaying

CRICOS Code:	089529J
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Chadstone

The Certificate III in Bricklaying/Blocklaying provides comprehensive training in all practical and theoretical aspects of the bricklaying trade.

Much of a bricklayer's work requires a high level of skill and problem solving. You must comprehend working drawings of buildings and be able to apply basic mathematics to construct complex structures such as arches, fireplaces and decorative brickwork

Studying bricklaying and blocklaying at Holmesglen, you will receive hands on training from industry experienced teachers. You will train in excellent training facilities, acknowledged as the best in Victoria, and gain practical experience on full scale projects.

Key Study Areas

- Carry out masonry veneer construction
- Carry out brick cavity construction
- Construct masonry steps and stairs
- Lay multi-thickness walls and piers
- Install flashings and damp proof course
- Construct masonry arches
- Decorative brickwork
- Plan reading
- Estimating and costing jobs
- Masonry structural systems

Career Outcomes

- Bricklayer
- Blocklayer

Prerequisites

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

Pathway Options

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



Certificate III in Carpentry

CRICOS Code:	089528K
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

The Certificate III in Carpentry provides comprehensive training in all practical and theoretical aspects of the carpentry trade.

Carpenters are the key players in domestic house construction. They are the first on-site and the last to leave. Carpenters have specific skills and tasks to perform in the building process but must also have knowledge of all other trades as a carpenters work often accommodates the other trades who follow them.

The course is delivered in Holmesglen's specially designed facilities, where an emphasis is placed on providing hands on, practical training underpinned with theoretical knowledge as required. All workshop training is delivered by professional teachers, who have completed formal apprenticeships and worked as carpenters in the building and construction sector for a minimum of ten years, prior to undertaking their teaching qualifications.

Key Study Areas

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

Career Outcomes

- Carpenter
- Various positions in building and construction

Prerequisites

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

Pathway Options

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



Certificate III in Glass and Glazing

CRICOS Code:	089527M
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

This course provides the skills and knowledge required to perform a range of glass and glazing job roles, including safely manufacturing, processing, moving and installing various types of glass and handling glazing materials and components.

This will provide you with a specialist knowledge of the glass and glazing trade. Glass and glazing involves the cutting, shaping and installing glass into a variety of fittings including windows, shop fronts, doors and furniture.

The program is delivered in Holmesglen's specially designed facilities, where an emphasis is placed on providing hands on, practical training and theoretical knowledge as required.

Key Study Areas

- Fabricate and install shower screens and wardrobe doors
- Prepare and install mirrors and glass splashbacks
- Process thick glass
- Fabricate and assemble frames
- Apply product and material knowledge to leadlight and stained glass operations

Career Outcomes

- Domestic or Commercial Glazier
- Glass Edge Worker/Processor
- Cutter
- Various positions in architectural glass work

Prerequisites

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



Certificate III in Painting and Decorating

CRICOS Code:	090132J
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

The Certificate III in Painting and Decorating provides comprehensive training in painting and decorating in all practical and theoretical aspects of the trade.

The painting and decorating trades include many career possibilities, and can allow you to work in areas such as paint application, timber staining, wallpapering and conventional spray painting. As a painter or decorator you may work on internal or external building, both residential and commercial.

Our painting and decorating courses allow you to develop the practical skills and knowledge needed to prepare surfaces, apply paint through a variety of tools, hang wallpaper and apply decorative paint finishes. Learn how to match specified paint colours and become confident in colour theory and practice, so that you can make spot-on recommendations to clients and help turn their creative vision into reality.

Key Study Areas

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

Career Outcomes

- Painter
- Decorator

Prerequisites

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

Pathway Options

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



Certificate III in Wall and Ceiling Lining

CRICOS Code:	089771K
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Chadstone

The Certificate III in Wall and Ceiling Lining provides comprehensive training in all practical and theoretical aspects of the wallboard plaster trade.

As a plasterer, your tasks would involve restoring and renovating solid plaster work, applying a variety of texture finishes and levelling surfaces.

Wall and ceiling liner's work requires skill and judgment. You must understand working drawings of buildings and be able to apply basic mathematics. Wall and ceiling liners also do more complicated work, such as constructing arches and fire rating protection. These jobs require training, ability and experience.

When studying wall and ceiling lining at Holmesglen, you will receive hands on learning from industry experienced teachers. You will train in excellent training facilities, acknowledged as the best in Victoria, and gain practical experience on full scale projects. This course equips students with the skills required to work successfully as a wall and ceiling liner.

Key Study Areas

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

Career Outcomes

- Plasterer

Prerequisites

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

Pathway Options

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



Certificate III in Wall and Floor Tiling

CRICOS Code:	089769D
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Chadstone

The Certificate III in Wall and Floor Tiling provides comprehensive training in all practical and theoretical aspects of the wall and floor tiling trade. You will undertake training in hand skills, trade terminology and the use of various products, including ceramic and porcelain tiles.

You will learn how to understand working drawings of buildings and be able to apply basic mathematics. Wall and floor tilers do a variety of work including: mosaic tiling; kitchens and bathrooms; pools and spas and you can be quite creative in your designs.

When studying wall and floor tiling at Holmesglen, you will receive hands on learning from industry experienced teachers. You will train in excellent training facilities, acknowledged as the best in Victoria, and gain practical experience on full scale projects. This course equips students with the skills required to work successfully as a wall and floor tiler.

Key Study Areas

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

Career Outcomes

- Wall and Floor Tiler
- Tiler

Prerequisites

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

Pathway Options

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



Advanced Diploma of Building Surveying

CRICOS Code:	089905A
Duration:	2 years
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

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

This qualification reflects the role of building surveyors or certifiers who apply knowledge of compliance requirements and construction methods and materials to the implementation of statutory building surveying requirements or to the provision of advisory building surveying services.

The scope of work undertaken by building surveyors varies across jurisdictions and can include: providing code-consulting advice to clients on the compliance requirements for proposed building developments, processing planning and building applications, conducting mandatory construction inspections, auditing buildings and following up on areas of non-compliance and issuing certificates of occupancy.

Building surveyors make a significant contribution to the development and construction of the built environment, often working in collaboration with specialist consultants to assess and verify that proposed and actual building works are compliant and to ensure the safety of building occupants.

Key Study Areas

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

Career Outcomes

- Building Surveyor
- Various managerial positions in building and construction

Prerequisites

- Year 12 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

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



Graduate Diploma of Building Surveying

CRICOS Code:	076839B
Duration:	1 year
Intakes:	March, July
Fee (\$AU):	\$19,000 per year
Campus:	Chadstone
SSAF (\$AU):	\$294

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

The course is designed to meet the professional accreditation requirements of the Australian Institute of Building Surveyors when in combination with a relevant degree or equivalent. A Problem Based Learning (PBL) delivery method is utilised for the course.

Key Study Areas

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

Career Outcomes

- Building Inspector
- Certifier
- Building Surveyor

Prerequisites

- A bachelor degree from a related discipline; OR A bachelor degree and at least two years of postgraduate work experience in a relevant context; OR An equivalent combination of formal qualifications and relevant work experience.
- English language proficiency equivalent to IELTS 6.5 (Academic).



Bachelor of Building Surveying

CRICOS Code:	088410K
Duration:	4 years
Intakes:	March, July
Fee (\$AU):	\$18,000 per year SSAF (\$AU): \$294
Campus:	Chadstone

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

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

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

Key Study Areas

- Building Surveying
- Construction Technology
- Construction Law
- Building Services
- Building Economics
- Project Inception & Feasibility
- Performance Based Regulatory Systems
- Business Studies
- Building Science
- Urban Development and Planning
- Sustainable Housing Development
- Risk Assessment & Management
- Performance of Structures and Materials
- Fire Engineering Fundamentals

Career Outcomes

- Building Surveyor
- Building Inspector
- Private Certifier

Prerequisites

- Good passes at Year 12/Matriculation or the overseas equivalent.
- English language proficiency equivalent to IELTS 6.0 (Academic).



Certificate IV in Building and Construction (Building)

CRICOS Code:	073684G
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

The Certificate IV in Building and Construction (Building) has been specifically designed for people aiming to move into supervisory, administrative or management roles within the design and construction industry.

Some of the core content covered within the course includes environmental management practices, safety and risk management, managing projects, building codes and standards, contracts including legal obligations, estimating and monitoring costs, and structural principles.

The strength of the program lies in its flexibility to adapt content to cover residential, industrial and commercial low-rise and medium-rise construction.

The award is nationally recognised and is supported by the Building Practitioners Board (BPB), the Australian Institute of Builders (AIB), and Housing Industry Association (HIA).

Key Study Areas

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

Career Outcomes

- On-site Manager or Supervisor
- Building Practitioner Registra
- Builder – Residential
- Construction Manager – Residential

Prerequisites

- Year 12 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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



Diploma of Building and Construction (Building)

CRICOS Code:	073682J
Duration:	1 year 6 months
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

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

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

Key Study Areas

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

Career Outcomes

- On site Manager or Supervisor
- Local, national & international construction Project Manager
- Specialist construction roles in quality assurance and safety

Prerequisites

- Year 12 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

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

Advanced Diploma of Building Design (Architectural)

CRICOS Code:	089906M
Duration:	2 years
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

Designed to meet the building and construction industry needs, you will develop your Building Design (Architectural) skills in both the residential and commercial areas of the industry.

Throughout the Advanced Diploma of Building Design (Architectural) program, you will acquire the professional skills and knowledge required for sustainable design, drafting and documentation of residential, industrial and commercial buildings.

Emphasis is on the design process, construction technology, integration of Building Information Modelling (BIM), presentation and production of working drawings using industry standards and the latest Architectural software. To ensure you receive the best possible education, you will have access to design studios with high-end Mac labs and the latest technical and electronic equipment.

This qualification, together with relevant industry experience, allows you to become a Registered Building Practitioner with the Victorian Building Authority (VBA).

Key Study Areas

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

Career Outcomes

Senior responsibilities and management roles in:

- Building design and planning
- Working drawings and documentation

Prerequisites

- Year 12 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

On successful completion, students may be eligible for credit into:

- The Bachelor of Design (Architectural) at Deakin University. Applications will be assessed on an individual basis and must be lodged directly with Deakin University OR
- the following Holmesglen degrees, with a further 3 years of study:
 - Bachelor of Building Surveying
 - Bachelor of Construction Management and Economics.



Graduate Diploma of Construction Management and Economics

CRICOS Code:	076837D
Duration:	1 year
Intakes:	March, July
Fee (\$AU):	\$19,000 per year SSAF (\$AU): \$294
Campus:	Chadstone

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

The course is designed to meet the professional accreditation requirements of the Australian Institute of Building and the Australian Institute of Quantity Surveyors when in combination with a relevant cognate degree or equivalent. A Problem Based Learning (PBL) delivery method is utilised for the course. Graduates will also be eligible to complete further postgraduate qualifications in a relevant discipline.

Key Study Areas

- Project feasibility
- Constructability
- Design cost planning
- Value based project procurement
- Advanced contract and cost management performance
- Building Evaluation: Costs in Use
- Risk management in construction and cost management

Career Outcomes

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

Prerequisites

- A bachelor degree from a related discipline; OR A bachelor degree and at least two years of postgraduate work experience in a relevant context; OR An equivalent combination of formal qualifications and relevant work experience.
- English language proficiency equivalent to IELTS 6.5 (Academic).

Bachelor of Construction Management and Economics

CRICOS Code:	088409C
Duration:	4 years
Intakes:	March, July
Fee (\$AU):	\$18,000 per year SSAF (\$AU): \$294
Campus:	Chadstone

The Bachelor of Construction Management and Economics is designed to meet the professional course accreditation requirements of the Australian Institute of Building and the Australian Institute of Quantity Surveyors.

The program embraces the construction management and quantity surveying fields of study which are generally considered to fall within the management disciplines and financial administration of building projects through their life cycle.

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

A Problem Based Learning delivery method is utilised and provides students with the skills and knowledge needed to operate effectively across a number of roles in the building and construction industry.

Key Study Areas

- Construction Technology
- Construction Law
- Building Services
- Building Economics
- Project Inception & Feasibility
- Risk Management for Construction and Cost Management
- Improving Contract and Cost Management Performance
- Business Studies
- Building Science
- Sustainable Housing Development
- Buildability & Constructability
- Design Cost Planning
- Project Procurement
- Building Evaluation: Cost in Use

Career Outcomes

- Contract Administrator
- Estimator
- Quantity Surveyor
- Project Manager
- Building Consultant

Prerequisites

- Good passes at Year 12/Matriculation or the overseas equivalent.
- English language proficiency equivalent to IELTS 6.0 (Academic).



Business and Management



Certificate IV in Accounting

CRICOS Code:	089910D
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

The Certificate IV in Accounting introduces students to key accounting skills and concepts that are crucial for entry into a fulfilling accounting career. The qualification will help you to develop your ability to respond to current and emerging accounting opportunities within the financial services and other industries. It is delivered through highly interactive classes with industry relevant projects and assignments.

Key Study Areas

- Set up and operate a computerised accounting system
- Establishing and maintaining a payroll system
- Prepare financial statements for non-reporting entities
- Develop and use complex spreadsheets
- Business activity statements
- Prepare operational budgets

Career Outcomes

- Bookkeeper
- Accounts Payable/Receivable Officer

Prerequisites

- Satisfactory completion of Year 12 studies, or overseas equivalent, with passes in all subjects
- Or Good passes at Year 11 level or the overseas equivalent with relevant employment experience.

Pathway Options

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

Advanced Diploma of Accounting

CRICOS Code:	089904B
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

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

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

Upon completing the Advanced Diploma of Accounting, you will become academically qualified to apply for membership with the Institute of Public Accountants Australia. You will also develop advanced skills in areas such as financial accounting, management accounting, corporate governance, economics and leadership.

Key Study Areas

- Tax documentation for legal entities
- Prepare complex corporate financial reports
- Prepare and analyse management accounting information
- Interpret and use financial statistics and tools
- Economic principles to work in the financial services industry

Career Outcomes

- Junior Accountant
- Accounting Administrator in larger companies with complex tax returns

Prerequisites

- Successful completion of Holmesglen's Diploma of Accounting.

Pathway Options

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

Diploma of Accounting

CRICOS Code:	089911C
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

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

At the diploma level, you are introduced to accounting and financial skills crucial in growing companies. You will be taught subjects relating to taxation, budget management, forecasting, financial reporting, business performance analysis and auditing.

Key Study Areas

- Prepare tax documentation for individual
- Manage budgets and forecasts
- Prepare financial reports for corporate entities
- Prepare business and financial performance information
- Contract and Consumer Law
- Corporations and Trusts Law
- Implement and maintain internal procedures

Career Outcomes

- Accounts Administrator
- Accounting roles for small businesses

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Accounting

Pathway Options

On successful completion of this course, students are eligible to continue to the Advanced Diploma of Accounting. Students may also apply for entry into the Bachelor of Accounting at Holmesglen receive one year's credit into the degree.



Bachelor of Business (Accounting)

CRICOS Code:	091332D
Duration:	3 years
Intakes:	February, July
Fee (\$AU):	\$16,200 per year
Campus:	Chadstone
SSAF (\$AU):	\$294

The Bachelor of Business (Accounting) provides you with comprehensive knowledge and skills in accounting, through a more practical and hands-on approach. Accountants are in demand not only in the financial services sector but also in retail, manufacturing, construction, education, health, sport and recreation – in fact in any business which involves financial transaction with its customers/clients.

The program provides a nationally recognised qualification in accounting. Upon graduation, you may apply for associate membership of CPA Australia and the Institute of Public Accountants. By graduating from this degree, you will also meet the entry requirements of the Chartered Accountants Australia and New Zealand (CAANZ) Program.

You are advised to refer to the appropriate body's website for further details regarding admission and membership requirements.

Key Study Areas

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

Career Outcomes

- Accountant
- Auditor
- Financial Accountant
- Tax Accountant
- Management Accountant

Prerequisites

- Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).
- Recommended: A good knowledge of Mathematics, Accounting or Economics.

Pathway Options

Graduates from the Diploma of Accounting can receive credit of up to 1 year and from the Advanced Diploma of Accounting can receive credit of up to 1.5 years towards Holmesglen's Bachelor of Business (Accounting).

Certificate III in Business Administration (Medical)

CRICOS Code:	086872G
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

The Certificate III in Business Administration (Medical) provides training for employment in medical administration in a general or medical specialist practice or hospital. Throughout this program, you will develop a broad range of knowledge and skills in operating office equipment. These include Office 2010 (MS Word, Excel, Access, Power Point), creating business documents, managing time effectively, maintaining a general ledger and procedures specific to medical administration such as Medi-link, interpreting and applying medical terminology and preparing and processing medical accounts.

Key Study Areas

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

Career Outcomes

- General administrative roles in the health and medical services industries

Prerequisites

- Good passes at Year 11 level or the overseas equivalent or relevant senior employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

Certificate IV in Health Administration

CRICOS Code:	091964E
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

The Certificate IV in Health Administration focuses on jobs that provide administrative functions in health services where you, as the employee, are required to work autonomously.

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Successful completion of Holmesglen's Certificate III in Business Administration (Medical).

Pathway Options

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

Certificate IV in Business

CRICOS Code:	077451C
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

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

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

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

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

Pathway Options

Upon successful completion of the Certificate IV in Business, students may enter into the Diploma of Business, the Diploma of Business Administration, the Diploma of Human Resource Management, the Diploma of Leadership and Management or the Diploma of Marketing and Communication.

Diploma of Business

CRICOS Code:	This course is currently awaiting CRICOS registration.
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

The Diploma of Business is designed to equip you with a strong foundation in theoretical and practical business skills that will be beneficial when seeking further educational and employment opportunities.

You will learn how to prepare complex business documents, analyse research data, prepare professional presentations, network in a corporate environment and undertake projects.



Diploma of Business Administration

CRICOS Code:	087282K
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

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

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

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

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

Pathway Options

Graduates from the Diploma of Business Administration receive 1 year credit towards Holmesglen's Bachelor of Business Administration where they have also successfully completed the Certificate IV in Business with Holmesglen.

Key Study Areas

- Manage people performance
- Identify and evaluate marketing opportunities
- Manage budgets and financial plans
- Undertake project work

Career Outcomes

- Executive Officer
- Program Consultant
- Program Coordinator

Prerequisites

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

Pathway Options

Graduates from may be eligible for up to of 1 year credit towards the Holmesglen Bachelor of Business Administration.

Diploma of Human Resources Management

CRICOS Code:	087313G
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

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

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Business or Satisfactory completion of Year 12 studies, or overseas equivalent, with passes in all subjects.

Pathway Options

On successful completion of this course students are eligible to continue to the Bachelor of Business Administration at Holmesglen and may receive up to 6 months credits into the degree.

Certificate IV in Banking Services

CRICOS Code:	089903C
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,000
Campus:	Chadstone

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

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

Key Study Areas

- Sell financial products and services
- Implement a sales plan
- Assess credit applications
- Establish client relationship and analyse needs
- Develop, present and negotiate client solutions
- Use business technology
- Prospects for new clients

Career Outcomes

- Retail Banking
- Financial Services
- Customer Services Officer/Banking

Prerequisites

- Good passes at Year 11 level or the overseas equivalent or relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

Diploma of Banking Services Management

CRICOS Code:	086455B
Duration:	6 months
Intakes:	July
Fee (\$AU):	\$6,000
Campus:	Chadstone

The Diploma of Banking Services Management will appeal to you if you are currently working within the banking and retail financial services sectors.

This course will open doors if you seek a career in providing financial advice or small business banking. You will learn about team building, small business operations and understanding financial systems. On completion you will be able to match the financial requirements of small and medium enterprises with appropriate banking solutions.



Key Study Areas

- Manage people's performance
- Promote understanding of the role and effective use of consumer credit
- Monitor and manage small business operations
- Client relationship development and nurturing
- Manage banking and service strategy for small business customers

Career Outcomes

- Retail Banking
- Financial Services
- Customer Services Officer/Banking
- Management Trainee/Banking

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Banking Services or extensive relevant employment experience.

Pathway Options

Graduates from the Diploma of Banking Services Management at Holmesglen receive 1 year credit towards the Holmesglen Bachelor of Business Administration where they have also successfully completed the Certificate IV in Banking Services.

Diploma of Leadership and Management

CRICOS Code:	089778C
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$12,000 per year
Campus:	Chadstone

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

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

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

Key Study Areas

- Undertake projects
- Manage budgets and financial plans
- Manage people performance
- Manage risk
- Manage operational plans
- Manage workplace relationships
- Market research

Career Outcomes

- Manager
- Supervisor
- Team Leader

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Business or Year 12/Matriculation or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

Graduates from the Diploma of Leadership and Management are guaranteed credit of 1 year towards Holmesglen's Bachelor of Business Administration or the Bachelor of Business (Marketing Management).

Bachelor of Business Administration

CRICOS Code:	069454M
Duration:	3 years
Intakes:	March, August
Fee (\$AU):	\$15,200 per year SSAF (\$AU): \$294
Campus:	Chadstone

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

The final year includes an applied New Venture Creation project which integrates multiple disciplines and prepares graduates to be work ready. There will also be a work-integrated learning placement with an employer in which you are given the opportunity to apply your business administration and management skills towards an applied project. The course prepares you to explore more specialised areas such as accounting, marketing, international business or human resources.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).
- Recommended: A good knowledge of Management, Marketing, Mathematics, Accounting or Economics.

Pathway Options

Graduates with an approved Diploma course can receive credit of up to 1 year and students with an Advanced Diploma course can receive credit of up to 1.5 years towards Holmesglen's Bachelor of Business Administration.

Diploma of Marketing and Communication

CRICOS Code:	This course is currently awaiting CRICOS registration.
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$12,000 per year
Campus:	Chadstone

The Diploma of Marketing and Communication will help you develop your ability to formulate, implement and evaluate marketing strategies; manage, evaluate and control marketing programs; manage budgets; analyse consumer behaviour; and manage sales teams.

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

As part of your studies you will undertake challenging and relevant projects that will help you get your foot in the door in this diverse industry.

Key Study Areas

- Understanding buyer behaviour
- Professional selling
- Advertising and integrated brand promotion
- Sales management
- Business management
- Digital marketing
- Manage financial budgets and financial plans
- Market research

Career Outcomes

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

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Business or Year 12/Matriculation or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

Graduates from the Diploma of Marketing and Communication are guaranteed credit of one year towards Holmesglen's Bachelor of Business Administration or Bachelor of Business (Marketing Management).

Bachelor of Business (Marketing Management)

CRICOS Code:	069455K
Duration:	3 years
Intakes:	March, August
Fee (\$AU):	\$15,200 per year SSAF (\$AU): \$294
Campus:	Chadstone

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

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

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Year 12/Matriculation or the overseas equivalent or relevant senior employment experience. English language proficiency equivalent to IELTS 6.0 (Academic).
- Recommended: A good knowledge of Business, Management and Marketing.

Pathway Options

Graduates with an approved Diploma plus Certificate IV course can receive credit of up to 1 year and with an Advanced Diploma plus Diploma and Certificate IV course can receive credit of up to 1.5 years towards Holmesglen's Bachelor of Business (Marketing Management).



Master of Professional Accounting

CRICOS Code:	083073G
Duration:	2 years
Intakes:	March, August
Fee (\$AU):	\$18,200 per year SSAF (\$AU): \$294
Campus:	City

The Master of Professional Accounting (MPA) at Holmesglen is designed to provide graduates of non-accounting academic disciplines the opportunity to develop an understanding of accounting, economics, management and related areas.

This professionally accredited program meets the requirements for professional accounting accreditation with the Institute of Public Accountants (IPA), Certified Management Accountants (CMA), Chartered Accountants Australia and New Zealand (CAANZ) and CPA Australia.

The MPA is ideal for you if you're interested in changing your career path or broadening your career options in your existing field. This degree prepares you to manage and interact within a variety of accounting and business contexts, think conceptually and reflectively about financial decision making, make informed judgements and work collaboratively with accounting professionals and other stakeholders.

The MPA and the nested Graduate Diploma in Accounting* provide you with the opportunity to broaden your business knowledge and increase your understanding of accounting related matters.

*Students successfully completing their first 8 core subjects will achieve the Graduate Diploma in Accounting.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- An Australian Bachelor degree, Graduate Diploma or Graduate Certificate, or an approved international equivalent, in a non-accounting discipline. Applications will be assessed on a case by case basis.
- Applicants must demonstrate their preparedness, aptitude and ability to cope with formal postgraduate study at this qualification level. Interviews may be conducted as part of the application assessment process.
- English language proficiency of IELTS 6.5 with no band less than 6.0, or (PBT) 580 (writing 4.5), or TOEFL (iBT) 92 (writing 21), or Cambridge Certificate of Proficiency in English (CPE) C, or Certificate in Advanced English (CAE), B, or Pearson Test of English (PTE) 64 (no score less than 59).



Education



Certificate III in Early Childhood Education and Care

CRICOS Code:	086365D
Duration:	6 months
Intakes:	February, April, July, September
Fee (\$AU):	\$6,500
Campus:	Waverley, Moorabbin, City

Through the combination of face-to-face, blended online and practicum based learning, you will attain the necessary skills and knowledge to work effectively in the early childhood service industry. These skills include gaining an understanding of legal and ethical requirements, engaging with young children and their families, facilitating children's education through play and the fostering of holistic development and wellbeing of the child.

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

By successfully completing this qualification, you are taking your first steps towards obtaining the skills and knowledge to explore a career in a wide range of Early Childhood Education and Care services.

Key Study Areas

- Work within a relevant legal and ethical framework
- Provide experiences to support children's play and learning
- Provide care for children
- Promote and provide healthy foods
- Support the holistic development of young children
- Cultural competence

Career Outcomes

- Early Childhood Educator
- Kindergarten Assistant
- Nanny
- Out-of-school Hours Care Assistant
- Family Day Carer

Prerequisites

- Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway options

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

Diploma of Early Childhood Education and Care

CRICOS Code:	086366C
Duration:	1.5 years
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Waverley, Moorabbin

Prepare yourself for a rewarding career in childcare and early childhood education with Holmesglen's Diploma of Early Childhood Education and Care.

The program is designed to equip you with the skills and knowledge to provide high quality education and care for children, from birth to six years. This may include centre-based care, family day care, occasional care, and a variety of associated services.

This course also provides the skills and knowledge needed if you're aiming to be responsible for developing and evaluating an early childhood education and care program.

This course includes several periods of industry placement and assessment in a variety of settings.

Key Study Areas

- Child development and wellbeing
- Curriculum design
- Analyse children's learning
- Health and safety
- Compliance in children's services
- Work with diverse people

Career Outcomes

- Early Childhood Educator
- Team, group or program Leader
- Children's Services Director /Coordinator
- Additional Needs Inclusion Support Facilitator

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5.
- Students must be 17 at the time of Diploma commencement.

Pathway options

Students successfully completing this course are eligible to apply for the Bachelor of Early Childhood Teaching.



Bachelor of Early Childhood Teaching

CRICOS Code:	089716F
Duration:	4 years
Intakes:	March, August
Fee (\$AU):	\$16,000 per year SSAF (\$AU): \$294
Campus:	Waverley

Shape the future as you play an active role in educating the next generation of leaders. The Bachelor of Early Childhood Teaching is an innovative and contemporary degree. It is both responsive to industry needs and forward thinking in terms of its focus on the development of children from birth to eight years.

By successfully completing the Bachelor of Early Childhood Teaching, you will be a qualified early childhood teacher eligible for the Victorian Institute of Teaching registration, and employment in a wide range of early childhood education and care programs, as well as the early years of primary school.

Key Study Areas

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

Career Outcomes

- Primary School Teacher
- Pre-school or Kindergarten Teacher
- Early Childhood Teacher in Early Learning Centres
- Educational Leader in Early Childhood Education and Care Services
- Early Childhood Education and Care Services Program Advisor for Local Governments

Prerequisites

- Good passes at Year 12/Matriculation including Mathematics or the overseas equivalent.
- English language proficiency equivalent to IELTS 7.0 (Academic) with no individual band score less than 6.5.



Debra Anggraeni

Early Childhood Education Studies

In 2016, Debra Anggraeni was awarded an International Student Scholarship for academic excellence in her Early Childhood Education studies and was nominated for International Student of the Year award at Holmesglen.

Whilst travelling and volunteering in the UK Debra discovered her passion for working with children. She found it incredibly rewarding being able to positively impact a child's life.

Her family in Indonesia suggested studying in Australia and Debra chose Holmesglen for its accessible pathway from vocational to higher education studies and commenced the Diploma of Early Childhood Education and Care. Debra then

successfully articulated into Holmesglen's Bachelor Degree program in Early Childhood Education.

Debra credits her success and enjoyment at Holmesglen to her teachers. "They are such inspirational role models and have so much passion and dedication; I hope to be the kind of teacher they are some day."

After her studies, Debra hopes to gain work experience in Australia in either a primary school or early childhood centre. She would love to learn more about the policy and frameworks in Australia's Early Childhood Education and return to Indonesia to share her knowledge and experience, to hopefully benefit the Indonesian Early Childhood Education system.

Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) Course

CRICOS Code:	This course is awaiting CRICOS registration
Duration:	5 weeks
Intakes:	November, December
Fee (\$AU):	\$3,300
Campus:	City, Moorabbin, Chadstone

If you have a passion for the English language and an interest in educating others, then Holmesglen's CELTA Course is perfect for you. This 5-week, full-time course is ideal for those who want to start English language teaching anywhere in the world. The CELTA qualification is a widely recognised pre-service qualification for teachers of English in Australia and overseas.

The CELTA Course is designed to provide pre-service or initial training in English Language Teaching for those with little or no ELT experience. You will learn the principles of effective teaching, various methodologies used to deliver an English course and how to deliver your teaching sessions in a structured, encouraging and engaging manner.

Key Study Areas

- Language Teaching Methodology
- Language Awareness
- Teaching Practice and Feedback

Prerequisites

- English language proficiency equivalent to IELTS 7.0 (Academic).
- Good passes in Year 12 level or the overseas equivalent.
- Students must be over the age of 18 years old at the time of commencing studies
- A telephone interview is required.

Graduate Certificate in Teaching English as an Additional Language

CRICOS Code:	This course is awaiting CRICOS registration
Duration:	16 weeks
Intakes:	January, May, August
Fee (\$AU):	\$7,000
Campus:	City, Moorabbin, Chadstone

The Graduate Certificate in Teaching English as an Additional Language is a practical program designed to enable you to focus on practical classroom methodology and language awareness, relate theories of second language learning and curriculum design to the classroom. You will also be able to identify developments and changes in education policy at the national and international level.

You will be able to prepare teaching and learning resources that will meet the needs of language across a range of learning environments and deliver these materials efficiently and effectively in the classroom. You will be able to develop principles for other administrative aspects of teaching.

You will also demonstrate an ability to deal with language learners via an on the job teaching practicum under the supervision of an experienced ESL teacher. Successful completion of this program will open opportunities for employment in ESL, TAFE, universities and private providers.

Key Study Areas

- Apply language analysis techniques to inform teaching practice
- Plan teaching approaches, techniques and resources
- Assess learner language skills
- Apply language learning theories to classroom practice

Prerequisites

- Successful completion of a course of undergraduate study or Diploma of Education.
- Successful completion of an initial course in English language teacher training, typically CELTA or Certificate IV in TESOL.
- Preferably some ESL teaching experience.
- English language proficiency equivalent to IELTS 7.0 (Academic).



Engineering and Technology



Certificate III in Engineering (Electrical/Electronic Trade)

CRICOS Code:	072267K
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Moorabbin

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

The skills developed at this level include fault finding, service, modification of machinery and equipment and maintenance programming. You will also learn about programming and commissioning of Programmable Logic Controllers (PLC), Human Machine Interface (HMI) screens, motor drives, and automation systems.

Key Study Areas

- Perform electrical/electronic measurement
- Disconnect/reconnect fixed wired equipment
- Install and test electrical wiring and circuits
- Programmable Logic Controllers- Robotics
- Dismantle, replace and assemble engineering components
- Fault find/repair electrical equipment/components

Career Outcomes

- Non-licensed Engineering Electrical/Electronic Tradesperson
- Electronic Technician

Prerequisites

- Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

On successful completion of this course, students are eligible to continue to the Certificate IV in Engineering (Electrotechnology Stream).

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

CRICOS Code:	073973J
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

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

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

Key Study Areas

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

Career Outcomes

- Air Conditioning and Refrigeration Mechanic.

Prerequisites

- Good passes at Year 11 level or the overseas equivalent including a pass in Mathematics and preferably some relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

On successful completion of this course, students are eligible to continue to the Certificate IV in Engineering (Electrotechnology Stream).

Certificate IV in Engineering (Electrotechnology Stream)

CRICOS Code:	This course is currently awaiting CRICOS registration.
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$7,000
Campus:	Moorabbin

The Certificate IV in Engineering (Electrotechnology Stream) has been specifically developed to be delivered to students who have completed a Certificate III in Engineering (Electrical/Electronic Trade) or Certificate III in Engineering Mechanical Trade (Refrigeration and Air Conditioning) who wish to further their studies.

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

Job roles may include the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of equipment and machinery, the fabrication of structures and assemblies, manufacture of sheet metal work, as well as use of relevant machinery, equipment and joining techniques.

Key Study Areas

- Computer Aided Drafting Systems
- Analyse a simple electrical system circuit
- Modify complex electrical circuits and systems
- Modify electronic systems
- Fault find and repair/rectify complex electrical circuits

Career Outcomes

- Relevant Tradesperson
- Engineering Supervisor

Prerequisites

- Successful completion of Certificate III in Engineering (Electrical/Electronic Trade) or Certificate III in Engineering Mechanical Trade (Refrigeration and Air Conditioning)

Pathway Options

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

Note: This course is currently undergoing re-accreditation and is subject to minor changes.

Diploma of Engineering Advanced Trade (Electrotechnology Stream)

CRICOS Code:	076438G
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$7,000 per 6 months
Campus:	Moorabbin

The Diploma of Engineering Advanced Trade (Electrotechnology Stream) is an engineering trade course and covers the design, manufacture, modification, maintenance and installation of electrical/electronic equipment and systems using modern programmable logic controllers and telecommunication engineering technology.

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

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

Key Study Areas

- Computer Aided Drafting Systems
- Mathematics for Engineering
- Engineering Drawing
- Programmable Logic Controllers- Robotics
- Telecommunications
- Reporting, Communication Engineering Information
- Engineering Computations

Career Outcomes

- Relevant Trades Technician
- Telecommunications Technician
- Engineering Supervisor

Prerequisites

- Successful completion of Certificate IV in Engineering (Electrotechnology Stream).

Certificate III in Engineering (Fabrication Trade)

CRICOS Code:	070022C
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Moorabbin

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

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

Key Study Areas

- Perform routine oxy-acetylene welding
- Carry out mechanical cutting
- Perform brazing and/or silver soldering
- Apply fabrication, forming and shaping techniques
- Perform routine MIG, TIG and Arc welding
- Perform engineering measurements
- Interact with computing technology

Career Outcomes

- Welder
- Sheet Metal Worker
- Boilermaker
- Construction Welder

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 5.5 (Academic). Refer to Page 3 for other accepted tests.

Pathway Options

On successful completion of this course, students are eligible to continue to the Certificate IV in Engineering (Fabrication Stream).



Certificate IV in Engineering (Fabrication Stream)

CRICOS Code: This course is currently awaiting CRICOS registration.
Duration: 6 months
Intakes: February, July
Fee (\$AU): \$7,000 per 6 months
Campus: Moorabbin

The Certificate IV in Engineering (Fabrication Stream) has been specifically developed to be delivered to students who have completed a Certificate III qualification in metal fabrication who wish to further their studies.

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

Job roles may include the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of equipment and machinery, the fabrication of structures and assemblies, manufacture of sheet metal work, as well as use of relevant machinery, equipment and joining techniques.

Key Study Areas

- Computer Aided Drafting Systems
- 2D and 3D drawings using computer aided drafting
- Advanced welding
- Engineering for Steel Structures
- Weld to code standards

Career Outcomes

- Relevant Tradesperson
- Engineering Supervisor

Prerequisites

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

Pathway Options

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

Note: This course is currently undergoing re-accreditation and is subject to minor changes.

Diploma of Engineering Advanced Trade (Fabrication Stream)

CRICOS Code: 076438G
Duration: 6 months
Intakes: February, July
Fee (\$AU): \$7,000 per 6 months
Campus: Moorabbin

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

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

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

Key Study Areas

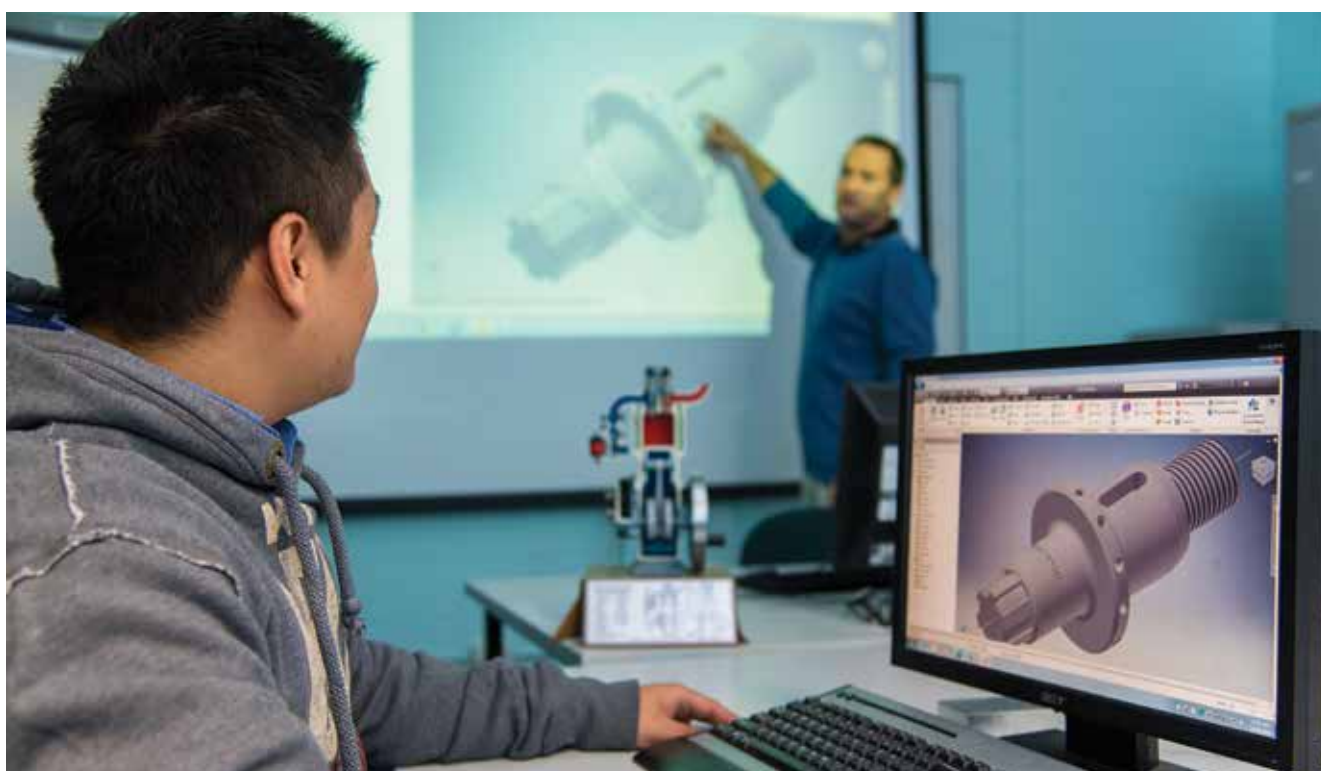
- Computer Aided Drafting Systems
- Mathematics for Engineering
- Construction Principles
- Reporting, Communication Engineering Information
- Engineering for Steel Structures
- Solutions for Engineering Problems
- Engineering Computations

Career Outcomes

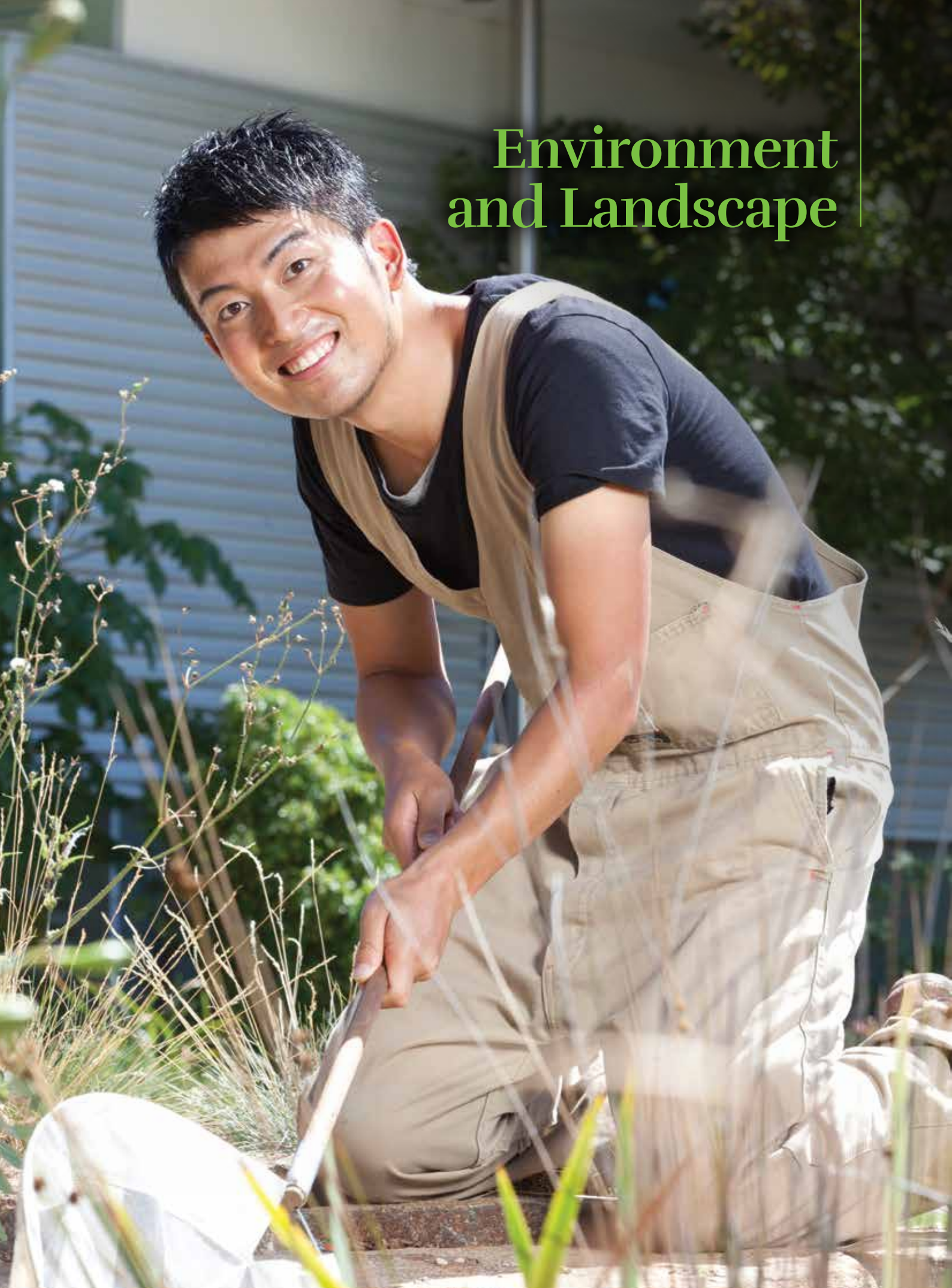
- Higher Technician
- Engineering Supervisor

Prerequisites

- Successful completion of Certificate IV in Engineering (Fabrication Stream).



Environment and Landscape



Certificate III in Floristry

CRICOS Code:	089027J
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$12,500 per year
Campus:	Waverley

Creativity and a love of flowers are the keys to a career in Floristry. Your floristry skills will be put to use to celebrate some of your customers' most important life experiences.

Holmesglen's qualified and experienced floristry teachers will assist you to achieve the skills you will need to begin or advance your career in the retail or creative floristry industries. You will learn all aspects of floristry techniques and design including a complete range of hand held, fully wired and base medium techniques.

You will also learn customer relations and retail skills through industry placement throughout the year. Floristry at Holmesglen has a strong design focus and in addition to floristry techniques and customer relations you will learn a variety of creative skills including drawing, visual display and event design.

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

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

In addition to course fees, students will have expenses totalling approximately \$150 (AUD) for activities and/or materials

Diploma of Conservation and Land Management

CRICOS Code:	092601B
Duration:	1.5 years
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Waverley*

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

As an integral part of the course, you will be provided with a broad base of technical and practical skills, and field work through onsite training. Working with Parks Victoria, you will be given a valuable opportunity to train onsite in natural area restoration programs. This will assist in professional development and lead towards a successful career as a land manager.

Upon graduating from the diploma, you may seek employment as Park and State Rangers or as Field and Technical Staff with government, local councils or private sector agencies.

Key Study Areas

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

Career Outcomes

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

Prerequisites

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

*Plus occasional classes at Eildon and Parks Victoria locations.

In addition to course fees, students will have expenses totalling approximately \$400 (AUD) for activities and/or materials



Lincoln Flynn – Diploma of Landscape Design

Holmesglen's Diploma of Landscape Design student, Lincoln Flynn won 1st place in the Avenue of Achievable Gardens and also the People's Choice Award at the Melbourne International Flower and Garden Show 2016 for the design of this functional, sustainable and beautiful garden space named 'Refuge'.

Diploma of Horticulture

CRICOS Code:	092585G
Duration:	1.5 years
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Waverley

The Diploma of Horticulture will be ideal if you are wishing to manage amenity horticultural enterprises, including nurseries, parks, garden maintenance and community gardens, where a range of skills and knowledge across the horticultural industry is required.

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

Key Study Areas

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

Career Outcomes

- Senior Horticulturist
- Parks and Gardens Manager
- Nursery Manager

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

In addition to course fees, students will have expenses totalling approximately \$100 (AUD) for activities and/or materials

Diploma of Landscape Design

CRICOS Code:	092594G
Duration:	1.5 years
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Waverley

Learn to shape the land you work on into a calming oasis, a sustainable garden or even a functional, breathtaking park with Holmesglen's Diploma of Landscape Design. The world practically becomes your canvas as we teach you the practical and theoretical skills needed to assess sites, consult, manage and creatively design landscaping solutions for domestic and commercial purposes.

During this specialist course, you will learn a variety of skills including the development and use of computer-aided designs, management, implementation and maintenance of a range of projects in landscaping, parks and gardens, community based projects, or activities undertaken in the commercial or private sector.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

In addition to course fees, students will have expenses totalling approximately \$50 (AUD) for activities and/or materials



Claudine Reynolds - Diploma of Horticulture

Holmesglen Diploma of Horticulture student, Claudine Reynolds won the Momentum Energy Sustainability Award at the 2016 Melbourne International Flower and Garden Show with her Achievable Garden named 'Breakfast in Bed', a fragrant and relaxing sanctuary.



Hairdressing and Beauty



Diploma of Beauty Therapy

CRICOS Code:	089075A
Duration:	1 year
Intakes:	January, April, July, October
Fee (\$AU):	\$18,500 per year
Campus:	Headmasters City (Spring Street)

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

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

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

These two courses can be completed in 12 months.

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

Key Study Areas

- Facials and Advanced Facials
- Developing Treatment Plans
- Diathermy
- Lash and Brow Treatments
- Product Merchandising and Selling
- Make-Up
- Waxing
- Manicure and Pedicure
- Massage
- Nails and Nail Art

Career Outcomes

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

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Additional fees: \$750 materials kit and uniform

Certificate III in Hairdressing

CRICOS Code:	077285A
Duration:	1 year
Intakes:	Monthly intake
Fee (\$AU):	\$14,500 per year
Campus:	Headmasters City (Spring Street)

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

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

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

Key Study Areas

- Chemical Waving and Relaxing Services
- Client Consultation and Advice
- Colour and Lightening Services
- Hair and Scalp Treatments
- Haircutting
- Hairstyling and Design

Career Outcomes

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

Prerequisites

- Good passes at Year 10 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Additional fees: \$2000 materials kit and uniform



Certificate IV in Hairdressing

CRICOS Code:	077286M
Duration:	6 months
Intakes:	Monthly intake
Fee (\$AU):	\$7,950
Campus:	Headmasters City (Spring Street)

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

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

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

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

Key Study Areas

- Creative Haircuts
- Hair Extensions
- Long Hair Design
- Make-Up Design

Career Outcomes

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

Prerequisites

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

Additional fees: \$500 materials kit and uniform

Diploma of Salon Management

CRICOS Code:	077287K
Duration:	6 months
Intakes:	January, April, July, October
Fee (\$AU):	\$18,500
Campus:	Headmasters City (Spring Street)

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

Once completed you will be able to:

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

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

Key Study Areas

- Develop and Implement Marketing Strategies
- Focus on Building the Business
- Lead, Support and Develop a Team
- Manage the Sales and Service Delivery of the Salon

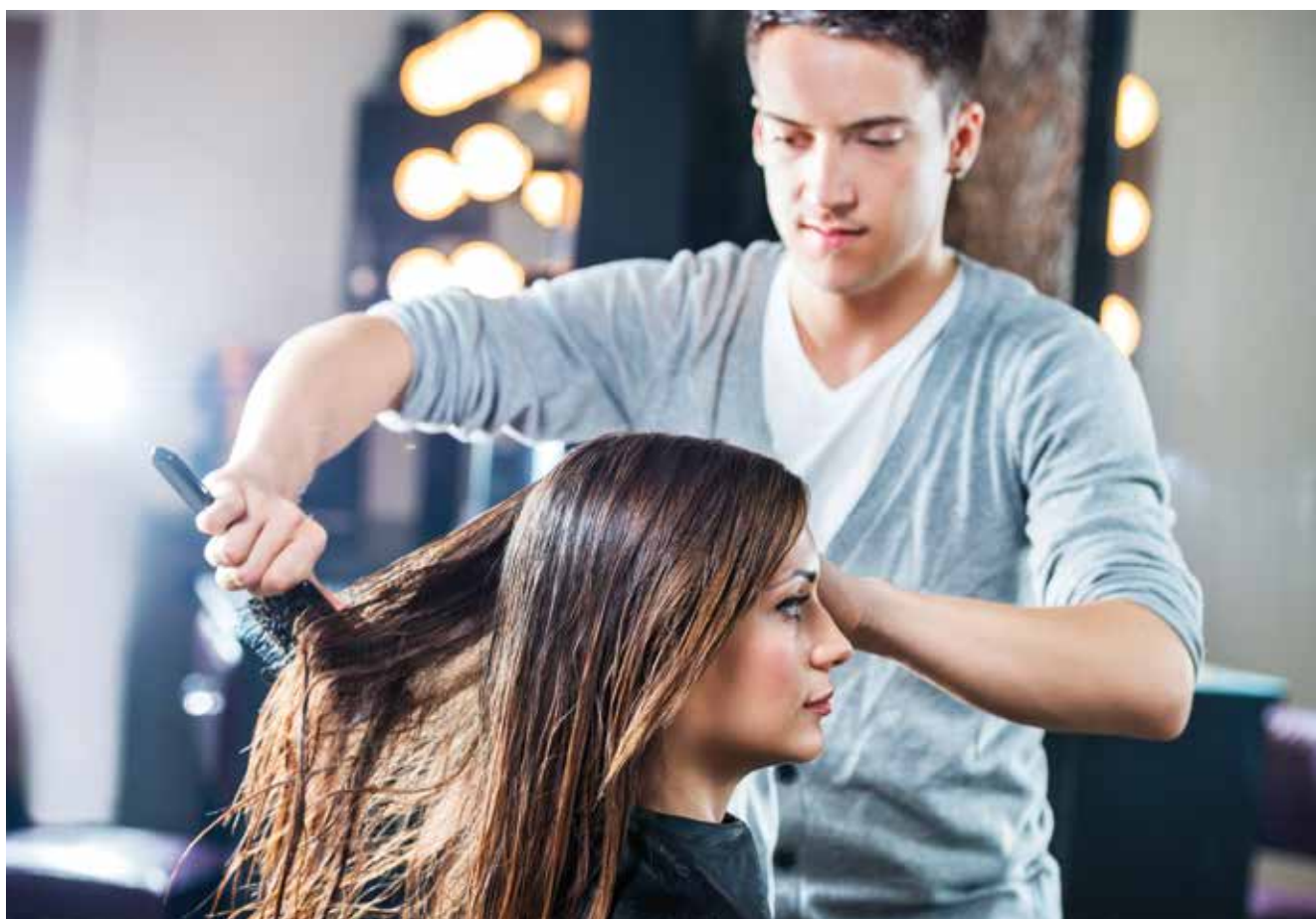
Career Outcomes

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

Prerequisites

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

Additional fees: \$750 materials kit and uniform



Diploma of Specialist Makeup Services

CRICOS Code:	089448K
Duration:	1 year
Intakes:	January, April, July, October
Fee (\$AU):	\$18,500 per year
Campus:	Headmasters City (Spring Street)

The Diploma of Specialist Make-up Services is designed for those dedicated to a serious career in make-up.

Master the art of special effects and advanced make-up and hair techniques as well as discovering what it takes to launch yourself into a successful creative career.

From working on TV and film, to the bright lights of Hollywood and backstage at fashion shows, it all starts at MakeupMasters.

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

Key Study Areas

- Makeup History
- Makeup for performance
- Hair for performance
- Starting a freelance business
- Makeup application
- Special effects

Career Outcomes

- Makeup Artist for TV/Film
- Special Effects Makeup Artist
- High Fashion Makeup Designer
- Freelance Makeup Artist
- Creative Director
- Beauty Blogger
- Makeup & Hair Stylist
- Bridal Makeup Artist

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Additional fees: \$750 materials kit and uniform



Health Science and Community Studies

“

I made the decision of applying to study Nursing with Holmesglen over the large universities to gain a more practical approach to learning. At Holmesglen you don't feel as if you are lost in the crowd, the teachers know your name and I have built great relationships with all of them over the years.

After graduating from the Bachelor of Nursing with Holmesglen, I was offered a full time graduate position with a Healthscope private hospital in Melbourne. I am proud to say that I now save lives for a living.

Babina – Nepal”

Certificate IV in Laboratory Techniques

CRICOS Code:	090894M
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Moorabbin

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

The course is delivered in our specialised laboratories where an emphasis is placed on practical training. Our instrumentation is reflective of what you will use in industry and will prepare you to confidently start your career in a laboratory.

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

Key Study Areas

Students will have the ability to:

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

Career Outcomes

- Laboratory Assistant
- Laboratory Technician in food, pathology, industrial, education laboratories

Prerequisites

- Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

In addition to course fees, students will have expenses totalling approximately \$100 (AUD) for equipment, materials and/or uniforms as needed.

Diploma of Laboratory Technology

CRICOS Code:	090908K
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Moorabbin

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

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

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

Key Study Areas

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

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

Career Outcomes

- Laboratory Technician
- Laboratory Technologist
- Technical Officer
- Research Officer
- Pathology Technician
- Biotechnician

Prerequisites

- Successful completion of the Certificate IV in Laboratory Techniques.

In addition to course fees, students will have expenses totalling approximately \$100 (AUD) for equipment, materials and/or uniforms as needed.



Certificate III in Pathology

CRICOS Code:	080292J
Duration:	6 months
Intakes:	January, February, April, June, July, August
Fee (\$AU):	\$7,000
Campus:	Moorabbin

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

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

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

Key Study Areas

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

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

Career Outcomes

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

Prerequisites

- Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects.
- English language proficiency equivalent to IELTS 5.5 (Academic).



Diploma of Nursing

CRICOS Code:	080294G
Duration:	2 years
Intakes:	February, July
Fee (\$AU):	\$16,000 per year
Campus:	Moorabbin

This course will equip you to be part of the dynamic, people-focused profession of nursing. Successful graduates are eligible to apply to the Nursing and Midwifery Board of Australia (NMBA) to gain registration as an 'Enrolled Nurse'*.

The course will assist you to develop a sound knowledge and skill base to underpin your future clinical role and to interact confidently and professionally with other health professionals in acute and non-acute environments.

All students undertake ten (10) weeks of clinical placement throughout the course in areas such as aged care, acute care, subacute care and rehabilitation. Before attending clinical placement you will benefit from extensive practice in Holmesglen's world-class 'Simulated Hospital'.

**Please note that the NMBA will also require evidence that you meet their English Language requirements prior to granting registration to practice in Australia – refer to the NMBA website for up-to-date information.*

Key Study Areas

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

Career Outcomes

- Enrolled Nurse with employment within an acute hospital, mental health, aged care or community setting.

Prerequisites

- Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects including Mathematics.
- English language proficiency equivalent to IELTS 6.0 (Academic) with no individual bandscore less than 6.0.
- Students must be 18 or older at the time of course commencement.
- Prior to undertaking clinical placement students must be prepared to declare their health and immunisation status; complete a Police Records Check annually; hold a valid Working with Children Check (WWCC); and will be registered as a student with AHPRA by Holmesglen.

Pathway Options

Students achieving an average grade result of 60% or higher, and who meet the English language requirements, will be eligible to enter Holmesglen's Bachelor of Nursing with the equivalent of 12 months' academic credit into the program. Students who pathway from the Diploma are required to attend the Bachelor of Nursing Bridging Program prior to entry into the second year of the Degree.

Clinical Placement

Students will be required to attend placements in metropolitan and rural areas and placements may be scheduled during holiday periods. Some theory units must be satisfactorily completed prior to students undertaking clinical placement. Failure of any clinical placement may result in a significant delay in course completion time.

In addition to course fees, students will have expenses totalling approximately \$500 (AUD) for equipment, materials and/or uniforms as needed.

Bachelor of Nursing

CRICOS Code:	063699E
Duration:	3 Years
Intakes:	February
Fee (\$AU):	\$23,000 per year SSAF (\$AU): \$294
Campus:	Moorabbin

This course will prepare you well for the dynamic, challenging and rewarding career of nursing. Graduates of the Holmesglen Bachelor of Nursing are eligible to apply to the Nursing and Midwifery Board of Australia (NMBA) to register for practice in Australia*.

With its patient-centred, caring focus, the Bachelor of Nursing will assist you to develop a comprehensive knowledge and skill base which is underpinned by sound critical thinking and problem-solving.

You will be well connected to nursing practice and consolidate your on-campus learning through clinical placements that take place in each semester of the degree. Extensive practice within our world-class 'Simulated Hospital' will help to prepare you for clinical placement and the realities of professional nursing work. Clinical placements cover a broad range of health care environments and you will be well supported to achieve your learning goals.

**Please note that the NMBA will also require evidence that you meet their English Language requirements prior to granting registration to practice in Australia – refer to the NMBA website for up-to-date information*

Key Study Areas

The Bachelor of Nursing aims to produce a graduate who:

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

Career Outcomes

- Registered Nurse with potential to work in a broad range of areas such as acute care, paediatrics, community and rehabilitation, mental health, aged care, emergency and high dependency nursing.
- Potential to undertake further postgraduate study in varying areas of specialised nursing practice.

Prerequisites

- Satisfactory completion of Year 12 level studies, or overseas equivalent, with passes in all subjects including mathematics and a minimum 'Credit' grade (or equivalent) in English.
- English language proficiency equivalent to IELTS 6.5 (Academic) with three bandscores no less than 6.5 and one bandscore no less than 6.0.
- Students must be 18 at the time of course commencement.
- A background in a relevant health science or closely related area is recommended.

Pathway Options

Students applying to enter following completion of the Diploma of Nursing:

- Satisfactory completion of the Diploma of Nursing with a minimum grade average of Credit or higher (60% and above)
- An IELTS 6.5 (Academic) with three bandscores no less than 6.5 and one bandscore no less than 6.0.
- Successful completion of the Bachelor of Nursing Bridging Program.
- Prior to undertaking clinical placement all students must be prepared to declare their health and immunisation status; complete a Police Records Check annually; hold a valid Working with Children Check (WWCC); and will be registered as a student with AHPRA by Holmesglen.

Clinical placements

Clinical placements may be scheduled outside semester times and may include placement in outer metropolitan and regional areas. Failure to successfully complete a clinical placement may result in a significant extension of course time and subsequent delay in course completion.

Bachelor of Nursing Bridging Program

This program has been designed to ensure a smooth transition for Diploma of Nursing graduates into the Bachelor of Nursing. The program must be successfully completed prior to undertaking your degree studies.

Intakes: January and August

Fee: \$1,200 (AUD) – (this is additional to the Bachelor of Nursing course fee)

In addition to course fees, students will have expenses totalling approximately \$500 (AUD) for equipment, materials and/or uniforms as needed.



Simone Giurastante

Bachelor of Nursing

International Bachelor of Nursing student Simone Giurastante won the Outstanding International Student category at the Holmesglen annual Awards Dinner in April 2016.

Simone's outstanding academic performance whilst studying Holmesglen's Diploma of Nursing resulted in him also being awarded the Australian Nursing & Midwifery Federation (ANMF) Student Nurse Award in the Vocational Education and Training Category.

This recognition encouraged Simone to continue his studies in the Bachelor of Nursing, where he continued to excel, and in 2016 was awarded an International Student Scholarship and was recognized as the Outstanding International Student of the Year at Holmesglen.

Certificate III in Individual Support

CRICOS Code:	089909G
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,300
Campus:	Moorabbin, Chadstone

The Certificate III in Individual Support prepares students to work with people in the community who require support due to ageing, disability or other reasons. This support may be provided across a range of community and residential / home settings.

Students will learn how to apply an individualised plan to provide person-centred support using discretion and judgement as well as taking responsibility for their own outputs. The course covers a range of relevant theory, technical and practical knowledge which is consolidated through 120 hours of work placement experience.

Key Study Areas

This course will develop your knowledge and skills to enable you to:

- Meet personal support needs of a client
- Provide individualised support
- Provide support to people living with dementia
- Provide first aid
- Support independence and well-being of the client
- Provide home and community support services

Career Outcomes

- Personal Care Assistant
- Personal Care Worker
- Nursing Assistant
- Community Worker

Prerequisites

- English language proficiency equivalent to IELTS 5.5 (Academic).
- Students will be required to have a current Police Check and sign a Statutory Declaration prior to commencing this course.
- Students must be 18 years of age or older at the time of course commencement.

Diploma of Community Services

CRICOS Code:	091966C
Duration:	20 months
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Moorabbin

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

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

This comprehensive program prepares students well for work in the community services sector and includes extensive work placement experience.

Key Study Areas

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

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

Career Outcomes

- Community Services Worker
- Family Support Worker
- Case Worker or Manager
- Group Facilitator or Manager

Prerequisites

- Satisfactory completion of Year 12 level studies, or overseas equivalent, with passes in all subjects.
- English language proficiency equivalent to IELTS 5.5 (Academic) with a minimum of 5.5 in each macroskill i.e: listening, speaking, reading and writing.

Practical Placement

- All students must complete 200 hours of work placement during their studies. This is a crucial part of their final assessment.

**To be eligible for ACWA (Australian Community Workers Association) accreditation an additional 200 hours of work placement (i.e: a total of 400 hours) must be completed as part of the program.*



Diploma of Dental Technology

CRICOS Code:	080295F
Duration:	2 years
Intakes:	February, July
Fee (\$AU):	\$18,000 per year
Campus:	Chadstone

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

The course provides students with the knowledge and skills required to undertake technical work in the following disciplines: Denture Construction (Prosthetics), Cast Metal Denture fabrication, Construction of Removable and Fixed Orthodontic appliances and Crown and Bridge. Students will also master the use of Computer Aided Design (CAD) to assist in the construction of dental appliances.

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

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

Key Study Areas

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

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

Career Outcomes

- Dental Technician
- Dental Technologist

Prerequisites

- Satisfactory completion of Year 12 level studies or the overseas equivalent, with passes in all subjects.
- English language proficiency equivalent to IELTS 6.0 (Academic).
- Recommended: Good passes (i.e 'credit' level or higher) in Science and a subject that requires manual dexterity skills such as Art, Woodwork, Metalwork or equivalent.

In addition to course fees, students will have expenses totalling approximately \$800 (AUD) for equipment, materials and/or uniforms as needed.



Bachelor of Oral Health (Therapy and Hygiene)

CRICOS Code:	077426D
Duration:	3 years
Intakes:	March
Fee (\$AU):	\$32,800 per year
Campus:	Chadstone

The Bachelor of Oral Health is a Charles Sturt University (CSU) degree offered at Holmesglen's Chadstone campus with the third year delivered at various CSU clinical sites in NSW or at external sites around Australia.

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

Students will undertake Years 1 and 2 of the degree at Holmesglen's Chadstone Campus. Pre-clinical training will take place in our state of the art simulation clinic. Clinical training will take place in CSU's Wagga Wagga and Albury clinics.

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

The Student Services and Amenities Fee (SSAF) is \$36 per 8 point subject, with a maximum annual fee amount for 2016 capped at \$288 per student. Fees will be indexed and may increase each calendar year.

Key Study Areas

A graduate from the Bachelor of Oral Health will be able to:

- Provide extra and intra oral examination on patients of all ages
- Provide dental therapy treatment for patients up to 26 years of age
- Perform dental hygiene treatment for all patients
- Assist with the preventative management of dental diseases
- Understand the principles of public and population health
- Provide advice on oral health

Career Outcomes

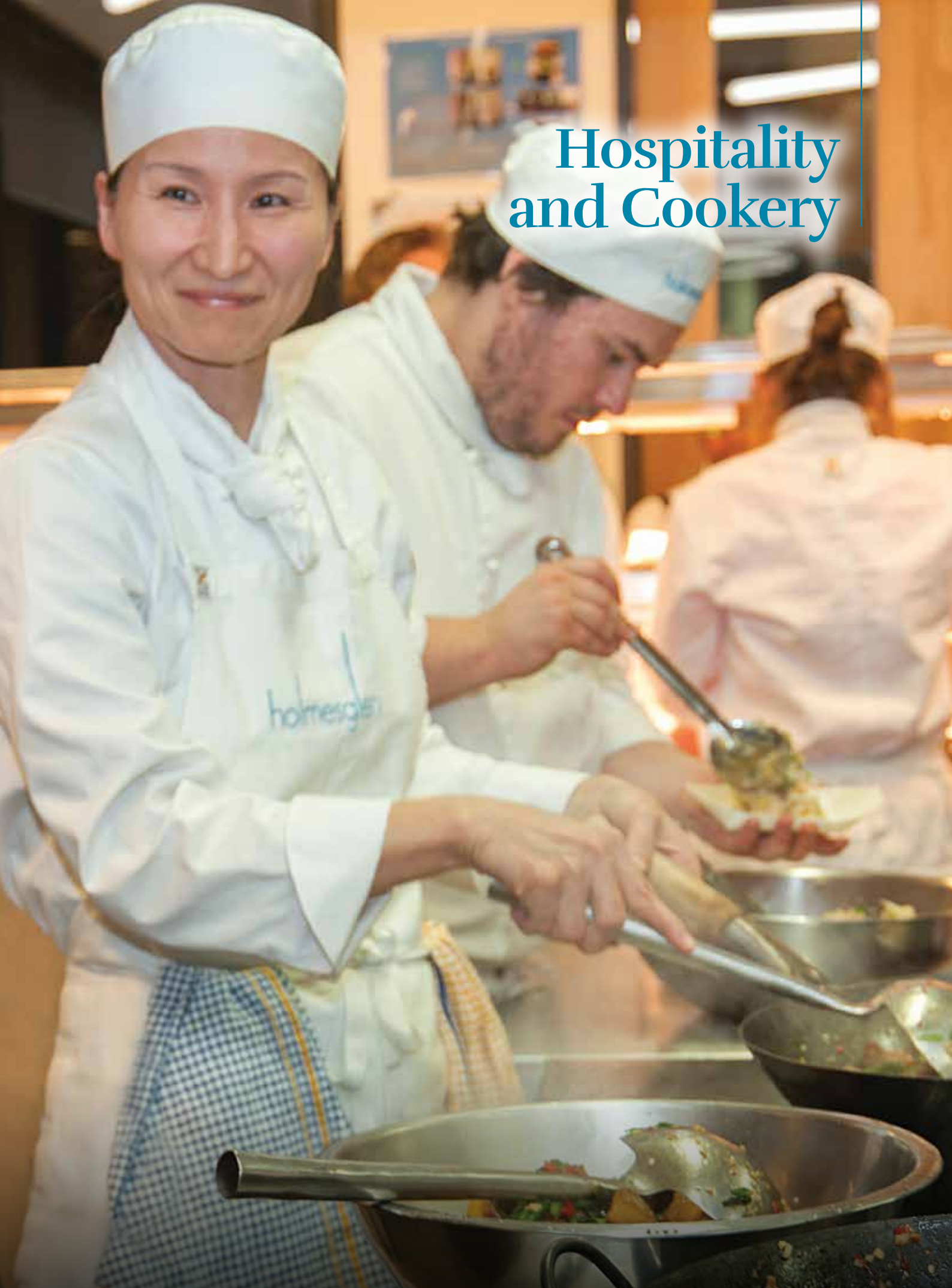
- Oral Health Therapist
- Dental Therapist
- Health Promotion Officer
- Health Researcher
- Dental Hygienist

Prerequisites

- Good passes at Year 12/Matriculation level or the overseas equivalent.
- English language proficiency equivalent to IELTS 7.0 (Academic) with no individual bandscore less than 6.5.



Hospitality and Cookery



Certificate II in Hospitality

CRICOS Code:	090917J
Duration:	6 months
Intakes:	October
Fee (\$AU):	\$7,000
Campus:	Moorabbin

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

Hands-on skill development is given to you in Holmesglen's student training restaurants with further opportunities available in leading hospitality venues in Melbourne.

Key Study Areas

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

Career Outcomes

- Food and Beverage Waiter
- Front Office Worker
- Barista

Prerequisites

- Good passes at Year 11 level or the overseas equivalent and preferably some relevant work experience.
- English language proficiency equivalent to IELTS 5.0 (Academic).

Pathway Options

On completion of this course students can continue into the Certificate IV in Hospitality (any culinary streams) or the Diploma or Advanced Diploma of Hospitality.



Certificate IV in Commercial Cookery

CRICOS Code:	081958G
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Waverley, Moorabbin

Step into a world of mouth-watering flavours and discover a talent to bring joy and happiness through great food as you train towards becoming a qualified chef.

With Holmesglen's Certificate IV in Commercial Cookery, you will learn the various techniques and skills used to produce memorable dishes while gaining work ready skills highly sought after by industry.

Throughout the course, you will work in Holmesglen's student training kitchens with further opportunities available in leading hospitality venues in Melbourne where you will learn to work efficiently as an individual and as part of a larger team as you produce professional quality feasts that will excite the senses.

Between practical learning sessions and placement shifts, you will also acquire leadership and supervisor skills which will empower you to run a successful business.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

In addition to course fees, students will have expenses totalling approximately \$1100 (AUD) for activities and/or materials.



Certificate IV in Patisserie

CRICOS Code:	081957J
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$15,000 per year
Campus:	Waverley, Moorabbin

Discover the sweeter things in life as you gradually train and graduate to be a qualified patissier, specialising in patisserie.

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

Your course will be delivered through a series of practical training sessions and placements as you work at Holmesglen's student training kitchens and restaurants with further opportunities available in leading 5-star hospitality venues in Melbourne.

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

In addition to course fees, students will have expenses totalling approximately \$1100 (AUD) for activities and/or materials.

Advanced Diploma of Hospitality

CRICOS Code:	081623J
Duration:	1.5 years
Intakes:	February, July, October*
Fee (\$AU):	\$14,000 per year
Campus:	Waverley, Moorabbin

The Advanced Diploma of Hospitality provides you with the training to become a highly skilled manager. You will learn a broad range of practical skills in Holmesglen's training restaurants and through multiple industry placement opportunities.

Your practical training is combined with learning specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. You will learn to operate with significant independence and will gain further knowledge in business and management strategies.

This qualification provides a pathway for graduates to provide world class experiences in any hospitality industry sector and for organisations such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés and coffee shops.

*October intake at Moorabbin campus only.

In addition to course fees, students will have expenses totalling approximately \$850 (AUD) for activities and/or materials.

Diploma of Hospitality

CRICOS Code:	081622K
Duration:	1.5 years
Intakes:	February, July, October *
Fee (\$AU):	\$14,000 per year
Campus:	Waverley, Moorabbin

If you are seeking a management position within the hospitality industry, this hands-on course gives you the training and development you need for your future career. Your studies will involve placement in Holmesglen's student training restaurants (Zest at Waverley or Cilantro at Moorabbin) where you will learn the intricacies of front of house service in a fine dining establishment.

You will apply your skills whilst learning in our fully equipped practical facilities as well as enjoy work placement with our industry partners. Subjects studied include: the Responsible Service of Alcohol (RSA) qualification; practical training on food preparation; food serving and food safety; managing budgets and staffing; and an additional focus on barista training.

Career paths open to graduates include management roles in resorts, hotels, function centres, casinos, cruise liners and gaming venues. You may wish to pursue restaurant management, accommodation operations, specialist wine roles and supervisory and management roles within sales, marketing, inventory and logistics at major hotels and facilities worldwide.

Key Study Areas

- Restaurant and bar skills
- High level customer service skills
- Front office management systems
- Finances and budget abilities
- Marketing techniques
- Australian law and compliance

Career Outcomes

- Food and Beverage Manager
- Food and Beverage Supervisor
- Front Office Manager
- Café Owner

Prerequisites

- Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

Students who successfully complete the Diploma of Hospitality can achieve the Bachelor of Hospitality Management within a minimum of 2 years' study.

*October intake at Moorabbin campus only.

In addition to course fees, students will have expenses totalling approximately \$700 (AUD) for activities and/or materials.

Key Study Areas

- High level customer service skills
- Front office management systems
- Finances and budget abilities
- Human resources and business management skills
- Australian law and compliance

Career Outcomes

- Area Manager or Operations Manager
- Executive/ Head Chef
- Executive/ Sous Chef
- Restaurant/Café Owner or Manager
- Food and Beverage Manager
- Club Secretary or Manager
- Rooms Division Manager

Prerequisites

- Good passes at Year 11 level or the overseas equivalent plus relevant employment experience.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway options

On satisfactory completion of the Advanced Diploma, students may apply for entry into the Holmesglen's Bachelor of Hospitality Management. It will take a further one and a half years of study to complete the bachelor degree.

Bachelor of Hospitality Management

CRICOS Code:	074320E
Duration:	3 years
Intakes:	February, July
Fee (\$AU):	\$15,200 per year SSAF (\$AU): \$294
Campus:	Waverley

The Bachelor of Hospitality Management prepares graduates with the skills required for top managerial roles within the hospitality industry. Learn everything you need to know about managing million dollar catering contracts through to running a five star hotel.

The hospitality industry is one of Australia's biggest and most dynamic workforces. If you thrive on change and are quick on your feet, then this is the industry for you. As a hotel, cruise ship or restaurant manager (to name just a few career choices available to graduates), no two days are likely to be the same.

To equip you for this complex and fast paced workforce you will need a range of theoretical knowledge. You will develop practical skills through classes taught by experienced lecturers, held in our onsite training restaurants, as well as during two industry placements with one of our many world class partners.

A feature of this course is the professional practice placements in the final two semesters of the program, which include the option of a 12-week internship. These take place in selected hospitality businesses, including four and five star establishments and allow students to acquire insights into and connect directly with the Australian workplace culture.

Through practical application of theory and concepts you will develop a broad based understanding of hospitality and management, while placements give you a chance to meet and impress your potential future employers.

Key Study Areas

- Hospitality design
- Contemporary leadership techniques
- Strategic management
- Human resource management
- Services marketing
- Revenue and yield management
- Customer and business relationship management
- Hospitality service coordination
- Hospitality systems management

Career Outcomes

- Hotel/Resort Manager
- Restaurant Office Manager
- Venue Manager
- Café Owner
- Food & Beverage Manager

Prerequisites

- Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.
- To be eligible you must have an academic IELTS or equivalent of 6.0 with no individual bandscore less than 5.5.

In addition to course fees, students will have expenses totalling approximately \$300 (AUD) for activities and/or materials.



“ My learning experience studying hospitality at Holmesglen has been fantastic, small class sizes, it makes it very easy for us to ask questions and interact with the teacher. Holmesglen has a wonderful online learning system allowing us to keep track of what we are doing in class. Above all, the teachers are very friendly, helpful and always willing to offer support. I like the way we learn both theory classes and practical classes, so that we can apply the skills we have learnt straight away in the practical class, and we can review any issues that occurred in the restaurant in our theory classes. ”

Uyen Mi Tat (Jenny) – Vietnam
Bachelor of Hospitality Management

Information Technology and Digital Media



Certificate IV in Digital and Interactive Games/ Certificate IV in Digital Media Technologies

CRICOS Code:	086587A / 086579A
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Moorabbin

The Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies has been designed from the ground up to take advantage of the latest industry software and development environments, giving you the skills you need to design, create, develop and deploy games to your target platform and app stores.

You will learn essential skills that will give you the ability to create games such as massively multiplayer online games (MMOGs), first-person shooters, racing games, real-time strategy games, third person shooters, role playing games, side scrollers and many more.

Key study areas include; 3D design, game design and development, mobile apps, games effects, character animation, level design, artificial intelligence and much more.

Key Study Areas

- Create 3D digital models and animation
- Produce and edit digital images
- Produce an interactive game
- Apply introductory programming techniques
- Build a graphical user interface
- Develop mobile applications

Career Outcomes

- Support 2D/3D Artist
- Assistant Animator/Designer
- Support Games Developer
- Interaction Media Developer
- Assistant Games Programmer

Prerequisites

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

Pathway Options

Upon successful completion of Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies students may complete a further one year of study to achieve the Diploma of Digital and Interactive Games.

Certificate IV in Programming

CRICOS Code:	086573G
Duration:	1 year
Intakes:	February, July, October
Fee (\$AU):	\$13,000 per year
Campus:	Chadstone

If you're interested in designing and developing computer software and mobile applications, then the Certificate IV in Programming at Holmesglen is the ideal starting point in your career as a programmer.

You will be introduced to different programming concepts, mobile application development and web programming. In addition, you will have the opportunity to develop high level Java programming skills and gain a solid understanding of creating software applications for cloud services.

Up to date programming labs, industry standard software development environments and games engine interaction will all be available to you in this course.

Diploma of Digital and Interactive Games

CRICOS Code:	089907K
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Moorabbin

Level up your game development skills with the Diploma of Digital and Interactive Games. This course will teach you to take your 3D game concepts and make them a reality. Learn to design your own 3D characters and game art work. Learn to develop the skills you need to create interaction and game logic. Publish your game to your favourite platforms, including Android, iOS, PC, Mac and have the potential of publishing to consoles like the Xbox and PlayStation. Gain experience by working with real clients to develop solutions that meet their needs.

This course has been designed to take advantage of the latest industry software. You will learn essential skills that will give you the ability to create games such as massively multiplayer online games (MMOGs), first-person shooters, racing games, real-time strategy games, third-person shooters, role playing games, side-scrolling games and many more.

Key study areas include; 3D design, 3D environment design, 3D character design, game design and development, animation, mobile apps, games effects, 3D painting, character animation, games programming, level design, artificial intelligence and much more.

Key Study Areas

- Design and create models for a 3D and digital effects environment
- Produce a digital animation sequence
- Animate physical attributes of models and elements
- Create complex 3D characters for games
- Create and implement designs for a 3D games environment
- Create and combine 3D digital games and components
- Produce a digital animation sequence
- Build advanced user interface

Career Outcomes

- Games Designer
- Games Tester
- 3D Modeller
- 3D Games Animator
- Multimedia Designer
- Interactive Digital Media Designer/Developer
- Mobile Applications Developer
- Games Programmer

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Digital and Interactive Games/Certificate IV in Digital Media Technologies.

Key Study Areas

- Create basic databases
- Develop data driven applications
- Develop mobile applications
- Apply skills in object oriented design
- Write script for software applications
- Use XML effectively

Career Outcomes

- Mobile Application Developer
- Android App Developer
- Apple iOS Developer
- Programmer
- Web Programmer
- Games Developer

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

On successful completion, students may complete a further six months of study to achieve the Diploma of Software Development.

Diploma of Software Development

CRICOS Code:	086685K
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,500
Campus:	Chadstone

The Diploma of Software Development is ideal for those with imagination and flair, keen to design and develop computer software. Study in modern, spacious computer labs with every opportunity to develop practical and hands-on skills to develop mobile applications in both Android and Apple iOS. In addition, students will build software applications for cloud services and work on a large scale project as part of a team for a 'live' client.

Study in Holmesglen's excellent state of the art facilities, with experienced and enthusiastic teachers to encourage and develop you to the best of your ability.

Key Study Areas

- Build advanced user interface
- Implement security for applications
- Develop advanced mobile multi touch applications
- Create cloud computing services
- Produce client side script for dynamic web pages
- Deploy an application to a production environment

Career Outcomes

- Mobile Application Developer
- Android App Developer
- Apple iOS Developer
- Programmer
- Web Programmer
- Games Developer
- Cloud Computing Application Developer

Prerequisites

- Successful completion of the Certificate IV in Programming.

Certificate IV in Information Technology Networking

CRICOS Code:	086553M
Duration:	1 year
Intakes:	February, July, October
Fee (\$AU):	\$13,000 per year
Campus:	Chadstone

Holmesglen's Certificate IV in Information Technology Networking program is the ideal pathway option into designing and constructing networks. You will be involved in constructing wired and wireless networks suitable for home or small business environments.

Through this course, you will develop skills in the installation and management of servers, designing and building networks for small business environments, and configuring and testing network security.

You will also have the opportunity to develop management skills as you work through various projects as part of a team in up to date networking laboratories with current industry standard equipment and technologies.

Key Study Areas

- Install and manage a server
- Manage network and data integrity
- Install, operate and troubleshoot a small enterprise branch network
- Build a small wireless local area network
- Install, configure and test network security
- Design and implement an integrated server solution

Career Outcomes

- Network Administrator
- Network Security Administrator
- Network Technician
- Network Support

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

On successful completion, students may complete a further six months of study to achieve the Diploma of Information Technology Networking.

Diploma of Information Technology Networking

CRICOS Code:	086634K
Duration:	6 months
Intakes:	February, July
Fee (\$AU):	\$6,500
Campus:	Chadstone

Developing on the skills developed from the Certificate IV, the Diploma of Information Technology Networking will have you constructing and maintaining wired and wireless networks suitable for larger business environments.

You will learn advanced techniques to implement and manage network security and user authentications; create scripts for improved network performance and efficiency; design your own network server; and produce suitable ICT network architecture designs for businesses.

You will also have the opportunity to develop management skills as you work in up to date networking laboratories with current industry standard equipment and technologies.

Key Study Areas

- Install and manage a server
- Manage network and data integrity
- Install, operate and troubleshoot a small enterprise branch network
- Build a small wireless local area network
- Install, configure and test network security
- Managing Cloud Services

Career Outcomes

- Network Administrator
- Network Security Administrator
- Network Technician
- Network Support

Prerequisites

- Successful completion of the Certificate IV in Information Technology Networking.

Certificate IV in Web-Based Technologies/ Certificate IV in Digital Media Technologies

CRICOS Code:	086544A / 086579A
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Moorabbin

The Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies is the ideal pathway into the web development and multimedia industry. Learning the tools and techniques required for industry standard web and multimedia applications, you will learn and work on industry current tasks performed in the workplace.

Cutting edge, industry standard technology will be explained including web design/development; content management systems; custom built mobile applications for iOS iPad and iPhone apps; custom built mobile applications for the Android market; and social network marketing skills for business.

Up-to-date Mac and PC labs will be available to you, enabling you to become a versatile web/multimedia designer and developer. You may also use the course as a stepping-stone into higher education.

Key Study Areas

- Design a website to meet technical requirements
- Integrate social web technologies
- Author interactive media
- Produce server side script for dynamic web pages
- Customise content management systems
- Develop mobile applications

Career Outcomes

- iOS Application Developer
- Android Application Developer
- Graphic And Web Design Assistant
- Digital Media Designer/Developer

Prerequisites

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

Pathway Options

Upon successful completion of the Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies, students may complete a further one year of study to achieve the Diploma of Website Development.

Diploma of Website Development

CRICOS Code:	086669K
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Moorabbin

Are you interested in web design/development and multimedia? This course is the ideal pathway into the web development and multimedia industry. Learn to build beautiful responsive websites and web application using the tools and techniques required in industry. Gain experience by working with real clients to develop solutions that meet their needs.

Learn cutting edge, industry standard skills and technology including; graphic design, responsive design, HTML5 CSS3, jQuery, web application development, programming & mobile app design for iOS & Android.

You will develop a comprehensive understanding of the design and technical skills required to work within the digital media industry. Strong emphasis is placed on creativity and conceptual development using software packages and programming languages that are of industry standard. Delivery format of this course will include face to face student contact and many practical lessons delivered via video/screencasts. Each video/screencast will provide you with necessary theory and/or practical lessons that can be viewed multiple times and at your own convenience.

Key Study Areas

- Build a dynamic website
- Create dynamic web pages
- Create web-based programs
- Integrate database with a website
- Verify client business requirements
- Research and apply emerging web technology trends
- Ensure a safe workplace
- Contribute to copyright, ethics and privacy in an ICT environment

Career Outcomes

- Web Developer
- Web Development Manager
- Website Manager
- Web Administrator
- Web Programmer

Prerequisites

- Successful completion of Holmesglen's Certificate IV in Web-Based Technologies/Certificate IV in Digital Media Technologies.



Joinery, Cabinet Making and Furniture Design



Certificate III in Joinery

CRICOS Code:	089777D
Duration:	15 months
Intakes:	Monthly
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

The Certificate III in Joinery provides comprehensive training in all practical and theoretical aspects of joinery. You will learn to manufacture and assemble joinery components; Oxy-LPG; cut and install glass; install windows and doors; computer-controlled/static machinery and undertake sustainable practices in the construction industry.

Where possible, work is undertaken on full sized projects in Holmesglen's specially designed and industry recognised facilities. Joiners are employed in the building industry and in the cabinet, shop-fitting and stair-building industries.

Key Study Areas

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

Career Outcomes

- Cabinet Maker
- Various positions in furnishing and joinery

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

Certificate III in Cabinet Making

CRICOS Code:	084377E
Duration:	15 months
Intakes:	Monthly
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

The Certificate III in Cabinet Making provides comprehensive training in cabinet making and furniture production.

You will learn how to: use power tools; operate all workshop machinery; operate CNC machinery; produce manual and computer aided production drawings; and estimate and cost jobs.

During your studies you will be taught how to create free standing furniture and install furniture, kitchen and bathroom units in Holmesglen's industry standard workshops.

The course is project based and the student will do a range of skilled operations within related activities involving trade routines, methods and procedures.

Key Study Areas

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

Career Outcomes

- Cabinet Maker
- Various positions in furnishing and joinery

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
- English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

Certificate IV in Furniture Design and Technology

CRICOS Code:	088123F
Duration:	1 year
Intakes:	Monthly
Fee (\$AU):	\$14,000 per year
Campus:	Chadstone

The Certificate IV in Furniture Design and Technology focuses on teaching you skills in the design of furniture and the application of the design into a finished furniture product. You will develop skills and knowledge that enable you to design and produce individual fine furniture for display, custom production and furniture for volume production.

Furniture designers are experts in creating and designing furnishings while considering both fashion and functionality. They design interior and exterior furniture, often keeping factors like sustainability, ergonomics, customer style preferences, and practicality in mind.

Your training at Holmesglen will set you up for a career in this growing competitive industry.

Key Study Areas

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

Career Outcomes

- Furniture Producer/Designer
- Designer
- Various positions in furniture design and manufacture

Prerequisites

- Good passes at Year 11 level or the overseas equivalent.
English language proficiency equivalent to IELTS 5.5 (Academic).

Pathway Options

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

Diploma of Furniture Design and Technology

CRICOS Code:	089779B
Duration:	1 year
Intakes:	Monthly
Fee (\$AU):	\$7,000
Campus:	Chadstone

This course focuses on the design of furniture and the application of the design into finished furniture products. You will develop the skills and knowledge required for creating and designing furnishings while considering both fashion and functionality. You will eventually be qualified to design interior and exterior furniture, often keeping factors like sustainability, ergonomics, customer style preferences, and practicality in mind.

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

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

Key Study Areas

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

Career Outcomes

- Furniture Producer
- Various positions in furniture design and manufacture

Prerequisites

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

Holmesglen Students Win National Design Award

International furniture design students Carolina Trombelli and Freddy Mata Mendoza continued to show their ingenuity and passion, with the pair winning a national design award in 2016.

Carolina from Brazil and Freddy from Venezuela, won the People's Choice prize at the Australian Contemporary Emerging Design Awards.

In significant exposure for both students and the institute, the successful design – Joaquim Chair – pictured here was featured as part of the Australian Pavilion at China's International Furniture Fair, held in Shanghai.

Additionally, the duo also won the Green Medallion for a separate design, which was awarded by the Australian Furniture Association.

The successful design is the by-product of Carolina and Freddy's new upstart furniture design business, TWO AM. The winning chair was inspired by Carolina's niece, with the piece of furniture containing individual sections to house colouring pencils and drawing paper. The aim is to give young children the chance to express themselves.

Freddy also won the Outstanding Certificate Student category at the Holmesglen annual Awards Dinner held in April 2016.





Recreation, Sport and Massage



Certificate IV in Outdoor Recreation

CRICOS Code:	084418A
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$14,000 per year
Campus:	Waverley

If you have a passion for the great outdoors and a thirst for action and exploration, then the Certificate IV in Outdoor Recreation can unlock the adventurer in you as you not only experience the bushlands of Australia but also study them.

This course is ideal for the explorers, as it incorporates hiking, climbing, rafting, mountain bike riding and canoeing. Strong outdoor skills will be complemented by the skills to teach others, guide and instruct trips. You will also learn about the environment, navigation, trip planning, weather prediction, safety and first aid.

Key Study Areas

- Plan outdoor recreation activities
- Apply single pitch abseiling skills on natural surfaces
- Perform vertical rescues
- Apply canoeing skills
- Apply advanced off-road cycling skills
- Apply navigation skills in an intermediate environment

Career Outcomes

- Trip Assistant in the outdoor recreation industry
- Outdoor Guide (uncontrolled environment)
- Outdoor Instructor

Prerequisites

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

Pathway options

- On completion of this course students can continue into the Diploma of Outdoor Recreation.

In addition to course fees, students will have expenses totalling approximately \$1800 (AUD) for activities and/or materials.

Diploma of Outdoor Recreation

CRICOS Code:	088124E
Duration:	1 year
Intakes:	February
Fee (\$AU):	\$14,000 per year
Campus:	Waverley

Become the ultimate explorer as the Diploma of Outdoor Recreation at Holmesglen provides you with the skills to become an outdoor guide and expedition leader across various terrains

This course is ideal for the adventurous, as you have the opportunity to discover and explore Australia's beautiful scenery for yourself. Your strong outdoor knowledge and abilities will be complemented by the skills you teach others. You will manage outdoor programs and facilitate adventure-based learning activities. You will also learn how to demonstrate complex white water rescues and recoveries and apply navigation skills in different environments.

During this course you will complete a number of essential vocational placements within the Outdoor Recreation industry. These placements, along with a number of compulsory field trips may take place both during the week and on weekends and will provide you with further opportunity to develop their techniques within workplace settings.

Key Study Areas

- Interpret weather for mountain environments
- Advanced bushwalking skills in alpine areas
- Design and facilitate adventure-based learning programs
- Coordinate and manage white water trips
- Demonstrate complex white water rescues and recoveries
- Coordinate emergency responses
- Navigate in uncontrolled environments
- Develop a business plan for sustainable business practice

Career Outcomes

- Operations Manager
- Outdoor Guide (Uncontrolled Environment)
- Expedition Leader
- Outdoor Instructor
- Program Manager for Outdoor Education Camps

Prerequisites

- Completion of the Certificate IV in Outdoor Recreation at Holmesglen with satisfactory grades.

In addition to course fees, students will have expenses totalling approximately \$2300 (AUD) for activities and/or materials.

Diploma of Remedial Massage

CRICOS Code:	091158B
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$13,000 per year
Campus:	Waverley

In Diploma of Remedial Massage you will learn a variety of remedial massage skills which are based on a comprehensive underpinning knowledge of anatomy, physiology and surface anatomy.

You will develop a variety of remedial techniques and specific musculoskeletal assessment protocols.

You will also develop the skills required to assess and treat soft tissue dysfunction, alleviate pain, improve body function and manage musculo-skeletal injuries.

Graduates of this course have the understanding and expertise to work as a Remedial Massage Therapist.

Key Study Areas

- Pathology
- Management of athletes
- Advanced treatment techniques
- Advanced assessment techniques
- Student clinic
- Clinic management theory

Career Outcomes

- Work in a multi-disciplinary clinic
- Work with athletes and sports teams
- Work in a rehabilitative environment.
- Sports Massage Therapist
- Remedial Massage Therapist

Prerequisites

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

In addition to course fees, students will have expenses totalling approximately \$220 (AUD) for activities and/or materials.

Diploma of Sport Development/ Diploma of Event Management

CRICOS Code:	082434F / This course is currently awaiting CRICOS registration
Duration:	1 year
Intakes:	February, July
Fee (\$AU):	\$14,000 per year
Campus:	Waverley

If you are interested in the sporting industry and have a passion for helping athletes achieve their sporting goals then the Diploma of Sport Development/Diploma of Event Management is for you. You will experience every aspect of the industry, from marketing and promotion, coaching and officiating, to event management and finance.

This course delivers the skills and understanding for a successful career, with opportunities to work with state and national sporting bodies throughout the course.

You will be involved in various study tours, including at the Victorian Institute of Sport in Melbourne. You will also have the opportunity to organise sporting carnivals for underprivileged school children overseas.

Key Study Areas

- Develop and update knowledge of coaching practices
- Design and implement strategies to increase participation
- Customise coaching for athletes with specific needs
- Develop and update knowledge of coaching practices
- Design and implement strategies to increase participation
- Customise coaching for athletes with specific needs

Career Outcomes

- Sport Coach
- Sport Administrator
- Sporting Club Manager
- Sporting Event Manager

Prerequisites

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

In addition to course fees, students will have expenses totalling approximately \$1450 (AUD) for activities and/or materials.

Bachelor of Sports Media

CRICOS Code:	078932M
Duration:	3 years
Intakes:	March, August
Fee (\$AU):	\$17,600 per year SSAF (\$AU): \$294
Campus:	Chadstone

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

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

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

Key Study Areas

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

Career Outcomes

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

Prerequisites

- Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).



Holmesglen's Bachelor of Sports Media students visiting Melbourne's Fox Footy studio, one of the leading television sporting studios in Australia.

Bachelor of Sport Business

CRICOS Code:	092390G
Duration:	3 years
Intakes:	March, August
Fee (\$AU):	\$17,600 per year SSAF (\$AU): \$294
Campus:	Chadstone

The Bachelor of Sport Business is designed to equip you with the necessary knowledge and skills to work successfully in the ever increasing sport industry.

The course has four key streams which are

1. Sport Management
2. Sport Media
3. Sport Development
4. Commercial Sport.

These four areas will ensure you develop the unique range of sport business skills required by industry both now and in the future.

Key elements of the degree which ensure you are industry preferred include extensive industry engagement through guest speakers, field trips and applied learning opportunities, the currency of the curriculum which is informed through industry liaison and our comprehensive internship program where you will have the opportunity to work with national, state and local sporting organisations.

Key Study Areas

- Sport management
- Sport media
- Internship
- Sport development
- Commercial sport

Career Outcomes

- Aquatics leisure centres
- Athlete management companies
- Consultancy firms
- Corporate sport organisations
- Event management organisations
- Government agencies
- Sports Clubs
- Sport and leisure consultancies
- Sport marketing and sponsorship companies
- Sport media organisations
- Sport public relations companies
- Sport tourism organisations
- Sports stadiums and arenas

Prerequisites

- Year 12/Matriculation or the overseas equivalent or relevant senior employment experience.
- English language proficiency equivalent to IELTS 6.0 (Academic).

Pathway Options

- Graduates of the Diploma of Sport Development may receive 6 months of advanced standing.
- Graduates of other diplomas may be eligible for advanced standing. This will be assessed on a case-by-case basis in consultation with the course leader.





Travel, Tourism and Events

Diploma of Travel and Tourism Management

CRICOS Code:	082437C
Duration:	1 year
Intakes:	February, July*
Fee (\$AU):	\$14,000 per year
Campus:	Waverley, Moorabbin

Do you have a desire to explore the world? Are you in love with cities you have yet to see? Is travelling the globe your passion? Then consider a career in travel and tourism. With a wide variety of career choices from working with customers designing dream holidays, sailing the world's oceans working on board passenger cruise ships, guiding visitors to all the must see attractions or marketing dream destinations around the world, a Diploma of Travel and Tourism Management will give you the essential introductory knowledge required for your travel career to take off.

The Diploma of Travel and Tourism Management will introduce you to the wide variety of career choices that are available in this exciting global industry.

This course is delivered over one year and you will complete extensive local and international destination studies along with comprehensive training on a variety of airline reservation and ticketing software. You will work with industry partners researching growth opportunities and creating marketing materials to maximise tourism potential.

You may be given the opportunity of an international trip which will increase your tourism knowledge first hand.

Key Study Areas

- Tourism and Destinations Knowledge
- Airline Reservations Systems / Fares & Ticketing
- Packaging Tourism Products / Wholesaling
- Guiding / Cruising
- Leadership / Management
- Marketing / Sales / Customer Service
- Finance
- Retail Travel

Career Outcomes

- Retail Travel Agency Manager
- Incentive Travel Coordinator
- Sales and Marketing Coordinator
- Product Manager
- Reservations Coordinator
- Visitor Information Officer
- Tour Operator

Prerequisites

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

*July intake at Waverley campus only.

In addition to course fees, students will have expenses totalling approximately \$1200 (AUD) for activities and/or materials.



Marc Nichol

Victorian Teacher/Trainer of the Year

Holmesglen events teacher Marc Nichol was awarded the Victorian Teacher/Trainer of the Year at the 2016 Victorian Training Awards ceremony.

In addition to providing his students with the best opportunities to develop their skills and knowledge, Marc has also helped students make the transition into a career, with graduates having gone on to work at a wide range of events including the St Kilda Festival and the Melbourne Spring Fashion Week.

In order to give students the best chance to succeed, Holmesglen's events courses combine hands on experience with the necessary study. For Marc, having a learning environment available that offers both is important.

Diploma of Event Management

CRICOS Code:	This course is currently awaiting CRICOS registration
Duration:	1 year
Intakes:	February, July*
Fee (\$AU):	\$14,000 per year
Campus:	Waverley, Moorabbin

The exciting and hands on Diploma of Event Management has been developed with a strong focus on industry placements at festivals and stadium productions. You will work very closely with industry experts to gain the skills and knowledge required to confidently enter this creative industry.

Learn the skills required to create, develop and stage special events while managing your team in an efficient and productive manner.

You will also get the chance to get backstage access to various events and sites through a number of local, interstate and international travel opportunities throughout your studies.

With the integrated Certificate III in Live Production and Services, the course ensures you have the creative production skills that are a vital addition to an event professional's skills base.

On successful completion of the Holmesglen events course you will have developed the contacts and obtained the valuable experience that will open the doors to a successful career.

Key Study Areas

- Event Management
- Finance / Budgets
- Event Concepts
- Business Events
- Marketing
- Leadership
- Compliance / Safety
- Business Management
- Production Planning
- Creativity
- Conference Programmes
- Teamwork / Customer Services

Career Outcomes

- Events Manager
- Events Coordinator
- Events Supply Companies
- Events Contractor

Prerequisites

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

*July intake at Waverley campus only.

In addition to course fees, students will have expenses totalling approximately \$900 (AUD) for activities and/or materials.

Holmesglen campus locations



IELTS equivalency scores

Entry into courses at Holmesglen will be based on English language results obtained through a recognised English language proficiency test. Below is a list of accepted English language proficiency tests and their scoring equivalencies:

IELTS Score	Test component	TOEFL iBT	PTE Academic	Cambridge English: Advanced (CAE)*	OET	EIKEN Grade	ISLPR (ELICOS)
4.5	Average/total/overall across test components only	32	30	147	n/a	Pre-2	1+
5.0	Listening	4	36	154	B	2	2
	Reading	4	36	154	B	2	2
	Writing	14	36	154	B	2	2
	Speaking	14	36	154	B	2	2
5.5	Listening	7	42	162	B	2A	2+
	Reading	8	42	162	B	2A	2+
	Writing	18	42	162	B	2A	2+
	Speaking	16	42	162	B	2A	2+
6.0	Listening	12	50	169	B	Pre-1	3
	Reading	13	50	169	B	Pre-1	3
	Writing	21	50	169	B	Pre-1	3
	Speaking	18	50	169	B	Pre-1	3
6.5	Listening	20	58	176	B	1	3+
	Reading	19	58	176	B	1	3+
	Writing	24	58	176	B	1	3+
	Speaking	20	58	176	B	1	3+
7.0	Listening	24	65	185	B	1	4
	Reading	24	65	185	B	1	4
	Writing	27	65	185	B	1	4
	Speaking	23	65	185	B	1	4

Conditions of enrolment

Important information to read before completing your Application Form.

Please read this application carefully, complete all sections and ensure that certified copies of your academic transcripts and English language assessments are attached.

Acronyms/Definitions

DIBP	Department of Immigration and Border Protection
ELICOS	English Language Intensive Courses for Overseas Students
RPL	Recognition of Prior Learning
eCOE	Electronic Confirmation of Enrolment
CT	Credit Transfer
VLC	Visa Length Cover
SVF	Streamlined Visa Processing

Principal Course of Study

Where a student visa has been issued for multiple courses of study, the principal course of study is the final course of study the student will undertake on that student visa.

Welfare Carer

A person or organisation authorised by the student's parents and approved by Holmesglen to take responsibility for students under the age of 18; that is, to act as a guardian.

Overseas Student Health Cover

All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. Holmesglen requires that students purchase OSHC to cover the full duration of their studies at Holmesglen (visa length cover).

Terms and Conditions of Enrolment

Applicants are required to sign on their application form that they have read, understood and consented to the Terms and Conditions of Enrolment for all courses delivered at Holmesglen campuses as detailed underneath.

If the applicant is under the age of 18 at the time of application, the Application Form must also be signed by the applicant's parent (or welfare carer).

1. Conditions of Enrolment

1.1 Holmesglen reserves the right to cancel a course prior to its commencement, in which case a full refund of all fees paid will be made within two weeks. For students enrolled in Charles Sturt University's Bachelor of Oral Health (Therapy/Hygiene), Holmesglen reserves the right to cancel the degree component of the program if there are insufficient students for the course. In this case a full refund of all fees paid for the degree component will be made within two weeks. Students will be given assistance in sourcing an alternative program of study.

1.2 A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of any appeals process.

1.3 For students undertaking ELICOS programs the Institute reserves the right to report to DIBP the details of a student whose attendance is unsatisfactory.

1.4 Students enrolled in some courses eg. Nursing and Early Childhood Education are required to undertake clinical or practical placements. Failure in the placement may require the student to repeat the entire semester for which a full semester fee will be payable.

1.5 Holmesglen is required to report to DIBP instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of Holmesglen's intent to report to DIBP and are provided with 20 working days to access the Institute's complaints and appeals process.

Academic Progress is reviewed in each study period. International students are required to ensure they repeat any subjects/modules failed in that period so as to ensure completion of their course within the duration specified on their eCOE.

Detailed information on the Institute's Academic Progress Policy and the Complaints and Appeals Process is available online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com and will be covered in the International Student Orientation program.

1.6 All students are bound by the Institute's Student Discipline Regulations and the Sexual Harassment Policy. Detailed information on the Holmesglen Rules for Student Discipline and Sexual Harassment are covered in the course guide and in the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of a student's enrolment. Students will be provided with 20 working days to access the Institute's complaints and appeals process.

1.7 The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course.

Holmesglen will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.

Circumstances that are considered detrimental to a student's study plan could be but are not limited to:

- Change in Study Plan
- Transfer to a lower level of studies
- Increased tuition costs, particularly in cases where deposits paid in advance to Holmesglen are non-refundable
- Increased duration of studies in Australia
- Level of support services at new provider not equivalent
- Impact to welfare support services established for students under the age of 18.
- Transfer would jeopardise student's progression through a package of courses.
- Within six months of a course beginning students may experience home-sickness and transfer to another registered provider is not likely to overcome this problem
- Holmesglen is of the view that the student is avoiding being reported to DIBP for failure to meet attendance or academic progress requirements.

1.8 Students wishing to apply for a letter of release will need to complete a form, available from the International Centre or online via www.holmesglen.edu.au. This form will provide information on Holmesglen's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however students will need to contact DIBP to seek advice on whether a new visa is required. In instances where a release letter is granted, Holmesglen's Fee Payment and Refund Procedures will be applied to any Fees and Charges Refund request received.

Detailed information on Holmesglen's transfer policy between registered providers is available online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com and will be covered in the International Student Orientation Program.

1.9 After arrival in Australia, Holmesglen's policy restricts a student from transferring to another course of study at the Institute other than for which their student visa has been granted.

1.10 The National Code 2007 requires international students to complete their course within the duration specified on their eCOE except in limited circumstances. In these circumstances, Holmesglen will issue a new eCOE to extend the duration of study for the course.

For detailed information refer to information online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com. Under-enrolment in subjects against advice from Holmesglen, could constitute grounds for cancellation of a student's enrolment.

1.11 The National Code 2007 requires international students to keep Holmesglen informed of their current address. Students are responsible for completing updates online via student eAdministration. This information is covered in the International Student Orientation Program and the international student website.

- 1.12 International Students may apply for Credit Transfer/Recognition of Prior Learning within one week of a study period commencement. There is no fee reduction for students granted CT/RPL for Certificate and Diploma programs (VET). Where possible, students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course – in which case a new eCOE will be issued. For Higher Education Degrees, fees are charged per subject enrolled.

A detailed CT/RPL policy and procedure is available online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com and will be covered in the International Student Orientation Program.

- 1.13 Accompanying school-aged dependents of international students will be required to pay full fees if they are enrolled in a government or non-government school.
- 1.14 International students must maintain adequate health cover for themselves and any members of their family unit who are with them during their stay in Australia.
- 1.15 Students need written permission from Holmesglen to defer or suspend their course. In cases where permission is granted, DIBP will be advised.
- Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available online at www.holmesglen.edu.au and www.holmesglenlivinginmelbourne.com.
- 1.16 Holmesglen is required to advise DIBP when a student fails to commence a course, withdraws before the course ends, or changes course.
- 1.17 Students who are unable to arrive on time may be given up to one week to commence. After one week the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.
- 1.18 Students who are enrolled with partner providers such as Headmasters will use the support facilities provided by these institutions.
- 1.19 Students applying under SVP for a packaged program leading to a Bachelor degree will be required to pay a deposit for the first semester of the degree at the time of acceptance. For courses offered by university partner providers, students will be governed by the partner university international admissions, refunds and transfer policies which include a Genuine Temporary Entrant assessment and the payment of upfront fees. Please refer to partner university website for full information on these policies.

2. Personal Information

Information is collected in the Application Form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

- 2.2 Information held on student files including attendance records, academic progress reports etc. belongs to Holmesglen. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.
- 2.3 By enrolling at Holmesglen, the student agrees that information relating to academic performance may be made available to their parents or welfare carer, and/or agent.

3. Information About Holmesglen

- 3.1 Holmesglen only accepts responsibility for information given to overseas students from the following sources:
- the Course Guide,
 - the Holmesglen Living in Melbourne website www.holmesglenlivinginmelbourne.com
 - the Holmesglen website www.holmesglen.edu.au
 - Institute personnel
 - Accredited overseas agents
 - IDP Education offices.
- 3.2 Holmesglen does not accept liability for information provided by sources other than these.

4. Accommodation

- 4.1 The accommodation provided by Holmesglen is detailed in this course guide. Applicants who are applying for Institute accommodation should carefully read the Student Services and Facilities section of this course guide.
- 4.2 Refunds for accommodation expenses paid in advance will be in accordance with the Institute Fee Payment and Refund Procedures.

- 4.3 Other than placing a student with an Australian family or booking the student into any of the accommodation options included in this Course Guide, Holmesglen takes no responsibility for the accommodation provided.

5. On Arrival Service

- 5.1 This service is only available to students who have requested Holmesglen arranged accommodation.
- 5.2 Students are required to notify Holmesglen of their flight number, date and time of arrival at least 7 days in advance.
- 5.3 Holmesglen does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

6. Welfare Arrangements for Students under 18

- 6.1 Students under the age of 18 are required to have a welfare carer appointed before they are offered a place in the course. Refer to Pages 22. Welfare carers must be approved by the Institute. Fees for this service are available on request.
- 6.2 Students under the age of 18 must have their accommodation arrangements approved by the Institute.
- 6.3 Parental consent is required for Holmesglen to seek urgent medical treatment for students under the age of 18.
- 6.4 In the event that a student becomes seriously ill, the Institute will advise the student's parents.
- 6.5 Detailed information pertaining to welfare arrangements for students under 18 is covered in the prospectus and online at www.holmesglen.edu.au/international and www.holmesglenlivinginmelbourne.com

7. Complaints and Appeals

- 7.1 Holmesglen has a well-established independent Complaints and Appeals procedure which provides for prompt resolution of any student complaints.
- Detailed information on the Complaints and Appeals Procedure is available online at www.holmesglen.edu.au/international and www.holmesglenlivinginmelbourne.com and will be covered in the International Student Orientation Program.
- 7.2 Beyond this procedure, all students have a right to pursue further action through the Australian legal system

Lodging your application

Step 1: The Application Form

Look up your preferred course and ensure that you have met the minimum academic and English language proficiency requirements.

Before completing the Application Form you should have read the information contained in this course guide. In particular, you should ensure that you fully understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.

You must attach to your application certified copies of your academic results including your English language assessment.

You are required to confirm and consent to important items at the end of the Application Form – under the heading "Declaration". Please read them carefully before you sign the Application Form.

If you are under the age of 18 the Application Form must also be signed by your parent (or welfare carer).

Your application must be forwarded to:

**The Director, International Centre
Holmesglen Institute
PO Box 42, Holmesglen
Melbourne 3148 Australia**

or emailed to: international.admissions@holmesglen.edu.au

Step 2: The Application Fee

Applications will only be considered when they are accompanied by an Application Fee of A\$500.

Applicants who are applying through accredited agents and IDP Education offices are exempt from paying this application fee.

A list of accredited agents can be found via the website: www.holmesglen.edu.au/programs/international/agent_list

Step 3: Provisional Acceptance/Rejection

Upon receipt of your application the Institute will notify you whether you have been accepted.

If you are NOT accepted, your application fee will be refunded.

If you are accepted, Holmesglen will forward to you a Letter of Offer and the Fee Schedule.

Step 4: Confirmation of Enrolment Forms/Visas

On receipt of your tuition fees and (if required) any deposits or amenities fees, Holmesglen will forward you an official Electronic Confirmation of Enrolment (eCOE) which will allow you to apply at Australian Embassies and Consulates abroad for a student visa to enter Australia.



Application form

Please read this application form carefully and complete ALL sections ensuring that certified copies of your academic transcripts and English language assessments are attached. Applications will only be considered when accompanied by the \$500 Application Fee. Students applying through accredited agents are exempt from this requirement. This form is to be used in the application for all courses listed in the current Holmesglen International Student course guide.

Section 1 – Personal Details

Surname or family name	Title (Mr, Mrs, Miss, Ms, Other)	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="text"/>	<input type="text"/>			
Given name(s)		Date of birth (DD/MM/YYYY)	<input type="text"/>	
<input type="text"/>				
Country of birth	Citizenship	Passport number	<input type="text"/>	
<input type="text"/>	<input type="text"/>			
Have you been previously enrolled at Holmesglen Institute? (tick yes or no)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Student Number	<input type="text"/>
Are you currently studying in Australia (tick yes or no)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what visa do you currently have?	<input type="text"/>
Name of institution			Expiry date (DD/MM/YYYY)	<input type="text"/>
<input type="text"/>				
Are you a permanent resident of Australia (tick yes or no)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If you are not a permanent resident of Australia, on what type of visa will you be entering Australia?			Expiry date (DD/MM/YYYY)	<input type="text"/>
<input type="text"/>				
Do you have any disabilities (tick yes or no)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify	<input type="text"/>

Section 2 – Contact Details

Number and Street	Home phone number	
<input type="text"/>	<input type="text"/>	
Suburb/Town	Mobile phone number	
<input type="text"/>	<input type="text"/>	
Country	Postcode/Zipcode	Work phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	

Section 3 – Course Preferences

Name of course	<input type="text"/>	
Preferred campus	Commencing (MM/YYYY)	
<input type="text"/>	<input type="text"/>	
Name of course	<input type="text"/>	
Preferred campus	Commencing (MM/YYYY)	
<input type="text"/>	<input type="text"/>	
Name of course	<input type="text"/>	
Preferred campus	Commencing (MM/YYYY)	
<input type="text"/>	<input type="text"/>	

Section 4 – English Language Proficiency PLEASE TICK WHERE APPLICABLE AND ATTACH DOCUMENTARY EVIDENCE

What is your first language? I.e. the language you speak at home.

Recent use of English (Please tick where applicable and attach documentary evidence.)

I have satisfactorily completed secondary/tertiary studies in Australia. I have satisfactorily completed an approved ELICOS program at:

Name of institution Length of course Date of completion (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

I have undertaken an English test: SCORE: IELTS TOEFL Cambridge Pearson Other

Section 5 – Previous Studies

SECONDARY STUDIES

Name of qualification (eg. A Levels) School/institution Country Year completed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If yes, when do you expect your results to be released? Date (DD/MM/YYYY)

Are you currently studying your final year of high school? Yes No

POST SECONDARY STUDIES

Name of qualification (eg. A Levels) School/institution Country Year completed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5 – Previous Employment

If you believe you have relevant employment experience, please attach separate documentation to your application.

Section 7 – Study Plan in Melbourne THIS SECTION MUST BE COMPLETED BY THE APPLICANT

Please consider your answers carefully before you sign this application.

Why do you want to study the courses you have applied for at Holmesglen?

What is your career plan at the end of your studies?

The highest level of study (Principle Course) I have applied for is Certificate Diploma Degree Post Graduate

Why have you chosen this level of studies?

Section 8 – Marketing

How did you hear about Holmesglen? Internet Website Expo Friend Agent

Declaration THIS SECTION MUST BE COMPLETED BY THE APPLICANT

- I declare that the information contained in this application is true.
- I confirm that I have received and read a copy of Holmesglen's current course guide and information available on www.holmesglen.edu.au and fully understand the requirements of the course.
- I have read, understood and consent to the Terms and Conditions of Enrollment and the Fee Payment and Refund Procedures at Holmesglen.
- I consent to DIBP providing Holmesglen with any information about my visa status from the time of my application to the time of my departure from Australia.
- I understand that this agreement and the availability of Holmesglen's

complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.

- I agree that Holmesglen may disclose information in relation to my enrollment status, visa status, including any possible breach of visa conditions along with copies of my course progress and results to my parent/s, welfare carer, and/or agent.
- I understand that my photo may be used in Holmesglen's promotional material and consent for this to be done.
- I confirm the information supplied on this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

Holmesglen Institute

PO Box 42, Holmesglen
Melbourne, Victoria 3148 Australia
CRICOS Provider Code: 00012G

T (+61 3) 9564 1703 or 9564 1948
F (+61 3) 9564 1712 / 1753

E international.admissions@holmesglen.edu.au

www.holmesglen.edu.au

Applicant's signature

Date (DD/MM/YYYY)

Parent of guardian signature

Date (DD/MM/YYYY)

AGENT NAME/DETAILS



Fees and refunds

Fee Payment and Refund Procedures

When the Institute accepts an international student's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international student for the purposes of the ESOS Act and the Revised National Code (2007).

1. Application Fee

- 1.1 On application for admission to a course, an application fee of \$500 is payable and will be credited against the student's tuition fee.
- 1.2 This application fee of \$500 is non-refundable in the case of a student withdrawing an application after a Letter of Offer is issued.
- 1.3 If the student's application for admission is rejected, then the \$500 application fee will be reimbursed in full.
- 1.4 Students applying through the accredited agents and IDP Education offices are exempt from including the \$500 application fee.

2. Payment of Tuition Fees

- 2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester or a trimester. The ESOS Act now limits the collection of pre-paid tuition fees. Tuition fees for all courses including ELICOS are payable per study period. Fees payable are documented in the student's written Letter of Offer and Fee Schedule. Holmesglen collects no more than 50% of the total course cost prior to the student commencing the course with the exception of courses that fall within one study period of 24 weeks or less.
- 2.2 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn on an Australian bank in Australia). Holmesglen's bank account details are:

Account Name:

Holmesglen Institute of TAFE

Bank Name:

Commonwealth Bank of Australia – Ashburton Branch

Bank Address:

205 High Street, Ashburton, Victoria,

Australia SWIFT CODE: CTBAAU2S

Branch Number (BSB): 063103

Account Number: 00901243

Once payment has been lodged, students must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for Holmesglen to track the payment.

- 2.3 Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa, or over the internet.

- 2.4 After a student commences at Holmesglen, fees for subsequent study periods are due two weeks prior to the commencement of the study period. Invoices to students will indicate a due date that is compliant with current ESOS requirements. Unpaid fees will result in the cancellation of a student's enrolment at the end of any appeals process. No refunds are payable for any deposit held. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for an appeal. A fee of \$300 will be levied on students who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.

- 2.5 Additional fees are payable for additional courses, graduation ceremonies, excursions, resitting tests and examinations and textbooks.

- 2.6 When students have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro-rata tuition fee is payable.

- 2.7 Where a student has a package offer with a partner institution, Holmesglen reserves the right to impose an upfront fee which will not be refundable.

- 2.8 Students who enrol in additional courses will be required to pay the full-time course fee applicable to that course.

- 2.9 Holmesglen reviews its tuition fees and other charges annually. Students will be required to pay the current fee that applies from the beginning of the next study period. If the student defers their, they will be required to pay the fees applicable to your new commencement date. If the student changes course the new course tuition fee will apply. Students enrolled in programs with Holmesglen's partners will be required to pay the tuition and other fees set by the partner.

Holmesglen makes every attempt to provide an indication of the partner institution's fees at the time of production of this course guide. However, students should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.

- 2.10 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For degree programs, fees are charged per subject.

- 2.11 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.

- 2.12 Where the Goods and Services Tax (GST) applies to programs and services in this course guide, the tax is included in the advertised fee.

3. Refund Procedures

Claims for refunds must be made in writing using the prescribed form available from the International Office or online at www.holmesglen.edu.au/international. Refunds that are approved will be made within four weeks after receipt of a written claim. If after payment of fees a student withdraws an application, the following will apply:

- 3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to students. No refund of the ELICOS tuition fee will be made to students withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to students who have paid tuition fees for the forthcoming study period.
- 3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.
- 3.4 Where a student has been granted a deferral or suspension to their enrolment after the commencement of a study period, a pro rata transfer of the remainder of the study period tuition will be granted. The fee transferred will be held towards tuition for the study period the student is returning to and the student will be required to pay any balance prior to resuming their studies.

If the student does not return to their studies see 3.5. No refund will be granted if the student decides not to recommence their studies with the exception of compelling or compassionate circumstances.

- 3.5 Where a student has been granted a deferral in their course, tuition fees paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a student has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.
- 3.6 Where a student has been accepted into a course subject to attaining a required level of English language proficiency and the student does not attain that level of proficiency, the student will be requested to continue with English language training for a prescribed further period. Where the student does not wish to take up this option, they will be entitled to a 75% refund of the tuition fees paid towards a subsequent study period.

Fees and refunds

- 3.7 Where a student has been granted a deferral in their course due to a delay in their visa grant, tuition fees paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student's visa is not granted.
- 3.8 Where a student has had to withdraw because of visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid – less a \$250 administrative fee. Where a student's visa is refused in Australia for a course they are currently enrolled in, a refund will be granted on a pro rata basis.
- 3.9 Where a student does not lodge the visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.
- 3.10 Where a student's enrolment is cancelled because of misbehaviour or breaching of visa conditions, a pro rata refund of tuition fees will be made from the date of enrolment cancellation.
- 3.11 Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director, International Centre.
- 3.12 No refund or transfer will be made to third parties.
- 3.13 International students who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3.
- 3.14 Students who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at www.csu.edu.au. A copy of these will also be made available to students at the time of their enrolment in the degree part of the course at Holmesglen. The Charles Sturt University Refund Procedures do not apply to the diploma component of the program.
- 3.15 Students who are enrolled at Headmasters Advanced Academy will be subject to the Headmasters Advanced Academy Refund Procedures and Terms and Conditions. These are available on the Headmasters Advanced Academy website at www.headmasters.com.au. A copy of these will be made available to students at the time of their enrolment at Headmasters Advanced Academy. The Headmasters Advanced Academy Refund Procedures do not apply to any preparatory program undertaken at Holmesglen, e.g. an ELICOS program.
- 3.16 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion and the decision of the Board is final.
- 3.17 These procedures do not remove the right of an international student to take further action under Australia's consumer protection laws.
- #### 4. Refunds – Accommodation
- 4.1 The Accommodation Placement Fee is non-refundable in any circumstances other than when a student has had his/her visa refused.
- 4.2 Where a student has made a payment towards Institute Accommodation, a full refund will be granted if a student has their visa refused.
- 4.3 In circumstances other than where a student has had their visa refused:
- a 90% refund will be made to students withdrawing up to four weeks before the commencement of the course, and
 - a 75% refund will be made to students withdrawing less than four weeks before the commencement of the course, and
 - no refund will be made once a student arrives in Australia. Upon arrival in Australia, failure to take up a confirmed place in Institute Accommodation on the confirmed arrival date would result in the student forfeiting their place in Institute Accommodation.
- 4.4 Students who are already in Australia and book into Institute Accommodation, will not receive a refund of payment towards Institute Accommodation once a place is confirmed.
- #### 5. Refunds – Welfare Arrangements for Students Under the Age of 18
- 5.1 A period of thirteen weeks is defined as a welfare term. Once a welfare term has commenced, no refund is payable in any circumstances for that term. The balance of welfare fees paid in advance may be refunded.
- 5.2 In instances where a student defers their commencement of studies, excess welfare fees will be transferred towards tuition for their subsequent courses.
- #### 6. Educational Package
- 6.1 Holmesglen: When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a higher level principal course at Holmesglen, they will be offered an education package comprising the prerequisite course and the principal course. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of English language proficiency, as a condition of entry into a principal course. In these circumstances the refund procedures described under item 3.6 (Refund Procedures) will apply.
- 6.2 Holmesglen/Partner University bachelor degrees: When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course as a condition of entry into a degree course at Holmesglen. In these circumstances an additional deposit fee is payable for acceptance into the principal course at Holmesglen. This deposit will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. In circumstances where the student chooses not to proceed with their degree course, the degree deposit is non-refundable.
- 6.3 Other Institutions: When applicants are required to complete a prerequisite course at another institute as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee is payable for acceptance into the principal course at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The deposit fee is non-refundable in any circumstances. Where subsequent Letters of Offer and eCoE's are required to be issued post arrival in Australia, Holmesglen will levy a fee of \$500. This fee is also non-refundable.
- #### 7. Additional Subjects
- 7.1 Students who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost except for Bachelor degree studies where fees are charged per subject.
- 7.2 For students who have not paid a full fee in the current study period a pro-rata fee will be charged for additional subjects.
- 7.3 Students will only be allowed to enrol in off-campus subjects they have failed in a previous study period and provided that they are enrolled in a full-time course.

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CRICOS Provider Code: 00012G

TOID: 0416

All information contained in this publication was correct at time of publication and is subject to change without notice. It is the sole responsibility of the student to research and confirm all general and specific course information prior to submitting an application for admission. CRICOS codes provided in this publication are subject to change as courses are re-accredited. For the most current course information, please refer to the Holmesglen website.

Visit www.holmesglen.edu.au/international.

Holmesglen CRICOS Provider Code: 00012G

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